



EXTERNAL MOOTING COMPETITIONS TEAM SELECTION POLICY

1. Application

- (1) This policy, other than section 6, applies to external mooting competitions administered by the Mooting Coordinator.
- (2) The Mooting Coordinator will select students to compete in external mooting competitions in accordance with this policy.
- (3) Where students are selected to compete in an external mooting competition in accordance with this policy, no other student may enter that competition as a representative of the Faculty or the University or as a representative of a College or Permanent Private Hall of the University.

2. General

- (1) To be eligible to be selected to compete in a competition, students must:
 - (a) at the time of registration and throughout the competition, be eligible to compete in the competition, according to its rules; and
 - (b) be willing and able to attend all rounds of the competition; and
 - (c) be willing and able to devote sufficient time to preparing for the competition.
- (2) Students selected to compete in an external mooting competition must prepare a report on the competition if requested to do so by the Mooting Coordinator.

3. Particular competitions

- (1) This section is subject to section 2(1).
- (2) To compete in the ESU-Essex Court Chambers National Mooting Competition, the Mooting Coordinator will select, in order of preference:
 - (a) the students comprising the undergraduate team that placed highest in the previous year's Shearman & Sterling University of Oxford Moot Competition; or
 - (b) a team of two undergraduate students in accordance with section 4.
- (3) To compete in the OUP and BPP National Mooting Competition, the Mooting Coordinator will select, in order of preference:
 - (a) the students comprising the undergraduate team that placed highest in the previous year's Undergraduate Inter-collegiate (Cuppers) Mooting Competition; or



- (b) a team of two undergraduate students in accordance with section 4.
- (4) To compete in the Weekly Law Reports Annual Mooting Competition, the Mooting Coordinator will select a team of two undergraduate students in accordance with section 4.
- (5) To compete in the Philip C Jessup International Law Moot Court Competition, the Mooting Coordinator, in consultation with the Jessup coach (if any), will select a team of five undergraduate students in accordance with section 4.
- (6) To compete in the International Roman Law Moot Court Competition, the Mooting Coordinator will select a team of four undergraduate students in accordance with section 4.
- (7) To compete in the Oxford v Cambridge Roman Law Moot Court Competition, the Mooting Coordinator will select a team of four undergraduate students in accordance with section 4.

4. Selection on the basis of application and interview

- (1) This section is subject to section 2(1).
- (2) This section applies:
 - (a) to any selection that is to be made ‘in accordance with section 4’; and
 - (b) in relation to any competition not otherwise dealt with in this Policy to which the Mooting Coordinator determines that it should apply.
- (3) The Mooting Coordinator will:
 - (a) invite students to apply for selection to compete in the competition; and
 - (b) direct the manner in which, and date by which, applications must be submitted.
- (4) Applications must include:
 - (a) details of the applicant’s academic record; and
 - (b) details of the applicant’s previous participation and success in mooting, debating or public speaking competitions; and
 - (c) the applicant’s curriculum vitae; and
 - (d) a covering letter indicating whether the applicant applies individually or in conjunction with another applicant or applicants (or both).
- (5) The Mooting Coordinator may, if the Mooting Coordinator determines that it is necessary or convenient, interview some or all of the applicants before making a selection, and may convene a panel for the purpose of interviewing candidates and assisting in the selection of team members.



- (6) The Mooting Coordinator, in consultation with any panel convened for the purpose of interviewing candidates in accordance with subsection (5), will select students to compete in a competition, having regard to their:
 - (a) mooting, debating and public speaking experience; and
 - (b) overall academic performance; and
 - (c) ability to work effectively in a team; and
 - (d) experience and expertise in any particular area of law that is the focus of the competition.
- (7) Where no student fulfils the criteria set out in this Policy, or it is otherwise not possible to select a student in accordance with this Policy, the Mooting Coordinator may select such other student as the Mooting Coordinator considers appropriate or desirable to compete in a competition.

5. Competition expenses

- (1) Subject to subsection (2), where incurred by the Mooting Coordinator, by a coach appointed by the Mooting Coordinator or by a student selected to compete in a competition in accordance with this policy, the Mooting Coordinator will arrange for the Faculty to reimburse:
 - (a) any entry or registration fee for the competition; and
 - (b) the reasonable cost of travel to compete in any round of the competition not taking place in Oxford; and
 - (c) where a round of the competition does not take place in Oxford and distance and travel arrangements require it, the reasonable costs of accommodation and subsistence; and
 - (d) within the limits determined by the Mooting Coordinator, the reasonable cost of refreshments provided for judges, competitors and spectators at any round of a competition taking place in Oxford.
- (2) Subsection (1) is subject to the following considerations:
 - (a) the person claiming expenses must complete and provide to the Mooting Coordinator any paperwork required by the Faculty or the University in relation to claim; and
 - (b) all expenses must be evidenced by original receipts; and
 - (c) where an expense relates to a meal, the names and affiliations of those attending the meal must be provided; and
 - (d) the 'reasonable cost of travel' refers to travel between Oxford and the competition venue: where a person's actual travel differs, the maximum amount that may be reimbursed will be estimated on the basis of travel between Oxford and the competition venue; and



- (e) the 'reasonable cost of travel' refers to the most economical class of travel available; and
 - (f) the 'reasonable cost of travel' includes, in ordinary circumstances, the cost of any visa or other permission required to enter a country outside the United Kingdom to participate in a competition; and
 - (g) expenses that could reasonably have been avoided (such as excess baggage fees) will not be reimbursed; and
 - (h) in relation to any daily allowance towards subsistence overseas, the Mooting Coordinator may, having regard to prevailing budgetary considerations, determine a maximum amount that is less than the amount allowable under the University's *Expenses and Benefits Manual*; and
 - (i) expenses relating to any spouse, partner, other family member or guest of a claimant will not be reimbursed.
- (3) Only expenses involved in a competition of a category referred to in subsection (1) will be reimbursed.

6. Expenses in competitions not administered by the Mooting Coordinator

- (1) The section applies where a student is selected (or otherwise nominated) to represent the University of Oxford in an external mooting competition not administered by the Mooting Coordinator.
- (2) The Mooting Coordinator may, with the concurrence of the Faculty Mooting Officer and subject to prevailing budgetary considerations, arrange for the Faculty to reimburse all or some of the expenses incurred by a student, provided that:
 - (a) the expenses are of a category described in subsection 5(1); and
 - (b) the student was selected or otherwise nominated to compete in a competition by, or by a panel including, a full-time member of the Faculty; and
 - (c) the student must submit a report on the competition.

7. Overseas competitions – other considerations

Where the Mooting Coordinator, a coach appointed by the Mooting Coordinator or a student selected to compete in a competition in accordance with this policy travels outside the United Kingdom to participate in a competition, the person must, before departure:

- (a) complete any risk assessment form and travel insurance application in order to be covered by the University's insurance policy; and
- (b) obtain any relevant visa or other permission required to enter the relevant country and participate in the competition.



8. Interpretation

- (1) All questions concerning the interpretation, and all complaints or disputes concerning the application, of this Policy must be submitted to the Mooting Coordinator for determination.
- (2) The Mooting Coordinator may at any time determine such amendments or additions to this Policy or other measures as may be necessary or convenient for the efficient organisation, administration or conduct of a competition.
- (3) The Mooting Coordinator must advise the Faculty Mooting Officer of every determination made in accordance with this Policy.
- (4) Any aggrieved person may appeal a determination or purported determination made by the Mooting Coordinator in accordance with this Policy to the Faculty Mooting Officer, within 48 hours from the time that the determination is notified to the person.
- (5) Provided that it is approved by the Faculty Mooting Officer, every determination or purported determination made by the Mooting Coordinator in accordance with this Policy is final and conclusive and binding on all students.
- (6) In this Policy, unless the contrary intention appears:

Faculty Mooting Officer means the full-time member of the Faculty of Law of the University of Oxford with responsibility for mooting;

Mooting Coordinator means the Mooting Coordinator appointed by the Faculty of Law of the University of Oxford with responsibility for administering the relevant competition;

student means a matriculated student of the University of Oxford reading jurisprudence or law.

Mooting Coordinator
28 September 2009