

## The Bird & Bird Bursary Rules 2015

### 1. Understanding these Rules

- 1.1 We will take great care in making any decision as to whether you meet the Bursary criteria and as to who will be selected for interview and offered a place on our Bursary Programme, but please note that all decisions are final.
- 1.2 In these Rules, "we" means Bird & Bird LLP. Please read these Rules carefully, as you must confirm on your application that you have read and understood 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 to our Bursary Programme. Please note that fulfilment of these criteria is a condition of entry and does not mean you will be selected to be invited to our assessment day or be offered a place on our Bursary Programme.
- 2.2 It is your responsibility to check that you meet these eligibility criteria, particularly the criteria 2.4, with which your school or college will be able to help you. We will check eligibility before inviting candidates to our assessment day. We will determine in our absolute discretion whether the eligibility criteria have been met.
- 2.3 In order to apply for a place on our bursary programme, you must fulfil ALL of the following criteria:

You must be attending a state (non-fee paying) school, sixth form college in the UK; and
You must be the first generation in their immediate family to attend university; and
You must be applying to study Law or a Law-related degree at a UK university. Part time distant learning courses will be considered if circumstances warrant; and
You should be academically gifted and are typically expected to have achieved at least 5 A grades in GCSE, including English and Maths when the application is made; and
You are typically expected to achieve a minimum of 2 A and 1 B grade at A-level

**Note:** 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.

**Note:** 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/Qualifying-law-degree-providers.page>

**Note:** We will ask your teacher to confirm that you are expected to achieve these grades

- 2.4 In order to apply to our Bursary Programme, you must additionally fulfil at least ONE of the following criteria:

<p><b>If you attend a school sixth form,</b> be eligible for free school meals; or</p>	<p><i>Note: 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 pages: England &amp; Wales: <a href="http://www.gov.uk/apply-free-school-meals">http://www.gov.uk/apply-free-school-meals</a> Scotland: <a href="http://www.scotland.gov.uk/Topics/Education/Schools/HLivi/schoolmeals">http://www.scotland.gov.uk/Topics/Education/Schools/HLivi/schoolmeals</a></i></p>
<p><b>If you attend a school sixth form,</b> 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</p>	<p><i>Note: Your school office will have this information, or you can check by searching for your school at: <a href="http://www.education.gov.uk/schools/performance/">http://www.education.gov.uk/schools/performance/</a></i></p>
<p><b>If you attend a college,</b> be someone who would be entitled to free school meals if you attended a school sixth form; or</p>	<p><i>Note: You can find information about eligibility criteria at the following web pages: England &amp; Wales: <a href="http://www.gov.uk/apply-free-school-meals">http://www.gov.uk/apply-free-school-meals</a> Scotland: <a href="http://www.scotland.gov.uk/Topics/Education/Schools/HLivi/schoolmeals">http://www.scotland.gov.uk/Topics/Education/Schools/HLivi/schoolmeals</a> Northern Ireland: <a href="http://www.nidirect.gov.uk/index/information-and-services/parents/schools-learning-and-development/school-life-parents/nutrition-and-school-lunches.htm">http://www.nidirect.gov.uk/index/information-and-services/parents/schools-learning-and-development/school-life-parents/nutrition-and-school-lunches.htm</a></i></p>
<p><b>If you now attend a college,</b> have attended in Years 7 to 11 a school where the average percentage of pupils eligible for free school meals over the last 5 years was 25% more.</p>	<p><i>Note: The school office will have this information, or you can check by searching for your school at: <a href="http://www.education.gov.uk/schools/performance/">http://www.education.gov.uk/schools/performance/</a></i></p>

2.5 If you have any questions about any of the criteria above, please email [bursary@twobirds.com](mailto:bursary@twobirds.com).

### 3. Academic reference and results

3.1 On your application form, we will ask you to provide a written academic reference. This should be written on headed paper by a teacher at your current school, who will be able to confirm your predicted A-level or Highers grades. Please note that if no suitable academic reference has been received, then we will be unable to consider your application further.

3.2 Please note that we will also require a copy of your official A-level or Highers results once you have received them. You can send these to us by email at [bursary@twobirds.com](mailto:bursary@twobirds.com), or by post to Laura Houston, Bird & Bird LLP, 15 Fetter Lane, London, EC4A 1JP.

### 4. Assessment Day

4.1 Based on their application form, academic record and references from their teachers, eight potential candidates will be invited to attend our assessment day at our London office on **13 August 2015**. If you are selected to attend an assessment day, you must be available on that day, as no other date will be given. If you cannot attend, your application will not be considered further.

- 4.2 Successful candidates will be invited to attend our assessment day via email. You will receive an email no later than **20 July 2015**.
- 4.3 We will cover the cost for you and an accompanying adult to travel to our London office. This will be arranged in advance of the assessment day.
- 4.4 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 Programme and materials we use for our internal and external communication.

## 5. **Mentoring**

- 5.1 If you are successful and are offered a place on our Bursary Programme, you will be assigned one of our current trainees as an individual mentor. Your mentor will be available, at mutually convenient times, to give guidance and advice on a career in law and your transition to university. However they (and we) cannot offer general mentoring, for example in relation to wider personal, financial or social issues.
- 5.2 Please note that:
  - 5.2.1 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;
  - 5.2.2 The mentoring will not be face-to-face and will be via their work email address and telephone number. We will not provide you with out of hours contact details for them.

## 6. **Work Experience**

- 6.1 We will offer the recipients of the Bursary the opportunity to participate in our formal summer vacation scheme during their second year of University. This is a paid three week scheme and forms part of our recruitment for Trainee Solicitors.
- 6.2 The work experience will provide an insight into the firm and the different aspects of our practice. During the placement, students will work in one of the following departments: Banking, Commercial, Corporate, Dispute Resolution, Employment, IP or Real Estate.
- 6.3 All students will receive a structured induction and training programme, allowing them to integrate easily into the firm's life, improve their working skills and help them get the most from us.
- 6.4 As part of the vacation scheme, you will be formally assessed in the same way as other candidates for an offer of a Training Contract. However, a place on our Bursary Programme does not guarantee an offer of a Training Contract.

## 7. **Bursary rules**

- 7.1 If we decide to offer you a place on our Bursary Programme, its award is conditional on you enrolling on an undergraduate law degree at a UK university (requiring a minimum of ABB or equivalent at A-level or AABB in Scottish Highers). You agree to provide us with proof of your A level or Scottish/Advanced Highers 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.

- 7.2 We have an absolute discretion whether or not to award a Bursary. If your A-level results mean that you are not accepted onto a law degree which meets the criteria, the Bursary offer will be withdrawn.
- 7.3 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:
- 7.3.1 you remain enrolled in the same undergraduate degree course; and
  - 7.3.2 you have passed all required examinations to progress to the next level of study; and
- 7.4 You agree that we may contact your university to satisfy ourselves that these criteria continue to be met.
- 7.5 The £2,500 per academic year will be paid in 3 equal instalments of £833.33 in September, January and April.
- 7.6 If we award you a bursary, you will also receive a £500 voucher to purchase a laptop/computer.
- 8. Data Protection**
- 8.1 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 Programme in a consistent manner and to deal with any queries on the scheme.