

qLegal

The small print for BIG IDEAS

qLegal Application Information: September 2020 intake

Please read this document carefully. The deadline for your application to qLegal is **5pm, Sunday 27 September 2020**.

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, lawtech 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 four programmes:

1. **Legal Advisory:** interviewing and drafting written advice for clients
2. **Public Legal Education:** drafting online resources and presenting workshops
3. **Legal Projects:** spending time within a business as an extern; or undertaking a specific consultancy project.
4. **Compliance & Regulation***

*this is primarily for students who are on the Compliance & Regulation LLM or who are taking compliance-related modules. Applicants for this programme should be able to demonstrate their interest in this field. Information about this programme will be provided separately.

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.

Programme Overviews

1. Legal Advisory Programme 20-21

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.

All qLegal students also engage in **profile-raising activity**, reflecting the importance of business development in competitive professional practice.

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.

Students select and undertake **one business development activity** from a menu of options within social media and content marketing.

Timing

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

Training takes place in October-November.

Client appointments take place in October - November, late January – March, and June – July (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 8.00-9.00am on Thursday. Students have three weeks from the appointment to send their written advice to the client.

Business development activity takes place throughout the academic year, with due dates determined by the option selected by the student.

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:

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
- 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 note-taking
- 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 to persuade (profile-raising materials)
- 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 28 Sept 2020** 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 20-21

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.

All qLegal students also engage in **profile-raising activity**, reflecting the importance of business development in competitive professional practice.

Deliverables

Working in groups of three, PLE students deliver **one legal workshop or webinar** to a client group, and produce **one legal publication**. 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.

Students select and undertake **one business development activity** from a menu of options within social media and content marketing.

Timing

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

Training takes place in October-November.

Workshops take place in October - November, late January – March, and June – July (so as not to clash with assessments). Broad topics are agreed and, where possible dates 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 three weeks to formalise the brief with their client group, research, prepare and rehearse the presentation, and deliver it to the client group.

Legal publications are produced throughout the year. A schedule will be drawn up and initial publication topics allocated from October. We aim to give students a minimum of three weeks to research and draft their publication.

Business development activity takes place throughout the academic year, with due dates determined by the option selected by the student.

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:

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 to persuade (profile-raising materials)
- 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

3. Legal Projects Programme 20-21

Purpose of the programme

Legal Projects students **provide practical support to lawtech 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.

All qLegal students also engage in **profile-raising activity**, reflecting the importance of business development in competitive professional practice.

Deliverables

Legal Projects students typically spend **1 day per week in a business for a period of 3 or 6 months** as part of qLegal's externship programme.

Alternatively, 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. Externship students 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. Consultancy students will also have at least a two-weekly check-in with qLegal staff for the duration of the consultancy. Students liaise closely with the client, qLegal staff and their fellow students throughout.

Students select and undertake **one business development activity** from a menu of options within social media and content marketing.

Timing

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

Training takes place in October-November. 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 and January though there may be some ad hoc opportunities and also some opportunities for the summer (from June so as not to clash with assessments).

Legal consultancy 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.

Business development activity takes place throughout the academic year, with due dates determined by the option selected by the student.

External partners

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

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
- 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 to persuade (profile-raising materials)
- 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