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| **APPLICATION FORM FOR ADMISSION TO THE** **DIPLOMA IN PROFESSIONAL LEGAL PRACTICE 2023/24** |

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| **FIRST NAME(S):** | **LAST NAME:** |

**IMPORTANT**

1. Please ensure that you complete your application fully, accurately and in accordance with the Application Instructions below.
2. Please ensure that you apply no later than **12 noon** on **Friday 5 May 2023**. Applicants submitting their Application forms late will not be considered for a place.
3. Please do not apply to more than **two** Diploma providers.
4. Please ensure that you withdraw your application if you do not wish to accept an offer. Further, if you do not accept (or decline) any offer by the appropriate acceptance date (please see Dates below), that offer will be withdrawn automatically.
5. Please accept only one offer. If you accept two offers, both offers will be deemed invalid.
6. If you accept an offer in a round, no further offer will be made by any Diploma provider in subsequent rounds.
7. Please read the information contained in sections I, J, K and L of this form.

**Dates** (acceptances must be made by **12 noon** on the relevant acceptance deadline below)

* + Applications open: Friday 3 March 2023
	+ **Applications deadline: Friday 5 May 2023**
	+ Round One decisions: Friday 7 July 2023
	+ **Round One acceptances: Friday 14 July 2023**
	+ Round Two decisions: Monday 24 July 2023
	+ **Round Two acceptances: Friday 28 July 2023**
	+ Round Three decisions: Friday 4 August 2023
	+ **Round Three acceptances: Wednesday 9 August 2023**

Please note that Diploma providers will set individual, bespoke deadlines for any subsequent rounds (i.e. Round Four onwards).

**Applications**

You may apply to up to **two** Diploma providers. The Diploma providers are as follows:

* University of Aberdeen;
* University of Dundee;
* University of Edinburgh;
* University of Glasgow;
* Robert Gordon University; and
* University of Strathclyde.

To apply, please follow the relevant instructions below. You must apply separately to each Diploma provider (i.e. you will make one or two separate applications).

**Application Instructions**

**Applying to the University of Aberdeen**

1. Email this completed form to dplp-enquiries@abdn.ac.uk. Please name your document using the format: “DPLP 23-24 Last Name, First Name”.
2. Complete an [online application](https://www.abdn.ac.uk/pgap/login.php) (please note we will not require a personal statement, CV, work experience, or references. Please upload a blank document to get through these stages).

**Applying to the University of Dundee**

1. Email this completed form to Sophie Harris Please name your document using the format: “DPLP 23-24 Last Name, First Name”.
2. Complete an [online application  (full-time)](https://www.dundee.ac.uk/postgraduate/professional-legal-practice/how-to-apply) or [online application (part-time)](https://www.dundee.ac.uk/postgraduate/professional-legal-practice-part-time/how-to-apply). Please follow the instructions given in the Diploma application guidelines to help you complete your online form. Any queries, please contact Sophie Harris.

**Applying to the University of Edinburgh**

1. Complete an [online application](https://www.law.ed.ac.uk/study/diploma-professional-legal-practice/how-to-apply) directly to the University of Edinburgh.  Please follow the instructions given in the Diploma application guidelines to help you complete your online form.

1. If you have any queries, please contact the Edinburgh Diploma Team.

**Applying to the University of Glasgow**

1. Complete an [online application](https://www.gla.ac.uk/postgraduate/taught/professionallegalpracticediploma/#tab=apply) directly to the University of Glasgow.  Please follow the instructions given in the Diploma application guidelines to help you complete your online form.
2. If you have any queries, please contact the Glasgow Diploma Team.

**Applying to Robert Gordon University**

* + - 1. Email this completed form to Law\_Enquiries@rgu.ac.uk. Please name your document using the format: “DPLP 23-24 Last Name, First Name”.
			2. Please ensure you indicate on the form whether you are applying for the on campus or online course. If you have any queries please contact Law\_Enquiries@rgu.ac.uk.

**Applying to the University of Strathclyde**

Please apply online only. The link is posted [on our website](https://www.strath.ac.uk/courses/postgraduatetaught/professionallegalpractice/).

If you are applying to Strathclyde only, you do not need to complete this form.

If you are applying to Strathclyde and another Diploma provider, please complete this form and send it to the other Diploma provider. Please ensure that you include Strathclyde in your Choice of Diploma Provider(s) below in the correct order of preference.

**A. APPLICATION**

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| **A1.** **Choice of Diploma Provider(s)**Please make your choice(s) by selecting the appropriate Diploma provider(s) from the drop-down menus below. You can make one or two choices. If you are applying to more than one Diploma provider, please make your choice in order of preference, with Choice One being your first choice. You may receive offers from either or both Diploma providers, regardless of preference. However, please note that Diploma providers will take your preference into account when making offers.**Please ensure that you apply separately to each Diploma provider.**I wish to apply for a place at the following Diploma provider(s): **Choice One (preferred Diploma provider)**Choose an item.**Choice Two**Choose an item. |

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| **A2. Full-time or Part-time** I wish to apply for the following (please check only **one** box):**Full-time Programme** (available at all Diploma providers):[ ] **Part-time Programme** (available at all Diploma providers except the University of Aberdeen)[ ]  |

**B. PERSONAL INFORMATION**

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|  | **Please complete this column:** |
| B1. Last Name: |  |
| B2. First Name: |  |
| B3. Address for Correspondence (including Postcode): |  |
| B4. Contact Telephone Number: |  |
| B5. Date of Birth: | Click or tap to enter a date. |
| B6. Personal Email Address: |  |

**C. DEGREE INFORMATION**

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|  | **Please complete this column:** |
| C1. Please state the University from which you graduated with your LLB: |  |
| C2. Please state graduating University if you are a non-LLB applicant (if applicable): |  |
| C3. Matriculation Number when attending LLB graduating University: |  |
| C4. Class of Degree (if you have already graduated): |  |
| C5. Year Degree Completed **or** Expected Date of Graduation: |  |

**D. NON-LLB APPLICANTS**

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|  | **Please complete this column if you are a non-LLB applicant:** |
| D1. Name and Address of Employer: |  |
| D2. Period of Employment: |  |
| D3. Law Society/Faculty of Advocates Examinations already passed (please list): |  |
| D4. Law Society/Faculty of Advocates Examinations still to be taken (please list): |  |

**E. SPECIAL CIRCUMSTANCES**

Please complete this section if there are any special circumstances you wish to bring to the attention of the Diploma provider(s) to which you are applying.

Please note that individual Diploma providers have discretion on whether or not to take special circumstances into account, as well as how such circumstances are taken into account. Please also note that only those circumstances which (a) affect your Grade Point Average in the subjects covering the Law Society of Scotland’s foundation programme outcomes; and (b) have not already been considered by your undergraduate institution can be taken into account.

Please note that the onus of bringing such matters to the attention of the Diploma provider(s) lies with you. This can be done by means of an academic reference if you wish, and where appropriate, external supporting evidence should be provided.

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| **E1. What are your special circumstances? Please provide full details here.** |
| **E2. When were you affected by these special circumstances? Please confirm which results were affected (note that these must be results in the subjects covering the Law Society of Scotland’s foundation programme outcomes (usually first and second year results)).** |
| **E3. Why was your undergraduate institution unaware of your special circumstances?** |

**F. TRAINEESHIP**

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|  | **Please complete this column:** |
| F1. Do you have a traineeship? | Choose an item. |
| F2. If yes, what is the start date? | Click or tap to enter a date. |
| F3. If yes, please state the name of your future employer: |  |

**G. WIDENING ACCESS**

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|  | **Please complete this column:** |
| G1. As far as you are aware, at the time of your first successful UCAS application did you meet any of the criteria for your undergraduate institution’s widening participation (or widening access) policy? | Choose an item. |

**H. CONFIRMATION**

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| **H1.** By checking the box below, I confirm that I have read the Privacy Notice for Applicants to the Diploma in Professional Legal Practice (available on all Diploma providers’ websites).**I confirm that I have read the Privacy Notice for Applicants to the Diploma in Professional Legal Practice:** [ ] **H2.** By checking the box below, I confirm that I have read sections H, I and J of this form.**I confirm that I have read sections I, J, K and L of this form:** [ ] **H3. Date of confirmation:**Click or tap to enter a date. |

**IMPORTANT INFORMATION FOR ALL APPLICANTS – POINTS I, J K AND L BELOW – PLEASE READ**

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| **I** | **THE FACULTY OF ADVOCATES****THE LAW SOCIETY OF SCOTLAND**Note for all Intending Diploma Students re “Fit and Proper Person”In deciding to apply for a place on the Diploma in Professional Legal Practice, you are no doubt at least considering the possibility of a career in one or other branch of the legal profession in Scotland. Both the Faculty of Advocates and the Law Society of Scotland are pleased to have this opportunity to introduce themselves to you, and to congratulate you on having taken this first step along the road leading to a career in Scottish legal practice. The officers of the Faculty and the Society whose addresses are shown below will be happy to deal with any individual queries which you may have in relation to your future career. Please note, however, that enquiries about whether or not you will receive a Diploma place or funding for that place should be directed to your undergraduate university or Diploma provider.You will remember the Law Society of Scotland from the various visits made to your undergraduate classes. However, we need to remind you that the Society and the Faculty are interested in much more than your academic qualifications. As the professional bodies they have duties to protect the interests of both the profession and the public in relation to the profession.In order to be granted an Entrance Certificate by the Law Society, you must satisfy the Society that you are a "fit and proper person" to become a solicitor. The Society’s processes in relation to determining fitness and properness of those who wish to enter the profession are set out in the [guidance](https://www.lawscot.org.uk/qualifying-and-education/qualifying-as-a-scottish-solicitor/) available on the Society’s website. When you apply to the Society for an Entrance Certificate, you will be asked to complete a form on which you are required to state, amongst other things, whether you have ever been convicted of any offence – no matter how trivial it may seem to you - and, also, whether you have ever been declared bankrupt. You will also be required to fill in an application form for a Standard Disclosure. The Society, as the governing body, then applies to Disclosure Scotland for a Disclosure Certificate. Accordingly, if you are in any doubt as to how seriously some past misdemeanour or difficulty may be viewed, you are advised to contact the Society NOW, before entering the Diploma. The Society will be able, at this stage, to offer guidance only as to how a particular matter might affect the issue of an Entrance Certificate, with any final decision being taken only when an application for an Entrance Certificate is made following completion of the Diploma. The Dean of the Faculty of Advocates exercises a similar discretion over the admission of intending advocates, and the foregoing advice accordingly applies equally to those who may be considering a career at the Bar.If you are in any doubt, write to the appropriate officer named below in the first instance, giving as much information as you can about the matter and you will be given further guidance as quickly as possible.  |
|  | Dean’s SecretariatFaculty of AdvocatesParliament HouseParliament Square EDINBURGH EH1 1RFTel: 0131 260 5795Email: admissions@advocates.org.uk  | Admissions ManagerThe Law Society of ScotlandAtria One144 Morrison StreetEDINBURGHEH1 8EXTel: 0131 476 8162Email: legaleduc@lawscot.org.uk |
| **J** | **ADMISSION CRITERIA*** The basic criterion for admission at each Diploma provider is grades obtained in those subjects designed to meet the Law Society of Scotland’s foundation programme outcomes.
* This criterion may be moderated (in either direction and at individual Diploma providers’ discretion) by:
* overall number of fails in those subjects designed to meet the Law Society of Scotland’s foundation programme outcomes;
* the class and type of Degree obtained;
* other qualifications (both undergraduate and postgraduate);
* traineeship offers;
* whether an applicant received an adjusted / widening access offer (or equivalent) when applying to higher education for the first time; and
* special circumstances (**unless already considered by individual students’ undergraduate institution**) affecting the academic performance of individual students such as illness or other personal factors.
* Diploma providers have discretion to place weight on applicants’ provider choice and make offers accordingly.

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| **K** | **DIPLOMA APPLICATIONS PROCESS**You may apply to up to two Diploma providers. Each Diploma provider will rank their respective applicants, in accordance with the Admissions Criteria above, and will make offers accordingly. If you are offered a place by two Diploma providers, you must choose only one to accept by the relevant deadline and decline the other offer. If you accept both offers, both acceptances will be deemed invalid and you will lose both places. You will not be made any offers in subsequent rounds and will be removed from the Diploma application process for this academic session.If you neither accept nor decline an offer you have received by the relevant deadline, you will be deemed to have declined that offer and that offer will be withdrawn from you by the relevant Diploma provider. If you have applied to more than one Diploma provider, you will remain in the Diploma application process for this academic session and therefore may still receive an offer in a subsequent round from the other Diploma provider. The exception is where you applied to two Diploma providers and received offers from both. In that situation, if you neither accept nor decline either offer, you will not receive any subsequent offers and will be removed from the Diploma application process for this academic session.Following the date for acceptances of each round’s offers, Diploma providers will establish how many spaces they have available and may make offers in the following round by the appropriate deadline. Please note that you will not receive any offers in subsequent rounds if you have accepted an offer in a previous round (or if you have accepted two offers or are deemed to have declined two offers in a previous round and have therefore been removed from the Diploma application process for this academic session).If you have either (i) not been made an offer; or (ii) declined one offer made in a round, you will be entered into the following round automatically. The Diploma provider(s) to which you applied may make you an offer in the following round. Again, you may accept only one offer by the appropriate deadline for acceptances. Example:Applicant A applies to two Diploma providers: (1) Aberdeen (first choice) and (2) Edinburgh (second choice). **Scenario 1**In round one, Applicant A receives an offer from Edinburgh and is neither made an offer by nor rejected from Aberdeen. * If Applicant A **accepts** the offer from Edinburgh, Applicant A is removed from round two by Aberdeen.
* If Applicant A **declines** the offer from Edinburgh, Applicant A is entered into round two automatically and may **or may not** be made an offer by Aberdeen. Therefore, by declining the offer from Edinburgh, Applicant A runs the risk of receiving no further offers, meaning Applicant A would be unable to undertake the Diploma in this academic session.

**Scenario 2**In round one, Applicant A receives no offers. Applicant A is progressed automatically to round two. In round two, Applicant A receives offers from both Aberdeen and Edinburgh. * If Applicant A **accepts both** offers, then both offers are withdrawn and Applicant A cannot undertake the Diploma in this academic session.
* If Applicant A **accepts** the offer from Aberdeen and does not respond to Edinburgh, Applicant A’s Edinburgh offer is deemed to be declined and Applicant A will undertake the Diploma at Aberdeen.
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| **L** | **POSTGRADUATE STUDENT LOANS FOR TUITION FEES AND LIVING COSTS****Please refer to the** [**Law Society Guidance Note for Applicants 2023/24**](https://www.lawscot.org.uk/media/374114/diploma-guidance-note-202324.pdf) **for important information about arrangements for loan funding via the Student Awards Agency Scotland (SAAS) for the Diploma. It is vital that you read the guidance in full before applying for a place on the 2023/24 Diploma. The tuition fee loan will pay only a proportion of tuition fees.**Information about postgraduate student loans and eligibility criteria is available from the SAAS website [www.saas.gov.uk](http://www.saas.gov.uk). Please refer to the information there before making your application and, if in any doubt, contact SAAS for guidance about your eligibility.PLEASE NOTE that this form does not constitute an application for a loan. Loan applications must be made via SAAS. Full information is available at [www.saas.gov.uk](http://www.saas.gov.uk)Loan eligibility has no bearing on the award of a Diploma place. |