

Guidelines to Students of the Inn of Court on Engaging in any Other Occupation

[1] These guidelines are provided for students of the Inn who want or need to work in part-time jobs. Such students are obliged to have the permission of the Benchers of the Inn for that work. In practice the Benchers have delegated decisions on these issues to a sub-committee which grants or refuses applications. Appeals against its decisions lie to the Benchers.

[2] The Benchers will exercise their judgment in each application as they see fit in light of the particular facts of that application and the obligations of students of the Inn. No permission to work part-time will be granted if the hours which are to be worked interfere with the absolute priority which must be given to attending classes at the Institute of Professional Legal Studies and preparing for those classes and for examinations.

[3] Applications for permission must be submitted in the pro forma which is available through the Under Treasurer.

[4] Applications for permission shall be determined by the nominated sub-committee of the Benchers.

[5] If the sub-committee decides to refuse permission, the applicant shall have a right of appeal exercisable within 7 days of receipt of notification of the refusal of permission to a full meeting of the Benchers.

[6] Both the sub-committee and the Benchers shall have the right, when considering any application or appeal, to request further details from the applicant and/or to interview the applicant.

[7] Any permission granted shall be:

- (a) Based upon the information provided in the application and any further information provided upon request and/or at interview;
- (b) Subject to whatever conditions the sub-committee and/or the Benchers consider appropriate including a condition regarding the length of time for which the applicant will be permitted to engage in such work. Any permission granted to a student of the Inn shall only be valid during the period prior to call to the Bar.

[8] The applicant must inform the Benchers if, at any time, there is any material change in circumstances such as to render the information provided in the application, upon request, or at interview, inaccurate or incomplete in some material respect.

[9] The Benchers reserve the right to amend these guidelines as and when they deem it necessary and appropriate to do so.

[10] Students should be aware that any failure to comply with these guidelines or any adverse conduct during the course of their part-time work may be considered if and when they apply for call to the Bar.