



## qLegal Application Information: October 2022 intake

Please read this document carefully. The deadline for your application to qLegal is **5pm, Sunday 2 October 2022**.

### What is qLegal?

qLegal is the award-winning pro bono commercial law services provider within the Centre for Commercial Law Studies at Queen Mary University of London. qLegal provides legal advice and support to start-ups and entrepreneurs, tech businesses, plus community groups and students in schools, colleges and universities.

**qLegal is a simulation of an innovative commercial legal services firm.** Students engage in the same activities that professional lawyers engage with in practice and so learn by doing. qLegal's services are pro bono and students and external partners are volunteers. Clients - start-ups and entrepreneurs - are real, and the standards to which qLegal operates are high. Students, clients, external partners and Queen Mary benefit from this arrangement.

This application information leaflet is for qLegal programmes and is open to Queen Mary University of London Law LLM, MSc (IP) and PhD students only.

#### **SOLM 213 Entrepreneurship Law Clinic**

There is a separate application for the assessed module Entrepreneurship Law Clinic taught in semester two. You may apply to both but will only be selected for qLegal or the module.

# How can I get involved?

You can choose to get involved in one of our programmes:

1. **Legal Advisory:** interviewing and drafting written advice for clients
2. **Public Legal Education:** creating online resources and presenting workshops
3. **Externships:** spending time within a business as an extern.
4. **Innovation Projects:** working in a team to answer a project brief for a client

You are encouraged to apply for more than one programme and will be given an opportunity to rank your preferences in your application. If your application is not successful for your first-ranked programme, you may be considered for the other programmes for which you applied.

Note - qLegal supports Garry Gabison in providing a **Regulation & Compliance Mentoring programme** starting in February. Please note that this is through a separate application mechanism and is open to students who are studying compliance-related modules only. Further information will be provided by Dr. Gabison later in the year.

## Programme Overview

### 1. Legal Advisory Programme 2022-23

#### Purpose of the programme

Student volunteers **provide preliminary written advice to real clients - start-ups and entrepreneurs - under the supervision of external practising lawyers**. Student advisers work to professional standards and comply with professional ethics.

#### Deliverables

Working in pairs, students advise on two client cases, from receiving the initial case summary to delivering the final letter of advice and closing the case file. Students interview the client, research legal and business aspects and draft the written advice, liaising with fellow students, external lawyers, the clients and qLegal staff throughout. Students are responsible for the case management of the file and the management of the client relationship.

#### Timing

Selection of students for this programme takes place in October 2022 and the deadline for applications is **Sunday 2 October at 5pm GMT**. Training takes place in October and November.

Client appointments take place in late October – December, and January – April (so as not to clash with assessments). Appointments are on Tuesdays and Wednesdays at 9.15am or 6.15pm with a case surgery the following day. When cases are live students also attend a breakfast meeting from 8.00am-9.00am on Thursday. Students have three weeks from the appointment to send their written advice to the client.

## External partners

Supervising partners are volunteers from Ropes & Gray, Baker McKenzie, CMS, Bloomberg, Morgan Lewis, Kilburn & Strode, Morrison Foerster, Hewlett Packard Enterprise, Onfido, Kidd Rapinet and the Bar.

## Training

Students are set up for success through a comprehensive training programme, including:

- Clinical Legal Education and pro bono clinics
- Professionalism: professional ethics, client care and professional standards
- Professional Ethics – SRA Code and Bar Core Duties Code – and Professional Etiquette
- Client-centred lawyering/client care
- Introduction to qLegal and what is expected from a qLegal student
- Technical legal areas and commercial awareness
- Applying Data Protection law and GDPR
- Applying IP law
- Applying corporate and commercial law
- Legal Issues for Start-Ups
- Clinical Skills
- Legal research
- Case file management and legal technology
- Stakeholder management
- Project management/organisation skills
- Client Interviewing
- Interview preparation
- Active listening techniques
- Effective notetaking
- Preparing for a case surgery
- Writing skills
- Writing for the reader, not the writer
- Using plain English
- Structuring an advice letter
- Using defined terms
- Using precedents
- Writing for social media
- Emotional intelligence and skills for professional life
- Effective team-working and collaboration
- How to give and receive feedback
- Self-awareness and adaptability
- Owning up and managing up
- Reflective practice and lifelong learning
- How to sell your qLegal experience

PLEASE READ THE BELOW CAREFULLY

Telephone Call: If you are shortlisted for this programme, we will call you w/c 3 October 2022 between 9am-5pm for a short phone conversation to explain the position in more detail (this is not an interview).

In the event you are unable to take our call, we will request that you email us with a convenient time for us to call back.

## 2. Public Legal Education Programme 2022-23

### Purpose of the programme

While City firms already carry out Public Legal Education (PLE) activity, it has been flagged by the OECD as being of increasing importance as an essential part of access to justice and the rule of law. The Legal Services Board, the Law Society of England & Wales and the UK Government have indicated that more is expected of the legal profession as a whole. The increasing importance of PLE matches a trend towards preventative law.

PLE students **educate real client groups - entrepreneurs and budding entrepreneurs - on legal and business matters under the supervision of external practising lawyers**. Students work to professional standards and comply with professional ethics.

### Deliverables

Working in groups of three, PLE students deliver legal workshops or webinars to a client group and produce legal education resources. Students take a brief from the client workshop coordinator, research the law, and design and deliver a tailored interactive session. Similarly, students consider the best format for a publication aimed at a target audience, research, produce and publish their work. Students liaise with fellow students, external lawyers, clients and qLegal staff throughout. Publications may be co-branded with the supervising law firm and appear on its website.

### Timing

Selection of students for this programme takes place in October 2022 and the deadline for applications is **Sunday 2 October at 5pm GMT**.

Workshops take place in November – December, and February – April (so as not to clash with assessments). Broad topics are agreed and, where possible, dates will be scheduled at the start of the academic year though workshop opportunities will arise on an ongoing basis. We aim to give students a minimum of five weeks to formalise the brief with their client group, research, prepare and rehearse the presentation, and deliver it to the client group.

Legal education resources (publications, short videos) are produced throughout the year. A schedule will be drawn up and resource topics allocated at the start of the academic year and again at the start of Semester 2. We aim to give students a minimum of five weeks to research and prepare their legal education resource.

## External partners

Supervising partners are volunteers from Ropes & Gray, Baker McKenzie, CMS, Bloomberg, Morgan Lewis, Kilburn & Strode, Morrison Foerster, Hewlett Packard Enterprise, Onfido, Kidd Rapinet and the Bar.

## Training

Training takes place in October and November. Students are set up for success through a comprehensive training programme, including:

### **Professionalism: professional ethics, client care and professional standards**

- Clinical Legal Education and pro bono clinics
- Professional Ethics – SRA Code and Bar Core Duties Code – and Professional Etiquette
- Introduction to qLegal and what is expected from a qLegal student
- What is PLE?

### **Technical legal areas and commercial awareness**

- Applying Data Protection law and GDPR
- Applying IP law
- Applying corporate and commercial law
- Legal Issues for Start-Ups

### **Clinical Skills**

- Legal research
- Stakeholder management
- Project management/organisation skills

### **Presentation skills**

- Planning your presentation
- Engaging your audience
- Specific presentation techniques (storytelling, pecha kucha, gamification)
- Presenting with confidence

### **Writing skills**

- Writing user-friendly toolkits
- Using plain English
- Writing for social media

### **Emotional intelligence and skills for professional life**

- Effective teamwork and collaboration
- How to give and receive feedback
- Self-awareness and adaptability
- Owning up and managing up
- Reflective practice and lifelong learning

- How to sell your qLegal experience

### 3. Externships 2022-23

#### Purpose of the Programme

Externship students **provide practical support to tech businesses and start-ups on a part-time temporary basis**, augmenting the legal and commercial training they receive from the qLegal team. Students work to professional standards and comply with professional ethics.

#### Deliverables

Externs typically spend **1 day (7 hours) per week in a business for a period of 6 months** as part of qLegal's externship programme.

Students are briefed by the host business on the type of assistance they need and are trained and given structured feedback on their performance. Externs attend peer coaching sessions every two weeks led by qLegal staff and based on a weekly theme relating to law, business and general commercial awareness.

#### Timing

Selection of students for this programme takes place in October 2022. The application deadline is **Sunday, 2 October, 5pm GMT**.

Successful applicants might be called for a short phone interview on the w/c 3rd October 2021, between 10am and 6pm. If you are shortlisted, you will receive an email from the qLegal team and programme lead with information about the call.

qLegal shortlists applicants for particular externships, matching student and business needs, but the final selection of the extern(s) is made by the client business.

Externships typically start in late October though there may be some ad hoc opportunities throughout the year.

#### External partners

Externship partners have included Airbnb, Lexical Labs, Lexoo, F-lex, Onfido, Habito, Super Awesome, The Law Boutique, Cosmonauts and Lawren.io.

#### Training

Training takes place in October and November and sessions will be led by qLegal or special guest speakers. Students are set up for success through a comprehensive training programme, including:

#### **Professionalism: professional ethics, client care and professional standards**

- Clinical Legal Education and pro bono clinics
- Professional Ethics – SRA Code and Bar Core Duties Code – and Professional Etiquette
- Introduction to qLegal and what is expected from a qLegal student

- How to make the most of your externship/consultancy

### **Technical legal areas and commercial awareness**

- Applying Data Protection law and GDPR
- Applying IP law
- Applying corporate and commercial law
- Legal Issues for Start-Ups

### **Business Skills**

- Legal research
- Stakeholder management
- Project management/organisation skills
- Design Thinking and Innovation

### **Writing skills**

- Using plain English
- Writing for social media

### **Emotional intelligence and skills for professional life**

- Effective team-working and collaboration
- How to give and receive feedback
- Self-awareness and adaptability
- Owning up and managing up
- Reflective practice and lifelong learning
- How to sell your qLegal experience

## **4. Innovation Projects 2022-23**

### **Purpose of the programme**

Innovation Projects students **work in team to answer a brief and provide practical support to a client. The projects will focus on innovation - in the ways the teams work and the skills they develop and/or the nature of the solution they provide for the client.** Students will also receive legal and commercial training from the qLegal team. Students work to professional standards and comply with professional ethics.

### **Deliverables**

Working in small groups, students may work on a discrete consultancy project for a client that lasts for between two weeks and a semester, with a defined project outcome.

Students are briefed by the client business on the type of assistance they need and are trained and given structured feedback on their performance. Innovation Projects students will also have at least a two-weekly check-in with qLegal staff for the duration of the project. Students liaise closely with the client, qLegal staff and their fellow students throughout.

### Timing

Selection of students for this programme takes place in October. Training takes place in early October.

Innovation projects may arise throughout the year. We aim to give students a minimum of three weeks' notice before commencing a project; and project work may be for a short but intensive period or with less time commitment weekly but for a longer duration.

### External partners

Innovation Projects partners have included Enterprise Nation, Ambessa Play, Amplified Global, Culture Mile and the TMT Law Institute.

### Training

Students are set up for success through a comprehensive training programme, including:

#### **Professionalism: professional ethics, client care and professional standards**

- Clinical Legal Education and pro bono clinics
- Professional Ethics – SRA Code and Bar Core Duties Code – and Professional Etiquette
- Introduction to qLegal and what is expected from a qLegal student

#### **Technical legal areas and commercial awareness**

- Applying Data Protection law and GDPR
- Applying IP law
- Applying corporate and commercial law
- Legal Issues for Start-Ups

#### **Business Skills**

- Legal research
- Stakeholder management
- Project management/organisation skills
- Design Thinking and Innovation

#### **Writing skills**

- Using plain English
- Writing for social media

#### **Emotional intelligence and skills for professional life**

- Effective team-working and collaboration
- How to give and receive feedback

- Self-awareness and adaptability
- Owning up and managing up
- Reflective practice and lifelong learning
- How to sell your qLegal experience

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*Thank you for your interest in qLegal.*

*We look forward to receiving your applications by **Sunday, October 2 at 5pm GMT**. If you have any questions concerning any of the programmes or the application process, please email [qLegal@qmul.ac.uk](mailto:qLegal@qmul.ac.uk).*