



MINI-PUPILLAGE PROCEDURE AND SELECTION CRITERIA

1. This document is intended to set out the procedure for applying for mini-pupillage along with the selection criteria which will be applied when considering applications.

Applications

2. Applications should be made in writing by way of a covering letter and accompanying curriculum vitae.
3. Applications should be sent by post or hand delivered. They should not be emailed.
4. Applications should be clearly marked on the envelope "FAO mini-pupillage co-ordinator". This is currently Tom Lawal.

Responses to applications

5. The mini-pupillage co-ordinator will endeavour to respond to each application within 28 days of receipt.
6. Responses to applications will be by way of letter. If an applicant is successful the response will invite them to contact Chambers to organise a mutually convenient date to attend.

Length and timing of mini-pupillages

7. Mini-pupillages are offered for three full calendar days.
8. Due to the high demand for mini-pupillages dates are often booked up months in advance. Any successful applicants are likely to face a wait of at least several months before being able to attend for their mini-pupillage.

Selection Criteria

9. All applications will be measured against the following criteria:
 - (a) stage of applicant's academic career;
 - (b) academic achievements;
 - (c) reasons for seeking mini-pupillage with St Ives Chambers;
 - (d) suitability for a career at the Bar;
 - (e) presentation and content of application (both CV and covering letter)
10. Due to the high number of applications, those people who have previously completed mini-pupillage with St Ives Chambers will not be considered for a further mini pupillage.

Reviewed: August 2019

Next Review: August 2020