HOW TO APPLY: Applicants should submit two application forms:
One Paper application form to the University from which you graduated with your LLB, regardless of which University you are applying for a Diploma place.
One Online application via the website of the University to which you are applying for a Diploma place (if applicable).

Applicants to the University of Glasgow Diploma are not required to upload references to the Online Form. Please enter the name and email address of your Adviser of Studies for Referee 1. Referee 2 should be left blank.

Applicants to the University of Glasgow Diploma are not required to complete Section 2.6, Work Experience on the online form.

Current University of Glasgow students or graduates should complete this form and send it to Fiona Macaulay, Room 304, Sir Alexander Stone Building, 16 University Gardens, Glasgow G12 8QH. The closing date for receipt of applications is 13 April 2018. Applicants submitting their application form late may not be considered for a place. Applicants will be notified if they have been successful/unsuccesful in gaining a place during July 2018.

<table>
<thead>
<tr>
<th>A</th>
<th>CHOICE OF ACADEMIC INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicants are requested to indicate one choice of Institution from the following Diploma providers: The Universities of Aberdeen (full-time), Dundee (full-time), Dundee (part-time), Edinburgh (full-time), Glasgow (full-time) and part-time Diploma – please email the Glasgow Diploma Office for more information on the part-time option), Robert Gordon (full-time), Robert Gordon (part-time subject to demand), Strathclyde (full-time) and Strathclyde (part-time). Please note that your form will be forwarded to the institution you name. If unsuccessful in your application, the institution you have named will advise you of what further options (if any) may be available at that time. This will be done in July. PLEASE DO NOT SUBMIT AN APPLICATION TO MORE THAN ONE DIPLOMA PROVIDER.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>PERSONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>I WISH TO APPLY FOR A PLACE AT:</td>
</tr>
<tr>
<td></td>
<td>If your application to this university is unsuccessful, it may be possible to gain a place at another university. To facilitate this process, please indicate your 2nd and 3rd choice provider(s). However, please do not apply separately to your 2nd and 3rd choice provider.</td>
</tr>
<tr>
<td></td>
<td>1st choice..................</td>
</tr>
<tr>
<td></td>
<td>2nd choice..................</td>
</tr>
<tr>
<td></td>
<td>3rd choice..................</td>
</tr>
</tbody>
</table>

(Mr/Mrs/Miss/Ms) Please delete as appropriate

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAMES</th>
<th>ADDRESS FOR CORRESPONDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post code</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Telephone number</td>
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</tr>
<tr>
<td>Mobile telephone number</td>
<td>……………………………………………………</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>……………………………………………………</td>
<td></td>
</tr>
<tr>
<td>Personal email address</td>
<td>……………………………………………………</td>
<td></td>
</tr>
<tr>
<td>Nationality – please tick</td>
<td>Scottish………………………………………..</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rest of UK……………………………………..</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EU……………………………………………….</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other…………………………………………..</td>
<td></td>
</tr>
</tbody>
</table>

### DEGREE INFORMATION

Please state graduating university if you are an LLB applicant

Please state graduating university if you are a non-LLB applicant (if applicable)

Matriculation number when attending graduating university

Class of degree

Year degree completed, or

Expected date of graduation

### NON-LLB APPLICANTS

Name and address of employer

Period of employment

Law Society/Faculty of Advocates examinations

Exams already passed

Exams still to be taken
### SPECIAL CIRCUMSTANCES

Please indicate below if there are any matters you wish to bring to the attention of the Diploma provider, for example if your examination performance was adversely affected by external circumstances not already taken into account in your results. The onus of bringing such matters to the attention of the provider 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.

### TRAINEESHIP

Do you have a traineeship?  
Yes……………………No.…………..………
If yes, what is the start date?  
........................................................................

### TRANSCRIPT

If you are applying to a Diploma provider, other than that at which you obtained your LLB degree, please provide a statement of your academic record upon publication of your final degree examination results.

Transcript required?  
Yes.......................No..........................
Transcript attached?  
Yes.......................No..........................

### CONSENT AND SIGNATURE

I consent to the university at which I have been studying sharing information relevant to this application with any Diploma provider to which I apply, and with the Law Society of Scotland where necessary.

I confirm that I have read points I, J and K below.

Signature of applicant .................................................................Date .................................................................
(Please note a typed “signature” is not acceptable.)

Please read important information overleaf.
### IMPORTANT INFORMATION FOR ALL APPLICANTS – POINTS I, J AND K BELOW – PLEASE READ

<table>
<thead>
<tr>
<th>THE FACULTY OF ADVOCATES</th>
<th>THE LAW SOCIETY OF SCOTLAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note for all Intending Diploma Students re “Fit and Proper Person”</td>
<td></td>
</tr>
</tbody>
</table>

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 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 Course. 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.

<table>
<thead>
<tr>
<th>Dean’s Secretariat</th>
<th>Head of Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Advocates</td>
<td>The Law Society of Scotland</td>
</tr>
<tr>
<td>Parliament House</td>
<td>Atria One</td>
</tr>
<tr>
<td>Parliament Square</td>
<td>144 Morrison Street</td>
</tr>
<tr>
<td>EDINBURGH EH1 1RF</td>
<td>Edinburgh EH1 8EX</td>
</tr>
<tr>
<td>Tel: 0131 260 5795</td>
<td>Tel: 0131 476 8162</td>
</tr>
<tr>
<td>Email: <a href="mailto:admissions@advocates.org.uk">admissions@advocates.org.uk</a></td>
<td>Email: <a href="mailto:legaleduc@lawscot.org.uk">legaleduc@lawscot.org.uk</a></td>
</tr>
</tbody>
</table>
**ADMISSION CRITERIA**

The basic criterion for admission at each provider is marks obtained in Law Society pre-requisite subjects on the results obtained in the first sitting by each candidate of each examination. This criterion could be moderated (in either direction) by the class and type of Degree obtained, overall number of failed subjects at undergraduate level, other qualifications (both undergraduate and postgraduate) and special circumstances (unless already taken into account internally) affecting the academic performance of individual students such as illness, other personal factors and the weight and nature of curriculum. The fact that an applicant has an offer of a traineeship at the time of applying for a Diploma place may also be a factor taken into account, but ONLY as another possible factor when deciding among applicants who have extremely similar academic records.

**POSTGRADUATE STUDENT LOANS FOR TUITION FEES AND LIVING COSTS**

PLEASE REFER TO THE LAW SOCIETY GUIDANCE NOTE FOR STUDENTS (OVERLEAF) FOR IMPORTANT INFORMATION ABOUT ARRANGEMENTS FOR LOAN FUNDING VIA SAAS FOR THE DIPLOMA IN PROFESSIONAL LEGAL PRACTICE. IT IS VITAL THAT YOU READ THE GUIDANCE NOTE IN FULL BEFORE APPLYING FOR A PLACE ON THE 2018/19 DIPLOMA IN PROFESSIONAL LEGAL PRACTICE. 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. 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

Loan eligibility has no bearing on the award of a Diploma place.
The Diploma in Legal Practice (Diploma) is the postgraduate stage of the route to qualification as a solicitor in Scotland. This guidance is designed for students who are thinking about applying for the 2018/19 course. At the Law Society, we encourage all prospective applicants to carefully consider their position before embarking upon the course, particularly in relation to funding arrangements and the traineeship market.

This guidance note will cover:

**Diploma providers**
- Differences between providers
- Spaces per course and criteria for admission
- Course fees

**Application process**

**Considerations before applying**
- Diploma validity
- Funding and extra financial support for Diploma students
- The traineeship employment market
- Fitness and properness
- Special considerations for international students
Diploma providers

In session 2018/19 there are six Diploma providers. Here's who they are and how many places they have available, both full-time and part time:

<table>
<thead>
<tr>
<th>Provider</th>
<th>Full time places 2018/19</th>
<th>Part time places 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Aberdeen</td>
<td>120</td>
<td>N/A</td>
</tr>
<tr>
<td>University of Dundee</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>University of Edinburgh</td>
<td>140 places total</td>
<td></td>
</tr>
<tr>
<td>University of Glasgow</td>
<td>204</td>
<td>12</td>
</tr>
<tr>
<td>Robert Gordon University</td>
<td>40 (approx)</td>
<td>No set limit</td>
</tr>
<tr>
<td>University of Strathclyde</td>
<td>150 (approx)</td>
<td>30 (approx)</td>
</tr>
</tbody>
</table>

We advise that students who are considering both full-time and part-time options speak directly to the Diploma provider of their choice, prior to completing the application form. There are significant differences between providers in terms of course structures, teaching timetables and fee schedules, so it's important to be absolutely clear on all of these factors beforehand.

Full-time courses take approximately one academic year, whereas part-time courses are usually spread over two academic years.

**Competition and criterion for admission**

In session 2017/18, the number of places on Diploma courses exceeded the final demand from applicants, meaning there was potentially a space available for everyone who applied. In 2017/18:

- 710 (approx) spaces on courses were available
- 612 (approx) students commenced the course

For students on the LLB that started on or after 2011, admission to the Diploma is based on results in the subjects which map to the **foundation outcomes** required by the Law Society of Scotland.

If there is competition for places, Diploma providers will look at additional factors to determine how places are allocated. Explore the **Diploma section** of our website for more information.
Differences between providers

Each Diploma course has different structures, modules and electives and will vary in terms of your course options and timetables.

We really recommend taking time to research the different universities offering the Diploma, before making your application as you can only pick one provider to study at in your application form.

Visit our Virtual Diploma Fair to compare the different providers in more detail.

Fees

The fees for the Diploma are set annually by each Diploma provider, not the Law Society of Scotland. These course fees and additional costs are set out below.

Each university has their own arrangement for the payment of fees. Visit our Virtual Diploma Fair or contact the universities directly to find out more about your options.

<table>
<thead>
<tr>
<th>Diploma provider</th>
<th>Full-time fees and materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Aberdeen</td>
<td>£7500, including four textbooks</td>
</tr>
<tr>
<td>University of Dundee</td>
<td>£7500 including i-Pad/mini, books + materials</td>
</tr>
<tr>
<td>University of Edinburgh</td>
<td>£8140, inclusive of cost of materials</td>
</tr>
<tr>
<td>University of Glasgow</td>
<td>£8000, inclusive of cost of materials</td>
</tr>
<tr>
<td>Robert Gordon University</td>
<td>TBC currently £6830 + £300 for textbooks</td>
</tr>
<tr>
<td>University of Strathclyde</td>
<td>£7200 + £285 for textbooks + optional £100 for printed course handbooks</td>
</tr>
</tbody>
</table>
**Application process**

When completing your Diploma application you will be asked to select a Diploma course at **only one university**. In recent years, the majority of students have been offered their first place but this is variable depending on supply and demand in any given year.

As you are not guaranteed to be offered a place with the provider you choose, it's essential you appreciate alternative providers. You will need to indicate on your application form where you would consider studying the Diploma as a back-up option.

You apply for your chosen Diploma course **via the university you completed your LLB with**, by completing a paper application form. The only exception to this is for those applying to Strathclyde.

For those applying to Strathclyde you will **only apply directly** to them via an online process. Please contact the university of Strathclyde for more information.

For more information about this process, search 'Applying for the Diploma' on our website.

**Application period for 2018/19 session**

**Friday 23 February**: Applications for the Diploma open

**Friday 13 April**: Applications for the Diploma close

**May**: Applicants will receive an acknowledgement from your first-choice Diploma unit

**Round 1 offers**

**Friday 29 June**: Deadline for Round 1 offers to be made to successful applicants

**Friday 20 July**: Deadline for acceptance of Round 1 offers

Applicants not receiving an offer of a place in Round 1 will be placed on a waiting list by their first choice Diploma Unit in case a space opens up during July. These students would have their applications reviewed again by their first choice Diploma Unit immediately after the Round 1 deadline, then made an offer if a space opens up.

**Round 2 offers**

For applicants that have not been successful in Round 1, the Diploma provider rejecting the applicant will inform each affected student of the alternative destinations available to them. The student will then be asked to identify their next choice Diploma provider and their application will be forwarded on.

**Wednesday 1 August**: Deadline for Round 2 offers to be made to successful applicants

**Friday 17 August**: Deadline for acceptance of Round 2 offers
Considerations before applying

Diploma validity

The LLB does not have a period of validity, but the Diploma does. A valid Diploma is required in order for a trainee to commence a training contract.

The Diploma is valid for two years from 31 December the year it is awarded

E.g. if the Diploma is awarded in June 2019, it will be valid until 31 December 2021.

As a prospective Diploma student, you are encouraged to consider Diploma validity alongside the fact that the traineeship market is competitive. You may find you are still looking for a traineeship after graduating and you may need to apply for an extension to extend your Diploma validity while you're still looking.

The Law Society accepts applications to extend Diploma validity. More information, including the standard application form, can be found by searching 'Diploma validity' on our website.

Funding and extra financial support for Diploma students

Student Awards Agency Scotland (SAAS) loans

SAAS has not yet announced changes to the funding arrangements for Scottish-domiciled students undertaking postgraduate study in session 2018/19. We would therefore encourage you keep a close eye on the SAAS website for updates.

For the 2017/18 session, the Scottish Government introduced a universal loan entitlement of up to £10,000 for all full-time, Scottish domiciled postgraduate students. This comprised:

- Up to £5,500 Tuition fee loan
- Up to £4,500 Living cost loan (non-income assessed)

Our understanding is for both the tuition fee and living cost loan, repayment will commence once the student has graduated, is in employment and is earning above the student loan repayment threshold, currently at £17,495. Please visit www.saas.gov.uk for more information.
Additional sources of funding
In addition to SAAS funding, eligible postgraduates may be able to access additional sources of funding. These include:
- University Discretionary Funds
- Disabled Students' Allowance (DSA)
- Professional Career Development Loans (PCDL)
- The Clark Foundation for Legal Education
- Local bursaries
Search ‘funding your education’ on our website for more information about these funds.

The traineeship employment market
We encourage you to research and understand your position in the traineeship market before committing to the course. Traineeships are competitive and students are not guaranteed to be successful in securing a role.

Every year we produce trainee statistics so you can understand the broad picture. Here are some of the headlines from this year:

- **Around 86% of Diploma students secured a traineeship**
  Based on a five year average of our annual figures

- **543 traineeships commenced**
  This represents a 1% rise on the 2015/16 figures. The figure has now remained relatively static over the last four years, suggesting stability in the market.

- **11% of traineeships are in-house**
  This figure is in-line with last year's.

- **75% of traineeships in the central belt**
  In 2015/16, 80% of traineeships commenced were in this region.

- **58 traineeships are at a one-partner firm**
  This represents a 26% rise on last year's figure.

- **90% increase in the Highlands & Islands**
  The number of traineeships in this region in 2016/17 has increased to 19 from 10 in 2015/16.
Fitness and properness

A person cannot be admitted as a solicitor unless they are deemed to be a 'fit and proper person to be a solicitor'. Any person who practises as a solicitor in Scotland must be competent to do so and should not pose a risk to their clients, the public or other members of the profession.

Fitness and properness will be addressed for the first time when prospective trainees apply for an entrance certificate, which you must be granted to enter into a training contract. The Law Society will have regard to a number of factors including, but not limited to:
- Criminal convictions
- Bankruptcy/Trust deeds
- Plagiarism

For more information, see the fit and proper guidance on our website. We advise that if you have any particular concerns, you get in touch with Katie Wood, Head of Admissions at the Law Society on 0131 476 8162 to discuss your circumstances.

Special considerations for international students

Overseas students studying with the intention of securing employment thereafter in Scotland or elsewhere in the UK are advised to make enquiries that they can satisfy any visa requirements.

The traineeship constitutes a period of work, rather than study, so students need to be aware of the change in their requirements prior to qualifying. For students that currently hold/have held a Tier 4 visa for studying, when they undertake the traineeship and then work as a solicitor, they will need to apply for a Tier 2 visa.

Currently, the salary threshold to sponsor a Tier 2 visa for a trainee/solicitor is £24,700, which is significantly more than a first year trainee’s recommended salary. This earning threshold set by the UK Government may be subject to change and the trainee recommended salary is reviewed by the Law Society of Scotland on an annual basis.

For further information, we would advise that students visit the UK Government’s website.

Need more advice or information?

Contact Olivia Parker: oliviaparker@lawscot.org.uk; 0131 476 8203
Visit our Virtual Diploma Fair