

The Roythornes Undergraduate Law Bursary Rules 2015/6

*Guidance Notes and Terms and Conditions*

**Background**

Roythornes is a highly successful commercial practice with a strong focus on agriculture and rural estates, the food sector and commercial property. Our reputation is based on providing practical and comprehensive solutions to complex challenges.

Our client base is national but we are an integral part of the community in which we are based and as such we would like to open up an amazing opportunity, to local pupils, to have our support when they are embarking on a career in law. We want to make a career in law more accessible to local students who aspire to become lawyers, by awarding up to **two bursaries annually which will pay £4,500 a year, for each year. This bursary will help two individuals, significantly, towards the cost of their tuition fees to do a law degree.** We hope this will be the start of a journey, for our chosen students, to becoming lawyers and having a great career with us at Roythornes.

To be considered for this, you’ll need to go through a selection process, the details of which are described in this document. We will also offer you paid work experience, while studying, to those who are successful. At the end of your degree we would hope to offer you support with your LPC (we currently contribute up to £10,000 to the fees) and a training contract.

# Understanding these Rules

* 1. We will take all reasonable steps to carefully consider 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 promise to provide feedback, or enter into further discussions or correspondence.
	2. In these Rules, “we” means Roythornes Ltd. Please read these Rules carefully, as you must indicate on your application form that you understand them.
	3. If any dispute arises as to the interpretation of these Bursary Rules, our decision as to their correct meaning will be final.

# Eligibility

* 1. This section of the Rules sets out who is eligible to apply for the bursaries. Please note that fulfilment of these criteria is a condition of consideration of a bursary and does not mean that you will be selected to be invited to an interview or be awarded a bursary.
	2. It is your responsibility to check that you meet these eligibility criteria. 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.
	3. In order to apply for a bursary, you must fulfil **ALL** of the following six criteria:

|  |  |
| --- | --- |
| **Criteria** | **Notes** |
| You must attend a school, sixth form college or further education college within a 35 mile radius of our head office in Spalding; **and** |  |
| You must be predicted to achieve (or have already achieved) AAB at A Level or equivalent such as the International Baccalaureate; **and** | We will ask your school or college to confirm that you are expected to achieve these grades. |
| You must not yet have been offered a place at university and intend to apply through the 2015/16 UCAS process; **and** | Most students who apply will be in Year 13. You can still apply if you are in Year 12, or have finished your secondary education completely, as long as you will be applying to university in the 2015/16 UCAS process. |
| You must be applying for a place on an undergraduate law degree; and | Your undergraduate course must be a “qualifying law degree” as defined by the Law Society and Bar Council. You can find the full list of qualifying law degrees at http://www.sra.org.uk/students/courses/Qualif ying-law-degree-providers.page |
| You must intend to apply for a place at a Russell Group university. or at a UK university requiring a minimum of AAB or equivalent at A Level; **and** | a list of the Russell Group universities can be found at: http://www.russellgroup.ac.uk/our-universities/ |
| You must be likely to meet the requirements of the Solicitors Regulatory Authority Suitability Test | Provided that you have no criminal convictions, you are likely to meet these requirements. You can find the full requirements at http://www.sra.org.uk/solicitors/handbook/ suitabilitytest/content.page |

* 1. 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 process, please email your query to HR@roythornes.co.uk and we will confirm whether you are eligible to apply.

# Important dates

* 1. The details of the process, by which we select a student to receive a bursary, are explained below.

The timetable will be as follows:

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| --- | --- |
| **Process** | **Date** |
| Applications open | 9th October 2015 |
| Application closes for stage 1 | at 23:59 on 27 November 2015 |
| Shortlisted candidates informed of the essay title | 7 December 2015 |
| Submission for stage 2 closes  | at 23:59 on 26 February 2016 |
| Candidates shortlisted and invitations confirmed regarding stage 3 – Interview stage | 21March 2016 |
| Stage 3 Interviews  | W/C 11 April 2016 |
| Conditional offer made  | 29 April 2016 |
| Tell us your A level results by | 26 August 2016 |
| Final confirmation of bursary | 2 September 2016 |

# Stage 1 - Application form

* 1. To be considered for one of our bursaries, you must complete an application form which is attached to this document (see appendix1.). If you would like us to send this electronically separately please e mail HR@Roythornes.co.uk . Once these applications have been reviewed successful candidates will be shortlisted for stage 2.
	2. The closing date for submitting your application form is Friday 27 November 2015, at 23:59. You must submit your application form by sending it to HR@roythornes.co.uk or sending it to Roythornes Limited, Enterprise Way, Pinchbeck, Spalding, Lincs. PE11 3YR to reach us no later than Friday 27November 2015.

# Stage 2 - Essay

* 1. Candidates who make it through the first stage must complete an essay as part of the application process. Once we have shortlisted this stage, successful candidates will be given two essay questions on **Monday 7 December 2015**. You will need to select one to answer.
	2. The closing date for submitting your essay is **Friday 26 February 2015,** at 23:59. You must submit your essay to HR@roythornes.co.uk or by sending it to Roythornes Limited, Enterprise Way, Pinchbeck, Spalding, Lincs. PE11 3YR to reach us no later than Friday 26 February 2016 by 5pm. We are unable to promise to return any essays, or to provide any further comments on them.
	3. Your essay must be on one of the essay subjects set by us. You should write the essay with the subject at the top of the first page of your essay. Your essay must be:
		1. no shorter than 750 words and no longer than 1,000 words;
		2. typed / word-processed (not handwritten) and double line-spaced;
		3. in English;
		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. 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.
	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.
	6. In order to help us promote the bursary, 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 the author. You will retain copyright in your work.

# Academic reference and results

* 1. On your application form, we will ask you to provide the name and contact details of a teacher or lecturer that we can speak to or write to about you in order to obtain academic references or other information, relevant to consideration of your application, which we consider appropriate. This should be a teacher at your current school or college who will be able to confirm your predicted A-Level grades. Please note that if no suitable academic reference has been received by us by **Friday 6 December 2015** then we will not be able to consider your application any further. Please let your teacher know that you have given us their name to act as your academic referee.

# Stage 3 - Interview

* 1. Based on the essay, academic record and references from your teachers, we will select up to eight potential candidates who will then be invited to an interview at our Spalding office **week commencing the 11th April 2016.**

If you are selected for an interview, you must be available that week, or your application cannot be considered further.

* 1. We will tell you by email not later than **Monday 21 March 2016** whether you are being invited to an interview. We reserve the right not to proceed with the interviews if we consider there are not enough essays which meet an acceptable standard.
	2. We may wish to take photographs of those invited to interview and subsequently offered a bursary. 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.

# Work Experience

* 1. Those students who receive one of our bursaries will be expected to do at least 3 weeks paid work experience in our Spalding office every summer they are in receipt of our bursary, including the summer of 2016. Work experience may be available at other times for these individuals.
	2. We also may offer work experience to those students we invite to interview however we reserve the right to decide not to offer work placements if we conclude following interviews if it is not in the best interest of our business to do so.

# Bursary rules

* 1. If we decide to offer you a bursary, its award will be conditional on you enrolling on an undergraduate law degree at a UK university which matches the criteria already described. To be awarded a bursary, you must:
		1. Achieve 340 UCAS points at A Level (or A Level equivalent); and
		2. Enrol at a university which requires a minimum of AAB or equivalent at A Level or at a Russell Group university.
		3. Agree that you shall diligently participate in and fulfil the requirements of the course to the best of your abilities.

You agree to provide us with proof of your A Level 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 **1st September** before starting your degree course.

* 1. 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 A-Level results are lower than 340 UCAS points and you are not accepted onto a law degree which meets the criteria at 9.1.2, the bursary offer will be withdrawn.
	2. If we award you a bursary, £4,500 per academic year will be paid to your nominated University, provided that:
		1. you remain enrolled on the same undergraduate degree course (or we approve any change of course); and
		2. The degree course fee is at least £4,500 per annum. If the fee for the course is lower than £4,500 we will only pay the fee equivalent per annum.
		3. you have passed all required examinations to progress to the next level of study; and
		4. you remain likely to meet the requirements of the Solicitors Regulatory Authority Suitability Test (see 2.3 above).

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

* 1. The £4,500 per academic year will be paid directly to the University in the method the University expects payment, either at the beginning of the academic year or in instalments.
	2. 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 scheme and materials we use for our general internal and external communications.
	3. Roythornes reserves the right to amend the terms and conditions of the Programme and any arrangements contained in the Guidance Notes.

# Payback

* 1. If a student leaves their course voluntarily or is asked to leave by the university due to misconduct during an academic year then they will be required to refund Roythornes Ltd. 100% of the bursary for that academic year.
1. **Following successful completion of you degree course**
	1. At the successful completion of your degree course we would intend to discuss a conditional place as a trainee solicitor with Roythornes. This may include further financial support towards doing the postgraduate Legal Practice Course (LPC) part time whilst in our employment.

# Data Protection

* 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.



*Appendix 1.*

**HR DEPARTMENT**



**Application for Undergraduate Law Bursary 2015/6**

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| **ROYTHORNES LIMITED****ENTERPRISE WAY, PINCHBECK, SPALDING, LINCOLNSHIRE, PE11 3YR****–** An equal opportunities employer – |
| The information provided on this application form will remain confidential and will be used for the purpose of selection/recruitment. Where the application is successful I understand that from time to time the Partnership may wish to process any personal information (as periodically updated) contained within this document or held by the Partnership in respect of me or my employment for HR administration and business management and promotional purposes. I understand that, where this is the case, processing will take place in accordance with the Data Protection Act 1998, and that the Partnership will abide by the eight data protection principles. I understand that such use may include outsourcing the data to third party contractors, whether in the UK or not, provided that such outsourcing is only for the purposes mentioned above and that the data is adequately protected. Where your application is unsuccessful or you subsequently decline an offer of employment then we may wish to retain your details on file for a period of no longer than 6 months in order that we might contact you about other suitable positions. By signing this document I am giving my consent to such uses. **On completion please return this form together with covering letter to:** |
| Address: | **HR DEPARTMENT****ROYTHORNES LIMITED, ENTERPRISE WAY, PINCHBECK, SPALDING, LINCOLNSHIRE, PE11 3YR****Or via e-mail: hr@roythornes.co.uk** |
| **POSITION APPLIED FOR** | **SPONSORSHIP** | **POST REF NO** | **SP2016** |
| Title (Mr/Mrs/Miss/Ms): |  | Surname/family name: |  |
| Forename(s): |  |
| Address: |  |
|  | Postcode: |  |
| Telephone: | Home  | Mobile: |  |
| Work | E-mail: |  |

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**EDUCATION AND QUALIFICATIONS**

**(Complete appropriate sections)**

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| **SECONDARY****EDUCATION** |
| Name of School:Location: |  |
| From: |  | To:  |  |
| Date | Level(e.g. O Level, GCSE's ) | Subject | Grades |
|  |  |  |  |
| **POST GCSE****EDUCATION** |
| Name of School/CollegeLocation: |  |
| From: |  | To:  |  |
| Date | Level/Qualification | Subject | Grades/Result |
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|  |  |  |  |
| **WORK RELATED SKILLS** |
| Please tell us about NVQ qualifications, certificates and diplomas etc. that you have obtained or are in the process of obtaining.  |
| Date | Qualification/Grade/Result | Subject | Training Provider |
|  |  |  |  |
| Please tell us of any foreign languages that you speak/write? |  |

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| **EMPLOYMENT HISTORY****(state most recent first)** |
| Name of employer (and address): |  |
| Nature of business: |  |
| Your job title: |  |
| Nature of job/responsibilities: |  |
| Date joined company: |  |
| Date appointed to present (last) job: |  |
| Salary/wage (current or on leaving): |  |
| Date left and reason (if applicable): |  |

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| **EMPLOYMENT HISTORY** |
| Name of employer (and address): |  |
| Nature of business: |  |
| Your job title: |  |
| Nature of job/responsibilities: |  |
| Date joined company: |  |
| Date left and reason: |  |
| **PERSONAL STATEMENT** |
| In **no more than 500 words** please use this opportunity to demonstrate how your knowledge, experience, skills and abilities gained from your paid employment or voluntary work, plus studies, hobbies etc. support your application.Please continue on a separate sheet if necessary |  |
| **Please give the name and contact details , such as e mail address, of a teacher who is able to provide an academic reference or other information, relevant to consideration of your application:** |
| **DECLARATION OF CRIMINAL OFFENCES**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Any information given will be treated confidentially and only considered in relation to the post for which you are applying. "Spent" convictions are those you do not have to declare after a set period of time. You are required to disclose any convictions, which are **not** 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been cautioned, court martialled or have criminal convictions that are not considered "spent" under the Rehabilitation of Offenders Act 1974? \* | Yes |  | No |   |
| Is there court action pending against you? \* | Yes |  | No |   |

\**If you have ticked Yes in either both box(es) then you must complete the table below. Please use additional sheet(s) if necessary. The Rehabilitation of Offenders Act does not apply to certain specified professions: these are mainly medical, legal or accountancy professions. In any of these cases you should state all past convictions below, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed. Failure to disclose* ***any*** *conviction(s), including spent convictions if the post is exempt, may lead to the withdrawal of the offer of employment.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Offence** | **Conviction / Pending Court Action** |
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| **OTHER INFORMATION** |
| Have you made an application to the company before? E.g. for work experience | Yes |  | No |  |
| If yes, please give details. |  |
| Is there a particular area of the law that you are interested in? If so, why? |  |
| Note: The company reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you either on this application form, in any accompanying or subsequent correspondence, or at interview. By signing this form you will be providing us with your agreement for us to proceed with this course of action and confirming that you will not unreasonably refuse to sign a suitably worded information release form that will allow such an investigation to take place. |
| **DECLARATION: I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any offer of a bursary is subject to satisfactory references.** **I also declare that I have read the Rules of the bursary carefully and that I understand them.** |
| Signed |  | Date |  |

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**PRIVATE AND CONFIDENTIAL**

**EQUAL OPPORTUNITIES MONITORING FORM**

**POST REF NO:**  SP2016

**The Firm’s Policy Statement** This Firm is committed to eliminating discrimination and harassment and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. Our policy is that applicants and employees receive equal treatment regardless of race or racial group (including colour, nationality and ethnic or national origin); sex (including marital status, gender reassignment, pregnancy, maternity and paternity; sexual orientation (including civil partnership status); religion or belief; age; or disability where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our Equal Opportunities Statement, and for no other reason, a system of monitoring has been set up. Once an appointment has been made the data given on this form will be stored on computer in an anonymised format and the form will be destroyed.

All information provided below will be treated in confidence and used solely by the HR Department for the purpose of providing statistics for Equal Opportunities Monitoring. This Form has been placed at the end of the Application Form as it does not form part of your application and will therefore be detached and stored separately for Equality Monitoring only.

**SEX**

MALE  FEMALE PREFER NOT TO SAY 

**AGE GROUP**

< 16 YRS  16 - 18 YRS  19 - 25 YRS 26 -35 YRS  36 - 45 YRS  46 - 55 YRS  56 - 64.5 YRS  Within 6 months of reaching age 65 

65 YRS AND OVER 

**MARITAL STATUS**

SINGLE  MARRIED  DIVORCED  SEPARATED  WIDOWED 

CIVIL PARTNERSHIP 

**ETHNIC ORIGIN**

Please make sure that you read all the categories and then tick the box that applies to you.

**White:** BRITISH / ENGLISH / SCOTTISH / WELSH IRISH 

ANY OTHER WHITE BACKGROUND  (please state):

**Mixed Origin:** WHITE AND BLACK CARIBBEAN WHITE AND BLACK AFRICAN 

WHITE AND ASIAN ANY OTHER MIXED BACKGROUND  (please state):

**Asian or Asian British:** INDIAN  PAKISTANI BANGLADESHI 

ANY OTHER ASIAN BACKGROUND  (please state):

**Black or Black British:** CARIBBEAN AFRICAN 

ANY OTHER BLACK BACKGROUND  (please state):

**Other ethnic group:** CHINESE  ANY OTHER BACKGROUND  (please specify):

**SEXUAL ORIENTATION**

LESBIAN/HOMOSEXUAL BISEXUAL TRANSSEXUAL HETEROSEXUAL 

**RELIGION**

CHRISTIAN  (including Church of England/Scotland/Ireland, Catholic, Protestant and all other

Christian denominations) BUDDHIST HINDU JEWISH MUSLIM 

SIKH  ANY OTHER RELIGION (please state):

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Firm processing the data supplied on this form for the purpose of Equal Opportunities monitoring.

**OR** If you do not wish to provide monitoring information please return this form blank and tick this box. This will allow us to record your choice. 

Dated: