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Bursary Rules 2016

Scotland only



CMS Cameron McKenna Bursary Rules 2016

1. Understanding these Rules

- 1.1 We will take great care in making any decision as to whether you meet the entry requirements and as to who will be selected for the interview stage and for the bursaries, but please note that all such decisions are final. We cannot provide feedback, or enter into further discussions or correspondence.
- 1.2 In these Rules, 'we' means CMS Cameron McKenna LLP. Please read these Rules carefully, as you must indicate on your application form that you understand them.
- 1.3 If any dispute arises as to the interpretation of these Bursary Rules, our decision as to their correct meaning will be final.

2. Eligibility

- 2.1 This section of the Rules sets out who is eligible to apply for the bursaries through the essay competition. Please note that fulfilment of these criteria is a condition of entry for the competition and does not mean that you will be selected to be invited to our assessment day or win a bursary.
- 2.2 It is your responsibility to check that you meet these eligibility criteria, particularly the criteria at 2.4, with which your school or college will be able to help you. We will check eligibility before issuing invitations to interview and if you have not checked your eligibility before applying, this may mean that you are disappointed at a late stage. We will determine in our absolute discretion whether the eligibility criteria have been satisfied.
- 2.3 If you currently live in the UK outside Scotland, you must apply through the scheme operated by CMS in the rest of the UK. The rules for that scheme can be found on our website at <http://graduates.cms-cmck.com/opportunities/>
- 2.4 In order to enter the essay competition, you must fulfil **ALL** of the following eight criteria A to H:



A	You must attend a state school or further education college in Scotland; and	
B	You must be in the first generation of your family to go to university; and	Note B: You will not be eligible if your parents or grandparents attended university in the UK or abroad. You can be eligible if your brothers, sisters or cousins went to university, as they are in the same generation as you.
C	You must be predicted to achieve or have already achieved AABB or ABBBB or at least 320 UCAS points at Higher or equivalent; and	Note C: We will ask your teacher to confirm that you are expected to achieve these grades.
D	You must not yet have been offered a place at university and intend to apply through the 2016/17 UCAS process; and	Note D: Most students who apply will be in S5. You can still apply if you are in S6, or have finished your secondary education completely, as long as you will be applying to university in the 2016/17 UCAS process.
E	You must intend to apply for a place on an undergraduate law degree; and	Note E: Your undergraduate course must be an LLB accredited by The Law Society of Scotland. You can find the full list of such degrees at http://www.lawscot.org.uk/education-and-careers/studying-law/considering-studying-a-law-degree/where-to-study-the-llb/
F	You must intend to apply for a place at a Russell Group university or at a UK university requiring a minimum of AABB or ABBBB at Higher or at least 320 UCAS points; and	Note F: a list of the Russell Group universities can be found at: http://www.russellgroup.ac.uk/our-universities/
G	You must be likely to meet The Law Society of Scotland's Fit and Proper Person's Test; and	Note G: Provided that you have no criminal convictions, you are likely to satisfy this test. You can find the full requirements at http://www.lawscot.org.uk/education-and-careers/the-traineeship/starting-a-traineeship-soon/the-fit-and-proper-person-test/
H	You must not be related to any partner in the firm of CMS Cameron McKenna LLP.	

2.5 In order to enter the essay competition, you must **additionally** fulfil at least **ONE** of the following criteria X1 to X4:

X1	If you attend a school , you must be eligible for free school meals; or	Note X1: You do not need to be claiming free school meals, just to meet the eligibility criteria. You can find information about eligibility criteria at the following web page: http://www.gov.scot/Topics/Statistics/Browse/School-Education/SchoolMealsDatasets
X2	If you attend a school , that school has more than 25% of pupils currently eligible for free school meals or the average over the last 5 years has been 25% or more; or	Note X2: Your school office will have this information, or you can check by searching for your school at: http://www.gov.scot/Topics/Statistics/Browse/School-Education/SchoolMealsDatasets
X3	If you now attend a college , be someone who would be entitled to free school meals if you attended a school; or	Note X3: You can find information about eligibility criteria at the following web page: http://www.gov.scot/Topics/Statistics/Browse/School-Education/SchoolMealsDatasets
X4	If you now attend a college , have attended a secondary school in Scotland where the average percentage of pupils eligible for free school meals over the last 5 years was 25% or more.	Note X4: The school office will have this information, or you can check by searching for your school at: http://www.gov.scot/Topics/Statistics/Browse/School-Education/SchoolMealsDatasets

2.6 If you have read the notes above and spoken to your school or college and are still unsure whether you are eligible to enter the essay competition, please email your query to bursary@cms-cmck.com and we will confirm whether you are eligible to apply.

3. Important dates

- 3.1 The details of the process by which we select students to receive the bursaries are explained below. The timetable will be as follows:

Essay competition opens on	9 May 2016
Essay competition closes at 23:59 on	4 July 2016
Tell us your Higher results by	12 August 2016
Invitations to assessment day confirmed on	15 August 2016
Assessment day at our Glasgow office on	13 September 2016

4. Essay Competition

- 4.1 To be considered for one of our bursaries, you must enter our essay competition. You can register for the competition now at <http://graduates.cms-cmck.com/opportunities/> and we will send you an email to remind you when the competition opens. The two essay questions will become available on-line at <http://graduates.cms-cmck.com/opportunities/> on **Monday 9 May 2016**.
- 4.2 The closing date for submitting your essay is **Monday 4 July 2016**, at 23:59. You must complete our application form and submit your essay through our website, at <http://graduates.cms-cmck.com/opportunities/>. We are unable to return any essays, or to provide any comments on them.
- 4.3 Your essay must be on one only of the essay subjects set by us. You should write the essay subject at the top of the first page of your essay. Your essay must be:
- 4.3.1 no shorter than 750 words and no longer than 1,000 words;
 - 4.3.2 typed / word-processed (not handwritten) and double line-spaced;
 - 4.3.3 in English; and
 - 4.3.4 all your own work and not copied or based upon any other person's work. (We have the absolute discretion to decide whether this is the case and we may make such further enquiries to check this as we consider necessary).
- 4.4 You should refer to any sources used, and include any extracts from them in quotation marks. You may also use footnotes. Please note that extracts will be included in the word count; footnotes will not be included in the word count.
- 4.5 Your essay should be marked clearly, at the top-left hand corner of the first page, with your full name. Apart from your name, you should take care not to include any personal or other information which might identify you or your school.
- 4.6 In order to help us promote the competition, you agree that we can print, publish or distribute your essay (or extracts from it), either in soft or hard copy form, as long as you are credited as author. You will retain copyright in your work.

5. Assessment Day

- 5.1 Following submission of your essay, you undertake to send us your Higher results by **Friday 12 August 2016**, to bursary@cms-cmck.com. Based on their essays and academic record, we will then select up to twelve potential candidates for a bursary, who will then be invited to an assessment day at our Glasgow office at 10 a.m. on Tuesday 13 September 2016. If you are selected for the assessment day, you must be available on that day, or your application cannot be considered further. No alternative date will be offered.
- 5.2 We will tell you by email not later than **Monday 15 August 2016** whether you are being invited to the assessment day. We reserve the right not to proceed with the assessment day if we consider there are not enough essays which meet an acceptable standard.
- 5.3 In advance of the assessment day, we will arrange and pay for you and one accompanying adult to travel to our office. We may also arrange and pay for overnight accommodation for you and any accompanying adult on the night before the assessment day, where appropriate. Any decision to provide accommodation and as to where you will stay is at our complete discretion, but will take into account factors such as the distance to be travelled and available transport links.
- 5.4 We will be taking photographs on the day. You agree to be photographed and for your name and image to be used in materials promoting the bursary scheme and materials we use for our internal and external communications.

6. Mentoring

- 6.1 If you reach the interview stage, whether or not you go on to be awarded a bursary, we will offer one of our lawyers to you as an individual mentor. If you accept that offer, your mentor will be available, at mutually convenient times, to discuss and to help you with the UCAS applications process and (where required) the LNAT national admissions test for law. However, they (and we) cannot offer general mentoring, for example in relation to wider personal, financial or social issues.
- 6.2 Please note that:
 - 6.2.1 it remains your responsibility to complete and send all UCAS and LNAT applications correctly and on time, and you are solely responsible for the correct submission of and outcome of your UCAS applications, and for the results of the LNAT test;
 - 6.2.2 neither you, your mentor or we are under any obligation to continue the mentoring relationship after the deadline for making UCAS applications has expired;
 - 6.2.3 your mentor will be giving their time as a volunteer. The nature of our business means that our lawyers have busy workloads and mentoring can only occupy a reasonable amount of their time. We therefore have the right to decide on and apply limits to your mentor's time commitment to you, although we will not do so without notifying you first;
 - 6.2.4 the mentoring will not be face-to-face and you should only contact your mentor via their work e-mail address and telephone number. We cannot provide you with out-of-hours or personal contact details for them; and
 - 6.2.5 it is possible that, due to pressure of work or other good reason, your allocated mentor may not be able to provide mentoring throughout the whole of the applications process. We will try to avoid this happening but, if it does, we will provide you with access to another mentor whom we consider suitable.

7. Work Experience

- 7.1 We will offer two days' paid work experience in one of our UK offices to those students who have attended the assessment day and have actively participated in mentoring. The work experience will take place in December 2017 and we will not be able to offer alternative dates. We reserve the right to decide not to offer you a work placement if we conclude following interview or during the course of mentoring that it would have a detrimental impact on our business to do so.

8. Bursary rules

- 8.1 If we decide to offer you a bursary, its award will be conditional on you enrolling on an undergraduate law degree at a Scottish university. To be awarded a bursary, you must either:
- 8.1.1 Achieve 320 UCAS points at Scottish Highers (or Scottish Highers equivalent); or
- 8.1.2 Enrol at a university which requires a minimum of AABB or ABBBB or equivalent at Higher or at a Russell Group university.

You agree to provide us with proof of your Higher results and confirmation of your enrolment on such a degree course as soon as reasonably possible after they become available and in any event not later than 1 September before starting your degree course.

- 8.2 We have an absolute discretion whether or not to award a bursary and to impose reasonable conditions for the continued receipt of the bursary throughout your undergraduate law degree course. If your Higher results are lower than AABB or ABBBB or 320 UCAS points and you are not accepted onto a law degree which meets the criteria at 9.1.1, the bursary offer will be withdrawn.
- 8.3 If we award you a bursary, £2,500 per academic year will be paid to your nominated bank account throughout the duration of your undergraduate course, provided that:
- 8.3.1 you remain enrolled on the same undergraduate degree course (or we approve any change of course); and
- 8.3.2 you have passed all required examinations to progress to the next level of study; and
- 8.3.3 you remain likely to meet the requirements of The Law Society of Scotland's Fit and Proper Person Test (see 2.4G above).

You agree that we may contact your university to satisfy ourselves that these criteria continue to be met.

- 8.4 The £2,500 per academic year will be paid in 12 monthly instalments. Each year, the first instalment, of £410, will be paid in September. You will then receive £190 each month for the 11 months from October to August in each academic year.
- 8.5 You agree to make yourself available at a mutually convenient time at least once a year (up to and including the vacation period following the conclusion of your final degree examinations) to discuss your university experience with us and future Bursary interviewees. You agree to be photographed again on such occasions and for your name and image again to be used in materials promoting the competition and materials we use for our general internal and external communications.

9. Data Protection

- 9.1 Any personal data you provide to us will be used solely in accordance with current UK data protection legislation and will not be disclosed to a third party without your prior consent. We will retain data for a reasonable period to assist us to operate the bursary scheme in a consistent manner and to deal with any queries on the scheme.

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