



GDL & Bar Course Scholarships: Reference policy

The Gray's Inn Scholarships Committee is committed to providing a programme which adheres to principles of fairness, reliability, validity, objectivity and transparency.

This guidance is intended to provide candidates and referees with information about requesting and submitting a reference in support of a scholarship application.

Overview

GDL and Bar Course Scholarship candidates can request two references to support their application.

At least one reference must be received to be eligible for a scholarship.

The reference deadline is one week after the application deadline for candidates.

Candidates are responsible for ensuring that a referee

- is eligible, willing and able to provide a reference before the deadline
- is aware of the relevant assessment criteria
- has received a reference request
- has submitted a reference before the deadline

Eligibility

A referee must meet the following conditions

- have known the candidate for at least six months before the relevant reference deadline
- have known the candidate in an academic or professional capacity
- not have a close family or personal relationship with the candidate
- be able to provide evidence relating to at least one of [the assessment criteria](#)
- submit a reference through our online application portal

A reference that does not meet these conditions will not be considered.

Referees should ideally be a professional person or person of standing in a community.

Requesting

To request a reference, candidates enter contact details for a referee within their scholarship application. An email will be automatically sent to the referee.

A professional email address must be used where possible.

Requests can be sent to referees at any time during the application window. We strongly recommend that this is done at the earliest opportunity.

Candidates should inform a referee after submitting this request and contact scholarships@graysinn.org.uk if a request has not been received.

The reference deadline is one week after the application deadline for candidates.

Submitting

Referees will receive an email once a reference has been requested.

This email contains a unique link to the online reference portal. References must be submitted through this portal.

Referees are required to provide a description of how they know the candidate and can then provide word-limited evidence relating to each of the assessment criteria.

Candidates will receive an email notification once a reference has been submitted. The application portal will also update to confirm receipt.

Alterations

Candidates can request to change a referee any time before midday on the reference deadline.

To make a request, candidates must email the name of the referee to be changed to scholarships@graysinn.org.uk

The reference deadline cannot be extended.
