



## qLegal Application Information

Please read this document carefully. The deadline for your application to qLegal is **5pm, Sunday 29 September 2019**.

### What is qLegal?

qLegal offers a collection of programmes combining technical knowledge of the law and the legal sector with practical skills required for professional practice. It increases employability and develops professional ethics, gives context for academic studies, and enhances the experience as a student at Queen Mary University of London.

qLegal provides pro bono legal advice to technology start-ups and entrepreneurs, a school outreach programme, a coaching programme, student externships, and other legal innovation and tech-related projects.

This application information leaflet is for qLegal 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 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 programmes including:

1. **Student Adviser:** advising clients, drafting online resources and presenting workshops
2. **Street LAB:** advancing public legal literacy via a streetlaw programme in schools
3. **LawTech Externship:** gaining experience within an organisation at the forefront of practice
4. **CoachBright x qLegal:** developing high level interpersonal skills through coaching external students
5. **Future Clients:** researching, developing and reporting on opportunities for collaborative legal projects
6. **Design the Law:** using Design Thinking to redraft legal terms and solve legal problems
7. **Client Managers:** engaging with clients, preparing case summaries, and reviewing advice letters

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

We also recruit some students from our programmes to participate in the **qLegal marketing team** – a chance to use advanced communication skills to persuade and inform. 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, trade mark, 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.

#### Your Commitment?

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.

#### Your Commitment?

You will have to work in a group over a period to draft the presentation, get it checked by your supervisor 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 at least one online resource over the academic year.

**When?**

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

**Your Commitment?**

You will have to work in a group over a period and the media item must be reviewed by your supervisor. You'll be supported throughout this process.

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**PLEASE READ THE BELOW CAREFULLY****Telephone Call**

If you are shortlisted for a student adviser position, we will call you on Tuesday 1 October 2019 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. Street LAB

### **What?**

You will receive training from St Paul's Way Trust School, New City 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 the 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 and New City College in Tower Hamlets, East 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.

### **Your 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 those lessons 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 the Pitch It Competition where the pupils pitch their business ideas to you and a panel of expert judges.

## 3. LawTech Externship

### What?

You will be selected to work in a tech start-up working in the LawTech, AI and compliance and regulatory sector. Externships may include 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.

### Your 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. Additionally, you will be required to attend networking lunches.

## 4. CoachBright x qLegal

### What?

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

Through 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 programme, you **need to be able to attend two compulsory training sessions:**

Training 1: 2d of October (2pm-7pm)

Training 2: 5th October (10am-3pm)

These are half a day each, with refreshments provided.

### Your 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 hours commitment including travel to your pupil's school per week.

The programme runs from October to December.

## 5. Future Clients

### **What?**

Working in teams, you will engage with staff and students across all of Queen Mary's campuses to identify and develop practical collaborative projects involving knowledge of the law or the legal sector. You will present your report to the qLegal team, including the qLegal Director, and will have the opportunity to co-create educational materials for future students based on your experience.

Through training and experience, you will learn and develop a variety of skills and attributes much sought after by employers, including client development, commercial awareness, entrepreneurialism, report-writing and presentation skills. It is also a great opportunity to meet people and build friendships beyond the School of Law. The ability to engage in multi-disciplinary practice is cited by leading law firms as key to the future of the profession.

### **When?**

You will receive initial training, including on business development and client relationship-building, in October, before undertaking the project work from November to the end of Semester 1. You will present your report in January, when you will also feed into the development of materials for use by future students.

### **Your Commitment?**

You will have a weekly catch up with the Future Clients project coordinator during November and December but otherwise you will work with your team-mates flexibly around your schedule during that period. You will be required to produce and present your report in mid-late January.

You will receive an allowance to cover travel and entertainment expenses.

## 6. Design the Law

### **What?**

Legal Design is a discipline enabling lawyers to approach legal problems in a more client-friendly way. It is a hot topic, gaining a lot of attention in the legal sector as it is seen as a way to gain a competitive advantage, drawing on practices used in entrepreneurial, creative and technology-based industries.

Following your training, you will take part in two Legal Design projects, one in each semester. The first is a competition to redesign the Terms and Conditions of an established lawtech business, with the aim that the winning team's entry will be adopted by that business. In the second semester, you will take part in a Hackathon, working alongside service design students from the University of the Arts, to find a solution to a current legal problem.

### **When?**

The Terms & Conditions Legal Design Challenge starts in the last week in November with a two-day workshop, designed and delivered specifically for this project by one of Europe's leading Legal Design agencies. Teams will work on their proposals before presenting them to the board of the lawtech business.

The Hackathon will also be a two-day facilitated workshop, again, working in teams and taking place in the spring on a date that fits with student timetables.

### **Your Commitment?**

After having received some initial training in October, you will take part in both 2-day facilitated workshops, in central London. The first semester Legal Design Challenge workshop takes place on 26<sup>th</sup> and 27<sup>th</sup> November. The date of the Hackathon is to be confirmed.

## 7. Client Managers

### **What?**

Client Managers play an essential role within the client advisory process, acting as a central point between clients, Student Advisers, external lawyers and qLegal staff. There are 3 main aspects to their role:

- Taking preliminary calls with external clients who have sent in a request for qLegal advice
- Preparing a case summary to be sent to external lawyers and Student Advisers, outlining the nature of the advice sought and forming the basis of the advice session
- Conducting a preliminary review of draft advice letters before they are sent to external lawyers.

This provides an opportunity to develop your commercial awareness in addition to your communication and drafting skills.

### **Where?**

Client Managers will be based in the qLegal area at the Centre for Commercial Law Studies.

### **Your Commitment?**

Client Managers will spend either half a day or one day per week as part of the pro bono advisory clinic during semesters 1 and 2.

## **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, etc.), integrated marketing (event promotion), content marketing (how to communicate by creating videos, writing articles, etc.), and digital marketing (online marketing (search engine optimisation, search engine marketing, advertising, etc.), campaign performance and optimisation, etc.).

#### **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 promoting other student advisers' media items during the academic year.

#### **Your 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!**