

## Further Information for Bar Applicants

You should upload evidence to the applicant portal that you have met the relevant conditions as soon as possible by the deadlines below:

9th June 2023

- Inn of Court Membership proof.
- IELTS or recognised equivalent and/or English Language Declaration Form\*.

31st July 2023

Proof of Qualifying Law Degree OR Graduate Diploma in Law.

If you are due to receive your academic results after the 31st July you should inform the admissions team as soon as possible.

PLEASE UPLOAD THESE DOCUMENTS WHEN THEY ARE AVAILABLE, TO THE APPLICANT PORTAL. YOU CAN DO THIS ON THE DOCUMENTS BUTTON, USING THE OTHER APPLICATION DOCUMENTS LINK

**Please note we will be unable to issue a CAS if you do not provide us with the documents outlined above**

*Please note that there is some flexibility with degree certificate and transcripts submission dates due to individual institution award dates. If you have any queries about these dates or do not think you will be able to meet a deadline please contact the Applicant Services Team at [eb.applicantservices@northumbria.ac.uk](mailto:eb.applicantservices@northumbria.ac.uk).*

Please be aware that if you are currently studying in the UK and you will not receive your results until after the BAR COURSE programme begins we may not be able to issue you with a CAS. If you have not declared this on your application form, please inform us as soon as possible.

### **Study in the United Kingdom and Tier 4 Visas**

If you are studying, or have studied, any programme in the UK which is not stated on your BarSAS application form you **must** inform Admissions [eb.applicantservices@northumbria.ac.uk](mailto:eb.applicantservices@northumbria.ac.uk) , within 14 days of receiving your conditional offer.

Please note that all offers made by Northumbria University are made in line with UKVI Tier 4 visa regulations. These regulations are subject to change without prior notice and Northumbria University is not responsible if a change in these regulations results in the withdrawal of your offer to study.

**If you are currently studying an LLM in the UK on a Tier 4 Visa and your qualification will not be awarded until after the BAR COURSE/LLM Bar programme has commenced please read this section carefully.**

UKVI visa regulations require applicants to successfully complete their previous course of study in order to demonstrate academic progression. UKVI provides allowances for applicants who will not be awarded their qualification prior to commencing their next programme. Please note, this section only applies to LLM's and not LLB's.

UKVI require applicants to provide:

*5.26 Formal written confirmation from the current sponsor should state that, based on the student's performance throughout the course, the sponsor deems that the student is highly likely to complete their course successfully.*

Therefore, in order for Northumbria University to issue you with a CAS before your LLM is awarded we require the following:

- Fulfilment of all conditions stated on offer letter and payment of deposit
- Official LLM transcript that shows you have passed all modules other than your LLM
  - Please note if you require any resits in your LLM we will not issue you with a CAS to study the BAR COURSE / LLM Bar Practice programme
- Original letter from your current institution on letter headed paper, signed and bearing the university stamp, which confirms that based on the your performance throughout the LLM course, the sponsor deems that the you are highly likely to complete their course successfully
  - Please note that you must keep the original letter as you will require this for your visa application

### **Learning Contract**

During the Induction Programme, you will be required to enter into a learning contract with Northumbria University and agree to adhere to the monitored attendance requirement, to comply with the language policy and also the BAR COURSE Assessment Regulations

### **Handbook of Student Regulations**

In addition to these terms and conditions, all applicants and students are required to abide by the Handbook of Student Regulations which explains students' rights and obligations. It covers areas such as enrolment, disciplinary rules, credit control and complaints procedures. Please note in particular the Student Enrolment Conditions which form the basis of your contract for tuition with the University. The Handbook is available online at:

[http://www.northumbria.ac.uk/vc/leservteam/stud\\_reg\\_handbk/](http://www.northumbria.ac.uk/vc/leservteam/stud_reg_handbk/)

### **Disclaimer**

The University cannot guarantee to provide the programmes and services described in offer letters and in its publicity material. In the very unlikely event that your course is cancelled the University will make all reasonable efforts to inform you in good time.

**PLEASE SEE BELOW FOR ATTENDANCE POLICY AND ENGLISH LANGAGUE DECLARATION**



**Northumbria  
University**  
NEWCASTLE

## BAR ATTENDANCE POLICY

### BAR COURSE

#### ATTENDANCE POLICY

**Attendance at all BAR sessions is compulsory.** Students must attend a minimum of 90% of sessions in order to pass the BAR. Students who fall below 90% attendance may be asked to leave the course or to defer and recommence their studies the following year.

Students may be allowed absences in excess of 10% (i.e. between 80% and 89% attendance) but only where there are exceptional documented medical or other serious circumstances and missed work has been made up.

**Any student whose attendance falls below 80% will automatically fail the course.**

It must be noted that a student will be asked to leave a class, and will therefore be recorded as being absent where they have not prepared for the class, or where they fail to participate in the class. **Those who turn up more than ten minutes late will be refused entry to the class and will be marked as absent**

**Your attendance will be electronically registered at the start of each session. This record will be definitive and no retrospective recording of your attendance will be permitted. Where a student has failed to prepare for the class and/or does not participate in the class, the tutor will remove their attendance mark from the electronic record.**

IF YOUR ATTENDANCE FALLS BELOW THE BAR STANDARDS BOARD MINIMUM

YOU WILL NOT PASS THE BAR COURSE

## **BAR COURSE ENGLISH LANGUAGE REQUIREMENT**

### **Introduction**

Northumbria University welcomes applicants for places on its Bar Course from all parts of the globe. Each year our courses include students from diverse backgrounds and of many races and nationalities. We are proud that graduates Northumbria University are now in practice throughout the world.

Study on the Bar Course requires highly developed communication skills, both written and oral. The teaching sessions involve a high degree of interaction both between the tutor and the student and between the students themselves. A student who is unable to communicate fluently in English is very unlikely to pass the course and also hinders the development of other students. It is in the interests of all students, therefore, that all those who enrol on the Bar Course at Northumbria University are fluent in both written and oral English.

Northumbria University applies the Bar Standards Board language requirement strictly. Please ensure that you read it carefully and understand the consequences of enrolling on the Bar Course if you do not satisfy the language requirement.

### **Requirement**

It is a requirement of the Bar Course that students are fluent in English. Applicants should therefore be able to demonstrate that their oral and written English language ability is at least equivalent to:

- a. a minimum score of 7.5 in each section of the IELTS academic test;
- b. a minimum score of 73 in each part of the Pearson Test of English (academic)

Before starting the course students will be required to sign a declaration (see Document No. 2) that they are aware that this standard is required of all students who enter the Bar Course and that they consider that they have met it. For those with any doubt as to the level of their English skills, they are strongly advised to undertake one of the above tests before enrolling on the course.

Certificates issued by a test provider verifying the score achieved by a candidate in one of the above tests must be current and valid by reference to the rules of that test provider as at the date the candidate commences the BAR COURSE.

Northumbria University reserves the right to require any applicant to undertake a language test prior to making any unconditional offer to any applicant. Should any applicant refuse to undertake such a test or fail to achieve an acceptable standard in any such test then no unconditional offer will be issued to that applicant.

Subsequent to being admitted to the BAR COURSE, should Northumbria University consider that a student's language ability is unsatisfactory or there is question as to whether any aspect of it is at the required level, we will require the student to take one of the above language tests at any stage in the course (at the student's cost) and achieve the required score. This right is unrestricted regardless of the students' first language and the student must then undertake the required language test within 28 days of being required to do so.

Where the student has been required to take a language test and fails to provide evidence that they have achieved the required scores (set out above) within 28 days of being asked to do so, Northumbria University must then require the student to:

- A. withdraw from the course; or

- B. intermit and improve their score prior to being re-admitted to the course in a subsequent year. This will be dependent on how much of the course has been undertaken.

In all cases the student is wholly liable for any costs incurred.

The BSB and Northumbria University believe that compliance with one of the standards identified above is the absolute minimum necessary to successfully complete the Bar Professional Training Course.

## DOCUMENT 2



### BAR COURSE - ENGLISH LANGUAGE DECLARATION FORM

A copy of Northumbria's BAR COURSE language policy has been included with this form (Document number 3). Please read it carefully.

**Any student starting the BAR COURSE who has self-certified that they are fluent in English (as defined in Document number 3) may, if there is any concern over the student's language ability, be required by the BAR COURSE Programme Leader to take the academic IELTS or Pearson tests. Any student who is required to take the IELTS or Pearson Test of English and, within 28 days of being requested to do so, either fails to do so, or fails to achieve 7.5 in each category of IELTS/73 in each part of the Pearson Test of English, will be required to withdraw from the course immediately. If a student is required to withdraw from the course because of their language, then the full first term fees will be payable. Northumbria University also reserves the right to inform a student's Inn of Court, should a self-certification be considered to be wholly false. If you are a student who requires a visa to study in the UK and you declare yourself to be fluent in English and then withdraw or are withdrawn from the programme, these matters will appear on your records and may well affect your future visa applications.**

It is the responsibility of each student commencing the BAR COURSE to ensure that their English is of the requisite standard.

Any student who does not self-certify that they are fluent in English by **10 June 2021** must provide Northumbria University with their IELTS or Pearson certificate by the above date. A failure to do so will mean that your offer will be revoked and that your place on the BAR COURSE will be offered to another student.

Name	
Northumbria Reference Number	

I certify that in accordance with Northumbria's BAR COURSE language policy, I am fluent in English and that I have read and understood the contents of this form.

Signed \_\_\_\_\_ Date / /202

PLEASE UPLOAD THIS FORM TO THE APPLICANT PORTAL ALONG WITH EVIDENCE OF YOUR ENGLISH LANGUAGE PROFICIENCY. YOU CAN DO THIS ON THE DOCUMENTS BUTTON, USING THE OTHER APPLICATION DOCUMENTS LINK

