



THE HONOURABLE SOCIETY OF
THE INNER TEMPLE

CALL TO THE BAR GUIDELINES

Advice on application and Call ceremonies for
BPTC Students in 2019





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BEFORE YOU START...

The deadline to apply for ALL THREE Call ceremonies is

FRIDAY 3 MAY 2019

Apply now for July, October and December

Call to the Bar!

APPLICATIONS

- ✓ **Do** begin the application process as soon as possible as it takes approximately one month to complete.
- ✓ **Do** start your application prior to receiving your BPTC results.
- ✓ **Do** start your application prior to achieving the requisite number of valid qualifying sessions.
- ✓ **Do** add Richard Loveridge (rloveridge@innertemple.org.uk) to your list of email contacts and keep your records updated with us.

- ! **Do not** begin your application before you have thoroughly read these guidelines.
- ! **Do not** send us your application before it is completed and has been signed by a Master of the Bench.
- ! **Do not** wait until you receive your BPTC results. You can always defer to a later date if necessary.

CALL TO THE BAR

- ✓ Do plan to attend the Call to the Bar ceremony in person.
- ✓ You may not be allocated/eligible for your first choice of ceremony so please bear this in mind when making holiday/personal travel plans following your BPTC.
- ✓ Do keep us informed of any changes to your plans for Call to the Bar.

- ! It is strongly recommended that any travel or accommodation bookings are not made until you have received the Call details email and tickets from the Inn, approximately two weeks prior to the Call night.



[2]

Once we have received your completed and signed application, and it has been processed, we will send you a confirmation email. Your place at the Call ceremony will be conditional on completion of all the necessary qualifying sessions, your BPTC result, and fit and proper checks.

Once your Call has been confirmed you cannot change your Call date without applying to the Inn for a cancellation or deferral. Please read sections 9 and 10 carefully regarding this matter.

SENDING YOUR APPLICATION

Please return your application by no later than FRIDAY 3 MAY 2019 to:

Richard Loveridge
Education & Training Department
Treasury Building
Temple
London
EC4Y 7HL

- Incomplete applications will be returned to the applicant.
- Your Call date can only be confirmed once a complete Call application and payment has been received.
- Only originals of the Proposal for the Bar form will be accepted. Do not send photocopies or scans.



GUIDELINES FOR APPLICATION

1. CALL DATES & RESULTS

The three Call dates for those who will complete the BPTC in 2019 are:

Trinity Call	Thursday 25 July 2019
Deferred Trinity Call	Monday 21 October 2019
Michaelmas Call	Tuesday 3 December 2019

At the time of your Call to the Bar you must:

- ✓ Be certified as having successfully completed the Bar Professional Training Course
- ✓ Have at least 11 valid qualifying sessions (your attendance at the Call ceremony will be your prerequisite 12th).

If you have not fulfilled these requirements, you will be ineligible to be Called to the Bar.

Check with your BPTC provider for the publication dates of results; there must be a minimum of two weeks between the results release date and your Call date.

Call applications for all three 2019 ceremonies should be completed and submitted to the Education and Training office at Inner Temple by no later than FRIDAY 3 MAY 2019.

2. CALL DATE PREFERENCES

Unfortunately, due to demand, we cannot guarantee everyone their first choice of Call date. For this reason, we ask you to indicate your Call date preferences when applying.

Before submitting your Call to the Bar application, please visit the below webpage and complete the online form to indicate your preferences:

<https://www.surveymonkey.co.uk/r/callpreferences2019>

Please note that indicating your preferences via the above link will not reserve you a place. Only upon receipt of a fully completed application will a place be held for you (this will be confirmed by email).



3. INTERVIEW WITH A MASTER OF THE BENCH

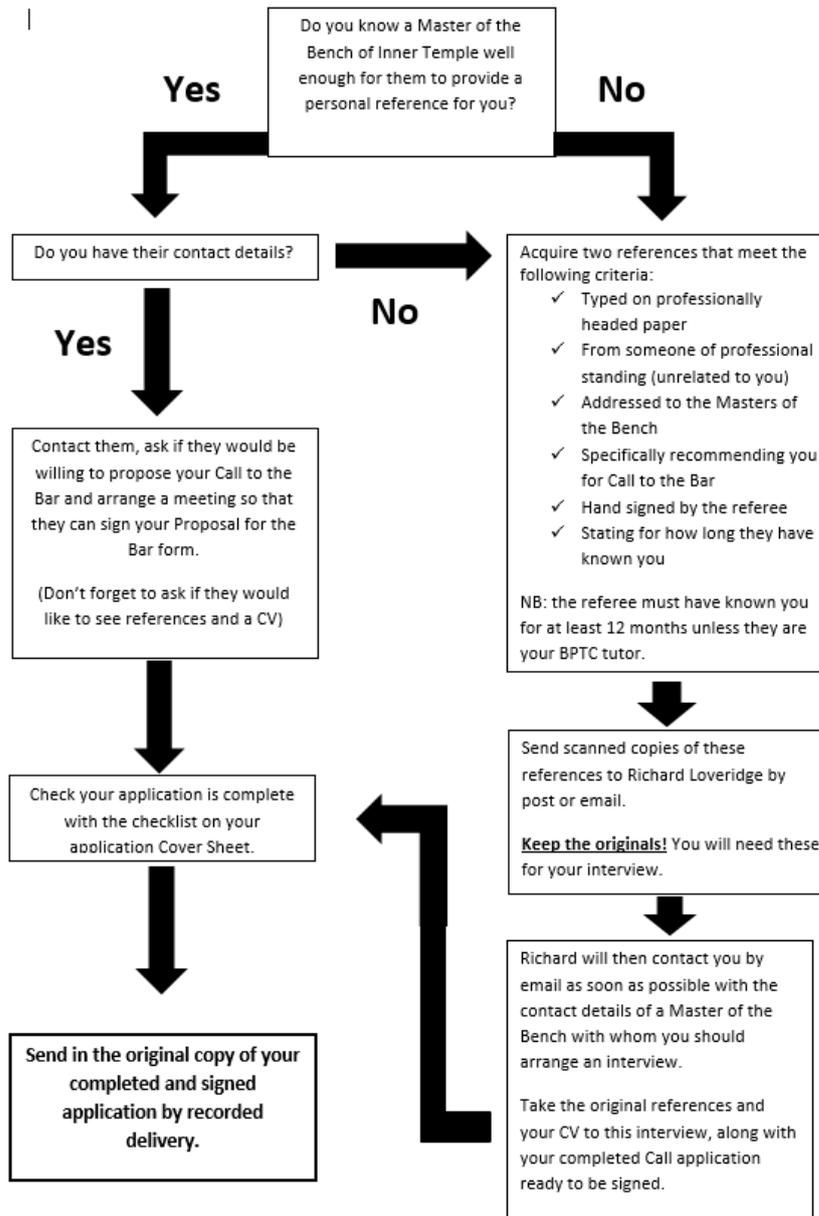
A *Bencher* or *Master of the Bench (MOB)* is a senior member of an Inn of Court in England and Wales.

In order for your application to be Called to the Bar to be considered complete, you must meet with a Master of the Bench and have them agree to propose your Call. The purpose of this meeting is for them to conduct an interview to assess whether you are of fit and proper character to be Called to the Bar. If the MOB agrees to propose your Call to the Bar, they will sign your Proposal for the Bar form.

All Masters of the Bench except Honorary, Overseas, Supernumerary or Legal Academic Benchers are eligible to sign your Proposal for the Bar form.

As a member of the Inn, it is courteous to address the Master of the Bench as “Master [Surname]” in both writing and at your interview, unless they have requested that you address them otherwise.

The following flowchart will advise you on how to arrange your interview:

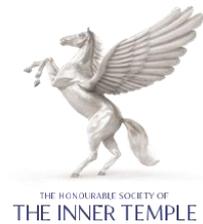


Please note!

- If your references do not meet all the criteria, then you will not be provided with contact details of a Master of the Bench until correct references are submitted.
- Electronic signatures are not valid as signed references.
- A Master of the Bench will not sign your Proposal for the Bar form if you have not provided all the required documentation at your interview.

Example of an acceptable reference:

Inner Temple Ltd.
53 Crown Office Row
London EC4
Tel: 0207 797 XXXX



Masters of the Bench
The Honourable Society of the Inner Temple
Education & Training Department
Treasury Building
Temple
London EC4Y 7DP

[DATE]

Dear Masters of the Bench,

I have known John Smith for 2 years as their manager at Inner Temple Ltd.
I can confirm that they are of fit and proper character to be Called to the Bar.

Yours faithfully,

A.Nother

Anne Nother



4. CURRICULUM VITAE

Please include a current CV with your application. This must include:

- ✓ Academic qualifications
- ✓ Places of study (please also include the college if applicable)
- ✓ Any further professional qualifications
- ✓ Any Inner Temple scholarships that you have been awarded

5. CALL FEE

The £75 Call fee is to be paid upon submission of your application. Please make your cheque payable to “Inner Temple”.

6. DUKE OF EDINBURGH ENTRANCE SCHOLARSHIP

If you have been awarded a Duke of Edinburgh Entrance Scholarship you will not need to pay the Call fee.

Please sign the form on the last page of your application if you have won the Duke of Edinburgh Entrance Scholarship as this award covers your Call fee. Please note this is not the same as the Duke of Edinburgh bronze, silver and gold awards scheme which you may have completed at school or university.

7. TICKETS

Tickets for yourself and your guests will be available to book via the Inner Temple website (<https://www.innertemple.org.uk/>) approximately two weeks prior to your Call date. You will be notified via email as to when tickets are available.

It is important that these tickets are booked as soon as possible after the email has been received.

Guest tickets are priced at £24.15 per person and these tickets grant each guest entrance to the ceremony and the champagne reception that follows. You will also need to buy a ticket for yourself at £16.50.

If you are due to be Called at the Trinity ceremony you will be allocated a total of up to three guest tickets. For the Deferred Trinity and Michaelmas ceremonies, you will initially be allocated up to two guest tickets with the possibility of this increasing to three once final Call numbers are confirmed.

8. QUALIFYING SESSIONS

Prior to being Called to the Bar you must have completed at least 11 valid qualifying sessions, with your attendance at the Call ceremony counted as your compulsory 12th. A qualifying session is valid if completed in the 5 years leading up to the date on which you are Called.

Please note that it is your own responsibility to keep track of the number of qualifying sessions you have and their validity. If you do not have the required number of valid qualifying sessions, then you will not be Called to the Bar.

You can monitor your qualifying sessions via the Inner Temple website:

<https://www.innertemple.org.uk/>



9. CANCELLATION

The Call to the Bar ceremony, as well as being an enjoyable occasion for family and friends, is the final element of the formal Call to the Bar process. Consequently, the Inn devotes significant resources (financial and staffing) to organising the ceremony. Furthermore, every application by a student to be Called to the Bar is formally approved two weeks in advance of the Call ceremony by the Masters of the Bench at Bench Table. Therefore, any request to cancel or postpone your Call date causes major disruption and expense.

Any request to cancel or postpone a student's Call date must be put in writing to the Director of Education & Training, Fiona Fulton (ffulton@innertemple.org.uk), and copied to Richard Loveridge (rloveridge@innertemple.org.uk, tel: 020 7797 8212) at least one month before the confirmed Call date.

If a student requests a cancellation / postponement within the four weeks leading up to his or her Call date, and this is granted, then a further £75 Call fee may be charged at the Inn's discretion in order for the student to be Called at a later date.

Tickets will not be refunded if the cancellation occurs within 5 working days of the ceremony.

Any request for cancellation / postponement must set out the extenuating circumstances that you would like to have taken into account. All requests will be considered on a case by case basis and, if the request is made due to ill health, a medical certificate must be provided.

10. DEFERRALS

If you need to defer your Call for any reason, please inform the Inn as soon as possible. It is your responsibility to contact the Inn and check that your Call can be deferred to an alternative Call date.

If you wish to defer your provisional July Call date due to exam resits being taken in August, please note that you will not receive confirmation of your results in time for Deferred Trinity Call in October so should defer to Michaelmas Call in December. Please check the release date of results with your BPTC provider before arranging your deferral. The results must be confirmed at least two weeks prior to your intended Call date.

Please note that it is also your responsibility to inform the Master of the Bench proposing your Call of any changes to your Call date.



GUIDELINES FOR CEREMONY

Approximately two weeks prior to your Call ceremony you will be sent an email asking you to check the name that will be printed on your Call certificate and the qualifications which will be attributed to you during the ceremony. You will also be sent further information regarding the times and format of the ceremony, ticket booking information, and a reminder about the dress code.

11. DRESS CODE FOR CALL NIGHT

The dress code for students on the day will be dark suits for men and women.

- All Callees must wear dark jackets
- Men: White wing-collared shirt or a Tunic Shirt - both require bands
- Women: White wing-collared shirt or a Mandarin Collar Shirt or a Ladies Tunic. You will need to purchase bands separately - all require bands.
- These can be purchased from a number of tailors including:

Ede & Ravenscroft
93-94 Chancery Lane
London
WC2A 1DU
Tel. 020 7405 3906
3533

Stanley Ley
23 Fleet Street
London
EC4Y 1AA
Tel. 020 7353

- If you have any queries about Call dress, please contact one of the tailors directly.
- The Inn will provide gowns on the night and the photographer will provide wigs for photos.
- Please note that wigs are not worn during the ceremony.

Guests do not have to wear dark colours, but smart attire is requested. The Temple Church will be open to guests from 5.00pm and all guests must be seated by 5.45pm.

12. INFORMATION ABOUT THE CALL CEREMONY

5.00 pm – Student registration & briefing

6.00 pm – Ceremony starts, followed by reception (champagne and canapés served)

8.30pm – Reception ends

After a short briefing by an Education and Training staff member, you are lined up in order of admission to the Inn (unless you obtained an Outstanding result in the BPTC, in which case you will be Called first) and taken to the Church. During the ceremony the Sub-Treasurer will read out your name, qualifications and the name of the Master of the Bench who has agreed to move your Call. At this point the Master of the Bench will say "Master Treasurer, I move his/her Call". The Treasurer will hand you your Call certificate and you will nod to the Treasurer then nod to the Master of the Bench and return to your seat.

If your proposing Bencher is unable to be present at the ceremony (and in some cases this may be a last-minute change which you may not be aware



of), you will be allocated another Bencher. The Education and Training Department will organise this.

Important: Please allow plenty of time for your journey to Inner Temple on the day of your Call, as students arriving late for registration or guests arriving late for the ceremony will not be admitted. Remember that all the Call dates are held at peak-hour London traffic/public transport time.

If you are late you will not be Called to the Bar on this occasion and you will subsequently need to write a letter of explanation to the Masters of the Bench to ask their permission to be Called at a future date. An additional Call fee may be charged.

PROJECT PEGASUS

The Inner Temple has a clear vision for our future, to provide the very best education for students, pupils and for those who are practicing.

The Inn will be transforming the Treasury Building and Hall to make it fit for purpose for our 21st Century educational mission by creating modern, purpose-built training facilities that will be added to the top of the building. We will also be improving access to the building and upgrading some of our services.

Construction work on Project Pegasus will start in May 2019 and the project will be completed by Easter 2021. In order to do this the Inn shall have to move out for just under two years. During the construction work, the Inn will still be delivering its services. The majority of the Inn's educational activities such as qualifying sessions will take place at King's College London.

This means that the 2019 Call ceremonies will be affected in the following ways:

Trinity Call – Thursday 25 July 2019 – Ceremony will take place in Temple Church, as normal, with the reception held in a marquee in the Inner Temple Garden.

Deferred Trinity Call – Monday 21 October 2019 – Ceremony will take place in Temple Church, as normal, with the reception held in Middle Temple Hall.

Michaelmas Call – Tuesday 3 December 2019 – Ceremony will take place in Temple Church, as normal, with the reception held in Middle Temple Hall.

Of course, the Inn is much more than this Treasury building; it is about the relationships you create and the learning you gain from others in the profession. This interchange is at the heart of the Inn's collegiality and will continue to be. Don't forget, once qualified, the Inn is your professional home and this project will greatly improve your long-term educational experience, especially once you start practicing.

For further information on the revitalisation of the Inn, please visit the following webpage:

<https://www.innertemple.org.uk/project-pegasus/>



FAQs

Can both of my referees be a BPTC tutor?

Yes.

Are payments other than cheque accepted for the Call fee?

Cheque payment is preferable wherever possible. If you do not have a cheque book, postal orders and bank drafts are also accepted.

Cash payments can be accepted in person at the Education & Training office, but the exact amount must be provided.

Card payments can also be accepted in person or over the phone.

If you still have difficulty arranging the payment, please contact Richard Loveridge.

N.B. Payment of the Call fee will not be accepted prior to a fully completed application being submitted.

What if I don't get my first choice of Call night?

You will be added to a waiting list and places will be reallocated as and when they become available. This typically happens after BPTC results have been published and deferral requests processed.

To increase your chances of being allocated your first choice of ceremony, we strongly recommend you submit your application as early as possible. Places are issued on a strictly first come, first served basis.

What happens if I fail to complete the BPTC before my provisional Call date?

You will need to email Richard Loveridge and request a deferral to a later Call date. Your reserved space will also be reallocated to an individual on the waiting list.

As the Inn receives confirmation of every student's BPTC results when they are released, we will automatically reassign your place if you are ineligible to be Called.

Can children attend the ceremony?

Children are welcome to join us at the ceremony and reception, but we ask parents to be mindful of the occasion. Also, please note that, regardless of age, children will require a guest ticket also. Each Callee is allocated a minimum of 2 guest tickets at £24.15 each.



One or more of my guests has mobility issues or one of my guests will be bringing a buggy or pram. Whom should I notify?

Email or telephone Richard Loveridge to inform him of this or include a note with your application if possible. Any necessary arrangements will be made, and we will contact you if we need further information.



A FEW IMPORTANT REMINDERS

DEADLINE: FRIDAY 3 MAY 2019!

Keep this booklet handy

These guidelines cover everything from your application to the ceremony. Read them carefully and if you have any questions refer to this document in the first instance.

Sooner rather than later

Don't forget that all places are strictly allocated on a first come, first served basis.

Check results dates

Ensure your chosen Call date is compatible with your BPTC results date and please bear in mind we need at least two weeks' notice to add you to a Call list and create the relevant paperwork.

Keep a copy of your application

Keep a copy of the completed forms with the guidelines for future reference.

Keep us informed

If you need to defer, withdraw or cancel your Call for whatever reason, let us know! Contacting us sooner rather than later means that we are more likely to be able to help you.

Also make sure your contact details are up to date at all times. Any changes should be made via the website or sent to records@innertemple.org.uk

Keep your Bencher up to date

Note/Save the contact details of the Master of the Bench who signs your Call form. If there are any unexpected changes or delays it is courteous to let them know that your plans have changed, as they will most likely have planned to attend the ceremony to move your Call.



Monitor your qualifying sessions (QS)

You must have attended at least 11 by the time you are due to be Called and each qualifying session is valid for 5 years. Remember to sign the dining cards and registers. However, please keep in mind that the qualifying sessions' system is updated manually and it could take some time for a session to be logged, especially if the session is not run directly by the Inner Temple.

Add Richard to your safe senders list

Add the email address rloveridge@innertemple.org.uk to your safe senders list to ensure that important Call correspondence does not go in to your junk mail.

Good luck with the rest of your course and if you have any queries about the Call to the Bar process, please contact Richard Loveridge on 020 7797 8212 or rloveridge@innertemple.org.uk

