**How to apply** Applicants should submit **two** application forms:
One Paper application form to the University from which they graduated with their LLB. If applying to the University of Strathclyde an online form only should be submitted there directly.
One Online application via the website of the University to which they are applying for a Diploma place if the University has such a form on their website.

Current University of Glasgow students or University of Glasgow graduates should complete this form and send or email it as soon as possible to Fiona Macaulay, The Sir Alexander Stone Building, 16 University Gardens, Glasgow G12 8QL. The closing date for receipt of applications is **12 April 2019**. Applicants submitting their application forms late may not be considered for a place. Students will be notified if they have been successful/unsuccessful in gaining a place during July 2019.

<table>
<thead>
<tr>
<th>First Names</th>
<th>Last Name</th>
</tr>
</thead>
</table>

**Paper Application Form for Admission to the Full-Time/Part-Time Diploma in Professional Legal Practice, Year 2019/20**

### A1 Choice of Academic Institution

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), Glasgow (part time), Robert Gordon (full-time), Robert Gordon (part-time), Robert Gordon online (full or part time) Strathclyde (full-time) and Strathclyde (part-time). Please note that your form will be forwarded to the institution you name as your first choice unless you are applying to the University of Strathclyde. 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 complete this column where appropriate (BLOCK CAPITALS)**

<table>
<thead>
<tr>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>Universities not to be considered</th>
</tr>
</thead>
</table>

### A2 I Wish to Apply for a Place At:

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 if there are any universities listed above at which you would not be prepared to be considered:

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Names</th>
<th>Address for Correspondence</th>
<th>Post Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>Universities not to be considered</th>
</tr>
</thead>
</table>

...
| **Telephone Number** | ................................................................. |
| **Mobile Telephone Number** | ................................................................. |
| **Date of Birth** | ................................................................. |
| **Personal Email Address** | ................................................................. |
| **Are you Scottish?** | Yes/No |

### C 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

### D 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
**E 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.

**F TRAINEESHIP**

<table>
<thead>
<tr>
<th>Do you have a Traineeship?</th>
<th>Yes.........................No.........................</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what is the start date?</td>
<td>..........................................................</td>
</tr>
</tbody>
</table>

**G TRANSCRIPT**

If your choice is a Diploma provider other than that at which you are, or have been, a candidate for the LLB degree, please provide a statement of your academic record upon publication of your final degree examination results.

<table>
<thead>
<tr>
<th>Transcript Required?</th>
<th>Yes.........................No.........................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Attached?</td>
<td>Yes.........................No.........................</td>
</tr>
</tbody>
</table>

**H 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. All information shared will be used for this purpose only and stored in accordance with the General Data Protection Regulation 2018. Please note that if you do not indicate your clear written consent here to share information for this purpose it may be that your application will not proceed.

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**
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.

As you may have had little or no contact with the professional bodies during your undergraduate degree, you may not be aware that both the Faculty and Society are interested in more than your academic qualifications.

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. You will be asked to provide the names of two referees, one from the academic staff of your university with whom you have had recent regular contact and someone of known standing out with the university who has known you for at least five years. They will be asked by the Society to provide character references. The Council of the Society also has the power to call on any intrant for interview in order to be satisfied of his or her fitness, and may do so, for example, where the intending trainee has a conviction for a criminal offence (other than, for example, a very minor Road Traffic offence), or where other information has been brought to its attention which calls into question the intrant’s fitness.

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 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 the Disclosure. 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's Council 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.

Please see the Law Society of Scotland guidance here.

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 Secretariat
Faculty of Advocates
Parliament House
Parliament Square
EDINBURGH EH1 1RF
Tel: 0131 260 5795
Email: admissions@advocates.org.uk

Head of Admissions
The Law Society of Scotland
Atria One, 144 Morrison Street
EDINBURGH EH3 8EX
Tel: 0131 226 7411 (option3)
Email: legaledu@lawscot.org.uk
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 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 2019/20 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.