

PREPARATORY COURSE LEADING TO PART B OF THE SINGAPORE BAR EXAMINATIONS 2015

**Guide to Application Process
Application Period
8 April 2015 to 20 May 2015**

Explanatory note

1. The Singapore Institute of Legal Education ('the Institute') will be conducting a preparatory course leading to Part B of the Singapore Bar Examinations ('the Course') commencing 16 July 2015 for persons seeking admission as an advocate and solicitor of the Supreme Court. The Course is a full-time course ending on 12 December 2015.
2. Applicants must be qualified persons and are expected to be familiar with the relevant provisions regarding the Course in the Legal Profession Act (Cap. 161) ('the Act') and its subsidiary legislation.
3. This online application is for qualified persons who have not yet registered as qualified persons with the Institute. If you have already registered as a qualified person with the Institute and paid the registration fee of S\$214.00 (inclusive of GST), please request for an application form via email to the Institute at partb.application@sile.edu.sg.

Online application and attachments

4. Complete the online application by answering all the questions.
5. To use the online application, please ensure that your browser meets the minimum requirement for any of the following browsers:
 - IE 10 and above
 - Firefox 3.6 and above
 - Chrome 13 and above
 - Safari 6 and above
 - Opera 11.1 and above
6. The Institute will correspond with you primarily via email during the application process. Please provide a valid email address and inform the Institute immediately of any changes to your contact particulars.
7. Attach a soft copy of the following to the application by following the instructions online:-
 - (a)(i) if you are a citizen or permanent resident of Singapore, your identity card (both sides in colour on 1 page in PDF or JPEG format not exceeding 500 Kbytes in file size); or
 - (a)(ii) if you are not a citizen or permanent resident of Singapore, the cover and particulars page of your international passport (in colour on 1 page in PDF or JPEG format not exceeding 500 Kbytes in file size); and
 - (b) a digital photo image file with the following specifications:-

Your photograph image must be

 - in colour taken against plain white background without shadows;
 - taken within the last 3 months;
 - clear and show the full face without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);
 - in JPEG format ('jpg' extension);
 - not exceeding 150 Kbytes in file size;
 - 400 by 514 pixels in dimensions.

Certification of supporting documents

8. You are required to submit certified true copies of supporting documents as applicable to you. The certification must be made by an advocate and solicitor who is not related to you. If any document is in a language other than English, please furnish certified true English translations of such documents.

Training Employment Pass (TEP) for foreigners

9. If you are not a citizen or permanent resident of Singapore, you must obtain a Training Employment Pass (TEP) from the Ministry of Manpower and submit to the Institute a certified true copy of your TEP (both sides). The TEP must be valid for the entire duration of the Course. **You have up to 16 July 2015 to submit this. If you fail to do so, you will be deemed to have withdrawn your application and will be liable to pay the withdrawal fee.**

Documents pertaining to qualifications

10. You must submit certified true copies of the following supporting documents as applicable to you and any other document that the Institute may require.
- (a) Degree certificate for your law degree.
 - (b) Official academic transcript for your law degree.
 - (c) Letter from the university stating your ranking if your law degree is from a university in Australia, New Zealand, or the United States of America. The letter should state the ranking, in terms of academic performance, of the total number of the graduates in the same batch who have been conferred the degree.
 - (d) Certificate from Inns of Court or Certificate for Admission to the Rolls if you have become a barrister-at-law of England or of Northern Ireland, a member of the Faculty of Advocates in Scotland, a solicitor in England or Northern Ireland or a writer to the Signet, law agent or solicitor in Scotland.
 - (e) Certificate as evidence that you have passed Part A of the Singapore Bar Examinations (if applicable).
 - (f) Letter from Ministry of Law if you have been exempted from any of the requirements under the Act, the Legal Profession (Qualified Persons) Rules or the Legal Profession (Admission) Rules 2011.

IMPORTANT NOTE: NUS and SMU graduates whose final examination results will be released in June 2015, are **NOT** required to submit items 10(a) and 10(b) above when submitting this application. Such persons must submit certified true copies of their degree certificates and official academic transcripts **within 14 days** of release by NUS and SMU.

Documents pertaining to relevant legal training and/or relevant legal practice or work

11. If you are not a law graduate of NUS or SMU, you must submit proof of completing relevant legal training and/or relevant legal practice or work. Please submit a letter or letters from a law practice, chambers (UK and Scotland) or corporation or other entity (as the case may be) stating that you have for a period of not less than 6 months within a continuous period of 8 months, received relevant legal training, been engaged in relevant legal practice or work, or received relevant legal training and been engaged in relevant legal practice or work.

The letter **must** state the following:

- (A) that you have received:
 - (i) supervised training in relation to the practice of Singapore law under a formal training arrangement with that Singapore law practice;

- (ii) supervised training, as a pupil, or through reading in the chambers, of a practising barrister of the United Kingdom or of a member of the Faculty of Advocates in Scotland of more than 7 years' standing; or
- (iii) supervised training in relation to the practice of foreign law under a formal training arrangement with that foreign law practice.

OR

(B) that you were engaged in:

- (i) active practice as -
 - (a) a legal practitioner, by whatever name called, in any jurisdiction other than Singapore; or
 - (b) a foreign lawyer in Singapore; or
- (ii) work of a legal nature which is performed as a legal counsel in that corporation or other entity the equity securities of which are listed on the official list of a securities exchange in Singapore or elsewhere.

AND

- (i) The exact period (dd/mm/yyyy - dd/mm/yyyy) during which you received relevant legal training or were engaged in relevant legal practice or work;
- (ii) The total number of days of leave (which includes medical, annual and compassionate leave) taken by you and any closure of the law practice or corporation during that period; and
- (iii) The contact details (including telephone number and email address) of a partner or director of the law practice, chambers, corporation or other entity, willing and able to verify the above information.

The definition of relevant legal training and relevant legal practice or work can be found in Rule 2 of the Legal Profession (Qualified Persons) Rules.

12. If you are eligible to be exempted from relevant legal training or relevant legal practice or work under Rule 15A of the Legal Profession (Qualified Persons) Rules, you are not required to complete the portion of the application form in Part 3B that pertains to relevant legal training and relevant legal practice or work.

Payment and submission of supporting documents

13. Payment is by a crossed cheque or cashier's order only made payable to "SILE". The registration fee for registration as a qualified person is S\$214.00 (inclusive of GST) and must be added to the applicable Course fees. Please refer to the table of fees below:-

Course fees (inclusive of GST)	Registration fee (inclusive of GST)	Total fees payable (inclusive of GST)
S\$6,420.00 for Singapore Citizens	S\$214.00	S\$6,634.00
S\$7,490.00 for Singapore Permanent Residents	S\$214.00	S\$7,704.00
S\$9,095.00 for Foreigners	S\$214.00	S\$9,309.00

IMPORTANT NOTE: Post-dated cheques or cash will not be accepted by the Institute.

14. If you wish to apply to be reimbursed for the Course fees from the Post-Secondary Education Account (PSEA), please download the PSEA Ad Hoc Withdrawal application form and submit the completed application form to the Institute together with the documents mentioned in item 15 below. The PSEA Ad Hoc Withdrawal application form is available at <http://www.moe.gov.sg/initiatives/post-secondary-education-account/eligibility-and-usage/#withdrawal>.

However, please note that you will still need to make full payment of the Course fees when submitting your application. Upon successful confirmation of your candidacy, you will be reimbursed a sum of money from your PSEA as advised by the Ministry of Education.

15. After you have submitted your application online, you will receive an email to confirm your submission. Please print out that email and send it by hand during our business hours or by post, within 14 days from your online submission or by 5.00 pm on 2 June 2015, whichever is the earlier, together with payment and supporting documents to:-

APPLICATION FOR PART B COURSE 2015
Singapore Institute of Legal Education
Bar Admissions and Examinations (Part B)
1 Havelock Square
#09-00 State Courts
Singapore 059724

IMPORTANT NOTE: The Institute will process the online application only when payment and all supporting documents are received. If payment and supporting documents are not received within 14 days from the submission of the online application or by 5.00 pm on 2 June 2015, whichever is the earlier, the application will be deemed withdrawn and you will be liable to pay the withdrawal fee.

You must submit any other documents that may be required by the Institute. The Institute reserves the right to deem your application withdrawn if you fail to submit the required documents.

Our business hours are:

Monday to Friday: 9:00 am to 1:00 pm
2:00 pm to 5:00 pm
Saturday, Sunday and Public Holiday: closed

Conditional acceptance

16. If you will attain the status of a qualified person -
- (a) upon completion of relevant legal training and/or relevant legal practice or work on or before 15 July 2015;
 - (b) upon receipt of Ministry of Law's letter of exemption from the requirements of being a qualified person, and such letter is issued on or before 15 July 2015, or
 - (c) upon receiving written evidence from NUS or SMU that you have on or before 16 July 2015 fulfilled the requirements under Rule 5 or Rule 5A of the Legal Profession (Qualified Persons) Rules,

the Institute may grant you conditional acceptance and register you in the Course, reserving the right to revoke any conditional acceptance granted to any applicant. **The condition of acceptance is that you must, without being reminded, submit to the Institute on or before 16 July 2015 one or more of the following as applicable:**

- (i) Letter from the law practice or corporation concerned that you have received relevant legal training or were engaged in relevant legal practice or work for a period of 6 months within a continuous period of 8 months,

- (ii) Copy of Ministry of Law's letter of exemption from any of the requirements of being a qualified person,
- (iii) Written evidence from NUS or SMU that you have on or before 16 July 2015 attained the status of a qualified person in accordance with Rule 5 or Rule 5A of the Legal Profession (Qualified Persons) Rules.

If you do not comply with the above condition of acceptance, your application will be deemed withdrawn and you will be liable to pay a withdrawal fee.

Withdrawal fee

17. If by 31 July 2015, a duly registered student who does not take up his/her place on the Course or withdraws from the Course or is deemed to have withdrawn from the Course, that person will be liable to pay a withdrawal fee of **\$535.00** (inclusive of GST) which may at the Institute's discretion be deducted from the Course fees paid. **Any application to withdraw from the Course, unless it is a deemed withdrawal, must be made in writing and signed by the applicant.**

Selection of elective subjects

18. All students in the Course are required to successfully complete 7 compulsory subjects and 2 elective subjects.

Compulsory Subjects

The 7 compulsory subjects are:-

Subject	
Civil Litigation Practice	CIV
Criminal Litigation Practice	CRI
Ethics & Professional Responsibility	EPR
Family Law Practice	FAM
Insolvency Law and Practice	INS
Real Estate Practice	REP
Professional Skills	PSK

Elective Subjects

The 7 elective subjects offered in 2015 are divided into Category A and Category B. Each student has to successfully complete 1 elective from Category A and 1 elective from Category B. The elective subjects offered in each category are:-

Subject		
Category A	Advanced Corporate Practice	ACP
	Intellectual Property Law Practice	IPP
	The Law and Practice of Arbitration	ABR
Category B	Admiralty Practice	ADM
	Cross-Border Transactions	CBT
	Mediation Skills	MED
	Wills, Probate & Administration Practice	WPA

When completing the online application, please state your order of preference for these subjects within each category. Select '1' against the subject of your 1st choice and '2' against the subject of your 2nd choice and so on.

The maximum number of students for each Category A is **240**.
The maximum number of students for each Category B is **180**.

While the Institute will endeavor to allocate elective subjects according to the preference indicated, the Institute reserves the right to allocate electives to students as it sees fit. The decision of the Institute on the allocation of elective subjects to any student is final.

IMPORTANT NOTE: The Institute will NOT entertain any request for a change of an elective after you have submitted your online application.

Brief descriptions of each subject are given below:-

Category A

Advanced Corporate Practice (ACP)	
<i>Synopsis:</i>	This subject provides students with a basic understanding of the legal issues and practical aspects of corporate deal making in Singapore. Topics covered include the establishment and governance of a Singapore company, private and public M&A transactions, equity and debt capital market fundraisings, joint ventures, due diligence and competition law. The course will be taught through lectures, with additional tutorials on key topics, by experienced practitioners.
<i>Pre-requisites:</i>	Foundational knowledge of Singapore Company Law.
Intellectual Property Law Practice (IPP)	
<i>Synopsis:</i>	Students will be instructed on the practices and the procedural rules that apply to protect various intellectual property rights (including patents, trademarks, copyrights and registered designs) in Singapore. A litigation module will also acquaint students with the pleading and proof of intellectual property infringement actions, invalidations and revocations. They will also be equipped with the necessary tools and legal principles to substantively advise clients on the (interlocutory and final) remedies that are available to effectively enforce and litigate intellectual property rights.
<i>Pre-requisites:</i>	There are no course pre-requisites as such but students who have read Intellectual Property as a subject in an LLB degree course (or equivalent), or have acquired a foundational knowledge of intellectual property through relevant legal training, will derive the greatest benefit from this course.
The Law and Practice of Arbitration (ARB)	
<i>Synopsis:</i>	The subject is intended to introduce students to the law and practice of arbitration in Singapore. It is also designed to equip students to be able to understand the processes involved in commercial arbitration both international and domestic. It will also help the student navigate the applicable procedural aspects of arbitration in Singapore. The objective of the subject is to prepare a lawyer to be able to understand enough of arbitration law and practice to advise a client on the basics of commercial arbitration in contrast to litigation. The subject will cover key areas of commercial arbitration: Introduction to Arbitration law and practice and its legislative framework; The Arbitration Agreement & Fundamental Concepts of the UNCITRAL Model Law; The Role of the National Court in the Arbitral Process; Recognition and Enforcement of Arbitral Awards; Interim Measures and Foreign Arbitrations; Arbitration Rules and Practical Matters.

<i>Pre-requisites:</i>	No specific prior knowledge is required. However, those who have taken litigation modules covering Evidence, Advocacy and Civil Procedure during their undergraduate studies or are familiar with these aspects of the law through work experience will have an advantage.
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Category B

Admiralty Practice (ADM)	
<i>Synopsis:</i>	This subject will provide an insight into the practice of admiralty and shipping laws from the perspective of experienced practitioners. How is a ship arrested? What does the Sheriff do? What are the usual forms of security for the release of a ship? How does one challenge the arrest, if its irregular or wrongful? What are the costs and expenses involved? It will equip students with a working knowledge of the application of the substantive law, and the practice and procedures of this specialised area of practice. The workshop will enable tutors to review the drafts of documents prepared by a junior practitioner. Although it is recommended for students intending to practice in a disputes practice area, it is a course for everyone, including students who have not done any substantive law subjects on this area.
<i>Pre-requisites:</i>	Nil
Wills, Probate & Administration Practice (WPA)	
<i>Synopsis:</i>	"In this world nothing can be said to be certain, except death and taxes" said Benjamin Franklin nearly 300 years ago. SILE's Wills, Probate and Administration course will train candidates in the myriad aspects of Singapore legal practice encountered by solicitors in connection with an individual's death or impending death, as well as loss of mental capacity. The course will include covering the law and practice in Singapore of testate and intestate succession, drafting of wills, a primer on estate planning, lasting powers of attorney and deputyship applications to the Family Justice Courts under the Mental Capacity Act. These skills are required for "private client" practice in law firms. Relevant statutory provisions, instructive and illustrative recent Singapore case law will be covered.
<i>Pre-requisites:</i>	Nil
Cross-Border Transactions (CBT)	
<i>Synopsis:</i>	This subject is intended to provide students with overviews of the following types of international / cross-border transactions: (i) mergers and acquisitions, (ii) dispute resolution, (iii) funds, financial regulation and private banking, (iv) capital markets fund raising and (v) bank financings. The focus will be on the conduct of these types of transactions in cross-border contexts, and students will be introduced to various considerations practitioners take into account when advising on matters which are international in nature. Students will also be provided with an overview of current international legal and regulatory issues. The focus will be on obtaining practical exposure to these topics, and lectures will be conducted by partners and other senior lawyers from Clifford Chance.
<i>Pre-requisites:</i>	Nil

Mediation Skills (MED)	
<i>Synopsis:</i>	This skills-development elective provides a unique opportunity for those who wish to explore mediation in greater depth and to develop fundamental mediator skills. Students with mediation skills will be better equipped when required to step in as neutral third parties to assist clients in resolving disputes and be able to play a more effective role in conflict management in the work place. Mediation is also increasingly recognized as an essential management tool for leaders. The subject will largely encompass experiential learning. Apart from facilitated discussions, students can expect to participate in practical exercises and mediation role-plays in an interactive environment. The successful completion of this module will also entitle students to earn credits towards being Singapore International Mediation Institute (SIMI) Accredited Mediator Level 1.
<i>Restriction:</i>	Applicants who have undertaken any Mediation Skills module during their undergraduate or postgraduate studies or have been through mediation skills training are prohibited from opting for this elective. Those who took the Negotiations module only are NOT affected by this restriction.

19. You may send queries by email to partb.application@sile.edu.sg.

**Senior Director
Bar Admissions and Examinations (Part B)
Singapore Institute of Legal Education**

8 April 2015