

qLegal

The small print for BIG IDEAS

qLegal Application Information

Please read this document carefully. The deadline for your application to qLegal is 5pm, Sunday 30 September 2018.

What is qLegal?

qLegal provides legal advice to technology start-ups and entrepreneurs, a school outreach program, student externships and other tech related project at Queen Mary University of London.

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

409 Entrepreneurship Law Clinic

There is a separate application for the assessed half 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 a number of programs including:

1. Student Adviser: Advising clients, drafting online resources and presenting workshops
2. Teach Tech Law Street law in schools
3. LawTech externship
4. CoachBright x qLegal
5. Additional option: qLegal Marketing Team

You may apply for more than one program, but will be asked to rank your preference.

We also recruit some students from our programs to participate in the qLegal marketing team. More information is provided below.

1. Student Adviser

If you are selected as a student adviser you will:

- a. Advise clients directly;
- b. Present workshops to the start-up community; and
- c. Draft and publish media items for the qLegal website

What does a Student Adviser do?

a. Advising Clients

What?

Clients come to qLegal for advice on a range of issues including patent, trademark, commercial and corporate advice. You will have the opportunity to counsel clients with a partner, supervised by a qualified lawyer and then research and draft advice. The clients will be tech start-ups and entrepreneurs. You will advise at least once.

Where?

You and your partner will interview clients at the Centre for Commercial Law Studies or at a law firm.

Time

After each client interview, you and your partner will have 21 days to draft the advice, get it checked by your supervisor and send it to the client.

b. Presenting Workshops

What?

You will work in a group to help draft a workshop on a specific area of law, which you will present to an audience of tech start-ups and entrepreneurs. You will be trained on public speaking, receive feedback on your performance and your work will be supervised remotely by a qualified lawyer. Your group may present on intellectual property, commercial or company law. Your group will facilitate at least one workshop.

Where?

Your group will present at the university and other locations across London where tech start-ups and entrepreneurs work, meet and socialise.

What's my commitment?

You will have to work in a group over a period to draft the presentation, get it checked by your supervising lawyer and present it.

c. Drafting Media Items

What?

You will work in a group to work on media items, which will be uploaded to the qLegal website so tech start-ups and entrepreneurs can access it. You will be supervised remotely by a qualified lawyer or by the qLegal team. Your group

may write a news article on smart cities, produce a podcast on law tech start-ups or update the qLegal toolkits. Your group will work on a least one online resource over the academic year.

When?

Your group will need to produce one media item during the academic year.

What's my commitment?

You will have to work in a group over a period and get it checked by your supervisor. You'll be supported throughout this process.

PLEASE READ THE BELOW CAREFULLY

Telephone call

If you are shortlisted for a student adviser position, we will call you on Tuesday 2 October 2018 between 9am-12pm 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 e-mail us with a convenient time for us to call back.

2. Teach Tech Law

What?

You will receive training from St Paul's Way Trust School, St Gabriel's College and qLegal staff on lesson planning, diversity, behaviour management, law, advocacy and research. You will then attend a school in the second semester to provide lessons on entrepreneurship and law. It's a great opportunity to develop public speaking skills in a fun and energetic environment, whilst giving back to the local community and working within a team.

When?

You will receive training from St Paul's Way School in Tower Hamlets, East London, St Gabriel's College in South London and the qLegal team around your schedule. You will also have the opportunity to attend networking events and lesson planning workshops at Ropes & Gray LLP.

What's my commitment?

You will work in a group in the first semester to develop lessons in groups of three and in the second semester you will deliver these to the pupils in the school to help them develop ideas which relate to technology, enterprise and the law.

You will also be required to attend a Pitch-it competition where the students will pitch their business ideas to you and Ropes and Gray lawyers.

3. LawTech Externship

What?

You will be selected to work in a tech start-up. This year we are expanding our program to new startups, working in the LawTech, AI and compliance and regulatory sector. During the externship you will have an opportunity to:

- Reflect on your 'lawyering', legal skills, the profession and careers within technology and legal services;
- Learn about data analytics, social media, marketing and coding;
- Draft online content;
- Test websites and platforms; and
- Liaise with a customer base.

When?

You will work with the start-up on a fortnightly or project basis, flexibly around your schedule. Expenses (travel and lunch) will be covered.

What's my commitment?

You will work with the start-up on different tasks relating to the business around your schedule. You will also provide regular updates to qLegal staff on your progress. You will also be required to attend networking lunches.

4. CoachBright x qLegal

What?

[CoachBright](#) exists to make education fairer. They partner with state schools across the UK and train university students to coach a disadvantaged secondary school pupil in their chosen subject.

Through that training and experience, you will learn and develop a variety of skills such as listening, communication and emotional intelligence. It is a great opportunity to make a difference in the lives of young people and learn valuable skills that you can implement in your future careers.

When?

To take part in the program, you **need to be able to attend two compulsory training sessions**:

Training 1: 3rd of October (5-9pm)

Training 2: 6th October (9:30-2:30)

These are half a day each, with refreshments provided.

What's my commitment?

7 weeks of coaching - each coaching session lasts for one hour and takes place at your pupil's school which will be a maximum of 60 minutes from your university campus.

Up to 2.5 hour commitment including travel to school per week.

The program runs from October to December.

Additional option

qLegal Marketing Team

Are you:

- Creative
- Self-motivated
- Curious about networking with legal and tech professionals in London's start-up ecosystem
- Eager to learn about marketing and communications
- Interested in learning about how to produce video content
- Keen to represent qLegal and assist in finding potential clients?

What?

In today's competitive professional world, learning how to develop a brand, promote content and network with a variety of professionals (peers as well as potential clients), are key to a successful career. Being part of the marketing team is an opportunity to receive specific training from professionals in the industry and grow your interpersonal skills.

As a member of the qLegal marketing team, you will have the opportunity to learn about and take part in qLegal internal and external communications (public relations, social media, newsletter), integrated marketing (event promotion), content marketing (how to communicate by creating videos, writing articles), and digital marketing (online marketing (search engine optimization, search engine marketing, advertising), campaign performance and optimisation).

When?

Your role will cover attending technology conferences, writing articles, networking with clients, finding new clients, publishing the qLegal Newsletter, managing qLegal media channels and to promote other student advisers media items during the academic year.

What's my commitment?

You will attend training on marketing and communications, video content production, and attend a team meeting approximately every two months as agreed with the team. You will also have the opportunity to attend several events in London and the UK.

Apply to be part of the Marketing Team!