

**Monash ILA's**

# **INTERNATIONAL CAREERS AND OPPORTUNITIES GUIDE 2010-2011**

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# Introduction



## ABOUT MONASH ILA

The **Monash International Law Association (ILA)** represents students studying law in the undergraduate and postgraduate levels at the Faculty of Law, Monash University in Melbourne, Australia. Monash ILA strives to provide its members with a holistic educational experience. In pursuance of this, the Association provides academic support, presents special lectures and seminars and coordinates several social events. Most importantly, the association also connects members to relevant articling, clerkship, work experience, internship, and legal support employment opportunities offered by local and international law firms and organisations.

Monash ILA recognises the increasing demand by employers (be it law firms, governmental organisations, NGOs or other corporate organisations) for well-rounded, skilled and open-minded individuals. Through organising events for social/public services and joint student/organisation social events, law students are encouraged to become socially aware and to expand social networks. Monash ILA aims to become a forum where law students can develop into not only legal-minded individuals, but also individuals who are socially responsible, entrepreneurial, culturally sensitive and proactive agents of change.

We believe that by contributing to the well-rounded development of students studying law, we contribute to our communities with an overriding commitment to cultural diversity and international understanding.

## ILA COMMITTEE in 2010

|   |                                 |
|---|---------------------------------|
| <b>President:</b>   | Maelein Foo                     |
| <b>Vice President:</b>                                    | Nicholas Bird                   |
| <b>Secretary:</b>   | Catherine Ritchie               |
| <b>Treasurer:</b>   | Shishir Pandit                  |
| <b>International/Postgraduate Student Representative:</b> | Amber Jitts                     |
| <b>Event Co-ordinator:</b>                                | Sadie Zhang                     |
| <b>Marketing Officers:</b>                                | Kasia Strus<br>Genevieve Weekes |
| <b>Sponsorship Officers:</b>                              | Amber Li<br>Louise Li           |
| <b>Education Officer:</b>                                 | Sivendra Rajeswaran             |
| <b>Publications Officers:</b>                             | Mavis Loke<br>Brian Yeom        |

## **PRESIDENT'S WELCOME**

A very warm welcome to the 2010-2011 Monash University International Law Association's (ILA) International Careers and Opportunities Guide!

For those who are new to us, the International Careers and Opportunities Guides (Guide) is our flagship annual publication. The Guide is designed to be a complete 'one-stop-shop' reference for Monash law students considering, or even just exploring the myriad of legal career possibilities and pathways available internationally. As such, the focus of the 2010-2011 Guide is to not only consolidate the vital information you require in taking the initial step towards pursuing an international legal career, but also aims to provide students with a comprehensive, in-depth overview of what it was, is, and expected to be like, working overseas in the legal sphere, through the eyes of past and present interns, students and our very own university academic staff.

Take your time to browse through the articles to fully benefit from the experiences and insight of others, and view the profiles of various legal firms, international and not-for-profit organisations across several countries to get an inkling of the places in which your Monash law degree can take you. Nothing happens until you make it happen. There is a wealth of information ready at hand and I hope that this Guide will not only leave you yearning for a taste for more of the amazing opportunities across our borders but also drives you to create, plan and turn that dream of a successful international career, into reality. No dreamer is ever too small; no dream is ever too big!

On behalf of the ILA, its committee and its membership, I would like to extend a heartfelt thanks to this year's Editors and our Publications Team who have strived arduously, to produce and publish this year's Guide to you.

Last but not least, we at the ILA wish you the very best of luck in embarking on your international career.  
*Felicitate!*

**Maelelin Foo**

**Monash ILA President (2010)**

## EDITORIAL

Welcome to the 2010-2011 International Careers and Opportunities Guide!

The Monash ILA has produced this Guide in hopes that it will expose our readers to the myriad of career opportunities in Australia and beyond. We know that the prospect of life after graduation can be both exciting and daunting. It is therefore our desire that this year's Guide will help to make your transition from law school to the world outside easier and more enjoyable.

The Guide opens with articles detailing work and internship experiences in law firms and international organisations. In addition to the articles written by past and present students, this year's Guide features articles written by our university's academic staff on their experience working or interning abroad before they came into academia. Hopefully, these will spur you to take that first step towards starting your ideal career by sending in an application or simply to pique your interest.

While the versatility of a law degree may open many opportunities, for most, it is not simply a job they are seeking, but a lifelong career and a calling to answer. But one has to start somewhere in order to embark on that dream career or find that calling. Acknowledging the importance of vacation placements and traineeships as springboards to a rewarding career, this year's Guide focuses on applications and requirements for these positions.

This year, the Editorial Team has chosen accuracy, currency, relevance and depth over variety. Despite limiting the range of overseas jurisdictions and corresponding law firms, we have worked to present you more in-depth and relevant information in relation to practising in these jurisdictions and law firms as an Australian law graduate. Additionally, recognising that some may prefer an alternative career to the mainstream commercial law firms, we have included opportunities in international organisations and not-for-profit organisations. We have endeavoured to the best of our abilities, to present you a Guide that though more concise, is up-to-date. It is our hope that you will find this Guide as useful as we have.

Finally, we would like to take this opportunity to thank everyone who has contributed to the success of the 2010-2011 Guide be it our article contributors, sponsors, ILA Committee, our printers and readers. We would also like to extend a special thank you to the firms that have offered to write their own profiles. They could not be more cooperative and the profiles, more comprehensive. Last but not least, we are especially indebted to the Editorial Team for working tirelessly to ensure the quality of this Guide. This Guide could not have come into fruition without their assistance.

*On behalf of the Editorial Team, we would like to wish you all the best in your future endeavours!*

**Mavis Loke**

**Brian Yeom**

**Monash ILA Publications Officers (2010)**



# ARTICLES

## EXPERIENCE AT LEE & LEE IN SINGAPORE

BY JASON CHUA

Jason Chua is a third year LL.B. student.

### BACKGROUND

Lee & Lee is a mid-size full service law firm in Singapore with over 200 staff comprising of around 70 lawyers, paralegals and other support staff. The firm's clients include major financial institutions, public listed companies and multinational corporations. The firm is probably best known for one of its founders: Lee Kwan Yew, the former Prime Minister and current Minister Mentor of Singapore. Hoping to gain practical legal experience, I interned at Lee & Lee during the month of February 2010.



### INTERVIEW

I applied for an internship via the email provided on the firm's website ([www.leenlee.com.sg](http://www.leenlee.com.sg)). As I had not done Corporate Law (a prerequisite to intern in the Corporate Department), interning at the Litigation Department was my preferred choice. I was contacted Mr Matthew Saw, the Recruitment Partner of the firm, and scheduled an interview with him.

During the interview, Mr Saw took great care to find out about my academic background and interests. It became quite apparent that the purpose for the interview was for Lee & Lee to get to know its prospective interns better rather than to weed out applicants. Stellar grades did not seem to be a requirement for an internship placement as most applicants are able to obtain an internship with Lee & Lee.

I was asked in the interview about my favourite law subjects (Criminal Law and Torts). It was evident that Mr Saw tried his utmost to assign me a mentor that matched my interests. My mentor had experience handling criminal cases and came with rather impressive credentials: he obtained First Class Honours in King's College London and a BCL in Oxford University, clerked under a former Singapore Supreme Court Chief Justice and also spent a few years as a prosecutor with the Singapore Legal Service.

### IMPRESSIONS

My initial impression of Lee & Lee was that it probably has a more traditional and formal culture than most. Lawyers are addressed by their last name rather than their first name. Notwithstanding this, the lawyers were extremely friendly and approachable. Unlike a large commercial firm, which tends to work on cases in large teams, Lee & Lee handles its cases in smaller groups of 2-3 lawyers. This cosier arrangement provided me with ample opportunities to interact with all the members of the team.

The lack of space in the Litigation Department meant that I was situated in the Corporate Department, sharing a room with a few pupils (who at the time of writing have become associates). The pupils who I was situated with were extremely friendly and I was treated as one of their own. We chatted, swapped stories and went for lunch together. As my internship coincided with the Chinese New Year holidays, Lee & Lee catered a buffet

dinner for all the staff, and gave 'hongbao' (red packets containing money – a token but generous sum of \$10) to all the pupils and interns.

## **WORK AND TRIAL**

Apart from legal research, which is the *de rigueur* work in most internship placements (mine being no exception), the main highlight of the internship was definitely the criminal assault case that my mentor was handling. It was a particularly novel situation as we were acting as the prosecution after being granted leave by the court to prosecute the defendant.

I joined my mentor for the criminal trial for about a week. As recording devices were not allowed in the courtroom, my task during trial was to take down the notes of evidence of the cross examination, which was essentially everything that was spoken in court by the judge, lawyers, and witnesses. It took me a while to get into grips with having to transcribe every spoken word verbatim (especially since my prior experience merely consisted of taking down lecture notes) but I managed to get the hang of it after liberally using abbreviations. The need for accurate notes quickly became apparent when my mentor frequently referred to them during cross examination to point out the inconsistencies in witness testimonies.

It was fascinating to see my mentor in action during cross examination, where he systematically destroyed any shred of credibility or reliability of the witnesses by relentlessly attacking the inconsistencies in their testimonies. Lunch breaks during the trial were mainly spent with the client discussing the strengths and weaknesses of the testimonies and collecting evidence for the trial. It was interesting to get a behind-the-scenes perspective of the case.

My task was to create a detailed table highlighting the inconsistent testimonies among the other party's witnesses for submissions, using the information recorded in the notes of evidence when cross examinations came to a close. In a separate case, I was also asked to write a case for mitigation of sentencing for another client.

## **FINAL THOUGHTS**

Criminal law is understandably a less attractive area of law to law students compared to say, commercial law, possibly due to the impression that one has to regularly deal with less than likable characters. However, I found the issues in criminal law to be extremely relatable (as opposed to say, contract law or property law), where the layperson is able to grasp most concepts discussed in the proceedings quite easily. The frequent opportunities for cross examination means that there are ample opportunities to hone one's advocacy skills. It takes a degree of intellect to handle a hostile witness on the stand.

I learnt a lot working under my mentor. Apart from picking up some of the advocacy techniques that he used, he was also happy to give me advice when I asked him about post-university career options.

Interning at Lee & Lee was an interesting experience. I'm glad that I indicated my preference during the interview and had the opportunity to contribute and experience a criminal trial first-hand. It was immensely rewarding as a law student.

# **INTERNSHIP EXPERIENCE WITH THE UNITED NATIONS OFFICE OF HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR)**

**BY DR JULIE DEBELJAK**

**Dr Julie Debeljak is a Senior Lecturer and is a foundational Deputy Director of the Castan Centre for Human Rights Law in Monash University.**

**Dr Debeljak currently teaches Constitutional Law and Human Rights Law.**

*This article was taken with permission from Dr Julie Debeljak's speech about her internship with the United Nations presented as part of the Law School Fair at Monash University on 31 March 2001.*



## **MY PLACEMENT**

I was placed in the United Nations Office of the High Commissioner for Human Rights ("OHCHR"). I worked within the Indigenous Peoples' Project Team.

## **APPLICATION PROCESS**

The application process has a significant lead-time, so you must plan ahead. I sent my application in December 1997, and I was notified in June 1998 for a place in October 1998.

I do not recall there being any magic in the application – in fact, all I did was send a letter with my CV attached. However, I spent some time gathering information about the United Nations and worked this into my application. This entailed simple things, like suggesting the areas in which I wanted to work or the people I wanted to work with, and looking at the time-tabling of United Nations meetings of interest to me and requesting my internship to coincide with them.

In addition, I tracked down individuals within the United Nations and emailed them to discuss my internship and my prospects. A friend of mine had interned at the United Nations previously and I got in contact with her supervisor. That led to email exchanges with him and my eventual supervisor.

The administrative staff of the OHCHR are very helpful and you could email them for information as to which individuals work in your area of interest.

## **FUNDING**

The 3-month internship cost approximately \$6,000 in total (in 1998). Funding is difficult to secure.

There is little funding available for this type of activity. Most of the funding that is available is linked to the attaining of a degree, which cannot be used for an internship. The small amount of funding that is available for

“professional” development or “volunteer” work is difficult to secure.

Another problem is the timing of the funding applications and the timing of notification from the United Nations as to your success. I received notice in June for an October start date. I was stuck because the application deadlines for most of the funding are much earlier than that. I applied to about 25 different sources for funds but was not successful. I went ahead with the trip anyway, and the expenditure was well worth it.

## **AT THE OHCHR**

Within the Indigenous Peoples’ Projects Team, there were two permanent staff members, two interns and five indigenous fellows.

The objective of the team was to take the run of the indigenous peoples’ agenda within the United Nations. This meant ensuring the smooth running of the two major indigenous meetings within the United Nations system. The first meeting was the Working Group of Indigenous Peoples – a yearly meeting held in July each year, focusing on selected issues of concern to indigenous peoples.

The second meeting, which I was heavily involved with, was the Working Group set up to consider a draft declaration on the rights of indigenous peoples. This meeting ran for two weeks in December each year. Basically, States and indigenous representatives got together for two weeks to discuss and debate the draft declaration, with a view to finalizing its text so that it could be adopted by the United Nations General Assembly.

This was the most fascinating experience on so many levels: the range of people you get to meet; the enormity of the plight of indigenous communities worldwide; the interactions and alliances between the different indigenous groups; the interactions between the States and the indigenous groups; and the manner in which the Indigenous Peoples Project Team interacted with both the States and the indigenous peoples.

In the lead up to the meeting, we had to review the previous meetings, identify areas of agreement and disagreement between the indigenous groups and States, and then draw up action plans for the meetings. We had planning sessions with the Chairperson of the meeting, and other arms of the United Nations that had concerns pertaining to indigenous peoples’ issues. We also had to accredit various groups to attend the meeting. During the meeting, we attended to the logistical running of the meeting and helped draft the report of the Working Group.

Other tasks I undertook whilst on my internship, include:

- Drafting a speech for the High Commissioner herself, Mary Robinson;
- Drafting a joint research proposal into the participation of indigenous peoples within national representative bodies;
- Researching the impact of globalisation on indigenous communities;
- Responding to correspondence received by the team from indigenous peoples; and
- Engaging with indigenous peoples in order to understand the complexity and multiplicity of the issues that they face.

## **IMPRESSIONS FROM THE EXPERIENCE**

More generally, it was fascinating to experience the machinations of the United Nations. The experience made many lasting impressions: the diverse and important tasks that occur under its auspices; the overarching politics that seem to overshadow the substance of many of the issues; the focus on dialogue rather than confrontation to achieve results; and the slowness of the bureaucracy – the frustration with the amount of time needed for significant change to occur is a constant and ongoing theme for indigenous peoples' within the United Nations and worldwide, and more generally for progress on respect for, protection of, and promotion of human rights.

## **FUTURE PROSPECTS**

In terms of future prospects, this experience not only opened my eyes to the realities of the subject matter that I had studied at university, but it also opened many doors. My friends and I have all pursued careers somewhat connected with our internships. Many of my friends are still at the United Nations, having secured United Nations positions or consultancy work in various fields. Others are working for non-governmental organisations in Geneva and other parts of the world, such as Amnesty International, the Centre for International Environmental Law, and the Foundation for International Environmental Law and Development. Others have pursued human rights within their national settings, usually within their departments of foreign affairs. I returned to Australia to pursue my doctoral studies in the area. I established the Castan Centre for Human Rights Law with Sarah Joseph, and am now a Senior Lecturer in Law – essentially pursuing human rights through the critique of current laws and structures of governance, and advocating for change.

But, the first step is to dream big – mine was to study human rights law at the University of Cambridge and work for the United Nations!

I have no doubt that the internship experience has and will continue to further me in my career in human rights – and the broader experience associated with living and working overseas is invaluable.

# **LIFE AS A GRADUATE AT ALLENS ARTHUR ROBINSON**

**BY PEIWEN CHEN**

**Peiwen Chen is a graduate lawyer at Allen Arthur Robinson.**

Beginning work at a top-tier law firm can be as daunting as commencing year 7. I left the playgrounds of the university yard and stepped into 530 Collins Street with a mixture of sadness, excitement and trepidation. I was sad for the loss of concession benefits and free sausage sizzles, yet I was excited at the thought of working on real client matters and dining at the firm's in-house Masterchef kitchen. The trepidation came from the awareness that my peers were some of the most impressive students in Australia and I worried that my work would not measure up. It was with these mixtures of emotions that I began life as a Law Graduate in Banking and Finance with Allens Arthur Robinson in 2010.

At Allens, graduates complete a minimum of two rotations, with each rotation lasting one year. You probably don't include 'Banking and Finance' in your top 5 sexy areas of law, and neither did I. This was not until I completed my summer clerkship at Allens in 2008 in Banking and Finance. With a savvy nickname of 'BaF', Banking at Allens is the new black for a junior lawyer. The group is small but it covers a variety of different areas such as corporate finance, project finance, securitisation and corporate lending to name a few.

The intimacy of the group means that often you will work on transactions with just you and your supervising partner. I still recall my first task 4 weeks into my job where I was asked to draft a legal opinion, prepare an amendment deed for a facility agreement and draft a memorandum considering what avenues a company may have to remove a director from office. Whilst it was (and continues to be) a steep learning curve, the level of mentoring and support from my buddy to colleagues within my practice area has meant that there was never a time when I had the gut wrenching feeling of not having any clue about what to do. The BaF group also provides weekly training sessions to educate new lawyers with commonly used legal jargons and concepts within Banking.

One of the reasons I enjoy working in BaF is the fact that everyday is different. Generally, the work is of a transactional nature and you can find yourself working on a multi-million dollar project financing or a multi-tiered lending transaction. I have only been working for 4 months but I have already liaised with clients from Singapore, New York and England. Each new transaction, deal or project brings its own set of challenges and commercial considerations which ensures that life as a banking lawyer is never dull. I can tell you with confidence that stories about doing menial tasks such as photocopying and getting coffees for partners are far from reality, with the exception of occasionally getting coffees for my colleagues out of the goodness of my heart!

Working at Allens has been a challenging yet rewarding experience. Not only have I developed strong friendships within my graduate cohort, I have also made great friends within my practice group. Knowing each day when you wake up that you'll be greeted with caring friends at work makes the morning alarm just that little more bearable, especially in the wintry months. In addition to individual practice group training, graduates also participate in the firm-wide 'Cornerstone' program where we learn from industry experts within Allens the fundamental principles of law across a wide range of areas from property law to unconscionable clauses within agreements.

Undertaking the law graduate year can be trying and, at times, humbling experience. The depth of knowledge not only of the law, but also of commercial associates is daunting. While there is undoubtedly a gulf between the skills with which you graduate from law school and those required on a major commercial transaction, the support and training at Allens, both formal and informal, is sure to provide you with a strong foundation to a career in law.

# MY DIARY: A WEEK IN THE LIFE OF A HOGAN LOVELLS LAWYER

BY BRENDA LUI

Brenda Lui is a graduate from the University of New South Wales.  
She is currently an associate solicitor at Hogan Lovells.



**MONDAY:** I get to work on time (9am) because I have not worked all weekend and there will be many emails to deal with. Put in an order with a colleague for breakfast from a nearby "Hong Kong style" cafe. Check inbox - actually not so bad. Breakfast arrives. Eat breakfast with colleagues. Receive telephone call from Customs officer regarding new seizure of suspected counterfeit goods. Report to client and arrange examination of the goods to ensure they are counterfeit. Read contracts and correspondence received from a client regarding a media-related dispute. At about quarter to 1 I go for lunch with a friend. Return a bit after 2pm and continue reading the papers. Consider client's position including causes of action, alternative ways to resolve the dispute and so on. Discuss case with the partner-in-charge. Spend time thinking about how to structure an advice to our client. At 5pm, feeling peckish, I grab

cookies from the pantry and stop by a colleague's office to chat. Realising 45 minutes have passed I return to my desk, review the structure of the advice, go to the library to borrow books, then I go home for dinner.

**TUESDAY:** Spent the morning researching my advice, reading text books and cases online. Before I knew it, it was lunch time. I go for Japanese downstairs with some colleagues. When I return to my desk I go through a draft witness statement I am preparing for one of my litigation cases to see what further information we need from the witness who is coming to our office later this afternoon. I spend more time researching, then our receptionist calls to tell me our witness has arrived. I go meet the witness and go through the statement with her. After the meeting, I return to my desk to revise the witness statement in accordance with the information she provided. I head for dinner at a nearby restaurant with a couple of colleagues, then return to the office and leave at about 10pm.

**WEDNESDAY:** I am determined to finish the advice today. I get in to work at about 8am and continue researching and drafting the advice as I go. I spend all day on it, taking only a short break for lunch at my desk and the occasional gossip. Soon it's 7pm and I go downstairs to buy some dinner, then retreat to my office and keep typing away. I'm lucky that there's a senior lawyer at the office still at 8pm and I pick his brain on one of the issues I'm unsure about. We discuss for about half an hour, then I return to my desk and write write write. Before I know it, it's 11:30pm. I don't feel tired, I'm on a roll, so I make the call to keep at it for a while longer. It's 1am when I decide to call it a night. I catch a taxi home (it's on the client), a bit disappointed that I couldn't quite finish.

**THURSDAY:** I get in to work at 7:45am. Not enough sleep, but adrenaline will do as I must finish the advice today. There are many interruptions during the morning, with a call from Customs regarding a raid action against

shops in Hong Kong selling counterfeit goods. I email our client to inform them of the time, date and location of the raids, and follow up with a call regarding the strategy Customs plan to use (which I disagree with). Client agrees my alternative strategy, and I call Customs to discuss this with them. Despite interruptions, I finish my draft advice by noon. I put it to one side, and sit down to discuss with my colleague the new legislation regarding online piracy in Hong Kong (I missed the last meeting we had with Government on this). We have an internal meeting during lunch (lunch provided of course), and we listen to presentations on recent developments in the law. After lunch I revisit my draft advice, make some changes then pass it to the partner-in-charge to review. I then call Customs to find out the results of the raid action and discuss the strategy used. I report the results of the raid to our client and brief a paralegal to keep an eye out for official press releases and news reports. I then discuss the advice with the partner, make some further changes then issue the advice. It's a perfect night to leave at a reasonable hour as I have friends visiting from Sydney. I take off at about 7pm, start the evening at my one of my favourite restaurants in Wanchai. Time flies hanging out with old friends. Soon it's 11:30pm. I forget I'm on a sleep deficit and it's Thursday (not Friday) and head on for a later night snack at a 24 hour diner. At about 1am I bid my friends farewell and taxi home.

**FRIDAY:** I arrive at work only 5 minutes late. I start the day with breakfast in a colleague's office. (She had been in at work since 8am, and I thought she needed an interruption.). I check my emails. Our investigators have sent their report on an infringer's activities in the PRC. I review the report and consider how it could be used in legal proceedings. I then draft an email to the client summarising the report and advising what steps they should next take. After some admin I go to a client lunch at about 12:30pm. Lunch is delicious and the client is nice. I don't return to the office until almost 3.. Soon one of my colleagues pops in. It's an IPMT associate's birthday and our partner has organised cake. We all sing happy birthday and chat in the pantry, enjoying the cake. I return to my desk to tie up some loose ends and discuss with one of the trainees a concern they had with a research task they had. After returning a call from Customs I realise it's already 6pm. I have lots of important non-work things to do i.e. shop for drinks and snacks for tomorrow's trip (I have booked the firm's junk) I decide to call it a week...

## MY EXPERIENCE IN THE HAGUE

BY ROSEHANA AMIN

**Rosehana Amin graduated from Monash University in 2008  
and is currently a lawyer at Lander & Rogers in the General Insurance Litigation Team.  
Rosehana is also a legal consultant to the Hague Conference on Private International Law, assisting in the  
development of an international instrument in choice of law in international commercial contracts.**

From February-August 2009, I spent six months as an intern at the Hague Conference on Private International Law ("the Hague Conference"). The Hague Conference is an intergovernmental organisation which works towards the progressive unification of private international law, sometimes known as conflict of laws. The Hague Conventions aims to resolve differences between legal systems and have been ratified by over 130 countries around the world.

I was involved in two of its three legal departments – International Legal Cooperation and Litigation and International Commercial and Finance law. Although I was not directly involved in the International Protection of Children, Family and Property Relations, there were many instances where I was provided with an insight to cease of child abduction and inter-country adoption.

As an intern, I was generally expected to perform research tasks, assist in projects, maintain the library resources and prepare report. Coming from a common law jurisdiction, I felt I was able to provide an alternative perspective to an area of law that, in my view, is well represented by civil lawyers. Through the course of my internship, I gained an insight to the operation of the various Hague Conventions and was privileged enough to:

- Participate in the *Special Commission* on the practical operation of the *Apostille, Service, Evidence and Access to Justice Conventions*;
- Attend the International Bar Association legal conference on "The Future of Transnational Litigation" in Vienna;
- Partake in progressing the ratification of the *Hague Convention on Choice of Court Agreement 2005*; and
- Assist in the writing of a submission by the Hague Conference to the European Commission in its proposed review of the Brussels I Regulation.

### LIVING EXPERIENCE

The Hague is an international legal capital and is host to other international organisations/institutions such as the Permanent Court of Arbitration, the International Criminal Court and the International Criminal Tribunal for the former Yugoslavia. It provided me with an opportunity to meet people from all over the world. It was great to discuss our passion in international law while being part of a culturally (and linguistically) diverse environment.

Apart from getting acquainted with the Dutch culture of bike riding and enjoying stroopwafels (caramel wafer biscuits), I also found myself travelling around Europe and North Africa during my weekends. I have also formed friendships with people that I continue to remain close to.

## APPLICATION PROCESS

Each applicant will have his/her unique experience that will make him/her an outstanding candidate. However, a number of factors were important in being able to be successful in my application.

First, the range of subjects I took at Monash University were strongly inclined towards both public and private international law. It not only allowed me to deal with issues in comparative law comfortably but gave me a broad understanding of international law generally. This demonstrated my sustained interest in international law.

Secondly, I found it critical that I specifically illustrated my interest in the area of law I was applying in. For instance, my experience as part of the Monash Vis Moot Commercial Arbitration team and the writing of my Honours Thesis on the "The Difficulties in the Application and Enforcement of Foreign Jurisdiction Clauses in International Commercial Transactions" was recognised by the Hague Conference as making me a strong applicant.

Thirdly, my work experience in international law firms was useful in establishing a familiarity and exposure in working on legal matters with an international perspective.

Generally however, there are several tips that are common to every prospective applicant which one should bear in mind when applying to any international organisation:

- Review the eligibility requirements carefully and prepare your application early. For instance, some institutions require applicants to submit a paper they have written in an area of law relevant to the organisation which may take time to prepare;
- Be willing to take on an unpaid internship. This means you have to arrange for financing of your expenses which can be costly in cities like The Hague, Vienna, Geneva or New York;
- Besides having a strong academic background, active involvement in extra-curricular activities whether through moot competitions, volunteer work or publishing articles in journals is extremely important as well;
- Being fluent in another language is an asset; and
- Speak to as many people in the area of law or organisation you would like to work in to gain an insight/tips on what makes one a successful applicant.





## **PAULA GERBER'S EXPERIENCE WORKING OVERSEAS**

**BY DR PAULA GERBER**

**Dr Paula Gerber (LL.B., LL.M., M.Sc. (Distinction), Ph.D.) is a senior lecturer and Deputy Director of the Castan Centre of Human Rights Law at Monash University.**

**Dr Gerber teaches Construction Law, Civil Procedure and Human Rights.**

When I finished my law degree, I bought a backpack and a one-way ticket overseas, never expecting it would be 10 years before I returned to Australia! I would highly recommend spending some of your legal career overseas. I spent most of the 10 years I was away working as a lawyer in London and Los Angeles, and it definitely made me more attractive to Australian law firms when I came back home.

I got my first job in London with a letter of introduction from a solicitor I had done a bit of work for in Brisbane. Australian lawyers are very popular in the UK, as they have a reputation of being very hard working. Even if you don't have any contacts in advance, it shouldn't be too hard to secure a position there, but it is preferable to have at least some experience as a solicitor in Australia (1-2 years) before you head overseas.

I was lucky enough to win a green card in the green card lottery the Americans have every year. As a result I could live and work in the USA very easily. I did a three month preparatory course for the California Bar exam, which taught me everything I needed to know to pass the bar exam first time. It is a bit grueling – three consecutive days of six hours of exams on every area of law – but it is more of a test of your memory (it is a closed book exam) than intellectually challenging. Once I passed the California Bar exam, I went and saw a recruiter who found me a job pretty quickly.

Whilst working in London for five years, I had specialised in construction law through working in that area and undertaking a part-time masters in construction law at King's College. When I was in LA there was a lot of construction happening, and therefore a lot of construction disputes, so it was a good time to be a specialist in construction litigation. I thoroughly enjoyed working as an attorney in LA. In America they don't have a divided legal profession, so I got to do lots of court room advocacy, rather than having to brief barristers to do my trials.

In London, I was one of thousands of Australian lawyers working there, but in LA I was a real novelty. In my five years in California, I never came across another lawyer from Australia. I found my foreignness worked to my advantage. For example, the judges were unfamiliar with an Australian accent and tended to listen very closely to everything I said just to make sure they understood what I was saying!

For me, working as a lawyer overseas was a result of a bit of initiative and a bit of good luck! Being exposed to different legal systems definitely made me a better lawyer and more attractive to Australian law firms – Mallesons recruited me to work in their Melbourne office when I was still in LA. It isn't necessary to have a job lined up in advance, although that would obviously be nice. Landing somewhere with your CV in hand, is a bit risky but I found the rewards worth the risk! However, do your homework first, and know which firms you might like to approach, and what regulatory requirements you have to satisfy to work as a lawyer in another country. For example, in the UK, I had to pass an exam on accounting and managing solicitors' trust accounts in order to get admitted as a solicitor in that country.

Go for it, and good luck!

# **SKRINE INTERNSHIP IN 2009**

**BY LINDA WANG**

**Linda Wang is a third year B.Comm./LL.B. student.**

## **BACKGROUND INFORMATION**

I applied for this particular internship ideally to further both my academic and personal development. Experiencing a new and different culture was also a bonus. Working in an Asian focused law firm, I was able to transfer the skills I had acquired at law school and apply them to a new jurisdiction.

## **INTERNSHIP**

Skrine is a top tier commercial law firm in Kuala Lumpur, Malaysia. Skrine is one of the largest firms in Malaysia that provides a comprehensive range of legal services to a large cross section of the business community in Malaysia as well as abroad. It employs over 300 lawyers and support staff. I was lucky enough to work in a team of four, which comprised of two other Monash interns and one ANU student for four weeks in January/February 2009.

## **TASKS INVOLVED**

On arrival, the Human Resource Manager divided us into groups of two and handed out a rotation timetable for us to follow. We spent the first week in Intellectual Property; the second week in Dispute Resolutions; the third week in Company law and the last week in Litigation.

We were assigned to a range of tasks involving researching Malaysian case law as well as Malaysian legislation, writing up reports in relation to certain legal problems and drafting statement of claims. We also had the opportunity to deliver our own written submissions in a mock court room. On a usual day, we were required to report to a partner or senior associate once we had completed the task or exercise assigned to us. Furthermore, we visited the High Court of Malaya, the Court of Appeal (the Palace of Justice) and to the Company Commission of Malaysia where we were given the opportunity to observe Skrine lawyers in action and witness some cases before the courts.

## **WHO THE INTERNSHIP IS SUITED TO**

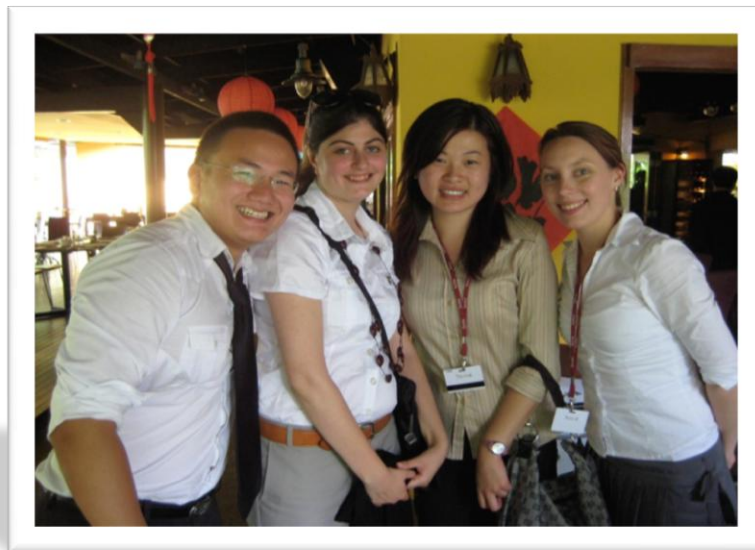
I would recommend this internship to anyone who is open minded and not afraid to step outside their comfort zone. You will have the opportunity to explore a new culture and meet fascinating people who are passionate about their practice.

In terms of working as an intern at Skrine, be prepared to learn constantly as the lawyers at Skrine are very professional and are willing to teach and show students the way the law runs in Malaysia.

### **FAVOURITE AND LEAST FAVOURITE EXPERIENCES**

My best experience working at Skrine was being able to apply the law and the skills I acquired at law school and applying those skills in a foreign country. I also loved the culture and great varieties of food available in Malaysia; having lunch everyday was an adventure in itself.

My worse experience would have to be the traffic conditions in Malaysia because there are so many cars and motorbikes on the highways and roads. Drivers in Malaysia generally do not give way to pedestrians so future students going to Malaysia should cross the roads very carefully. Other than that, I truly enjoyed my time at Skrine and I'd go back in a flash if I had the chance!



Linda and her colleagues at Skrine

## **SUMMER INTERNSHIP AT ALLEN & OVERY HONG KONG**

**BY WELBER YIM**

**Welber Yim participated in Summer Placement in 2009.  
He is a current LL.B. student in the University of Hong Kong.**

I was a summer student in the July batch of the Vacation Placement Scheme 2009. The experience was fruitful to me. I was given the opportunity to work with the Litigation Department and the Banking Department. Although one may have a general idea of what the departments are doing from the department names, he or she will never know the work and challenges involved without having first-hand experience. Through the Vacation Placement Scheme, I gained a deeper understanding as to the practices and work attitude of a magic-circle international firm. I was very excited that I could be involved in global transactions, which involved contacting colleagues in Singapore and London and enquiring into companies registered in the UK.

All my colleagues were friendly and helpful. I also learned a lot from my trainers and mentors in relation to every single task that was assigned to me. Despite their busy schedule, they still took time out to discuss how I should approach each task, provide constructive feedback on each completed task, as well as advise me on my future career path.

There were other interns in the firm as well, but they came from all over the world. Not only were there local students like me, there were students from mainland China, as well Korea, UK and Australia. Working closely with them exposed me to their different cultures. As a local student, I took the initiative to introduce Hong Kong to them.

There was more to the Scheme than the usual work experience. Visits to various institutions and in-house seminars proved to be both useful and inspiring. The firm's pro-bono activity of selling flag in-house for Red Cross was particularly meaningful to me as I was a Red Cross Cadet member in secondary school. The social events were fun and enjoyable as well. Singing karaoke is not an unusual hobby for locals like me. Not many locals however, have the chance to sing Korean and English songs in the karaoke with fellow Korean and English friends, as I have.

The Scheme was perfect to me and I will definitely recommend all eligible students to participate if they have the opportunity to.

# **SUMMER INTERNSHIP WITH DREW & NAPIER**

**BY MAVIS LOKE**

**Mavis Loke is a third year B.A./LL.B. student.**

## **GETTING STARTED**

Last summer, I applied for an internship with Drew and Napier through the email provided on the firm's website. As I have always been interested in litigation work, interning with the firm's Commercial Litigation Department (commonly referred to as dispute resolution) was my preferred choice. The firm is considered a first tier firm in the area of dispute resolution and has constantly dominated the Singapore legal scene. I was therefore delighted when it offered me an opportunity to intern with its Commercial Litigation Department for the month of January earlier this year. However, it was not until after I started my internship that I came to understand how the firm earned its reputation for being 'top notch' in relation to its litigation work.

## **MY JOB AS AN INTERN**

In my four weeks there, I was assigned to do research for live cases, write legal memorandums and proof-read documents to be filed in court. In addition, I followed my mentor to court, observed a watching brief and sat through pre-trial conferences. I was expected to take down directions given by the judge during these court appearances. The interns could also attend any trial which the firm was involved in. We took the liberty to attend those that featured vigorous cross-examinations by lawyers from both sides.



## **THE INTERNSHIP EXPERIENCE**

My most vivid memory of a task was when I was asked to do a legal memo on a question of evidence law for a live case about to go on trial. Since I had yet to study evidence law, it was a challenge to learn the law, research for supporting cases and ultimately produce a memo before the deadline. As the firm has a policy that interns should leave the office by 5.30pm as opposed to lawyers who might stay on owing to their heavier workload, I learned to work fast and efficiently in order to hand in the task, usually by the 'end of the day'. Given that the work assigned to me concerned on-going trial cases, such tight deadlines were understandable. Yet despite the limited time frame, it was imbued in the firm's culture that preparation for any case had to be extremely thorough, however small the case or tight the deadline. It was not uncommon that I had to ensure that cases

which we were using to support our argument had not been overturned, or to continue researching for supporting or conflicting cases from other jurisdictions just hours before we had to file our reply submissions in court. This was when I finally understood and appreciated the importance of dissenting judgments and disagreements in the case law, so often emphasised by my lecturers in law school but always falling on deaf ears.

While the internship on the whole was very enjoyable, it was the presence of approachable mentors and friendly interns that made it all the more memorable. Although my mentor assigned me tasks that were intellectually demanding, they provided for excellent learning opportunities. My mentor never hesitated to answer all my queries and was very detailed and patient when it came to correcting my mistakes. Working on live cases allowed me to experience first-hand the real work and life of a lawyer in the firm.

The firm accepts about 12 to 15 interns each time. During my stint with the firm, there were about 12 of us from law schools around the world, including Australia, HK, Singapore and the UK. As the firm makes it a point to sit interns near to one another, we soon became close friends, consulting each other on points of law, having lunch and attending trials together. For the next four weeks and even after my internship, my Friday nights were reserved for dinner and drinks with my fellow interns.

#### **WHO THE INTERNSHIP IS SUITED FOR**

It is no secret that the firm aims to provide interns as accurate a representation of a lawyer's work as possible during their internship. As such, the tasks assigned to interns are intellectually challenging. Interns are also expected to grasp the material facts of live cases quickly, to be detailed in their tasks, to work independently and efficiently and to take the initiative whenever the occasion calls for it.

My four weeks in Drew and Napier were rewarding and an invaluable learning experience. I started my internship expecting to apply what I learned in law school, but came away learning things that no law school could teach. It was a summer truly well spent.

# WOMEN'S RIGHTS IN CHINA

BY PETA-MARIA VAN HORICK

**Peta-Maria van Horick has B.A./LL.B. (Hon.).  
She is currently studying B.Litt. concentrating on history and anthropology.**

In 2009 I interned as legal research officer for five months in Beijing for the China Orchid AIDS Project, a small grassroots organisation raising awareness of HIV/AIDS, women's and drug users' rights as well as undertaking human rights education in general. The organisation thrives on the work of volunteers, whether from overseas volunteering programs placing workers or Chinese students who help with the awareness raising work.



The work I did was varied but focused primarily on sex workers' rights to access female condoms, which are currently banned in China. My part in the project concerned researching sex worker support organisations outside of China, putting together a dossier of information on their programs and advice, and making contact with them for future reference and support. Given the variety of organisations as well as putting together some background information on HIV/AIDS around the world, and the advancements or projects being done this was quite a large project that took up the first half of the internship.

This project was followed by work sourcing HIV/AIDS inspired art for a book to raise money and awareness, such as the misconception of how HIV is spread (for example by cutlery or cups). This also required seeking copyright permissions to use it, despite the opinion of our boss to just use them anyway! Finally I hunted books to be donated for a human rights library the organisation (which was in the process of renaming itself the Dongzhen Center for Human Rights Education and Action) was attempting to set up. This job was inherited by my replacement as it was a big job. More minor roles involved some presentations on HIV/AIDS and human rights and a couple of translating/editing jobs.

Other work the organisation does is legal representation for people who are discriminated against on the basis of HIV/AIDS status or their status as a former or current injecting drug user. There are also two publications the organisation produces, one for sex workers, and one for legal professionals, as well as some outreach work involving these groups. It is controversial work, and can be difficult to get the work done with the internet filter and the police keeping an eye on the organisation. It was very rewarding work for both personal and professional reasons; the variety of people you meet when you work in another country is astounding. Viewing the culture and lifestyle of those in another country is an experience that broadens the mind; learning about another country and their work ethic is fascinating. I saw my boss, Li Dan, speak at a presentation on HIV/AIDS regarding the rights of those affected and the passion he has for his work was inspiring.

Volunteering overseas is a rewarding experience, but make sure you're mentally (and financially) prepared for it. Keep an open mind and enjoy yourself, whatever the work that you want to do is. Every experience is different and the work you do will not always be the same as someone else, but that's what makes it your experience.



# COUNTRY PROFILES

# AUSTRALIA

## PRACTICE CERTIFICATES

The different states in Australia have different legal practice regulations.

To practise in Victoria, one must hold a current practising certificate. Practising certificates have to be renewed annually. One can only apply for a practising certificate in Victoria only if he or she is admitted to legal practice in an Australian jurisdiction.

## ADMISSION REQUIREMENTS TO THE SUPREME COURT OF VICTORIA

There are 2 ways for law graduates to be admitted to the Supreme Court of Victoria:

1. Undergoing a period of Supervised Workplace Training (SWT); or
2. Completing a Practical Legal Training course.

### 1. Supervised Workplace Training (SWT)

While completing a 12-month traineeship with a legal firm or office, under the supervision of a practitioner, law graduates must complete training in the 'Competency Standards for Entry Level Lawyers'. During the 12 months of SWT, trainees must acquire competency in each of the compulsory 'Skills', 'Practice Areas' and 'Values', as well as complete two practice areas, one from each of the two optional practice areas.

Competency in each of the following:

#### Skills

1. Lawyer's Skills
2. Problem Solving
3. Work Management and Business Skills
4. Trust and Office Accounting

#### Practice Areas

5. Civil Litigation Practice
6. Commercial and Corporate Practice
7. Property Law Practice

#### Compulsory Values

8. Ethics and Professional Responsibility

The competency standard is set out in Schedule 3 of the Legal Profession (Admission) Rules 2008 (the Rules).

Complete two practice areas – one from each Optional Practice Area:

#### Optional Practice Area 1

- Administration Law Practice
- Criminal Law Practice
- Family Law Practice

### Optional Practice Area 2

- Consumer Law Practice
- Employment and Industrial Relations Practice
- Planning & Environmental Law Practice
- Wills and Estates Practice

Within a month of commencing SWT, the trainee must submit to the Board of Examiners:

1. The Training Plan
  - (a) The period of SWT
  - (b) An explanation of how the parties propose to ensure that the trainee acquires and demonstrates appropriate understanding and competence in each of the skills listed above.
  - (c) Identify the job title and name of the person supervising the trainee
  - (d) The name of any approved Practical Legal Training provider or other provider approved by the Board of Examiners, providing any course of instruction or assessment and the skill, value or practice area of training which is provided
  - (e) An undertaking under Rule 3.12(1)(e)
2. An affidavit verifying the training plan in the form set out in Schedule 4
3. An academic transcript confirming that the trainee has obtained the academic qualifications required under rule 2.01. Trainee should arrange for their university to send an official copy of their academic record to the Board of Examiners office by registered mail.
4. Any other information required under the Rules or by the Board of Examiners.

### **2. Practical Legal Training (PLT)**

There are currently only 2 approved Practical Legal Training (PLT) providers in Victoria:

1. College of Law Victoria
2. Leo Cussen Institute

#### College of Law

Offers the Victorian Professional Programs (VPP) which comprises of 15-week full-time (or 30-week part-time) programme of online or face-to-face instructions and work experience components. Graduates will be awarded a Graduate Diploma in Legal Practice upon completion, allowing them to qualify for admission to practise in Victoria.

Website: [www.collaw.edu.au](http://www.collaw.edu.au)

#### Leo Cussen Institute

The Practical Training Course (PTC) which the Institute offers runs for 24 weeks, including 3 weeks of professional placement. The PTC has both face-to-face as well as online programmes. There are 2 intakes each year, one in January and another in July. Upon completion, graduates receive a Graduate Diploma in Legal Practice and a Certificate of Satisfactory Completion, qualifying them for admission to practise in Victoria.

Website: [www.leocussen.vic.edu.au](http://www.leocussen.vic.edu.au)

## **APPLYING FOR ADMISSION**

### *At least three months before applying for admission*

Trainees must serve on the Board of Examiners a notice of intention to apply for admission at least three months before they day which they seek to apply for admission. Trainees are also required to file an affidavit of disclosure with the Board.

There are deadlines for serving the Notice of Intention, depending on the Admission Ceremony Dates. Please check the website for updated information: [www.lawadmissions.vic.gov.au/](http://www.lawadmissions.vic.gov.au/)

### *At least 21 days before applying for admission*

Trainees have to serve documents in support of admission to the Board of Examiners at least 21 days before trainee intends to apply for admission.

Supporting documents include:

- Schedule 6 Affidavit – by Trainee’s Supervisor attesting among other things, that the training plan was followed and that he or she considers the trainee a fit and proper person to be admitted to practice
- PLT Certificates – any certificates from approved PLT providers or other providers
- Schedule 7 Affidavit – to be done by every person who acted as a supervisor of the trainee throughout the 12 month period
- Schedule 8 Affidavit – to be done by trainee attesting that they are the person applying for admission, annexing certificates of completion of studies, a police report on any criminal record that is no more than 6 months old, report by the approved academic institution if there is any disciplinary action arising from applicant’s conduct in attaining the qualification (also not more than 6 months old)
- Schedule 9 Affidavit – two affidavits as to the character in the form set out in Schedule 9

For a more detailed admission process relating to SWT route, please see [www.lawadmissions.vic.gov.au/admission\\_process/supervised\\_workplace\\_training/](http://www.lawadmissions.vic.gov.au/admission_process/supervised_workplace_training/)

For a more detailed admission process pertaining to PLT route, please see:

[www.lawadmissions.vic.gov.au/admission\\_process/practical\\_legal\\_training\\_course/](http://www.lawadmissions.vic.gov.au/admission_process/practical_legal_training_course/)

All documents have to be served in person to:

**Board of Examiners**  
**Ground Floor**  
**451 Little Bourke Street**  
**Melbourne VIC 3000**  
**Ph: 9604 2451**

## CANADA

### ADMISSION REQUIREMENTS

Lawyers with foreign law qualifications who wish to be admitted to a common law bar in Canada and practice will need to have their legal training and professional experience evaluated by the National Committee on Accreditation (NCA).

### EVALUATION GUIDELINES

The NCA evaluates each application on an individual basis, taking into account the individual's educational and professional background.

As Australia is considered a common law system, the NCA considers the following when evaluating an application from an Australian law graduate:

- Nature of academic institution and its accreditation by national law associations
- Length of law programme
- Subject matter studied (e.g. law or mixed law. The depth, contents and relevance to Canadian law and circumstances is considered if the subject matter is law)
- Undergraduate pre-law education
- Academic standing, grades and class obtained (e.g. top 25%, bottom 25%, first class, second class and acceptance in home jurisdiction of standing achieved)
- Primary language of instruction in law programme
- Admission to law society or written bar examination in home jurisdiction
- Professional legal experience including the length of experience (e.g. 1-3 years, 3-5 years, over 5 years), nature and quality of professional practice.

The NCA will look at all the factors listed above in its entirety before deciding on the credit to be given.

After the NCA reviews the applicant's legal training and professional experience, the NCA will issue a recommendation as to whether the applicant has to:

1. pass examinations in specified areas of Canadian law
2. Take further education at a Canadian law school with a specified programme of studies; or
3. Complete a Canadian LL.B. programme

Should the applicant successfully complete either option 1 or 2 above, the NCA will issue a Certificate of Qualification. This Certificate of Qualification is not equivalent to an LLB degree, but certifies that the applicant has knowledge of Canadian law equivalent to that of a graduate of a Canadian common law LLB programme.

The NCA generally recommends that graduates from pure common law system countries like Australia, to write challenge examinations for a Certificate of Qualification where:

1. The applicant has an undergraduate degree and a law degree from an approved law school recognised by the governing bodies of the national law societies or equivalent in the home jurisdiction
2. The approved law degree is a three year degree of approximately 90 credit hours such that it is comparable to a law degree from a Canadian common law school
3. The applicant has an LLB degree with at least a Second Class standing in all three years of his or her law course.

## **BAR ADMISSION PROGRAMME UPON OBTAINING THE CERTIFICATE OF QUALIFICATION**

The rules and regulations for admission as a lawyer differ between the jurisdiction of provincial and territorial law societies. Applicants are advised to directly consult the society they wish to enter to understand the admission requirements.

The Certificate of Qualification is a preliminary step in the education and training programme. Upon obtaining the Certificate of Qualification, the applicant may proceed to a bar admission and articling programme, just like a graduate from an approved Canadian law school.

## **APPLICATION FORM**

The application form may be found at: [www.flsc.ca/en/foreignLawyers/applicationForm.asp](http://www.flsc.ca/en/foreignLawyers/applicationForm.asp)

## **FOR MORE INFORMATION, CONTACT**

National Committee on Accreditation  
c/o Federation of Law Societies of Canada  
World Exchange Plaza  
45 O'Connor Street, Suite 1810  
Ottawa, Ontario  
Canada K1P 1A4  
Tel: +1 613 236 7272  
Fax: +1 613 236 7233  
Email: [nca@flsc.ca](mailto:nca@flsc.ca)

## **WEBSITE**

[www.flsc.ca/en/foreignLawyers/foreignLawyers.asp](http://www.flsc.ca/en/foreignLawyers/foreignLawyers.asp)

# HONG KONG

## ADMISSION REQUIREMENTS

Admission as a solicitor can be achieved through two avenues:

### ***'Trainee Solicitor' Route:***

Foreign law graduates must:

- Complete the Postgraduate Certificate in Laws (PCLL); and
- Undertake employment as a trainee solicitor in accordance with the Trainee Solicitor Rules

To be eligible for admission to the PCLL in Hong Kong from September 2008 onwards, all students will have to demonstrate competence in the following core subjects:

- |                      |                           |
|----------------------|---------------------------|
| • Contract           | • Evidence                |
| • Civil Procedure    | • Criminal Law            |
| • Torts              | • Business Administration |
| • Criminal Procedure | • Land Law                |
| • Constitutional Law | • Commercial Law          |

Students who have not passed all of the following three subjects at a university LL.B. / LL.B. double degrees/ J.D. course in Hong Kong must also demonstrate competence in the following three Top-up Subjects:

- Hong Kong Constitutional Law
- Hong Kong Legal System
- Hong Kong Land Law

More enquiries about the PCLL can be made to:

- The University of Hong Kong
- City University of Hong Kong
- The Chinese University of Hong Kong

### ***'Overseas Qualified Lawyer' Route***

Persons must:

- Be entitled to practise the law of an overseas jurisdiction.
- Have at least 2 years of post-admission experience in the practice of law of that jurisdiction, less any period of articles (or equivalent)
- Be in good standing in that jurisdiction (plus any other in which you are admitted)

AND

- Have passed all heads of the Overseas Lawyer Qualification Examination
- Is a fit and proper person to be a solicitor
- Have either:
  - Resided in Hong Kong for at least 3 months immediately before your admission; or
  - The intention to reside in Hong Kong for at least 3 months immediately after your admission; or
  - Ordinarily been resident in Hong Kong for at least 7 years at the time of your admission; or
  - Been present in Hong Kong for at least 180 days of each of the last 7 years

## **VISA REQUIREMENTS**

### ***Work Holiday Visa***

For national passport holders aged between 18 and 30 of the participating country, who are ordinarily residing in their home country with the main intention of a holiday in Hong Kong.

Holders of this Visa *may*:

- Take up short-term employment
- Enrol in a short educational course while they are on holiday in Hong Kong
- Participants from Australia and New Zealand may also enrol in study or training course(s) of not more than three months during their visit

Holders of this Visa *may not*:

- Engage in permanent employment
- Work for the same employer for more than three months during their visit in Hong Kong.

### ***Application Procedures***

An applicant needs to complete a visa application form available from the Information Office of the HKSAR Immigration Department as well as Chinese diplomatic and consular missions (CDCMs) in the participating country.

The holder of a Working Holiday Visa may be allowed to enter Hong Kong and stay for not more than 12 months subject to normal immigration requirements being met.

Application for extension of stay will not normally be considered.

The Law Society of Hong Kong  
Tel: +852 28460500  
Website: [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk)

### ***Employment as Imported Worker***

Eligibility:

- the applicant is suitably qualified and experienced for the job in question
- the terms and conditions of employment are comparable to those in the local market
- the applicant will remain under the direct employment of the employer for a specific job and will not be contracted out to other companies or subcontractors
- there is no adverse record to the detriment of the applicant and the employer
- the employer is financially capable of employing the applicant, providing him/her with suitable accommodation and of guaranteeing his/her maintenance and repatriation upon termination of his/her contract.

### ***Application Procedures***

Complete application forms from Immigration Department Headquarters and Immigration Branch Offices.

The Government of Hong Kong Special Administrative  
Region of the People's Republic of China  
Website: [www.immd.gov.hk](http://www.immd.gov.hk)

# JAPAN

## ADMISSION REQUIREMENTS

### *As a Foreign Lawyer*

Foreign qualified solicitors are not required to be admitted in Japan to practice as a solicitor in that country. The foreign legal consultant system allows such solicitors to qualify as a foreign legal consultant if the following criteria are satisfied.

You must:

- Be qualified as a lawyer in your home country
- Have engaged in the practice of law for 3 years or more
- Have a residence in Japan and a finance basis to perform legal services, as well as the ability to provide compensation for any damage caused to clients
- Not be incompetent, bankrupt, found guilty of a criminal offence or have been sanctioned by your local professional association.
- Register with the Japanese Federation Bar Association.

### *Practice Requirements for Japan*

#### **1. Written Application**

A person who intends to obtain the qualification to become a practicing attorney shall submit to the Minister of Justice a written application for certification which contains:

- His/her name
- The date of acquiring a qualification to become a legal apprentice
- The period of having served in the positions
- The contents of the duties prescribed in said item; and
- Such other matters as are specified in a Ministry of Justice Ordinance.

This application shall be accompanied by a document verifying the acquisition of qualification to become a legal apprentice.

#### **2. Training Course Procedure**

The Minister of Justice shall then designate the training course that the Applicant should take. Programs in the training course encompass passing the bar examination, as well as completing a one and a half year legal apprenticeship at the Legal Research and Training Institute and passing a further examination at the Institution.

When the Applicant has completed all programs in the Training Course, the juridical person implementing the Training Course shall, provide the Minister of Justice with a report in writing on the training status of the Applicant in the Training Course (including the opinion of whether or not the Minister of Justice may certify that the Applicant has completed all programs in the Training Course).

#### **3. Register with Japan Bar**

When the Minister of Justice has confirmed that the Applicant completed all programs in the Training Course based on the report mentioned in the preceding paragraph, the applicant is then required to register his or her name with the Japan Federation of Bar Associations.

## **VISA REQUIREMENTS**

### **Legal/Accounting Working Visa**

Activities to engage in legal or accounting business, which is required to be carried out by attorneys recognised as a foreign law specialist under foreign lawyers law (Gaikokuho-Jimubengoshi),(Gaikokukoninkaikeishi) certified public accountant practicing foreign accounting under the Accountant Law or those with other legal qualifications.

Period of stay: 3 years or 1 year

**NOTE: Applicant must obtain a Certificate of Eligibility to apply for this visa.**

#### ***What is the Certificate of Eligibility?***

It is a document issued by the Ministry of Justice in Japan. In order to obtain a Certificate of Eligibility, you are required to have a sponsor in Japan such as an employer, a school, relative etc. The sponsor in Japan must contact the local Immigration Office in order to apply for your Certificate. Once this has been issued, the certificate will be sent to you and you are then able to apply for a visa with the required documents listed below.

The application procedure for the Certificate of Eligibility is free of charge and takes up to 3 months to process.

#### ***Required documents for the applicants with Certificate of Eligibility***

- A valid Australian passport or a valid passport with a valid Australian visa
- Visa application form duly completed and signed by the applicant
- One passport sized photo (taken within 3 months)
- The original Certificate of Eligibility

### **Work Holiday Visa**

#### ***Eligibility***

Applicant must:

- Be an Australian passport holder residing in Australia. Accordingly, Australian citizens who are travelling or living abroad will not be eligible.
- Be aged between 18-30 (inclusive) at the time of application for visa and never have previously obtained a Japanese Working Holiday visa.
- For married couples, applications are only accepted provided that they both meet the eligibility requirements and have no dependants. They must depart and travel together and both be travelling on Japanese Working Holiday visas.
- Be in good physical and mental health and be of good character.
- Possess a reasonable amount of funds for one's maintenance during the initial period of stay in Japan.
- Have not previously been to Japan on a Japanese Working Holiday visa.

For further information (e.g. terms and conditions, prices), visit Japanese Federation of Bar Association website ([www.nichibenren.or.jp/en](http://www.nichibenren.or.jp/en))

## MALAYSIA

### ADMISSION TO LEGAL PRACTICE (THE BAR)

There are two separate regions in Malaysia for the purpose of admission to legal practice, East Malaysia (State of Sarawak & Sabah) and West Malaysia (Peninsula). Whilst it is possible to gain admission to practise law in East Malaysia on the basis of admission in West Malaysia, the reverse does not apply.

#### East Malaysia (States of Sarawak & Sabah)

In East Malaysia the general requirement for admission to practise law is for applicants to have already been admitted to practise law in another country of the Commonwealth. Advice should be sought directly from either the Advocates Association of Sarawak or the Advocates Association of Sabah as citizenship and residency requirements may also apply.

#### *Advocates Association of Sarawak*

Bar Room, High Court  
Jalan Tun Haji Openg, Kuching  
Sarawak  
Malaysia  
Tel: +60 (082) 422 284

#### West Malaysia (Peninsula)

The provisions governing admission and qualifications for admission to the Malaysian Bar in West Malaysia are governed by the *Legal Profession Act 1976*. The Legal Profession Qualifying Board, Malaysia determines the qualifications which may entitle a person to become a “qualified person” within the meaning of the section 3 of the Act for purposes of admission as an advocate and solicitor in Malaysia. The LL.B. offered by Monash University is recognised by the Legal Profession Qualifying Board, Malaysia, thus enabling Monash Law graduates to sit the examination for the Malaysian Certificate of Legal Practice (CLP). Upon successful completion of the CLP examination, candidates are eligible to apply for admission to practise law in West Malaysia.

Apart from passing the final examination leading to a recognised LL.B. degree, Australian and New Zealand graduates must also satisfy additional requirements as prescribed in The Guidelines on Qualifications and Requirements for Recognition of holders of Australian and New Zealand Law Degrees to become ‘Qualified Person’ under the *Legal Profession Act 1976*. The main requirements being:

- Admission to the LL.B. must be via the VCE or a qualification from another Australian State or Territory which is equivalent to the VCE.
- Duration must be a minimum of 3 academic years and be completed within 6 years of initial registration.
- Minimum of 12 substantive law subjects including 6 core subjects that must be studied over 12 months:
  - Law of Contract; Law of Torts; Constitutional Law; Criminal Law; Land Law; and Equity and Trusts.

**Malaysian Bar Council**

No. 13, 15 & 17, Leboh Pasar Besar  
50050 Kuala Lumpur  
Malaysia  
Tel: +603 2031 3003  
Fax: +603 2026 1313  
Email: [council@malaysianbar.org.my](mailto:council@malaysianbar.org.my)  
[www.malaysianbar.org.my](http://www.malaysianbar.org.my)

**VISA REQUIREMENTS**

There are two stages in the employment of expatriates:

- 1. Application for an expatriate post**
  - Application for approval (position)
  - There are 6 authorised Agencies
- 2. An endorsement of employment pass**
  - Application for approval of related working permit
  - Immigration Department of Malaysia

**More Information**

Ministry of Foreign Affairs, Malaysia  
[www.kln.gov.my](http://www.kln.gov.my)

Immigration Department of Malaysia  
[www.imi.gov.my](http://www.imi.gov.my)

# PEOPLE'S REPUBLIC OF CHINA

## ADMISSION REQUIREMENTS

In accordance with the provisions of article 5 of Law on Lawyers, there are two necessary conditions of practice by lawyers:

### 1. Acquire a qualification as a lawyer by either:

- *Passing the uniform national judicial examination*

Anyone who has completed four-year courses of law in institutions of higher education, or has completed four year courses in other fields of learning in institutions of higher education and has professional knowledge of law may be qualified for a qualification as a lawyer after passing the uniform national judicial Examination.

- *Professional work experience/title*

A person applying to practise law who has acquired an undergraduate legal education in an institution of higher learning, or more education, who is engaged in professional work such as legal research and teaching, and who has a senior professional title or is of an equivalent professional level, shall be granted the qualification as a lawyer, upon approval by the judicial administration department under the State Council after evaluation and verification in accordance with the prescribed conditions

### 2. Obtain a lawyer's practice certificate:

- After acquiring qualification as a lawyer, a person must meet the conditions of obtaining a lawyer practising certificate. These are:
  - *a) Having had practice training at a law firm for a full year;*
  - *b) Being a person of good character and conduct.*
- The following classes of persons cannot apply for a lawyer certificate:
  - Persons who have no capacity for civil acts or having limited capacity for civil acts; or
  - Persons who have been subjected to criminal punishment, except for a crime of negligence;
  - Persons who have been discharged from public employment or having had his lawyers practice certificate revoked.

For more information: <http://english.moj.gov.cn/>

## **ADMISSION REQUIREMENTS**

### *Z Visa – Employment Visa*

- Employment Visa (Z Visa) is issued to a foreigner who comes to China for a post or employment, and his/her accompanying family members
- The Employment Visa is valid for 3 months. Bearer of the Visa should make the entry into China within this 3-month period, and apply for residence permit in the local Public Security Office within 30 days after arriving China. If need be, the bearer may also apply for a multiple re-entry visa in the same Public Security Office.

### *F Visa – Business Visa*

- Business Visa (F Visa) is issued to a foreigner who is invited to China for a visit, an investigation, a lecture, to do business, scientific-technological and culture exchanges, short-term advanced studies or internship for a period of no more than six months.

## **MORE INFORMATION**

Embassy of the People's Republic of China in Australia

<http://au.china-embassy.org/eng/ls>

Consulate- People's Republic of China, Melbourne  
Address: 75-77 Irving Road, Toorak Vic 3142

Tel: +61 3 9822 0604

## **SINGAPORE**

### **ADMISSION REQUIREMENTS**

Individuals who wish to be admitted to the Singapore Bar must:

- Meet the requirements of the 'qualified persons' (Legal Profession Act).
- Fulfil the other admission requirements set out in Section 12(1) of the Legal Profession Act:
  - Has attained the age of 21 years;
  - Is of good character;
  - has satisfactorily served the practice training period for qualified persons;
  - have attended and satisfactorily completed such courses of instruction as may be prescribed by the Board of Legal Education;
  - has passed such examinations as may be prescribed by the Board;

Examinations to be taken:

- Part A of the Bar examinations, to be taken as a conversion examination for eligible overseas graduates from approved overseas universities who intend to apply for admission to the Singapore Bar.
- Part B of the Bar examinations a compulsory 5-month practical law course and examination for both local and overseas graduates. It replaces the Postgraduate Practical Law Course (PLC) which was last held in 2009.
  - For registration details go to the Board of Legal Education website listed below.

### **MORE INFORMATION**

Law Society of Singapore  
Tel: +65 6538 2500  
Website: [www.lawsociety.org.au](http://www.lawsociety.org.au)

Board of Legal Education  
Tel: +65 6534 1831  
Website: [www.lawsociety.org.sg/ble](http://www.lawsociety.org.sg/ble)

### **VISA REQUIREMENTS**

Individuals who are not Singapore citizens or PRs are generally not eligible for admission to the Singapore Bar. Exceptions may sometimes apply, but Australian students who entered their course after 1994 must first obtain Singapore citizenship or PR before being a qualified person.

## UNITED KINGDOM

### ADMISSION REQUIREMENTS

#### *How can you become a Solicitor?*

##### **Stage 1:** Hold a qualifying law degree

- As Monash University is not within the qualified law degrees listings, students must apply for a Certificate of Academic Standing with the Solicitors Regulation Authority.
  - This is the process by which the Law Society confirms your eligibility to attend a law course in England and Wales; and
  - Is evident that your qualifications meet the minimum requirements for admission (usually equivalent to a lower second-class honours or above and competency in the English language)

##### **Stage 2:** Legal practice course (LPC)

- If you are not already a qualified lawyer in Australia, you must complete the Legal Practice Course (LPC).
- The LPC is the final qualification needed to become a solicitor in the UK and is a practical course designed to ensure trainee solicitors have the knowledge and skills they need. The course is offered at institutions across the country and takes one year full time or two years part time.
- The SRA sets the standards for LPC providers in the Legal Practice Course Written Standards. It must be completed by everyone who intends to qualify as a solicitor in England and Wales.
- Before commencing the LPC, you must:
  - Complete academic training (or be exempt from it)
  - Apply online for student membership of the Law Society.

##### **Stage 3:** Training contract

- The training contract is a two-year period of practice-based training started after completion of the Legal Practice Course.
- The format of the training contract can vary, with larger firms tending to have a more structured programme in place than smaller firms.

### MORE INFORMATION

Solicitors Regulation Authority  
[www.sra.org.uk/students/home.page](http://www.sra.org.uk/students/home.page)

## **UNITED STATES OF AMERICA**

### **(NEW YORK BAR REVIEW)**

#### **ABOUT NEW YORK BAR REVIEW**

The New York & California Bar Exam Review Quality Programmes are offered by New York Bar Exam Review Pty. Ltd. This programme is the exclusive and comprehensive training programmes that have been developed specifically to prepare foreign trained law students, legal practitioners and graduates of law in common law jurisdictions for the New York & California Bar Exams.

The highly respected faculty has over 100 years combined experience in training candidates to pass the Bar Exams. Both programs offer the very highest level of expertise and ensure all candidates have the best opportunity to pass the exam.

The programme package includes:

- Innovative training by experienced and high profile professionals
- Video/On-line lectures
- Personal study plan
- Checkpoint quizzes
- Personal face-to-face coaching and appointment
- Practice exam papers
- Career consultation and guidance

Fees & conditions, programme schedules and exam dates can be accessible via website ([www.nybar.com.au](http://www.nybar.com.au))

#### **STEPS TO BECOME AN ATTORNEY IN THE US:**

This is an example:

1. Completion of LL.B. in Australian University.
2. Enroll in LL.M. course (mostly one-year full-time course) in the US.
3. Complete LL.M.
4. Sit the New York Bar Exam and PASS
5. Admission

#### **CONTACT DETAILS**

##### **New York**

Attorney Placements International  
39<sup>th</sup> Floor, 245 Park Avenue  
New York, NY 10167-0001  
United States  
Ph: +1 212 372 8728  
Fax: +1 973 378 8826

##### **Sydney**

New York Bar Review Pty Ltd  
Level 57, MLC Centre, Martin Place  
Sydney, NSW 2000  
Australia  
Ph: +61 2 9225 7882  
Fax: +61 2 9225 7888

# FIRM PROFILES



AUSTRALIAN FIRMS  
**ALLENS ARTHUR ROBINSON**



**Melbourne Office**

**FIRM PROFILE**

As a full service commercial law firm, Allens Arthur Robinson (AAR) provides a broad range of corporate and commercial advice. The firm has fourteen practice groups in total, spread across four departments:

**Asia**

*Greater China, South-East Asia*

**Corporate Law**

*Communications, Media & Technology, Mergers & Acquisitions and Capital Markets, Competition Law, Energy & Resources, Funds Management, Real Estate & Superannuation*

**Financial Services & Projects**

*Banking & Financial Services, Tax, Projects*

**Intellectual Property & Litigation**

*Commercial Litigation, Insolvency, Insurance, Intellectual Property & Patent & Trade*

Applicants interested in contributing both professionally, socially and ethically to the world in which we live will find company at AAR. The firm's charity, pro bono and environment programmes provide excellent opportunities to fulfil such aims. The firm has built close relationship with various charities over the years, supporting them through personal engagement, direct financial support and providing pro bono legal services.

In addition, the firm's pro bono efforts allow applicants to use their expertise and experience to help organisations and those in need resolve important legal issues. The firm recognises that its legal expertise places it in a strategic position to address injustice and redress disadvantage.

AAR's Footprint Committee aim to minimise the firm's impact on the environment is another testimony to the character of its people – to think for the future.

**CAREER OPPORTUNITIES (MELBOURNE OFFICE)**

The Application for 2011 Traineeship and 2010/2011 Seasonal Clerkship Programme are now closed

***Traineeship 2012***

Number of position offered: 30-35 places  
Number of rotations: 2-3 (12 months each)  
Applications open: TBC  
Applications close: TBC

***Seasonal/Vacation Clerkships in 2011/2012***

Number of positions: 85-90 places/year (3 intakes)  
Length of clerkship: 3 or 4 weeks (1 rotation)  
Applications open: TBC  
Applications close: TBC

Applications must be submitted via online.

For further information, contact **Tiffany Rogers** (Graduate Resourcing & Development Consultant)  
[Tiffany.Rogers@aar.com.au](mailto:Tiffany.Rogers@aar.com.au) or call +61 3 9613 8438.

## BLAKE DAWSON

### FIRM PROFILE

Blake Dawson is one of the largest law firms in Australia, providing commercial legal services in the Asia-Pacific region in over 30 years. It has Australian offices in Sydney, Melbourne, Brisbane, Perth, Canberra and Adelaide with international offices in Shanghai, Singapore, Port Moresby and an associated office in Jakarta. In 2010, Blake Dawson is the first Australian law firm to officially open an office in Tokyo.

For over 160 years it has provided legal services to leading Australian and international corporations and government clients. Clients include 75% of the ASX Top 100 companies. Blake Dawson is proud to have advised on some of the largest and most complex deals in Australian corporate history. The firm has offered excellent quality of services in their practices and industrial areas.

### Melbourne Office

Level 26  
181 William Street  
Melbourne VIC 3000

Tel: +61 3 9679 3000  
Fax: +61 3 9679 3111

[www.blakedawson.com](http://www.blakedawson.com)

### CAREER OPPORTUNITIES (MELBOURNE OFFICE)

#### *Graduate Development Programme (12-month programme)*

This programme is designed to support and enhance legal education and practical experience for the law graduates. As a graduate, each trainee will be allocated into three rotation groups, where he/she spends four months in each practice areas, to support a trainee develop expertise to legal experience.

Blake Dawson's 2012 graduate positions will be open to all students who have completed a seasonal clerkship with it in the past 2 years. The firm will comply with the LIV Traineeship Guidelines and making its offers under the Priority Offer System.

All candidates who are eligible for a priority offer will receive an email inviting applications in early July 2011 and outlining the application procedure.

\*NOTE: Check application dates for 2012 Graduate Positions via the website.

#### *Vacation Clerkship Programme*

Clerks would be involved in research, drafting, court visits, client meetings, assisting in the preparation and presentation of cases and whatever legal work is happening in their assigned teams. Clerks may get an opportunity to go on a short client secondment and work with the firm's pro bono team.

Applications for our 2010/2011 seasonal clerkships are now closed. 2011/2012 Programme Applications timelines are to be confirmed and the offers will be made from 9am on Monday 10 October 2011.

\*NOTE: Refer to the website for 2010/2011 seasonal clerkship application.

For further details regarding the selection process, contact Luke Pellegrini (People Development Consultant) [luke.pellegrini@blakedawson.com](mailto:luke.pellegrini@blakedawson.com) or call +61 3 9679 3289.

## CLAYTON UTZ

### FIRM PROFILE

Clayton Utz is one of Australia's largest and most successful law firms with more than 200 partners and 1700 staff members, located in Sydney, Melbourne, Brisbane, Perth, Canberra and Darwin. The firm has received Top Tier Ranking by various directories and has obtained numerous awards for its excellent services.

Due to the firm's reputation for legal innovation and excellence in Australia, Clayton Utz has represented a large number of Australian companies and government sectors, namely the Queensland Government and Origin Energy. In addition, Clayton Utz has a dedicated Pro Bono programme. Over the last decade, its lawyers have provided more than 250,000 hours of free legal assistance to hundreds of individuals, community and charity groups.

### Melbourne Office

Level 18  
333 Collins Street  
Melbourne VIC 3000

Tel: +61 3 9286 6000  
Fax: +61 3 9629 8488

[www.claytonutz.com](http://www.claytonutz.com)

### CAREER OPPORTUNITIES (MELBOURNE OFFICE)

Both Vacation Clerkship and Graduate Applications for 2010 are closed.

#### Vacation Clerkship:

Clayton Utz's seasonal programme seeks to close the gap between the theory of study, and the reality of practice. Over the course of the programme, clerks will join legal teams and work on actual matters for clients under the supervision of a partner or Senior Associate.

*\*Estimated Dates* (Applications are made online)

The firm only offers summer clerkships, starting from 28 November 2011\* to 16 December 2011\*.

|                     |                                     |
|---------------------|-------------------------------------|
| Application Period* | <b>20 June - 18 July 2011</b>       |
| Interviews*         | <b>Week starting 15 August 2011</b> |
| Offers Made*        | <b>Monday 10 October 2011</b>       |

#### Graduate Programmes

The firm only accepts applications from students eligible for priority offers for the year 2010. With regard to 2011, interested applicants should contact the firm direct at: [graduates.melbourne@claytonutz.com](mailto:graduates.melbourne@claytonutz.com)

|                       |  |
|-----------------------|--|
| Application Period*   | <b>10 January 2011 - 28 January 2011</b> |
| Priority offers made* | <b>17 &amp; 18 February 2011</b>         |
| Start date*:          | <b>March 2012</b>                        |
| Rotation Date:        | <b>March &amp; October</b>               |

# FREEHILLS

## FIRM PROFILE

Freehills is an Australian-based international law firm that provides innovative, commercial legal advice to clients around the world, with the resources and expertise of around 1000 lawyers, including more than 200 partners across offices in Australia and South-East Asia.

Freehills has represented more than 75 per cent of Australia's top 100-listed companies and undertakes high-level legal work for leading corporations both domestically and internationally. The firm specialises in large and complex commercial transactions. The firm's ability to provide clients with legal commercial and strategic solutions is built on experience and the desire to understand the commercial context in which client's business operates.

Freehills won the Australian Deal of the Year and the Managing Partner of the Year Awards in 2010.

## Melbourne Office

Level 42-43  
101 Collins Street  
Melbourne VIC 3000

Tel: +61 3 9288 1234  
Fax: +61 3 9288 1567

[www.freehills.com.au](http://www.freehills.com.au)

## CAREER OPPORTUNITIES (MELBOURNE OFFICE)

### Vacation Clerkship

Freehills invites approximately 50–60 penultimate year law students to spend part of their summer or winter vacation for clerkship. 3 programs are run annually—1 program in winter and 2 in summer. Students will be placed in one section for the 3 week duration of the clerkship.

2010 Programme Applications are now closed. Applications for clerkships open around June. Application Timeline for 2011 will be available from the website closer to the date.

### Graduate Positions

The majority of graduate positions are filled through the Vacation Clerkship Program and the priority offer system. Applications for 2011 are now closed.

Alternatively interested applicants should contact Catherine O'Mahony (Graduate Recruitment Consultant) at [catherine.o'mahony@freehills.com](mailto:catherine.o'mahony@freehills.com) or call +61 3 9288 1905.

# MALLESONS STEPHEN JAQUES

## FIRM PROFILE

Mallesons Stephen Jaques (Mallesons) is independently ranked as Australia's market leading law firm and one of the Asia-Pacific region's largest and most influential.

The firm's key practice areas include mergers and acquisitions, information technology, intellectual property, telecommunications, banking and finance, capital markets, asset finance, securitisation, competition law, corporate and commercial, commercial property, construction, energy and resources, environment, project finance, taxation and dispute resolution.

The firm has offices in Australia, Hong Kong, China and London. Mallesons's clients include large and multinational corporations and major government authorities. The firm also engages in pro bono legal services.

## Melbourne Office

Mallesons Stephen Jaques  
Level 50, Bourke Place  
600 Bourke Street  
Melbourne VIC 3000

Tel: +61 3 9643 4000

Fax: +61 3 9643 5999

[www.mallesons.com](http://www.mallesons.com)

## CAREER OPPORTUNITIES (MELBOURNE OFFICE)

### Seasonal Clerkship (for penultimate-year students only)

The Firm's Seasonal Clerkship program offers prospective clerks the opportunity to participate in a three to four week programme in December, January or July. Interns will work in a practice team and be supervised by a partner or Senior Associate. At the end of the clerkship, interns will not only be familiarised with the firm and its work, but also will be able to apply the skills learnt in university and real cases.

Applications should be made online (visit the website and access to careers page).

Applications for 2010-2011 summer clerkship have now closed. However the applications for 2011-2012 summer clerkship is estimated to commence at about the same time next year.

### Graduate Recruitment

Mallesons will give priorities to the Melbourne graduates who have completed the seasonal clerkship with the firm. Feedback and assessment will be collated during clerkship and offers will be made based on them. No interviews will be required for ex-seasonal clerks.

### Application Dates (\*estimated timeline)

#### *Seasonal Clerkship 2011-2012*

Applications Open: **20 June 2011**

Applications Close: **15 July 2011**

Interviews: **Mid-August 2011**

Offers Made: **10 October 2011**

#### *Graduate Recruitment 2012 (Priority Offers)*

Applications Open: **1 December 2010**

Closes: **17 January 2011**

Offers Made: **17 February 2011**

# MINTER ELLISON

## FIRM PROFILE

The Minter Ellison Legal Group is known to be a market leader in the Asia-Pacific region which counts leading multinationals and Fortune 500 companies as its clients. The firm's legal professionals have been independently recognised among the world's pre-eminent lawyers.

Minter Ellison excels at cross-border deals, big employment-related assignments, major infrastructure projects, capital markets/IPO transaction, energy and resources, and telecommunications and technology, owing its success to values which the firm puts into practice: integrity and trust; enduring relationships; balance; and excellence.

Today, the firm is considered a top-tiered commercial law firm in Australia and remains active in advising UK and European law firms on Australian law through its London office. The firm also has lawyers in Hong Kong, China and Indonesia.

## Melbourne Office

Rialto Towers  
525 Collins Street  
Melbourne VIC 3000

Tel: +61 3 8606 2000  
Fax: +61 3 8608 1000

[www.minterellison.com](http://www.minterellison.com)

## CAREER OPPORTUNITIES (MELBOURNE OFFICE)

Minter Ellison offers both summer and winter clerkships, as well as graduate recruitment programmes.

### Vacational Clerkships

Minter Ellison offers summer clerkships from 29 November - 17 December 2010 and winter clerkships from 27 June - 15 July 2011. The purpose of the clerkship is to allow interns to work in a team and experience a range of legal work. Interns will work closely with partners and lawyers on live cases, participate in practical legal and skills training programmes, be expected to meet deadlines and produce quality work. Each intern will have a supervisor who will manage his or her workload and a buddy (either a young lawyer or graduate) who will provide extra insight and advice. Interns will also participate in a group project to cultivate teamwork, creativity and problem-solving.

Applications for 2010/2011 clerkships have now closed but applications for 2011/2012 clerkships are as estimated (see application dates). Interested applicants should apply online (visit the website and access to careers page).

Clerkships will only be offered after an assessment day, normally held in August. Applicants will be interviewed by a partner and a senior associate, participate in a group exercise and a written exercise.

### Application Dates (\* Estimated Timeline)

Applications Open\*: **15 June 2011**

Applications Close\*: **15 July 2011**

Offers Made: **10 October 2011**

### Graduate Recruitment Programme

The firm only offers graduate positions to those who have completed the vacation clerkship and offers are based on the applicant's performance at the original assessment day. Trainees will complete 3-4 week PLT programme as part of the Graduate Development Programme. Trainees will participate in various workshops to learn practical skills required to work as a lawyer. Trainees will expect to prepare draft of an advice, attend client meetings and/or teleconferences, attend court and assist with document management or due diligence, prepare case chronologies and research.

Trainees will complete three 6-month rotations in 3 different practice areas. The Melbourne office has 10 practice areas: Commercial Disputes, Commercial & Regulatory, Construction, Engineering & Infrastructure, Finance, Human Resources & Industrial Relations, Insurance & Corporate Risks/Media, M & A, Private Equity & Capital Markets, Real Estate and Tax.

## CANADIAN FIRMS

### BLAKE, CASSELS & GRAYDON LLP

#### FIRM PROFILE

Blakes is a prestigious Canadian law firm, recognized as "Canada's Law Firm of the Year" for 2009 by Who's Who Legal and, for the second year running, as "Law Firm of the Year: Canada" in the PLC Which Lawyer? Awards. The firm has offices in Canada and other major international cities such as New York, Chicago, London, and Beijing. It specialises in business law, handling transactions of different sizes and complexity, from local to multi-jurisdictional issues.

#### Toronto Office

Blake, Cassels & Graydon LLP  
199 Bay Street  
Suite 2800, Commerce Court West  
Toronto ON M5L 1A9  
Canada  
  
Tel: +1 416 863 4184  
Fax: +1 416 863 2653

#### CAREER OPPORTUNITIES (TORONTO OFFICE)

[www.blakes.com](http://www.blakes.com)

#### Second Year Internship

Second year summer students have the choice of working within one or two practice areas during their summer at the Firm.

The practice areas in which you can do a rotation include:

- Corporate
- Competition
- Energy
- Financial Services
- Restructuring & Insolvency
- Information Technology
- Intellectual Property
- Labour & Employment
- Litigation & Dispute Resolution
- Pension & Employee Benefits
- Real Estate
- Securities
- Tax

#### What the internship involves

- In each rotation, students are assigned a mentor. The mentor's role is to ensure that students receive interesting and varied assignments. During their rotation, the students will work with their mentor, as well as with other lawyers in the practice group.
- There are also regularly scheduled group meetings with articling students to discuss development in the Firm and to receive feedback from the students on matters which concern them.

#### Application Process

Interested applicant should send an application form including a resume, law school and undergraduate transcript to Kari Abrams (Director of Student Recruitment & Development).

# McCARTHY TÉTRAULT

## FIRM PROFILE

McCarthy Tétrault is a Canadian law firm that delivers integrated business law, litigation services, tax law, real property law, labour and employment law nationally and globally through offices in Vancouver, Calgary, Toronto, Ottawa, Montréal and Québec City, as well as London, UK. The firm is renowned for its history of taking bold steps, from building Canada's first national law firm model to incorporating an integrated structure.

## Toronto Office

McCarthy Tétrault LLP  
Suite 5300, Toronto Dominion  
Bank Tower  
Toronto, ON M5K 1E6  
Canada

Tel: +1 416 362 1812

Fax: +1 416 868 0673

## CAREER OPPORTUNITIES (TORONTO OFFICE)

[www.mccarthy.ca](http://www.mccarthy.ca)

### Summer Programme

#### What it involves

Summer Interns are given a broad range of responsibilities, including attending meetings, hearing and other litigation processes, researching and drafting legal memos, preparing draft documents, due diligence and work relating to the closing of transactions, participating in the drafting of conference materials, articles for publication, and case summaries. It is important that interns have a well-rounded experience in what may be their first exposure to the practice of law.

In Toronto, each intern chooses two practice areas and spends half the summer in each. Summer Interns are assigned a different mentor in each practice area chosen. Mentors will introduce interns to the firm and ensure interns are exposed to interesting and challenging work. Interns are also encouraged to learn on the job, such as attending client meetings with their mentors or accompanying them to court whenever possible.

### Articling Programme

The articling programme is designed to maximise trainees' exposure to all aspects of the practice of law and to the firm. The programme provides trainees the opportunity to gain firsthand experience in legal practice by attending client meetings, strategy sessions, hearings and trials. Trainees are expected to be able to work independently on some matters, although support and guidance will be provided where necessary.

The rotation system in Toronto is flexible and offers a variety of choices. Trainees are offered the chance to do external rotations with clients and the Ontario Securities Commission. Trainees will work on a wide range of files and projects and gain exposure to a diverse range of expertise and styles in their rotation.

All trainees will be assigned to at least one mentor in each rotation. Mentors will monitor trainee's work allocation and assist trainees in managing their workload, ensuring that trainees learn as much as they can while having a balanced articling experience. Apart from having a mentor, each trainee will be assigned a principal lawyer to oversee their progress and provide general support and feedback throughout the year.

## **Application process**

**\*\* The firm is not recruiting students for its 2011/2012 Articling Program\*\***

McCarthy Tétrault looks for students who are genuinely interested in its practice and its clients, who can work in a team-based environment, who have a strong desire to learn, who are highly motivated, and who demonstrate initiative and judgement.

### Applications

Applications should include a cover letter, a complete résumé, copies of all official transcripts of law school, undergraduate and graduate grades as well as a list of courses applicants are enrolled in for the coming academic year. Writing samples and reference letters are not required.

Send application to:

Gail Wong

Director, Student Programs (Ontario Region)

McCarthy Tétrault LLP

Suite 5300, Toronto Dominion Bank Tower

Toronto, ON M5K 1E6

[gwong@mccarthy.ca](mailto:gwong@mccarthy.ca)

## **Recruitment Process**

Applicants may be wondering how the recruitment process works at McCarthy Tétrault. First, the firm will acknowledge receipt of application by e-mail. Then the process will be as follows:

**Call Day:** The firm will send applicants an e-mail in advance of call day to inform applicants to expect a call from the firm. On call day, selected applicants will be contacted to schedule an in-firm interview. Applicants will receive an e-mail to confirm interview details.

**Interviews at the firm:** Applicants will meet with at least four lawyers during the course of the interview. Interviews are generally ninety minutes in length. During the interview process, applicants will be assigned a “host” lawyer who will be the applicant's main contact. Each applicant will have an opportunity to meet with the firm’s articling interns to ask candid questions about their experience at McCarthy Tétrault

# STIKEMAN ELLIOTT LLP

## FIRM PROFILE

Stikeman Elliott is a Canadian firm recognised nationally and internationally for the sophistication of its business law practice. Located in Toronto, Montréal, Ottawa, Calgary and Vancouver, its Canadian offices are among the leading practices in their respective jurisdictions.

Stikeman Elliott is also prominent internationally, with a longstanding presence in London, New York and Sydney and extensive experience in China, South and Southeast Asia as well as in central and Eastern Europe, Latin America, the Caribbean and Africa.

## Toronto Office

Stikeman Elliott LLP  
199 Bay Street  
5300 Commerce Court West  
Toronto, ON M5K 1B9  
Canada

Tel: +1 416 869 5625

Fax: +1 416 947 0866

[www.stikeman.com](http://www.stikeman.com)

The firm is a leader in each of its core practice areas - corporate finance, M & A, banking, corporate commercial, real estate, tax, insolvency, structured finance, competition, intellectual property, administrative law, employment and business litigation - and has developed in-depth knowledge of an extensive range of industries including banking, insurance, energy, mining, infrastructure, retail, telecommunications and technology.

The firm has invested heavily in leading-edge knowledge management systems in order to provide clients advice of the highest quality, grounded in the accumulated expertise of Stikeman Elliott's national and international practice.

## CAREER OPPORTUNITIES (TORONTO OFFICE)

The Toronto office invites students who have completed their 2<sup>nd</sup> year of law school or their 3<sup>rd</sup> year of a 4-year program, to join their team over the summer. There are no formal rotations so interns have the flexibility to have a varied work experience in a range of practice areas, or alternatively focus on one particular practice area, depending on their personal interest.

Interns are matched with three mentors (a partner and two associates) from their practice area of interest, who will provide hands-on career development advice and general support throughout the placement.

A broad and comprehensive Continuing Legal Education Programme (CLEP) will also be offered to summer students and includes in-house seminars, seminars conducted by external organisations and various social meetings with interns and lawyers to discuss and development important legal skills and practical knowledge.

Summer interns will be paid a salary of \$1450 a week and receive formal feedback upon the completion of the programme.

### Application Process

Send a resume, cover letter, list of anticipated courses, and copies of complete official academic transcript to Shanin Lott (Director of Recruitment & Education) [slott@stikeman.com](mailto:slott@stikeman.com).

## HONG KONG FIRMS

### ALLEN & OVERY (HONG KONG)

#### FIRM PROFILE

Allen & Overy's Hong Kong office is the regional hub for the firm in the Asia Pacific. It serves clients with businesses in South Korea, Taiwan, the Philippines and South East Asia.

The areas of expertise of the Hong Kong office include Antitrust and EU, Employment and Benefits, Energy and Infrastructure, Environment and Climate Change, Finance, Industry Sectors, Insurance, Litigation and Dispute Resolution, M & A and Corporate, Real Estate, Regulatory, Restructuring and Insolvency and U.S. Law. The firm is known for its quality of legal training which it provides to trainee solicitors and associates.

#### Hong Kong Office

9<sup>th</sup> Floor  
Three Exchange Square  
Central, Hong Kong

Tel: +852 2974 7000

Fax: +852 2974 6999

[www.allenandoverly.com](http://www.allenandoverly.com)

#### CAREER OPPORTUNITIES (HONG KONG OFFICE)

The firm's Hong Kong office offers both vacation placement and training contracts.

##### Vacation Placement

The firm holds summer placement scheme in June and July of each year. Each placement lasts for 4 weeks and the firm offers 10 to 12 places in each placement. Interns will work in 2 different departments, spending 2 weeks in each department. Interns will work closely with the firm's associates and trainees and apart from full involvement with everyday work, interns will go on organised trips to the Stock Exchange, the Courts and participate in pro bono activities. While the firm does not hold placement schemes in December, successful Australian law students will be invited to participate in July during their term break.

##### Application Period

For 2011 Summer Placements:

**September 2010 - 1<sup>st</sup> March 2011**

##### Application Process

Summer Vacation Scheme applications have to be submitted online: [www.allenoverly.com/AOWEB/Careers/](http://www.allenoverly.com/AOWEB/Careers/)

##### Training Contract

The firm typically offers training contract to those who have undergone the summer placement.

The Law Society requires the trainee to gain experience in at least 3 legal topics. The training contract will span 24 months, where trainees will rotate 5 different departments – corporate, banking, litigation, international capital markets and property. Trainees will also be given the opportunity to spend six months secondment in an overseas office such as London. Regardless of where the trainee is placed, he or she will sit with a partner or associate and be actively involved in the daily work of their practice area. Trainees are given plenty of individual responsibility while on traineeship.

## FRESHFIELDS BRUCKHAUS DERINGER (HONG KONG)

### FIRM PROFILE

Freshfields is a leading international law firm, providing business law advice of the highest quality throughout Europe, the Middle East, Asia and the US. The firm strives towards excellence, outstanding teamwork, imagination and trusted relationships with clients and communities. It also takes a strong initiative in pro bono work. Awards the firm have received in 2010 include The Coffey International Award (Big Tick Awards for Excellence) and the European Law Firm of the Year (Chambers Europe Awards for Excellence). Areas of practice include corporate, dispute resolution, finance, employment, energy and intellectual property.

### Hong Kong Office

Freshfields Bruckhaus Deringer  
11<sup>th</sup> Floor  
Two Exchange Square  
Hong Kong

Tel: +852 2846 3400

Fax: +852 2810 6192

[www.freshfields.com](http://www.freshfields.com)

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

Freshfields (HK) offers both traineeship and summer or winter placements. Summer and winter placements lasts 4 weeks each, with 4 to 6 students in each placement.

Applicants should be able to speak and write both English and Chinese fluently if they wish to be considered for traineeship. Applicants for the summer and winter placements should be penultimate year undergraduates.

#### Traineeships

Trainees are given the opportunity to experience different disciplines through a compulsory six-month corporate seat and three-month finance seat. There is also the opportunity to gain additional experience in other practice areas, with six months in London and three months in Beijing or Shanghai.

The firm members will consult with trainees and share feedback to ensure trainees' programme reflects his or her development goals, interests and needs. The Firm ensures that trainees develop by actively engaging in transactions and shouldering responsibility for projects which may involve international clients or one of China's leading listed companies.

Trainees' progress will be monitored closely throughout and they will meet with partners and a member of the human resources team every 3 months to allow them to indicate the disciplines of interest to them and how long they wish to spend in particular seats.

A trainee's formal training will include:

- Intensive induction programmes
- Update sessions within teams and practice groups
- Residential conferences for most practice groups

Interested applicants should apply at least 2 years before the date they wish to commence their training contract – i.e. as soon as they receive their penultimate year results. They are encouraged to apply as early as possible as the Firm offers running interviews and places. Once an interview is offered, applicants will be asked to attend a second interview as well. Applicants must complete a written English exercise to test their ability to write clearly and concisely in English. Applicants will likewise be asked to complete a Chinese exercise to assess

their spoken Mandarin and ability to read and write Chinese. The Firm aims to notify applicants whether they have been offered a trainee position within 7 to 10 days of the interview.

Applicants can apply to the Hong Kong office for a two-year training contract to become a Hong Kong qualified lawyer. If he or she successfully attains a trainee position, the Firm will support him or her in completing the Postgraduate Certificate in Laws.

#### *Vacation Placements*

The Firm's vacation placements are designed to give law students the opportunity to test their skills and knowledge within an exciting and friendly working environment. With both summer and winter vacation programmes available, interns will have the chance to experience working with a leading firm, while taking part in challenging transactions and projects.

The Summer Programme typically runs through June and July. The summer programme dates for this year should serve as a guideline for the summer programme dates for next year.

2010 Summer Programme:

- 7 June 2010 – 2 July 2010
- 5 July 2010 – 30 July 2010

The Firm accepts applications for these programmes from December to the end of February.

The Winter Programme typically runs in December. Like the summer programme, the winter programme dates for this year should serve as a guideline for the winter programme dates for next year.

2010 Winter Programme:

- 22 November 2010 – 17 December 2010

The Firm accepts applications from May to the end of September. Interested applicants are advised to apply as early as possible as the Firm offers interviews and places on a running basis. The interview is a general one conducted by a member of the Human Resource department, to allow the Firm to learn about the applicant, his or her interests and motivations. The Firm aims to notify applicants whether they have been offered a vacation placement within 7 to 10 days of the interview.

Successful applicants will receive a salary of HK\$ 3000 a week. This salary is reviewed annually.

#### ***Application Process***

To apply for either traineeship or vacation placements, interested applicants should complete the appropriate application form as well as a language proficiency form found at:

[www.freshfields.com/chinarecruiting/apply/graduateapplication/](http://www.freshfields.com/chinarecruiting/apply/graduateapplication/)

Applicants should email or post the completed forms to [chinagraduates@freshfields.com](mailto:chinagraduates@freshfields.com)

## HALDANES SOLICITORS AND NOTARIES

### FIRM PROFILE

Haldanes is a Hong Kong based law firm, with particular expertise in civil litigation, commercial and criminal litigation. Other areas of practice include dispute resolution, family law, media and entertainment and intellectual property. Established in 1975, partners have an extensive collective knowledge of legal practice both locally and throughout the Asia region. Haldanes' numerous awards include Asian Legal Business Employer of Choice in Hong Kong (2010) and Asian Legal Business Awards Criminal Law Firm of the Year (2009). In addition, Haldanes has been awarded the Criminal Law Firm of the Year since 2000 for 10 consecutive years.

### Hong Kong Office

7<sup>th</sup> Floor, Ruttonjee House  
11 Duddell Street  
Central, Hong Kong

Tel: +852 2868 1234

Fax: +852 2845 1637

[www.haldanes.com](http://www.haldanes.com)

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

The Firm offers both traineeships and summer and winter placements.

Applicants for traineeships must possess a good command of English, Cantonese and Mandarin. Applicants for summer and winter placements must be able to speak and write Chinese.

No Interviews will be required. Applicants who wish to gain relevant legal experience outside this period may also apply. Preference will be given to law students nearing completion of their undergraduate studies.

### Application Process

Interested applicants for both traineeship and placements should send their applications to the Recruiting Partner by mail or email to [career@haldanes.com](mailto:career@haldanes.com).

### Traineeships

Trainees will be rotated at different departments. Offer of post-admission employment with the firm however, will be dependent upon the trainee's performance and the firm's requirements at the time of admission.

The Firm has 2 to 4 trainees every year but recruits at least one year ahead. Hence, interviews will be carried out between April to June the year before trainees commence their training contracts. Applications must therefore be received before April.

Applicants who are invited for the first interview will have to demonstrate their Mandarin skills during the interview. Written tests will also be given to them. Short-listed applicants will be invited for a second interview. All applicants must complete the Postgraduate Certificate in Laws in Hong Kong and offers to a successful applicant will be conditional on their passing the PCLL examination.

### Summer and Winter Placements

Successful applicants who spend at least 3 weeks with the Firm will have the opportunity to work in its 3 major departments – civil litigation, commercial and criminal litigation. It is hoped that by working closely with the professional staff, interns will gain a better understanding of the actual working environment within the firm and the different practice areas. Equally, the Firm hopes to acquire a better understanding of interns who may go on to apply for training contracts with the Firm in future.

Applicants must include in their CV:

- Their availability for placement
- Level of studies
- Language skills

Placements to law students are offered between June to September every year and occasionally in December. Applications will be reviewed between April to June each year, where successful applicants will be notified.

If applicants wish to be considered for placements that year, applications must be received before April of that year.

No interviews will be required. Applicants who wish to gain relevant legal experience outside this period may also apply. Preference will be given to law students nearing completion of the undergraduate studies.

# HOGAN LOVELLS

## FIRM PROFILE

Hogan Lovells is one of the leading global law firms. The firm's distinctive market position is founded on its exceptional breadth of its practice, on deep industry knowledge, and on its 'one team' global approach.

Formed through the combination of two top international law firms, Hogan Lovells has over 40 offices in Asia, Europe, Latin America, the Middle East, and the United States. With a presence in the world's major financial and commercial markets, the firm is well placed to provide excellent business-oriented advice to its clients locally and internationally.

The firm's Hong Kong team brings a broad range of legal skills to the table. It has major strengths in dispute resolution, finance, and corporate law alongside world-class capabilities in areas such as intellectual property, restructuring and insolvency.



### Hong Kong Office

11<sup>th</sup> Floor, One Pacific Place  
88 Queensway  
Hong Kong, China

Tel: +852 2219 0888

Fax: +852 2219 0222

[www.hoganlovells.com](http://www.hoganlovells.com)



## CAREER OPPORTUNITIES (HONG KONG OFFICE)

### Internship Programmes

Hong Kong office offers internship programmes of three weeks each in December and January, catering primarily for candidates from the Southern Hemisphere. We take 4 interns on each programme. The three week programme includes work on live client matters in two departments, as well as formal skills and legal training, group and individual exercises and social and pro bono activities. The programmes conclude with an interview for a training contract.

### Training Contracts

Most of its training contracts are awarded to candidates who have joined the firm on an internship programme – though the firm also considers applications from candidates who have not interned with. The firm offers 7-8 training contracts per year.

### Application Eligibility and Procedure

For internships and training contracts the firm looks for candidates with excellent academic records, good commercial and current awareness and strong communication skills. Fluency in English is most important. Cantonese and Mandarin skills are also desirable. Applicants should apply online and should be prepared to

face 2 telephone interviews for an internship programme or one telephone interview and a face-to-face panel interview.

Online application can do undertaken at [http://ig5.i-grasp.com/fe/tpl\\_hoganlovells04.asp?newms=sr](http://ig5.i-grasp.com/fe/tpl_hoganlovells04.asp?newms=sr).

### Timeline

#### **Applications for Winter Internship 2010/2011**

**Opens: 1 May 2010  
Closes: 30 September 2010**

#### **Applications for Summer Internship 2011**

**Opens: 1 October 2010  
Closes: TBA**

#### **Applications for Training Contracts (starting in September 2013)**

**Opens: 1 December 2010**

For further information about recruitment, contact Tracy Williams (Legal Development Manager – Asia) [tracy.williams@hoganlovells.com](mailto:tracy.williams@hoganlovells.com) or call +852 2840 0524.





## IP CONSULTANTS LIMITED

***“Let us be your personal guide to Asia!”***

### COMPANY PROFILE

IP Consultants Limited provides legal recruitment and legal training services throughout Asia.

#### ***IP Learning***

IP Learning is our professional training division. IP Learning’s mission is to provide training courses of the highest possible quality to lawyers and law students intending to join the legal profession. IP Learning’s Courses are designed to be practical and examination focused. We know that your time is valuable and we have therefore striven to make our Courses as time efficient as possible. All IP Learning’s Courses are designed to provide the maximum return for time spent, and to be flexible to the particular needs of each candidate.

#### ***IP Learning’s Courses include:***

- The IP Learning Preparatory Course for the Hong Kong Conversion Examination for PCLL Admission.
- The IP Learning Preparatory Course for the Hong Kong Overseas Lawyers’ Qualification Examination.
- The IP Learning Tuition Programme for the University of London LL.B. Degree/Diploma in Law.
- Private tuition for students studying for the Hong Kong PCLL Qualification
- Private tuition for the Hong Kong Bar Qualification Examination.

***“What stood out for me was the quality of IP Learning lecturers. I’m not just referring just to their CVs (which are impressive too), but the sheer intelligence with which IP Learning’s tutors aimed their courses at helping you pass the exams.”***

*Ian Johnston  
Simmons & Simmons*

### Contact Details

Contact: Puja Rajwani  
Frances Lai

Email: [puja.raiwani@ip-learning.com](mailto:puja.raiwani@ip-learning.com)  
[frances.lai@ip-learning.com](mailto:frances.lai@ip-learning.com)

Tel: +852 2858 1000  
Fax: +852 2858 8882

*IP Learning*  
[www.ip-learning.com](http://www.ip-learning.com)

*IP Recruitment*  
[www.iplawrecruit.com](http://www.iplawrecruit.com)



IP Learning provides distance learning and face-to-face packages. This gives you the flexibility to study at your own convenience. You do not have to be in Hong Kong to take part in the Seminars, as you will still be able to participate remotely through a live feed or by listening to the digital recordings of the seminars.

## WHY SHOULD YOU COME TO IP CONSULTANTS?

### EXPERT TEACHING TEAM

*All our courses are taught by a distinguished team of practising lawyers, each of whom is an expert in their own field.*

### PERFORMANCE REVIEWS, CONSTANT FEEDBACK AND SUGGESTED SOLUTIONS

*Suggested solutions will be provided for the questions in the Mock Examination and to selected previous examination questions.*

### EMAIL Q & A SERVICE

*IP Learning provides a web-accessible Q & A 'Discussion Board' for each subject offered in our programmes.*

*Our registered examination candidates can use this interactive forum to discuss progress and post questions.*

### MAXIMUM FLEXIBILITY

#### – STUDY IN HONG KONG OR OVERSEAS

*You may register for the face-face mode of delivery or study at a distance. The face-face seminars are also digitally-recorded so distance learning candidates will not miss out on any important information.*

*We do everything possible to ensure that our distance learning candidates receive constant feedback during their studies in accordance without fundamental educational philosophy.*

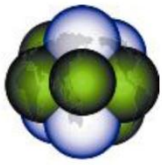
***"A fantastic course! Despite only signing up as a distance learning candidate five weeks before the exam, IP Learning got me up to speed fast and gave me all the support needed to pass the exams on the first try."***

*Robert Williams  
Distance Learning Candidate*

### ABOUT IP LAW RECRUIT

Once you have qualified, we will guide you through the mind field that is finding employment in Asia. We have an extensive network of contacts, plus have a unique understanding of both businesses and individuals within the legal sector, which allows us to find the perfect match between all parties.





# IP Consultants Limited



## WE OFFER

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6/F, New York House, 60 Connaught Road, Central, Hong Kong

Tel: (852) 2858-1078

Fax: (852) 2858-8882

[WWW.IPLAWRECRUIT.COM](http://WWW.IPLAWRECRUIT.COM)

[WWW.IP-LEARNING.COM](http://WWW.IP-LEARNING.COM)

## MALLESON STEPHEN JAKES (HONG KONG)

### FIRM PROFILE

### Hong Kong Office

Mallesons Stephen Jakes (Mallesons) is independently ranked as Australia's market leading law firm and one of the Asia-Pacific region's largest and most influential.

Level 13, Gloucester Tower  
The Landmark  
15 The Queen's Road Central  
Central, Hong Kong

### *Office locations*

We have offices in Australia's main business centres, Hong Kong, Beijing, Shanghai and London, and an associated office in Port Moresby.

Tel: +852 3443 1000  
Fax: +852 3443 1299

[www.mallesons.com](http://www.mallesons.com)

### *Areas of practice:*

Our lawyers work across a range of commercial legal disciplines. Internally our legal teams are organised into the following groups:

- Mergers & Acquisitions
- Capital Markets
- Banking & Finance
- Dispute Resolution
- Property, Construction & Environment
- Climate Change & Clean Energy
- Insolvency & Restructuring
- Tax

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

#### Clerkship Programme

#### *What is the preferred year level of clerkship applications?*

Mallesons has a preference for students to be in the penultimate year of their law degree.

**Anticipated clerkship intake for this year:** Approximately 20 summer/winter clerks.

#### *What does the firm look for in clerk?*

Our graduates tell us Mallesons is an exciting place to work – our people are friendly, approachable and down to earth and we're looking for similarly minded people who will be proud to work for and represent the firm.

We're also interested in your life experience, your interests outside work and the issues you are passionate about. And we'd hope you would be excited by the opportunity to step outside your comfort zone, develop new skills and work closely with really switched on people who take great pride in delivering first-class instructions.

Chinese language skills are important for working in Hong Kong, while we would also consider students who do not speak the language. Priority is given to those who can speak and read Cantonese or Mandarin.

***What work does the firm offer to a clerk?***

Our standard summer clerkship program is for the duration of 3 weeks.

Clerks usually work in one practice group. You'll be allocated a supervisor in your practice group, and you'll work closely with the partners, senior associates and solicitors in that team. It's a hands on role, so you'll not just be watching from the sidelines. You'll be actively involved in telephone conversations, meetings, client visits and the deals or matters the team is working on.

Every clerk at Mallesons receives feedback. Informal feedback is also provided on the job from partners, senior associates or solicitors talking you through the work you do.

We've designed a program to help you make the most of your time with us. During your clerkship, you'll learn:

- The day-to-day skills to get you started – taking instructions, meeting with clients, drafting memos and documents, managing your practice and professional relationships.
- The core practice teams at Mallesons – who they are, what they do, how they're structured, the clients they work for, and of course, your role within them.
- Our culture – working within your team, you'll be exposed to (and encouraged) to get actively involved in the many activities and events that help create the unique culture of Mallesons.
- Our people – you'll find that people from every part of the business will help you along, sharing their knowledge, and ensuring you have everything you need to fit in, and do well.
- The 'nuts and bolts' – our technology, financial systems, research and support resources, firm policies, procedures and the structure and approach of the firm itself.

***What are the typical stages in the clerkship application process?***

There are generally one round of interviews conducted by a partner and solicitor from our Recruitment Committee.

***What are the relevant application deadlines?*****2010/2011 Winter Clerkship**

|                     |                   |
|---------------------|-------------------|
| Applications Open:  | 1 June 2010       |
| Applications Close: | 31 July 2010      |
| Interviews:         | August/September  |
| Offers Made:        | September/October |

**2011 Summer Clerkship**

|                     |                  |
|---------------------|------------------|
| Applications Open:  | 3 January 2011   |
| Applications Close: | 28 February 2011 |
| Interviews:         | March/April      |
| Offers Made:        | April/May        |

**Training Contract*****What is the preferred year level of Training Contract applications?***

Mallesons has a preference for students to be in the final year of their law degree. The offer of a 2012 trainee contract is conditional upon the successful completion of the Postgraduate Certificate of Laws (PCLL) course in Hong Kong by mid-2012.

**Anticipated trainee solicitor intake for 2012:** Approximately 8 Trainee Solicitors for the year 2012.

***What does the firm look for in a trainee solicitor?***

As mentioned in the clerkship section, our people are friendly, approachable and down to earth and we're looking for similarly minded people who will be proud to work for and represent the firm.

***What work does the firm offer to a trainee solicitor?***

It's exciting. It's a step up. It's something you can really feel proud of. That's what our clients and graduates tell us about working with Mallesons.

We train our trainee solicitors not only to be technically excellent, but also to have an understanding of broader legal issues and commercial concepts. Our program builds on your PCLL knowledge, skills and experience, and increases your professional legal capabilities by exploring:

- Practice-based legal concepts and issues central to our practice;
- The development of skills critical to transitioning from being a graduate to "Acting Solicitor" on a deal matter; and
- The commercial and regulatory environment in which the firm's clients operate.

All graduates who start with Mallesons will be involved in our international Graduate Program (IGP). The overarching goal of the program is to help you become a successful lawyer in an international market.

Our standard Training Contract in Hong Kong is for the duration of 2 years. The program will enable trainee solicitors to work in 6-month rotations in 4 different seats. Trainees will have the opportunity to apply to complete a rotation in one of our overseas offices. IGP promotes and supports the mobility of our staff across our offices by providing an integrated firm-wide program. Through this program, you are able to access a greater choice and variety of destinations and on-the-job experience.

***What are the typical stages in the training contract application process?***

There are generally two rounds of interviews with the first interviews conducted by a partner and solicitor from our Recruitment Committee. Second round interviews are hosted by another partner, usually from a practice group in which the candidate has expressed an interest.

***What are the relevant application deadlines?***

2012 Trainee Solicitors\* (2013 Application Dates to be confirmed)

|                |   |
|----------------|---|
| 1 January 2010 | Applications open via online application system |
| 31 July 2010   | Online applications close                       |
| Ongoing        | Interviews                                      |

The Hong Kong recruitment process is flexible in its time frames as we do not have external deadlines as with the Australian centres, but we encourage students interested in the program to apply as early as possible.

For further information, email to Kay Lee (People & Development Co-ordinator) at [kay.lee@mallesons.com](mailto:kay.lee@mallesons.com).

## NORTON ROSE (HONG KONG)

### FIRM PROFILE

Norton Rose Group (Norton Rose) is a leading international law firm providing business law related services to mainly corporate and industries. The firm's headquarter is located in London and the firm employs over 1800 lawyers operating from 30 offices across Europe, the Middle East and Asia-Pacific regions.

Norton Rose is confident to provide and share industry knowledge and sector expertise across borders and support its clients. The firm also engages in Pro Bono and community activities. As a result, Norton Rose won 'Law Firm of the Year' in 2009.

### Hong Kong Office

38/F, Jardine House  
1 Connaught Place  
Central, Hong Kong

Tel: +852 3405 2300

Fax: +852 2523 6399

[www.nortonrose.com](http://www.nortonrose.com)

### *Areas of Expertise:*

Anti-trust & competition law, Aviation, Banking, Business law, Corporate law, Dispute Resolution, Employment law, Environmental law, Insurance, Intellectual Property, Mergers & Acquisitions, Tax

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

#### Training Contract

Norton Rose welcomes training contract applications from those interested in a long-term career working in Hong Kong. During the training, applicant will be working with associates or partners in each seat, who will provide with guidance and supervision. In addition to on-the job training, Norton Rose also invites the trainees to join various fee earner conferences those will be held in Hong Kong or in other Asia offices.

A training contract with Hong Kong office is **conditional upon the successful completion of the PCLL course in Hong Kong**. Financial assistance during the PCLL is available for those who have accepted an offer of a training contract.

#### Requirements

- Bachelor of Laws or equivalent in a Common Law jurisdiction with 2:1 honours
- Graduate Diploma in Law (GDL) or Common Professional Examination (CPE) students.
- Languages
  - English (both written and spoken)
  - Chinese (not prerequisite but would be advantageous)
- Team players, with excellent interpersonal skills.

Application Timeline (\*Confirm the dates at [www.nortonrose.com/careers](http://www.nortonrose.com/careers))

Apply online by the **end-of-April 2011** and positions are offered in **late September 2011**.

## RICHARDS BUTLER IN ASSOCIATION WITH REED SMITH



### Hong Kong Office

20<sup>th</sup> Floor, Alexandra House  
16-20 Charter Road  
Hong Kong  
China

Tel: +852 2810 8008

Fax: +852 2810 0664

[www.reedsmith.com](http://www.reedsmith.com)

### FIRM PROFILE

Reed Smith is an American based law firm that has established offices and affiliations in Europe, Asia and North America. Richards Butler was founded in London in 1920, and established its Hong Kong office in 1980 and has become one of the largest international law firms in the Asia/Pacific region. In 2008, Richards Butler merged with Reed Smith and its reputation has grown and accelerated as a result.

### *Office Locations and Number of Employees*

The firm has offices around the world, including Abu Dhabi, Beijing, Century City, Chicago, Dubai, Greece, Hong Kong, London, Los Angeles, Munich, New York, North Virginia, Oakland, Paris, Philadelphia, Pittsburgh, Princeton, Richmond, San Francisco, Silicon Valley, Washington D.C., Wilmington. The Hong Kong office consists of 28 partners and more than 130 fee earners including 16 trainee solicitors. The firm has a total of over 1,600 attorneys worldwide.

### *Practice Areas*

Richards Butler in association with Reed Smith LLP specialises in commercial law with an emphasis on Litigation, Corporate Restructuring, Banking, Insolvency, Insurance and Property.

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

Reed Smith offers exceptional training which includes an extensive programme of seminars, lectures and workshops. The firm is looking for candidates with outstanding academic and personal achievements. The firm expects its trainees to maintain the high standard. Applicants should be enthusiastic, personable, intelligent and able to contribute to the firm. The firm expects successful candidates to be fluent in English as well as Cantonese and / or Mandarin.

### Vacation Placements

Richards Butler offers Summer (June & July) and Winter (January & February) Vacation Programs for law undergraduates who are in their penultimate year of study or others who are looking for a training contract to start two years after the placement. Placements are for a three week period in our Banking and Finance, Conveyancing, Corporate, Shipping, Intellectual Property or Litigation Departments.

Students will work with a Partner or Assistant Solicitor and will be given the opportunity to see what working in a law firm is really like! During the three week paid placement, students will be given various tasks such as legal research, drafting documents and drafting letters. There will also be introductory talks and office & skills training included in the programme. Students may have an opportunity to attend client meetings and/or go to court.

There are approximately **12 Summer** and **8 Winter** places available each year.

### **Graduate Positions**

Reed Smith training programme is divided into four six-month seats providing balanced, practical, hands-on experience in different areas of law. All trainees are supervised directly by a Partner which provides an excellent opportunity to learn by example and obtain invaluable expert guidance. A number of our current Partners started with the firm as trainees.

Online Applications for graduate traineeships to commence in August/September 2013 (please note that 2011/2012 applications are now closed) will open 1st April 2011 and shortlisted applicants will be invited to attend an interview in Hong Kong.

### **Application Deadlines**

The firm is now accepting applications for **Winter (January & February 2011)** programme and all interested applicants must complete the online application form which is available on our website: [www.reedsmith.com](http://www.reedsmith.com), and then navigate to **Careers > Continental Europe, Middle East & Asia > Hong Kong Opportunities > Graduate Training**.

The deadline for receipt of applications is **30th September 2010**.

Applications for **Summer (June & July 2011)** programme are welcome via the same online application form from 1st December 2010, and the deadline for receipt of applications is **28th February 2011**.

All enquires about Vacation Placements and Graduate Recruitment positions should be directed to [kroach@rsrbhk.com](mailto:kroach@rsrbhk.com).

## SIMMONS & SIMMONS (HONG KONG)

Simmons & Simmons

### FIRM PROFILE

### Hong Kong Office

Simmons & Simmons was established in 1896, it currently employs around 1600 people across 18 offices. The firm is an international firm and its main focus is in Europe, the Middle East and Asia. The firm has four main offices, in London (as our head office), Hong Kong, Paris and Rotterdam.

35<sup>th</sup> Floor, Cheung Kong Tower  
2 Queen's Road  
Central, Hong Kong

Tel: +852 2868 1131

Fax: +852 2810 5040

The firm has built its practice around local lawyers who understand their country's culture, business and language. Its integrated international teams provide the right balance of local knowledge and seamless global service.

[www.simmons-simmons.com](http://www.simmons-simmons.com)

Simmons & Simmons recognises that the firm is only equal to the strengths of its people: it fosters an environment where individuals flourish; it respects each other's talents and abilities and is serious about inclusion and diversity in the workplace; and the firm is committed to upholding its reputation as a decent place to work.

### Sector focus

- Financial Institutions
- Life Sciences
- Energy & Infrastructure
- Technology, Media & Telecommunications

### Areas of Practice

Aerospace & Defense, Commercial, Construction, Consumer Goods & Retail, Corporate, Dispute Resolution, EU & Competition, Employment & Benefits, Environment, Finance, Information, Communications & Technology, Intellectual Property, Projects, Real Estate, Tax and Transport

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

Simmons & Simmons is a world-class law firm and look to recruit only the best. The firm prides itself on providing a supportive, positive and rewarding working atmosphere. Whatever your role, it will train and support you so that you reach your full potential. The firm offers both vacation schemes and trainee solicitor programmes. The firm looks for candidates of exceptional caliber – bright, enthusiastic and willingness to learn and progress.

### Vacation Scheme

The firm's vacation scheme is one of its primary means of selecting candidates for a career at Simmons & Simmons. It provides with the chance to test out your suitability for a future with the firm – and it is also a unique opportunity for you to get to know our firm and decide if it is the best firm for you to develop your career in.

Your placement will enable you to gain first-hand experience of a busy, dynamic international law firm and gain

exposure in everything from its service areas to the kind of deals and transactions it works on. The firm's scheme is valued particularly highly. It is designed to enable you to really feel a part of the firm and get a genuine insight into what it is really like to work with Simmons & Simmons (see timings below).

### ***Trainee Solicitor places***

Simmons & Simmons training programme is constantly evolving to build the skills you will need to be successful in the fast moving world of international business. The firm provides experience in a range of areas of law and a balanced approach to gaining the knowledge, expertise and skills you will need to qualify in the practice area of your choice.

During your two year training programme, you will spend six month seats in four different practice areas. In Hong Kong, our practice includes: Corporate, Disputes Resolution, Employment, Financial Markets, Information, Communications and Technology (ICT), Intellectual Property and Projects. The firm also focuses on four key sectors: Energy and Infrastructure, Financial Institutions, Life Sciences and TMT. We believe that secondments are an invaluable part of your development and as such, you will be eligible to apply for a secondment to one of its international offices or to one of its clients as part of your training.

### **Application Information**

#### **Application periods for placement schemes**

*Winter scheme in January/ February 2011*

*Summer scheme in June/ July/ August 2011*

**From 01 June 2010 to 30 September 2010**

**From 01 January 2011 to 31 March 2011**

(Open to students eligible to commence a September 2013 trainee solicitor contract)

*Winter scheme in January/February 2012*

*Summer scheme in June/ July/ August 2012*

**From 01 June 2011 to 30 September 2011**

**From 01 January 2013 to 31 March 2013**

(Open to students eligible to commence a September 2014 trainee solicitor contract)

#### **Application periods for Trainee Solicitor Contracts**

**Between 01 January and 30 September each year (6-8 positions)**

### **Application process**

Applications should be made on line via [www.simmons-simmons/traineelawyers](http://www.simmons-simmons/traineelawyers)

Simmons & Simmons (Hong Kong Office) offers:

- 8 positions for Winter Programme
- 12 positions for Summer Programme

## SKADDEN, ARPS, SLATE, MEAGHER & FLOM

The Skadden logo consists of the word "Skadden" in a white, serif font, centered within a solid red rectangular background.

### Hong Kong Office

42/F Edinburgh Tower  
The Landmark  
15 Queen's Road Central  
Hong Kong

### FIRM PROFILE

The Hong Kong office of Skadden, Arps, Slate, Meagher & Flom focuses on a full range of corporate, corporate finance, capital markets, mergers and acquisitions, private equity, project finance, finance and energy transactions. Lawyers in Hong Kong work closely with our offices in Beijing, Shanghai, Singapore, Sydney, Tokyo, the United States and Europe to serve our clients around the world for transactions in Greater China, Hong Kong, India, Indonesia, Japan, Macau, Malaysia, Pakistan, the Philippines, Singapore, South Korea, Thailand and Vietnam.

Tel: +852 3740 4700

Fax: +852 3740 4727

[www.skadden.com](http://www.skadden.com)



With a combination of Hong Kong, U.S. and English law capabilities, we provide integrated advice on a wide variety of transactions. Our clients — multinational corporations, investment and commercial banks, domestic companies, private equity funds, investors and developers in a broad spectrum of industries, such as telecom, gaming, real estate, oil and gas — rely on our expertise and experience. Our lawyers have many years of experience practicing in Asia, structuring the largest, most high-profile deals in the region.

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

#### **A Training Contract with Skadden Hong Kong**

During your first year, you will complete seats in **two** of the following practice areas:

- Corporate finance;
- Mergers and acquisitions;
- Private equity;
- Finance; or
- International litigation and arbitration.

During your second year, you will be able to discuss which areas you would like to focus on before qualification. There is also the opportunity for you to undertake a secondment in the London office.

Our training program is uniquely comprehensive — drawing upon the experience and teaching abilities of Skadden partners, associates and qualified external consultants, we regularly offer luncheon training seminars, workshops and updates for all levels of attorneys and trainees and across practice areas. Additionally, a qualified solicitor will act as your mentor throughout your training contract, providing advice and guidance.

Skadden pays for the P.C.L.L. Course fees and provides a stipend of HK\$50,000. For those students who are required to take Conversion Exams for the P.C.L.L., Skadden will cover the cost of required examination(s).

### **A Vacation Placement with Skadden Hong Kong**

Our vacation placement schemes are important for candidates interested in a Training Contract with Skadden, providing insight into the Firm's culture and hands-on experience with active transactions for a diverse client base often with an international aspect.

Students will be assigned several mentors during their time with us. Each student will have an opportunity to be assigned a case study to learn first-hand how transactions and disputes were handled by Skadden attorneys. Students also will have the opportunity to get to know current associates and peers on a more informal level by attending formal and informal events. Our placements are for four weeks and take place in the winter and summer.



### ***What do we look for?***

We look for candidates who combine intellectual ability with enthusiasm and creativity. As a trainee at Skadden, you can expect early responsibility, significant client exposure and the opportunity to work on cutting-edge cross-border transactions sooner than you could expect elsewhere.

### ***Application Information***

|                   |                  |            |
|-------------------|------------------|------------|
| <u>Vacancies:</u> | 2013 Trainees:   | 3-6 places |
|                   | Summer Students: | 4-6 places |
|                   | Winter Students: | 2-4 places |

### **Deadlines:**

- Trainee 2013 Applications: **1 August 2011**
- Summer 2011 Placement: **1 February 2011**  
(Programme takes place in June & July 2011, students considered for 2013 training contracts)
- Winter 2012 Placement: **1 August 2011**  
(Programme takes place in January & February 2012, students considered for 2014 training contracts)

Applicant must send a cover letter, resume and university academic transcripts to Mary Schaus (Recruitment & Development Manager) at [hongkongtrainee@skadden.com](mailto:hongkongtrainee@skadden.com).



## VIVIEN CHAN & Co.

### FIRM PROFILE

Vivien Chan & Co. is a full-service law practice with offices in Hong Kong, Beijing and Shanghai. The firm has many years of experience in doing business with China and their China and Hong Kong teams have a strong understanding of Chinese legal culture and market dynamics. The firm has been continually nominated as the Hong Kong Law Firm, PRC Office of the year by Asian Legal Business China since 2003. It has an in-depth knowledge of the regulatory framework affecting foreign investment in China.

### Hong Kong Office

38/F Cosco Tower  
183 Queen Road Central  
Central, Hong Kong

Tel: +852 2222 9183

Fax: +852 2845 9160

[www.vcclawservices.com](http://www.vcclawservices.com)

The firm holds a leading position in areas such as intellectual property, tax, white collar crime, employment, mergers & acquisitions and dispute resolution. The Firm gives back to the community through its pro bono services. The Firm has acted as honorary legal advisors to numerous charities and NGOS.

### CAREER OPPORTUNITIES (HONG KONG OFFICE)

The firm offers only traineeship for law graduates.

#### Eligibility & Requirements

- Candidates with Mandarin ability
- Good interpersonal skills
- An offer to a successful candidate would be conditional upon him/her passing the Postgraduate Certificate in Laws examination on first attempt.

#### What will you do?

- Experience 6 months seat in each of the firm's practice areas;
- Undertake firm's Continuing Professional Development courses;
- Be offered an opportunity to work in either the Beijing or Shanghai office for 3 to 6 months to acquire China-based business experience;
- Not merely research but work on actual cases;
- Gain client exposure; and
- Undergo a mentoring programme

#### Application Process

The trainee solicitor recruitment process is ongoing. The Firm runs several open days through the year. Applicants will undergo an assessment to test their suitability for a training contract. The assessment will take place during the open day. Applicants must complete a written legal analysis and will be tested on their English and Mandarin abilities. Selected applicants will be interviewed by a panel comprising of several partners. At the end of the open day, all applicants are welcomed to attend a cocktail reception where they can meet and chat with partners and associates in an informal setting. Email [vivchan@vcclawservices.com](mailto:vivchan@vcclawservices.com) for further advice.

## MALAYSIAN FIRMS

### SKRINE

#### FIRM PROFILE

Skrine is one of the largest law firms in Malaysia providing a comprehensive range of legal services to a large cross-section of the business community in Malaysia as well as abroad. It has more than 40 years of experience in legal industry, representing clients such as domestic and multinational business and industries including finance, commercial banking, oil and gas, insurance and government and private industries. Skrine employs around 90 lawyers and is the exclusive Malaysian member of Lex Mundi (Law of the World), a network of leading independent law firms in over 160 jurisdictions around the world

#### ***Areas of Practice:***

Banking & Finance, Capital Markets, Construction, Corporate & Commercial, Employment, Environment, Intellectual Property, International Trade, Litigation, Real Estate, Tax, Trusts & Estates

#### CAREER OPPORTUNITIES

##### *Vacation Programme (known as Attachment Programme)*

The programme is open to law students and runs for minimum of 3 weeks. The successful applicants will have the opportunity to be exposed into Corporate and Banking, Dispute Resolution and Intellectual Property departments, each week.

The student will also have a mentor (a senior associate or partner) throughout the programme. During the placement, the student will assist the senior associate / partner with existing legal matters and practice solving the real practical issues.

##### *Key Timelines:*

##### Attachment Programme

10<sup>th</sup> – 28<sup>th</sup> January 2011\*

6<sup>th</sup> - 24<sup>th</sup> June 2011\*

1<sup>st</sup> – 19<sup>th</sup> August 2011\*

##### Application Deadline

30<sup>th</sup> November 2010\*

31<sup>st</sup> March 2011\*

31<sup>st</sup> May 2011\*

The successful applicants will be notified within 2 weeks of the application deadlines.

\*These dates were estimated based on 2010 dates. Please contact the HR or visit the website for confirmation. Application for attachments may be sent online to Kuek Pei Yee ([kpy@skrine.com](mailto:kpy@skrine.com)).

#### Malaysian Office

Skrine  
Unit No. 50-8-1, 8<sup>th</sup> Floor,  
Wisma UOA Damansara  
50 Jalan Dungun  
Damansara Heights  
50490 Kuala Lumpur  
Malaysia

Tel: +60 3 2081 3999

Fax: +60 3 2094 3211

[www.skrine.com](http://www.skrine.com)

## **ZAID IBRAHIM & Co, TRUSTED BUSINESS ADVISOR**

### **FIRM PROFILE**

Zaid Ibrahim & Co (ZICO) is Malaysia-based commercial law firm, and practices in Corporate and Banking sectors. ZICO has 6 offices located in Malaysia and in 5 other countries.

Having a wide network is essential, ZICO blends tested regional strategies with local insights for effective and relevant solutions for its clients. ZICO provides broad legal services, and until now, it has developed legal solutions for many private and public sectors, especially in Asia.

#### ***Areas of Practice:***

Banking & Finance, Communication & IP, Corporate (including Insolvency and Mergers & Acquisitions), Employment, Insurance, Islamic Finance, Law Reform, Litigation, Property, Tax.

### **Malaysian Office**

Level 19 Menara Milenium  
Jalan Damanlela  
Pusat Bandar Damansara  
50490 Kuala Lumpur  
Malaysia

Tel: +60 3 2087 9999

Fax: +60 3 2094 4666

[www.zaidibrahim.com.my](http://www.zaidibrahim.com.my)

### **CAREER OPPORTUNITIES**

There are two main Programmes for law graduates and students:

1. Trainee Associate Programme
2. Structured Attachment Programme

#### ***Trainee Associate Programme (TAP)***

Quota: 12 per rotation

#### **What will you do?**

ZICO has a uniquely structured TAP and allocates the successful applicants to pupillage groups. Trainee will experience cross-border legal transactions and learn about the practical legal knowledge via weekly training sessions and guidance from partners and management teams.

#### **Requirement**

- Excellent academic record, with a minimum of second class upper LL.B. degree or equivalent.
- Completion of the British Bar Vocational course or obtained the Malaysian Certificate of Legal Practice (unless exempted)
- Fluent English skills
- Strong leadership and communication skills
- Outstanding co-curricular activities.

### ***Structured Attachment Programme (SAP)***

Quota: 20 per year

ZICO's SAP is opened to undergraduate law students to provide early exposure to the legal practice through tailored mini-assignments with teams. This programme runs annually in July for law students during their semester break and is specially designed to provide an introduction to the Malaysian legal framework. The successful applicants will also have opportunity to learn the selected areas of law by arranged visits to related places, namely the Palace of Justice, the Parliament and government agencies. Upon the completion of SAP, the Certificate of Completion will be presented.

#### **Requirement**

- Excellent academic records
- Excellent interpersonal skills
- Fluent English skills

### ***Student Attachment Opportunities***

In addition to the SAP, ZICO offer the SAO throughout the year. For more information, contact the Human Resource Manager.

#### **Application Process**

Applicants are to send their curriculum vitae to:

The Human Resource Manager

**Zaid Ibrahim & Co**

Level 19 Menara Milenium

Pusat Bandar Damansara

50490 Kuala Lumpur

Malaysia

Or fill out the Application Form at <http://www.zaidibrahim.com/careers/employment-application-form/>

## CHINESE FIRMS

### ALDERSON CAMPBELL

#### FIRM PROFILE

Alderson Campbell is a boutique firm representing clients in Australia, China and Germany. With multilingual lawyers, the firm is able to deliver local solutions that meet international standards.

The firm has represented various media and entertainment companies, universities and colleges and foreign business in China.

#### ***Areas of Practice:***

Corporate & Commercial, Dispute Resolution, Education, Employment, Intellectual Property, Media & Entertainment, Project Support & Quality Control.

#### Beijing Office

39 East 3<sup>rd</sup> Ring Road  
Chaoyang District  
Beijing 100022  
China

Tel: +86 10 5900 1045

[www.aldersoncampbell.com](http://www.aldersoncampbell.com)

#### CAREER OPPORTUNITIES

Alderson Campbell offers Australian law graduates and students graduate employment opportunities as well as internship placements.

Clerkship Programme period that caters to Australian law students:

- December through to February 2011

Interested applicants should submit their law school academic transcripts and resume complete with cover letter either by:

- Email at [info@aldersoncampbell.com](mailto:info@aldersoncampbell.com) or
- Mail to their Beijing office
- **Closing Date: Applications by early October 2010 is preferable.**

The firm will be looking for candidates who are flexible, creative and independent and who can thrive in a professional work environment.

## LEHMAN, LEE & XU

*'China Knowledge, international perspective'*

### FIRM PROFILE

Located in Beijing's Central Business District, Lehman, Lee & Xu is the third largest corporate commercial law firm in China. Established in 1992, today the firm has 31 affiliated branch offices in China and throughout the region. With more than 250 lawyers and legal assistants, the firm is recognised for providing a wide range of legal services to cater to its diverse client base although it mainly engages in general legal corporate and commercial practice.

Given its reputation for providing excellent legal services, the firm has represented many of the world's largest multinational corporations such as Aventis Pharma, Sony, Columbia Pictures and General Motors.

Lehman, Lee & Xu distinguishes itself from other firms by being the only firm in China that has the approval of China's regulatory bodies to represent and file prosecuting patent and trademark applications for foreign applicants.

### Beijing Office

10-2 Liangmaqiao Dip. Compound  
No. 22 Dongfang East Road  
Chaoyang District  
Beijing 100600  
China

Tel: +86 10 8532 1919  
Fax: +86 10 8532 1999

[www.lehmanlaw.com](http://www.lehmanlaw.com)

### CAREER OPPORTUNITIES

Lehman, Lee & Xu offers internship programmes from June through to August to law students. Interns are given the opportunity to work side-by-side with associates and partners in practical client-based services. This allows interns to gain valuable insight into the nature of the work undertaken by lawyers in a firm.

Interested applicants should submit their law school academic transcripts and resume complete with their cover letter either by:

- Email at [internship@lehmanlaw.com](mailto:internship@lehmanlaw.com) or
- Mail to the recruiting contact of the appropriate office.

The firm looks for diligent and pro-active interns who are open to new challenges.

- Opening Date: **December 2010**
- Closing Date: **Apply as soon as possible.**

## SIMON SHANG & PARTNERS

### FIRM PROFILE

Simon Shang & Partners is a Chinese law firm based in Shanghai. The firm assists international clients seeking entry into the Chinese market, as well as local Chinese clients conducting business outside of China. As such, the firm boasts a wide clientele base from a range of sectors and industries.

The firm specialises in Banking & Finance, Construction, Corporate/Capital Market, Education, Franchising, Insurance, IP, International transaction, Labour & Employment, Litigation and Real Estate.

Simon Shang & Partners supports lifelong learning among its lawyers by encouraging them to attend various seminars in their fields of specialisation and providing them with ongoing legal training and feedback from more experienced lawyers within the firm.

### Shanghai Office

14F, Yinfa Building  
1068 Beijing Road (W)  
Shanghai 200041  
China

Tel: +86 21 6253 3606

[www.ssplawyer.com](http://www.ssplawyer.com)

### CAREER OPPORTUNITIES

Simon Shang & Partner offers summer internship opportunities to select law students.

The firm looks for candidates who demonstrate initiative, excellent legal skills, maturity, professionalism, leadership and responsibility. It also takes into consideration academic achievements but gives priority to candidates who are open to challenging work and willing to take responsibility.

For more information on the summer internship programme and application process, students are advised to contact the firm directly via email at [info@ssplawyer.com](mailto:info@ssplawyer.com).

## SINGAPOREAN FIRMS

### ALLEN & GLEDHILL

#### FIRM PROFILE

Allen & Gledhill is one of Singapore's top four local law firms. Its position in the market is due to its size, depth, and the quality of transactions it engages in. It has received numerous accolades and awards from respected legal publications and directories. Often engaged in work of an international nature, Allen & Gledhill maintains contacts in jurisdictions around the world. Allen & Gledhill is the only law firm in Singapore which is consistently ranked at the top of the league tables for every major area of its practice: Finance Services, Corporate & Commercial, Intellectual Property & Technology, Litigation & Dispute Resolution and Corporate Real Estate.

#### Singapore Office

Allen & Gledhill LLP  
One Marina Boulevard #28-00  
Singapore 018989  
Singapore

Tel: +65 6890 7188  
Fax: +65 6327 3800

[www.allenandgledhill.com](http://www.allenandgledhill.com)

#### CAREER OPPORTUNITIES

##### Traineeships

##### *Information*

Each Practice Trainee will be assigned to a Partner in the firm who is qualified to be a Supervising Solicitor.

The Practice Trainee Programme consists of the following components:

- Assisting Supervising Solicitor in drafting, advising, minuting, researching, organising etc.
- Mentor-mentee interactions between Supervising Solicitor and Practice Trainee
- Assisting other Partners/Associates on matters in another practice area not covered by Supervising Solicitors.
- Formal seminar sessions on core corporate and litigation issues.
- Variety of teaching techniques used during seminars, including case studies, quizzes and role-plays.
- Ready access to database of memos, manuals and other reference materials

Areas of practice in which a Practice Trainee will be exposed to include:

- Civil litigation
- Criminal litigation
- Corporate transactions

There are regular social events so the Practice Trainees can get together in an informal environment either to meet Partners and Associates, or to interact amongst themselves. Weekly teas are organised so Partners, Associates and Practice Trainees get a chance to mingle and meet members of other departments within the firm.

### *Benefits*

Trainees will receive

- Monthly honorarium of \$2000
- Attendance at Allen & Gledhill's in-house structured training programmes

### *Applications*

Applications can be sent via email ([trainingcontracts@allenandgledhill.com](mailto:trainingcontracts@allenandgledhill.com)) and should include:

- A completed application form:  
Can be downloaded from [www.allenandgledhill.com/pdf/Application%20FORM%20F.doc](http://www.allenandgledhill.com/pdf/Application%20FORM%20F.doc)
- If you are in your penultimate year of university study, provide academic transcripts of results achieved in the first three LL.B. examinations (scanned copies)
- Copies of "O" and "A" level certificates (scanned copies)

### Vacation Placements

Vacation placement applications are welcomed from law students. Placements provide an invaluable insight into the work Allen & Gledhill does and the atmosphere and work ethic it tries to foster.

Allen & Gledhill is divided into six departments:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| • Corporate Mergers & Acquisitions | • Financial Services                 |
| • Corporate & Commercial           | • Intellectual Property & Technology |
| • Corporate Real Estate            | • Litigation & Dispute               |

The firm will try to place trainees in the practice area they have expressed interest in. Trainees are required to sit with a partner who will act as a mentor for the duration of the placement and who will be responsible for ensuring that trainees gain exposure to as wide a range of work as possible.

Placement Periods for 2011: **8 August - 26 August 2011**

Applications close on **31 May 2011**.

### *Applications*

Applications for placements can be sent via email ([attachments@allenandgledhill.com](mailto:attachments@allenandgledhill.com)) and should include:

- Transcripts of results achieved in LL.B. examinations to date
- Copies of "O" and "A" level certificates
- Details of interests, hobbies, overseas travel
- Extra-curricular activities (highlight any positions of responsibilities)
- Prizes or awards
- In about 100 words, explain the reason for undertaking a vacation placement with the firm and willingness to achieve.
- Preferred areas of practice

## DREW & NAPIER

### FIRM PROFILE

Drew & Napier LLC is one of Singapore's leading and largest law firms, with over 250 employees. It has a prestigious reputation in three different countries. Its legal services are focused on building long-term relationships with clients by understanding clients' needs and objectives and making comprehensive legal solutions accessible to clients.

The firm is consistently rated top tier in dispute resolution, along with its solid expertise in civil and commercial practice. Drew & Napier not only offers clients general legal advice but also has specialist business groups for specific areas including Corporate Insolvency & Restructuring, Intellectual Property (Patents, Trademarks and Copyright), Competition & Antitrust, Telecommunications, Media & Technology and Tax, with market leading practices in Mergers & Acquisitions, Corporate Finance, and Admiralty & Shipping.

### Singapore Office

Drew & Napier LLC  
20 Raffles Place  
#17-00 Ocean Towers  
Singapore 048620  
Singapore

Tel: +65 6535 0733  
Fax: +65 6535 4906

[www.drewnapier.com](http://www.drewnapier.com)

### CAREER OPPORTUNITIES

#### Clerkship

Drew & Napier offers select students an opportunity to undertake a clerkship at their Singapore office in the following practice areas:

- Building & Construction
- Competition Law
- Corporate Insolvency & Restructuring
- Corporate & Finance
- Intellectual Property
- Litigation & Dispute Resolution
- Shipping & International Trade
- Tax & Private Client Services
- Telecommunications, Media & Technology

Each clerk will be assigned a mentor who will guide the clerk in tasks such as client management, court appearances and legal research and drafting. Clerks will also be invited to attend various meetings involving litigation or corporate matters, in-house legal seminars and social functions of the firm.

#### *Duration*

Usually four weeks but shorter and longer periods may be considered on a case-by-case basis. Clerkships are offered from May-August and December each year.

#### *Applications*

All undergraduate law students who have completed 1<sup>st</sup> year of law are eligible to apply.

Applicant must include a resume with following details:

- Personal particulars, including nationality, mailing address, email address and contact numbers
- Academic performance at secondary and tertiary levels (with breakdown of results for each subject)

- Awards/Prizes/Scholarships
- Extra-curricular activities
- Law subject selections
- A current passport size photograph
- Preferred area of practice during clerkship
- Any other information which an applicant may consider of interest

Applications should be sent via mail (attn: Singapore Clerkship) to the contact details above.

Applications close at the end-of-March.

#### Practice Training Contracts

Drew & Napier offers a structured and comprehensive training programme for graduates. Each trainee will have a Director as a supervising solicitor and a junior lawyer as a mentor. During the training practice period, trainees will be exposed to at least 2 of the following areas of practice:

- |                       |                      |
|-----------------------|----------------------|
| • Civil litigation    | • Corporate practice |
| • Criminal litigation | • Conveyancing       |

Training undertaken will include:

- |                                   |  |
|-----------------------------------|--|
| • Client care and management      | • Negotiation  |
| • Drafting                        | • Advocacy   |
| • Legal research                  | • Professional responsibility, etiquette and conduct |
| • Conducting due diligence        |  |
| • Case and transaction management |  |

#### *Applications*

Applicants are advised to send in applications after the release of 3rd year results. The firm may consider earlier applications on account of urgency or other reasons.

Applications should include:

- Personal particulars, including nationality, date of birth, foreign identification number (usually passport number), mailing address, email address and contact numbers.
- Academic performance at secondary and tertiary level (with breakdown of results for each subject)
- Awards/Prizes/Scholarships
- Extra-curricular activities
- Final-year law subject selections
- A recent passport size photograph
- Any other information which applicant may be of interest

Application can be sent via mail (attn: The Recruitment Director) or email at [recruit@drewnapier.com](mailto:recruit@drewnapier.com).

Short-listed applicants will be invited for a interview with a selection panel.

# **KHATTARWONG**

## **FIRM PROFILE**

With more than 120 lawyers and support professionals in offices and associated offices around Asia, KhattarWong is an established Asian firm which marries local legal expertise with global knowledge to deliver results of an international standard. The firm's area of practice include intellectual property & technology, banking, finance & property, criminal law, litigation & dispute resolution, corporate & securities laws, shipping and tax & trusts.

The firm believes in attracting and developing talents and so encourages lifelong learning among its lawyers by providing continuous training for its lawyers and support professionals. It also actively gives back to the community through its pro bono legal services to the less privileged.

## **Singapore Office**

KhattarWong  
80 Raffles Place  
#25-01 UOB Plaza 1  
Singapore 048624  
Singapore

Tel: +65 6238 3047  
Fax: +65 6534 4892

[www.khattarwong.com](http://www.khattarwong.com)

## **CAREER OPPORTUNITIES**

### Internships

Internships with the firm range between one to six months, where interns have the chance to work with the various departments within the firm.

Interested applicants are to submit the following either by post or email ([career@khattarwong.com](mailto:career@khattarwong.com)):

- Resumes complete with academic results and achievements; and
- Key areas of interest

Undergraduate law students at any stage in their studies may apply. The firm is looking for applicants with a high degree of initiative and strong academic background.

### Training Contracts

Candidates may rotate 2 to 3 departments with varying periods within each department depending on the length of their training contract. Training contracts may be either 6 months or 12 months long.

Application method is similar to that of internships.

For further information, contact Ms Nicole Tan Siew Ping (Partner-in-charge of Pupil Affairs) or visit the website.

# RAJAH & TANN

## FIRM PROFILE

As one of the largest full service law firms in Singapore and the Asia Pacific, Rajah & Tann's practices are highly regarded by prestigious international publications like Asia Pacific Legal 500 and Chambers Global. Last year, Rajah & Tann was the only Asian firm to be ranked among the top 25 international arbitration practices in the world. With offices in Singapore, Shanghai and Kuala Lumpur, the firm combines local knowledge with legal and commercial expertise of international standard. The firm's shipping, litigation and arbitration practice is among the top 30 firms in the world, with its shipping practice group dominating the Singapore maritime scene.

## Singapore Office

Rajah & Tann  
9 Battery Road  
#25-01 Straits Trading Building  
Singapore 049910  
Singapore

Tel: +65 6535 3600  
Fax: +65 6225 9630

[www.rajahtann.com](http://www.rajahtann.com)

## CAREER OPPORTUNITIES

### Internships

Rajah & Tann welcomes Australian law students to apply for its internship programme. Interns will attend court proceedings, meetings and perform other tasks normally expected from a lawyer, such as doing research and preparation of legal documents.

The one month internship period however, runs between the months of May and September. Interns may choose from the following practice areas and as far as possible, will be allocated the Practice Group of their choice:

- |                                   |                             |
|-----------------------------------|-----------------------------|
| • Admiralty & Shipping            | • Competition & Trade       |
| • Appeals and Issues              | • Construction              |
| • Corporate                       | • China Service             |
| • Business Finance and Insolvency | • International Arbitration |
| • Commercial Litigation           | • Technology                |

Interested applicants must attach a recent photograph and their CV including

- |  |                                       |
|--|---------------------------------------|
| • Applicant's year of study              | • Extra-curricular activities         |
| • Applicant's preferred area of practice | • An email address for correspondence |
| • Grades and subjects for LL.B. to date  |                                       |

*Application dates: 1 February-15 March*

Applications may be made by post (attn: HR Department [Internship]) or email ([recruitment@rajahtann.com](mailto:recruitment@rajahtann.com)).

Applicants will be informed of the outcome of their applications by 15 April, or within one month of the deadline for applications

### Training Contract

Candidates may include their preferred core practice group of choice during the interview process. Trainees can expect to receive work from both their Supervising Solicitor and other partners and lawyers in the practice group. The firm runs an in-house training programme, called 'Raising The Bar', aimed to provide both trainees and associates with the practical skills to equip them for professional practice life.

Upon completion of your practice training contract, the firm will reimburse the course fee of the Singapore Bar Examinations Course, Board of Legal Education registration, Electronic Filing Service course fees and Legal Workbench, together with other related expenses.

Applications may be made by post (attn: The Recruitment Committee) or email ([recruitment@rajahtann.com](mailto:recruitment@rajahtann.com)).

# SHOOK LIN & BOK LLP

## FIRM PROFILE

Shook Lin & Bok LLP is the commercial law firm, specialised in Corporate and Intellectual Property (IP), located in Malaysia and Singapore. It has experience representing commercial sectors such as banks, financial institutions and multinational corporations in Asia. It has the dynamic working environment with lawyers from diverse legal education and language capabilities, namely the United States, the United Kingdom and Australia.

Shook Lin & Bok Singapore, reflecting Singapore's economy, is a full-service corporate, banking and finance firm advising Singapore and multinational clients on their transactions and resolution of disputes in Asia.

## Singapore Office

Shook Lin & Bok LLP  
1 Robinson Road  
#18-00 AIA Tower  
Singapore 048542  
Singapore

Tel: +65 6535 1944

Fax: +65 6535 8577

Email: [slb@shooklin.com.sg](mailto:slb@shooklin.com.sg)

[www.shooklin.com](http://www.shooklin.com)

## *Areas of Practice:*

Banking, Corporate & Corporate Finance, Regulatory, Trusts & Estates, Property, Litigation & Arbitration, Restructuring & Insolvency, Technology, Media & IP.

## CAREER OPPORTUNITIES

### Pupillage Programme

Shook Lin & Bok, in Singapore office, seeks for high-achieving law students to participate in Pupilage Program. The successful applicants will have the opportunity to be exposed to all areas of work, including rotating between two practice areas of law, subject to the needs of the various practice groups and, where they can be accommodated, the individual preferences of applicants.

### *Application Process*

Pupillage Program commences June each year. Applications in writing to be submitted and marked for the attention of the Recruitment Partner (refer to the contact details above).

Applicants may also submit by email to [recruitment@shooklin.com.sg](mailto:recruitment@shooklin.com.sg), enclosing:

- a) Academic Transcripts (both secondary and tertiary education)
- b) Subjects taken thus far at law school (with actual marks where available and estimated marks where unavailable)
- c) Subjects expected to be taken in the coming year of law school
- d) Candidate's own estimation of the ultimate class of his or her degree
- e) Resume and Cover letter (optional)
- f) A recent copy of passport-sized photograph.

# WONGPARTNERSHIP

## FIRM PROFILE

WongPartnership is one of the four largest law firms in Singapore. The firm offers a full range of legal services and has a leading presence in the core practices of Banking, Capital Markets, Corporate, Dispute Resolution, Fund Management, Litigation, Mergers & Acquisitions and Real Estate. WongPartnership is consistently ranked at the highest levels by major regional and international commentators in all its major practices.

Awards WongPartnership have won include the Singapore National Law Firm of the Year Award (2010), the Singapore Law Firm of the Year (2009) and the National Firm of the Year – Singapore (IFLR Asia Awards 2009).

## Singapore Office

WongPartnership LLP  
1 George Street  
#20-01  
Singapore 049145

Tel: +65 6416 8000  
Fax: +65 6532 5717

[www.wongpartnership.com](http://www.wongpartnership.com)

## CAREER OPPORTUNITIES

### Training Contracts

The training contract is an integral part of any practising Singapore lawyer's career. WongPartnership knows that it is important for a practice trainee to be part of a training contract that is serious about growth and success as a legal practitioner.

At WongPartnership, practice trainees are treated as future lawyers of the firm. Trainees will be exposed to a wide range of work, involved in work cases from start to finish and assimilated into the Firm's ethos and culture. Trainees are assigned to a partner mentor who will provide personal guidance and support and ensure that trainees are making suitable progress throughout the duration of the programme. Trainees get the opportunities to practice in an area of their interest as well as rotate to other practice areas.

### *Remuneration and Benefits*

The current package for practice trainees include:

- A monthly allowance of \$2000 per month during the training contract and honorarium of \$500 per month for time spent at Part B of the Bar Examinations;
- Medical coverage by the firm's panel of doctors on the same basis as lawyers; and
- Recruitment with a view of retention

### *What does WongPartnership look for in practice trainees?*

A brilliant academic record is not a prerequisite. WongPartnership values:

- A good working attitude
- A desire to learn
- A willingness to contribute
- Team player who can fit into the ethos of the firm

## Internships

Students have the opportunity to intern in the following practices:

- Corporate Group:
  - Competition & Regulatory
  - Corporate/Mergers & Acquisitions
  - Corporate Real Estate
- Financial Services Group:
  - Asset Management & Funds
  - Banking & Finance
  - Capital Markets
  - Financial Services Regulatory
- Litigation & Dispute Resolution Group:
  - Banking & Financial Dispute
  - Commercial & Corporate Disputes
  - General Disputes
  - Infrastructure, Construction & Engineering
  - International Arbitration

Interns will be assigned to a mentor for the duration of their internship and will be offered the opportunity to observe the daily workings of a law firm. They will also engage in the various aspects of the firm's practices.

There is a standard programme of two weeks, but the firm is happy to consider tailoring the programme to suit particular interests.

### *Applications (both Internships and Training Contracts)*

Submit applications upon receipt of 3<sup>rd</sup> year Semester One results.

Applications for a training contract should indicate the following:

- LL.B. examination results;
- GCE "O" and "A" Level examination results;
- Prizes, scholarships awarded;
- Extra-curricular activities;
- Anticipated scheduled time to sit for Part A and Part B of the Bar Examinations (only for training contract applications); and
- Preferred area(s) of practice

Completed applications with a recent photograph and resume should be sent to the Recruitment Partner (Training Contract) or email at [joinus@wongpartnership.com](mailto:joinus@wongpartnership.com).

Note: Only short-listed applicants will be notified.

## UNITED KINGDOM FIRMS

### ALLEN & OVERY (UNITED KINGDOM)

*'An international legal practice in 36 major cities worldwide'*

#### FIRM PROFILE

Allen & Overy is a leading international law firm, and one of United Kingdom's magic circle law firms. It has, among others, received many awards for its tax and real estate practices this year. Despite its broad international cover of about 5,000 staff working in 36 major centres worldwide, the firm aims to build deep and well-connected local law practices so as to provide both the best and workable legal solutions to global and national clients.

Allen & Overy bases its practice on 6 core values – excellence in everything and everyone, dedication to its clients, helping its people achieve their potential, respecting every individual, working together as one firm and abundant in entrepreneurial spirit and energy. More than that, the firm also strongly believes in giving back to the community through its pro bono efforts. Its "Access to Justice" programme partners with organisations to ensure that all people have access to representation and are protected under the law.

#### London Office

**Bishop Square**  
One Bishop Square  
London E1 6AD  
United Kingdom

**Canary Wharf**  
40 Bank Street  
London E14 5DU  
United Kingdom

Tel: +44 (0) 20 3088 0000  
Fax: +44 (0) 20 3088 0088

[www.allenoverly.com](http://www.allenoverly.com)

#### CAREER OPPORTUNITIES

##### Vacation Clerkship

Allen & Overy offers winter and summer clerkships.

##### *Winter Clerkship 2010:*

- Runs for 7 days – usually 14-22 December
- Applications: **1-31 October 2010**

##### *Summer Clerkship 2011:*

- For penultimate undergraduate students
- 3-week vacation programme
- Applications open on **1 November 2010**

##### Training Contracts

The firm provides the Allen & Overy Legal Practice Course (LPC) at The College of Law in London, which all future trainees must complete before beginning their 2-year training contract with the firm.

Applications for 2012 are now closed.

Applications for 2013/2014 open between June and July 2011. Applicants should check the firm website closer to date. Applicants are also advised to visit [www.aograde.com/ApplyNow](http://www.aograde.com/ApplyNow) for further information.

# ASHURST

## FIRM PROFILE

Ashurst is a leading international UK law firm with extensive experience in complex legal and regulatory issues relating to cross-border transactions. The firm is located in 14 major cities world-wide with over 20 partners. The firm distinguishes itself by being able to blend blue chip clients, global reach and headline-making work with a friendly culture and innovative career structure.

Ashurst's main practice areas include corporate and commercial, dispute resolution, EU & Competition, Employment Pensions & Incentives, Energy, Transport & Infrastructure, International Finance, Real Estate and Tax.

## London Office

Broadwalk House  
5 Appold Street  
London EC2A 2HA  
United Kingdom

Tel: +44 (0) 20 7638 1111

Fax: +44 (0) 20 7638 1112

[www.ashurst.com](http://www.ashurst.com)

## CAREER OPPORTUNITIES

### Vacation Placements

The placement experience at Ashurst includes:

- A placement in a different department each week
- Shadowing a solicitor and participating in his or her work
- Listening to talks regarding the firm and its practice areas
- Attending social events

### ***Application Dates***

The 2010 vacation placements have been filled. The 2011 vacation dates have not yet to be released. However, **estimated application opening date is December 2010.**

### Training Contracts

Trainees are given the opportunity to work in four practice areas over their two year training contract, with one rotation in corporate and another in international finance.

Trainees will experience:

- Meeting clients
- Writing letters
- Drafting agreements
- Negotiation & Corporate tax
- Stress management

### ***Application Dates***

The 2012 Programme positions have been filled. The 2013 Training Contracts dates have not yet to be released. However, **estimated application opening date is March 2011.**

## BERWIN LEIGHTON PAISNER

### FIRM PROFILE

Berwin Leighton Paisner LLP (BLP) is a premier, full-service law firm headquartered in London. Awarded Law Firm of the Year 2010 (The Lawyer), the firm offers commercial legal advice that helps major public and private companies, financial institutions, public sector bodies and private clients to achieve their goals. Its service extends to over 65 jurisdictions, with offices in Abu Dhabi, Brussels, Moscow, Paris and Singapore.

BLP has experience stretching across many industry sectors and practice areas, including commercial, media and telecommunications, corporate finance (mergers and acquisitions, equity capital markets), dispute resolution (international arbitration, corporate and commercial disputes), EU competition (EU law, abuse of dominance, cartels), finance (banking, debt capital markets), human resources (employment, pensions), intellectual property (IP and retail, patents, media and defamation), real estate, insolvency and tax.

### London Office

Berwin Leighton Paisner LLP  
Adelaide House  
London Bridge  
London EC4R 9HA  
United Kingdom

Tel: +44 (0) 20 3400 1000

[www.blplaw.com](http://www.blplaw.com)

### CAREER OPPORTUNITIES

#### Training Solicitors

BLP selects trainees that are capable of bringing a fresh perspective to their work. It values original thought and looks for trainees that are ready to stand out and be different, with the ability to think creatively and understand the commercial world.

40 trainees are accepted each year, split between a September and a March intake. Current recruitment is for **September 2012** and **March 2013**.

Applications for training contracts must be received by **31 July each year**.

#### Vacation Schemes

BLP runs an Easter vacation scheme and 3 summer vacation schemes each year. Successful applicants will sit in departments of their choice and get to experience what it is really like to work for a City law firm.

Applications for places on the 2011 schemes will open on 1 November 2010 and will close on 31 January 2011.

#### Application Process (for both traineeships and vacation schemes)

- Online application form at [www.blplaw.com/index.cfm/Application\\_Process/1238/element/84670](http://www.blplaw.com/index.cfm/Application_Process/1238/element/84670)
- Telephone interview
- Assessment Centre
- Vacation scheme – if applied for
- Partner interview

# CLIFFORD CHANCE

## FIRM PROFILE

Clifford Chance is one of the world's leading law firms. The firm operates on a large scale, with a depth of legal resources across the three key markets of the Americas, Asia and Europe. It focuses on the core areas of commercial activity: Capital Markets; Corporate and M&A; Finance and Banking; Real Estate; Tax; Litigation and Dispute Resolution; Pensions and Employment; Litigation and Dispute Resolution. Clifford Chance has offices in 20 countries. Its lawyers advise internationally and domestically; under common law and civil law systems; in local and cross-border transactions.

## London Office

Clifford Chance  
10 Upper Bank Street  
London E14 5JJ  
United Kingdom

Tel: +44 207 006 1000

[www.cliffordchance.com](http://www.cliffordchance.com)

## CAREER OPPORTUNITIES

### Training Contracts

As a trainee at Clifford Chance you will receive a great deal of support, both in terms of mentoring and training. This will help you gain the experience that will help you develop your skills - whether in a particular seat in London, a placement in one of its overseas offices, or on secondment to a client.

Over the two years of your training contract, you will complete four rotations in the firm's practice areas. These are known as 'seats'. The purpose of doing a number of seats is to give you a broad experience across the business and the opportunity to work with different teams and clients, and potentially in different jurisdictions. As part of the SRA requirements for qualification, you must gain experience in at least three different areas of law during your training contract, including one that involves contentious work. In addition to the SRA requirements, you are required to gain experience in at least two of the following core practice areas - Banking & Finance, Capital Markets, and Corporate. It is both possible and beneficial for you to take one of your seats in one of the firm's overseas offices.

While taking into account the needs of each business group and a number of other factors, the firm will try to allocate you to one of your preferred groups.

### *Dates and Deadlines*

For traineeships beginning August 2012 and February 2013, applications close 31 July 2010.

### Vacation Scheme

Clifford Chance runs a four-week scheme during the summer holidays. Its vacation scheme is aimed at penultimate-year students from any discipline and any country. If you join the vacation scheme and have the relevant language skills, you might have the chance to spend two weeks in one of the firm's European offices.

### *Benefits of the Scheme*

The scheme provides quality work experience and work-related learning. You will be involved in live projects, with the support of a closely integrated team of qualified lawyers and trainees. You will also participate in a variety of training exercises, social and networking events.

As well as a salary of £270 per week, you'll have full use of the firm's facilities, including the staff restaurant, swimming pool and state-of-the-art fitness centre. You gain the chance to work alongside and learn from the professionals in the business, exploring your career aspirations while developing your skills and commercial awareness.

### *Application Dates*

For June-July Scheme in 2011, check the website closer to the date for a more specific deadline. Applications are predicted to open around September 2010.

### Application Process

#### 1. Application

- Apply online, thinking of what the firm looks for and how you can demonstrate these qualities.
- Visit the website: [gradsuk.cliffordchance.com/apply-now.html](http://gradsuk.cliffordchance.com/apply-now.html)

#### 2. Situational judgement test

- If your application passes the initial screening, you will be asked to complete the situational judgement test (SJT).
- This is a short questionnaire, comprising a series of situations or scenarios similar to those you may encounter as a trainee.
- The SJT is designed to help you to understand more about what it might be like to work for Clifford Chance and to examine, through your responses, your suitability for the role for which the firm is recruiting.
- There is no time limit but the questionnaire should take you approximately 20 minutes to complete.

#### 3. Online verbal reasoning test

- The firm will look at your responses to the situational judgement test and your application form.
- If you pass the SJT you will be invited to complete a short online verbal reasoning test.
- You will have 15 minutes in which to complete the test.

#### 4. Assessment Day

- All assessments are held at the London office.
- The assessment day includes:
  - Interview
  - Paper-based verbal reasoning test
  - Group exercise

## **CLYDE & Co.**

### **FIRM PROFILE**

Clyde & Co is a leading international law firm, which works worldwide across 120 countries. The firm's headquarter is located in London, and has 23 offices across Europe, the Middle East, Asia, North, Latin America and Africa. Its services are cross border, high profile and complex. As well as corporate and commercial law, the firm has strength in industrial areas, namely aviation, energy and transport. Clyde & Co's lawyers are qualified to practice in more than 17 jurisdictions and able to provide services in over 37 languages as of 2010.

### **London Office**

Clyde & Co.  
51 Eastcheap  
London EC3M 1JP  
United Kingdom

Tel: +44 (0) 20 7623 1244

Fax: +44 (0) 20 7623 5427

[www.clydeco.com](http://www.clydeco.com)

### **CAREER OPPORTUNITIES**

#### Summer Vacation Placement

Vacation Placement runs for two weeks. The interns are expected to assist lawyers in different practice areas and handle a range of work types. By the end of the programme, interns will gain experience of commercial law in practice. Examples of work experience may include negotiation, attending trials and meetings, and liaising with clients.

#### *Eligibility and Criteria*

- Penultimate year law student,
- Final year in other disciplines, or
- Candidates who are currently undertaking the GDL or LPC.

#### *Programme Timeline*

In 2010, successful applicant was allocated into one of the following 2-week programmes.

1. 21 June to 2 July 2010
2. 19 July to 30 July 2010

For applications to London Vacation Placement in 2011, applicants should refer to the website for more details.

Applications for the summer 2011 placement programme are expected to close at the end-of-January 2011.

#### Graduate Contract

Contact Hayley Ives (Trainee Solicitor Recruitment Administrator), Email: [theanswers@clydeco.com](mailto:theanswers@clydeco.com)

## FRESHFIELDS BRUCKHAUS DERINGER (UNITED KINGDOM)

### FIRM PROFILE

Freshfields Bruckhaus Deringer (Freshfields) is a leading international law firm, providing business law advice of the highest quality throughout Europe, the Middle East, Asia and the US. The firm strives towards excellence, outstanding teamwork, imagination and trusted relationships with clients and communities. It also takes a strong initiative in pro bono work. Awards the firm has received in 2010 include The Coffey International Award (Big Tick Awards for Excellence) and the European Law Firm of the Year (Chambers Europe Awards for Excellence). Areas of practice include corporate, dispute resolution, finance, employment, energy and intellectual property.

### London Office

Freshfields Bruckhaus Deringer LLP  
65 Fleet Street  
London EC4Y 1HS  
United Kingdom

Tel: +44 (0) 20 7785 5554

[www.freshfields.com](http://www.freshfields.com)

### CAREER OPPORTUNITIES

The firm offers both traineeships and vacation placement schemes.

#### Training Contracts (\*Estimated)

2012 traineeships

**close on 31 July 2010**

2013 traineeships

**close around 31 July 2011 \***

\*NOTE: for details, check the following website closer to the date

[www.freshfields.com/uktrainees/meetujoinus/application.forms/](http://www.freshfields.com/uktrainees/meetujoinus/application.forms/)

#### Vacation Placements

The Firm hopes to give successful applicants an insight into the culture of the firm and the work it does through the vacation placements. Successful applicants will spend three weeks in the practice group of his or her choice and work closely with an associate mentor. They will also be allocated a partner minder and trainee buddy to ensure that the applicant is fully integrated into the professional and social life of the firm throughout the duration of the vacation scheme. Interns will attend an induction programme, plan and execute a group project, undertake an individual research task with a partner minder and take part in a one-day mock transaction.

The deadline for applications for our 2010 scheme has now passed. Information about the Firm's 2011 scheme will be available later this year:

[www.freshfields.com/uktrainees/meetujoinus/vacation/](http://www.freshfields.com/uktrainees/meetujoinus/vacation/)

#### *Scheme dates 2010:*

- 21 June to 9 July
- 12 July to 30 July
- 2 August to 20 August

**2011 Scheme Applications should arrive by October 2010.**

Application Process

Applications should be made on the Firm's online application form, a link to which can be found on the Apply page: [www.freshfields.com/uktrainees/meetusjoinus/applicationforms/](http://www.freshfields.com/uktrainees/meetusjoinus/applicationforms/)

Once applicants have submitted their form, they will receive an email from the Firm inviting them to take an online verbal reasoning test. Applicants will be given full instructions and the chance to take a practice test before taking the real thing. Applicants have seven days from the date of submission of the form, to take the test. If the applicant does not complete the test within seven days the Firm will assume that the applicant does not wish to continue with his or her application and the Firm will withdraw the latter accordingly.

To find out more about the verbal reasoning test and do some practice tests before applying, please go to: [www.shldirect.com/](http://www.shldirect.com/).

Should the Firm offer selected applicants an interview, the Firm will require the applicant to arrange a convenient time with the Firm.

Interviews are held in the Firm's London offices. There are two interviews, preceded by a written exercise (for which no legal knowledge is required). After the interview the applicant will be given a tour of the Firm's offices by one of the Firm's trainees.

# HERBERT SMITH LLP

## FIRM PROFILE

Herbert Smith LLP is an international law firm, with offices in London (Headquarter) and 12 offices across Europe and Asia, employing over 1200 lawyers. The firm specialises in Litigation and Corporate Law (in particular, Mergers & Acquisitions and equity capital markets). Its main clients are prominent global and national businesses that it serves from a network of offices in Asia, Europe and the Middle East.

Herbert Smith aims to prioritise its international growth by deepening client relationships both domestically and internationally. Herbert Smith has recently received awards such as Litigation Team of the Year (The Lawyer Award), Law Firm of the Year (Asia) and Best client training Award, all in 2010.

### ***Areas of Practice:***

Corporate, Dispute Resolution, Employment, EU & Competition, Finance, Intellectual Property, Real Estate

## CAREER OPPORTUNITIES

### Training Contracts

#### *Eligibility:*

Penultimate and final year law undergraduates, final year non-law undergraduates, and all graduates are eligible to apply.

#### *What will you do?*

During the two-year training contract, trainees move between four seats of six months each, with the chance to select which areas they wish to spend time in prior to each rotation. This will also include the opportunity of a secondment – either with a client or in one of its international offices. In each seat, trainees will work closely with an associate or partner who will provide guidance to the trainee in undertaking various tasks and responsibilities.

#### *Application Timeline:*

The deadline for training contract applications (commencing in March/September 2013) is **31 July 2011**.

For further information, contact recruitment manager at [graduate.recruitment@herbertsmith.com](mailto:graduate.recruitment@herbertsmith.com).

## London Office

Herbert Smith LLP  
Exchange House  
Primrose Street  
London EC2A 2HS  
United Kingdom

Tel: +44 (0) 20 7374 8000

[www.herbertsmith.com](http://www.herbertsmith.com)

### Vacation Internship

Location: Hong Kong, London and Singapore

#### *Eligibility:*

- Graduates and students from the United Kingdom and around the world in their penultimate or final year of law or non-law studies are eligible.
- The firm also accepts applications from second year students of four-year law degrees if their third year is spent abroad.

#### *What will you do?*

Interns will be assigned practical client-based tasks and will be working under the supervision of a partner or associate. Interns will also be involved in workshops and presentations on the various practice areas of the firm.

#### *Application Timeline*

Applications for winter 2010 and spring and summer 2011 will open on **1 October 2010**.

## HOGAN LOVELLS (UNITED KINGDOM)

### FIRM PROFILE

Hogan Lovells is the combination of 2 top international law firms and has over 40 offices in Asia, Europe, Latin America, the Middle East and in the United States. The firm is one of the world's leading law firms and prides itself on both the breadth of its practice as well as depth of industry knowledge.

The firm's London office provides a wide range of commercial legal advice to a multinational client base. With a comprehensive range of practice areas, the firm is able to advise their clients through the full cycle of their transactions. For the second year running, the firm was awarded the European Trade Mark Firm of the Year, among others. In addition, the firm is active in its pro bono work, through community fundraising and charitable giving.

### London Office

Hogan Lovells International LLP  
Atlantic House  
Holborn Viaduct  
London EC1A 2FG  
United Kingdom

Tel: +44 20 7296 2000  
Fax: +44 20 7296 2001

[www.hoganlovells.com](http://www.hoganlovells.com)

### CAREER OPPORTUNITIES

#### Vacation Schemes

The firm offers up to 50 places for 2 vacation schemes from June to August. Interns will split their time between 3 of the firm's major sectors – corporate, finance, dispute resolution and commerce.

Interns should expect to work on live cases with real clients, just like trainees. The work includes drafting, attending meetings, doing legal research and if possible, attending court. Interns are also encouraged to attend lunchtime talks and workshops, learn how to run a meeting, work with other intern students and receive training in presentation skills, attend an advocacy workshop and participate in a variety of social events where they will have the opportunity to meet with trainees, lawyers and partners.

Applications for 2011 vacation scheme opens in **October 2010**.  
Application deadline for 2011 vacation scheme is **31 January 2011**.

#### Training Contracts

New trainees will join the firm in either the February or August intake.

Applications for training contracts for August 2012 and February 2013 have now closed.

#### *Application Period:*

Penultimate year students are encouraged to apply for training contracts for August 2013 and February 2014 as **early May or June 2011**. Applications from penultimate year law students should be submitted before 31 July after applicants have received their penultimate year exam results. They will then be interviewed in August to join the firm as a trainee two to three years later.

# HOLMAN FENWICK WILLAN

## FIRM PROFILE

Holman Fenwick Willan is a global law firm, advising on all aspects of international commerce. From the inception of the business idea, through to advising on risk management, business strategy and financing, the firm covers the whole life-cycle of business. With some 300 lawyers operating in eight countries, the firm provides a global and seamless service 24 hours a day.

The firm advises clients on a range of legal issues, with business sectors ranging from aviation, banking, commodities, insurance, defence, logistics, mining, energy and exploration. Giving back to the whole society is also a priority at Holman Fenwick Willan, with partners and associates encouraged to spend time on our various worldwide pro bono initiatives.

Holman Fenwick Willan has offices in London, Paris, Rouen, Brussels, Piraeus, Dubai, Hong Kong, Shanghai, Singapore, Melbourne and Sydney.

## London Office

Holman Fenwick Willan LLP.  
Friary Court  
65 Crutched Friars  
London EC3N 2AE  
United Kingdom

Tel: +44 (0) 20 7264 8000

[www.hfw.com](http://www.hfw.com)

## CAREER OPPORTUNITIES

### Trainee Solicitors

Holman encourages students of all disciplines to apply to join as trainee solicitors.

### *Requirements*

- Excellent secondary school results and a distinction average degree (first and second year results)
- Languages are an advantage.
- Ability to understand complex financial or technical issues
- Achievements in non-academic areas (extra-curricular activities)

### *Trainee experience*

- Trainees are guaranteed interesting and stretching work with an international element.
- Trainees will learn to advise businesses in many sectors making up the world of international commerce (see above for firm sectors).
- Trainees have four six-month seats with a partner or senior assistant, with the opportunity to work in one of the overseas offices.
- Training will be given in research, IT and presentation skills.
- In-house training will be given to develop knowledge of new areas of law.
- Partner guidance and feedback will be given, with assessments at every 3 months.

#### *How to Apply*

- Applications must be online at [www.cvmailuk.com/hfw](http://www.cvmailuk.com/hfw)
- There is a two-interview selection procedure.
- The first interview is normally with a member of the Graduate Recruitment team and an experienced solicitor, and includes a short written exercise.
- The second interview is with the HR & Training Partner and one of the firm's other partners.

#### *When to Apply*

- Apply between 1 January 2011 and 31 July 2011\* (estimated dates) for training contracts starting in September 2013.

#### Vacation Placements

2-week summer placements are offered at the London Office to second year law undergraduates.

#### *How to Apply*

- Applications must be online at [www.cvmailuk.com/hfw](http://www.cvmailuk.com/hfw).

#### *When to Apply*

- Apply between 1 January and 14 February for placements on the summer programme.

# LINKLATERS

## FIRM PROFILE

Linklaters is one of the world's leading law firms with 26 offices in 19 countries. The firm has 3 broad areas of practice – Corporate, Finance & Projects and Commercial. Linklaters is renowned for its work in mergers, acquisitions, flotations, joint ventures and private equity, winning numerous awards for its work in these fields.

The firm is committed to providing internationally recognized learning and development to its employees, ensuring that they obtain excellent career experiences that may propel them to success regardless of whether they remain in the firm or pursue their career elsewhere.

## CAREER OPPORTUNITIES

Linklaters hires Australian undergraduates for clerkships in London as well as in Hong Kong.

### London

The firm offers a 4-week clerkship at Christmas in London for penultimate year Australian law students. Representatives from the firm will come to Australia to interview Australian law students. Successful applicants will be treated like a trainee, where they will sit with a principal and work on ongoing deals. They will also have the opportunity to tackle projects on their own and to develop skills in business analysis, mediation and pitching to a client. Upon completion of the clerkship, students will automatically be offered an interview for a training contract. Successful interviewees will first be supported through College of Law/PLT in Australia and then relocated to London where they complete a two-year training contract before taking the Qualified Lawyers Transfer Test (QLTT) so they may be admitted as a solicitor in England and Wales. At the end of the process, candidates will be qualified in both English and Australian law.

The Australian clerkship opens in March 2011. Visit [www.linklatersgraduates.co.uk/apply.aspx](http://www.linklatersgraduates.co.uk/apply.aspx) for applications.

### Hong Kong

The firm offers a 4-week clerkship in Hong Kong to Australian law students. Applications are done via the online application form on the website (see contact details). The clerkship experience and the process upon completion of clerkship in Hong Kong is similar to that in London.

## London Office

One Silk Street  
London EC2Y 8HQ  
United Kingdom

Tel: +44 20 7456 2000  
Fax: +44 20 7456 2222

## Hong Kong Office

10<sup>th</sup> Floor, Alexandra House  
18 Chater Road  
Hong Kong  
China

Tel: +852 2842 4888  
Fax: +852 2810 8133

[www.linklaters.com](http://www.linklaters.com)

## SIMMONS & SIMMONS (UNITED KINGDOM)

### FIRM PROFILE

Simmons & Simmons international reach and excellent legal service makes it a choice law firm for businesses around the world. With offices in major business and financial centres throughout Europe, the Middle East and Asia, the firm has built a strong international presence with local lawyers, effectively marrying the resources of a large international law firm with local legal expertise to resolve legal problems at a world class standard. The firm offers a wide range of legal services in industries ranging from Aerospace & Defence to Real Estate and Tax. Most notably, the firm was recently awarded the Best Law Firm at the HFM European Hedge Fund Services Award and the Legal Firm of the Year at the Global Investor 10<sup>th</sup> Annual Awards, this year.

### London Office

CityPoint  
One Ropemaker Street  
London EC2Y 9SS  
United Kingdom

Tel: +44 20 7628 2020  
Fax: +44 20 7628 2070

[www.simmons-simmons.com](http://www.simmons-simmons.com)

### CAREER OPPORTUNITIES

The Firm offers both vacation placements and training contracts to Australian law students.

For both the vacation placements and traineeships, the firm is looking not only for those with strong academic background but those with excellent interpersonal relations and ability to work in a team. Applicants for training contracts are expected to have at least a 2.1 in their law degree. The firm also strongly considers well-rounded individuals with hobbies, sporting achievements, work or travel experience. The firm is also interested in individuals who hold positions of responsibility at school, university or previous employment.

#### Work Experience Scheme

Simmons & Simmons offer 20 vacation placements spanning 3 weeks, to penultimate law students. Interns will be rotated to 2 practice areas and will work with a partner or associate who will mentor and encourage the intern throughout the placement. Interns will also be paired with a current trainee who will help the intern to integrate into the firm and the team and participate in a range of challenging work. Interns will be included in all activities of the firm, from departmental events to firm-wide training sessions. The firm has a complete programme of lectures, skills sessions and social events. Interns should also expect to research, draft, take minutes, arrange meetings and work directly with clients. In addition, all interns will be assigned a project to be presented to members of the firm at the end of the vacation placement.

#### ***Placement periods\*:***

13 June – 1 July 2011  
4 July – 22 July 2011

**Application Opens: 1 November**  
**Application Closes: 31 January**

\*Dates are estimated

Application will be done online through the firm's online application system called **cvMailUK**.

### Training Contracts

The firm aims to guide and support trainees on the route to qualification and groom them for future business beyond. Trainees will work alongside industry experts and top lawyers who are advising on high profile projects involving the world's leading businesses.

Trainees are generally encouraged to train at each of the firm's key business areas. Trainees will undergo four 6-month placements within the firm's different practice areas. The firm's core practices are Corporate, Financial Markets and Litigation. The training contract will allow the trainee to experience the full range of work done by the firm. Trainees are given the chance to express a preference within these key areas and the firm will try its best to fulfill his or her wishes. Within each seat, trainees will be mentored by the supervisor whom the trainee shares the office with. The latter will monitor the trainee's workload, expose the trainee to learning opportunities, provide training and give feedback on the trainee's progress on an ongoing basis.

Simmons & Simmons also offer client and international secondments and 80% of the firm's trainees choose to undertake a secondment during their training contract.

Applicants are encouraged to apply for training contracts two years before they commence their traineeship. Trainees will only commence their traineeship after completion of the LPC.

**Application opens: 1 November**

**Application closes: 31 July**

Like the vacation placements, applications are done online.

For additional information, contact Anna King (Graduate Recruitment) at [recruitment@simmons-simmons.com](mailto:recruitment@simmons-simmons.com)

# SLAUGHTER & MAY

## FIRM PROFILE

As one of the world's leading international law firms in corporate, commercial and financing practice, Slaughter and May not only has clients all over the world, but also employees from diverse backgrounds. While the firm provides a full range of legal services, it is most notable for its Corporate Law, Tax and EU/Competition law practices and has recently been ranked as the top law firm in London and UK for its practice in the above fields.

## London Office

One Bunhill Row  
London EC1Y 8YY  
United Kingdom

Tel: +44 20 7600 1200  
Fax: +44 20 7090 5000

[www.slaughterandmay.com](http://www.slaughterandmay.com)

Slaughter & May takes pride in its work. The firm strongly believes that its employees must enjoy their work and that everyone's contribution is essential to the progress of the firm. As such, the firm credits its continuing success to its fundamental principle of equal opportunity. It strives to treat everyone with equal respect and consideration, ensuring that employment opportunities will be based on personal merit.

## CAREER OPPORTUNITIES

### Work Experience Scheme

Slaughter & May welcomes Australian law students to apply for work experience. The schemes applicable to Australian law students are:

- Easter Scheme: 4-15 April 2011
- Summer Scheme: 2 week periods from 20 June 2011 (penultimate year students only)

Applications must be made through the online system.

([www.slaughterandmay.com/careers/work-experience-schemes/apply.aspx](http://www.slaughterandmay.com/careers/work-experience-schemes/apply.aspx))

Applicant must:

1. Complete a short form.
2. Attach a copy of cover letter and CV (includes full breakdown of all examination results)

Application dates:

- Easter Scheme 2011 Applications to be made from 1 November to 17 December 2010
- Summer Scheme 2011 Applications to be made from 1 December 2010 to 14 January 2011.

### Training Contract

All future trainees must attend the Legal Practice Course (LPC) at the BPP Law School in London. The firm will pay course fees and provide a maintenance grant. Australian law graduates will need to study the LPC if they intend to qualify as a solicitor in England and Wales. Trainees are allowed rotation of seats to help them decide what areas of law they are interested in. Each seat lasts 3 or 6 months and trainees may spend at least one of their 2<sup>nd</sup> year seats on secondment.

The application process should begin at least two years before the date of commencement of the training contract. Applicants should aim to submit their applications before commencing their final year of study, after they have received their penultimate year examination results.

Training contracts begin either in March or September.

Application deadline for 2013 intakes is **29 July 2011\***

\*Estimated

Applications should be made through the firm's online application system.  
([www.slaughterandmay.com/careers/trainee-solicitors/apply.aspx](http://www.slaughterandmay.com/careers/trainee-solicitors/apply.aspx))

Applicants must upload their CV which should include:

- Applicant's name, address and other contact details
- Name, address and contact details of an academic referee who knows applicant and applicant's work, or professional referee
- Applicant's qualifications with full percentage breakdown of all results

**For additional information, applicant should contact:**

The Trainee Recruitment Team

Email: [trainee.recruit@slaughterandmay.com](mailto:trainee.recruit@slaughterandmay.com)

The background of the slide is a repeating pattern of various world clocks. The clocks are circular and feature Roman numerals for the hours. They are arranged in a scattered, overlapping manner across the entire slide. The clocks have different color schemes: some have white faces with black hands and text, while others have red or maroon faces with white hands and text. The cities represented on the clocks include Washington, Buenos Aires, Calcutta, Copenhagen, Madras, Rome, Brisbane, and Georgetown. The time zones are indicated by 'A.M.' or 'P.M.' on the clock faces.

# INTERNATIONAL ORGANISATIONS

## INTERNATIONAL COURTS

### INTERNATIONAL COURT OF JUSTICE

#### ABOUT THE COURT

The International Court of Justice (ICJ) is the principal judicial organ of the United Nations (UN). The Court is the only one out of the other 6 organs of the UN to be situated outside New York (United States of America). It is situated at the Peace Palace in The Hague (Netherlands).

The Court's role is to settle legal dispute submitted to it by States, in accordance with international law. The Court also gives advisory opinions on legal questions referred to it by authorised United Nations organs and specialised agencies.

#### Contact Details

International Court of Justice  
Peace Palace  
Carnegieplein 2  
2517 KJ The Hague  
The Netherlands

Tel: +31 (0) 70 302 23 23  
Fax: +31 (0) 70 364 99 28

[www.icj-cij.org](http://www.icj-cij.org)

#### INTERNSHIP PROGRAMME

The ICJ offers internships to students and young professionals who are in the early stages of their careers. The internship allows them to put their knowledge and experience into practice when performing certain tasks for the Court under the supervision of Registry officials.

To apply for an internship applicants are required to:

- Complete the online application form and submit it via the website at [www.icj-cij.org/registry/form.php?init=true](http://www.icj-cij.org/registry/form.php?init=true)
- The application form must be accompanied by a letter of recommendation in electronic format including the contact details of the referee.

Note: All applications will be given careful attention. However, owing to their large number, the Court will not reply to telephone, e-mail or fax enquiries. Should you receive no reaction from the Court within eight months, please consider that your candidacy has been rejected. You may, however, submit a new application.

**Duration:** One to three months

Other information:

- Interns will not receive any financial compensation from the Court and will themselves be responsible for meeting immigration requirements, accommodation, insurance etc.
- All interns are required to sign a written undertaking binding themselves to keep strictly confidential any information obtained during the course of their internship.
- Although only a limited number of internships are offered throughout the year, placements are possible in all departments and divisions of the Registry.
- At the end of the internship, interns will receive a certificate containing a summary of the tasks performed and an evaluation of the work done.

# INTERNATIONAL CRIMINAL COURT

## ABOUT THE COURT

The International Criminal Court (ICC) is the first permanent treaty based international criminal court established to deal with perpetrators of the most serious crimes of international concern. The ICC is a court of last resort that tries persons accused of genocide, crimes against humanity and war crimes and helps end impunity for these perpetrators. The ICC is an independent international organisation, and is not part of the United Nations system. Its seat is at The Hague in the Netherlands. In all of its activities, the ICC observes the highest standards of fairness and due process. The jurisdiction and functioning of the ICC are governed by the Rome Statute.

## Contact Details

International Criminal Court  
Maanweg, 174  
2516 AB, The Hague  
The Netherlands

Tel: +31 (0) 70 515 8515

Fax: +31 (0) 70 515 8555

[www.icc-cpi.int](http://www.icc-cpi.int)

## INTERNSHIP PROGRAMME *(Full-time work between three and six months)*

The Court offers internship placements to highly motivated individuals with good academic qualifications wishing to gain an understanding of the Court's objectives and of the challenges faced by the organisation in general, and a detailed knowledge of the mission and work of one Organ of Court in particular (Presidency and Chambers, Office of the Prosecutor and Registry). The work scope of each intern depends on the Organ of Court in which they are interning with. The Internship is a practical educational experience whereby Interns principally assist the staff of the Court in discharging their duties. Under supervision, Interns are assigned projects and tasks that are relevant to their educational background and interests and provide them with the opportunity to put into practice and further develop their theoretical knowledge.

### Requirements:

Applicants should have a degree or be in the final stages of their degree in university. Applicants should also have outstanding academic performance. Applications to legal positions should have legal expertise in one or more of the following:

- National and International Criminal Law
- Public International Law
- International Humanitarian Law
- Human Rights Law
- Comparative Law
- Criminology

Practical experience is not an essential requirement but is considered by the Court as an asset.

Good oral communication and drafting skills in either one of the Court's working languages (English and French) are required, although working knowledge of the other working language is preferable. Fluency in any one of the other official languages of the Court – Arabic, Chinese, Russian and Spanish – will be considered an asset.

While eligibility requirements are largely dependent on the Organ of the Court which the applicant wishes to intern with, interns are generally expected to be highly motivated, reliable and able to work well in international and multicultural environment.

Documents to be submitted:

- A concise written statement presenting the candidate's reasons for seeking an Internship placement, explaining how their interests and experience (academic and non-academic) meet the requirements of the Divisions/Sections/Units selected on the application form and stating their expectations and the perceived benefits of the placement to their future career. (max 400 words)
- **Two** written references/letters of recommendation from referees familiar with the candidate's academic background, achievements and work, including at least one from an academic instructor. NB referees should not be relatives of the candidates.
- **Copies** of university degrees and/or diplomas in their original language.
- Copies of transcripts of courses taken during university studies (preferably official)
- A short essay (two pages, single spaced, type written) on a topic relevant to the work of the Court and/or specific Organ of the Court.
- Optionally, a recognised and recently passed language certificate in English and/or French, such as the IELTS or TOEFL test, the Cambridge Certificate of Proficiency in English, the DELF, or another recognised language test together with any related score report(s)
- Candidates applying in response to a **specific call for applications** must comply with any additional requirements as stipulated in that call.

Submission Methods: (one of the three options)

1. All applications can be sent to the following address by regular mail.

- Address to: **International Criminal Court  
Internship and Visiting Professional Programme  
Post Office Box 19519  
2500 CM The Hague  
The Netherlands**

2. Applications can be sent by facsimile to the number above.

3. Applications can also be sent in electronic format to [Internship-Visitingprofessional.Programme@icc-cpi.int](mailto:Internship-Visitingprofessional.Programme@icc-cpi.int).

Due to the volume of applications received **only successful applicants** will be contacted by the Court. Candidates should not contact the Court to establish the status of their applications.

Deadlines:

**Presidency and Chamber**

Internship: 1 April-30 September  
Closing Date: 1 December (one year prior)

Internship: 1 October-31 March  
Closing Date: 1 June

**Office of the Prosecutor**

Internship Starts: 1 October  
Application Period: 1 November-30 April  
Notified by 15 August

Internship Starts: 1 April  
Application Period: 1 May-31 October  
Notified by 15 February

## INTERNATIONAL TRADES

### INTERNATIONAL MONETARY FUNDS

#### ABOUT THE IMF

The International Monetary Fund (IMF) is an organization of 187 countries dedicated to ensuring the stability of the international monetary and financial system. It works with its member countries to encourage global monetary cooperation, ensure financial stability, facilitate the balanced development of international trade, promote high employment and sustainable economic growth, and helping to alleviate poverty around the world.

It aims to fulfill its mission in through surveillance, technical assistance and training, and lending. These functions are underpinned by the IMF's research and statistics.

The IMF collaborates with the World Bank, the regional development banks, the World Trade Organization (WTO), UN agencies, and other international bodies. It also interacts with think tanks, civil society, and the media on a daily basis.

#### Contact Details

International Monetary Funds

##### Headquarter 1

700 19<sup>th</sup> Street, N.W.,  
Washington, D.C. 20431  
United State of America

##### Headquarter 2

1900 Pennsylvania Ave N.W.,  
Washington, D.C. 20431  
United State of America

Tel: +1 (202) 623 7300

Fax: +1 (202) 623 6278

[www.imf.org](http://www.imf.org)

#### INTERNSHIP PROGRAMME

The Fund Internship Programme (FIP) is the main internship offered by the IMF. It provides an opportunity for highly promising graduate students pursuing an advanced degree/Ph.D. in macroeconomics or a related field to better understand the IMF's work and contribute to the institution's mission. Internships are offered to about 50 graduate-students each year. 35 to 40 graduate-student interns between May and October, while 10 to 15 do it from November to April.

Interns work under the supervision of an experienced economist to carry out a research project and prepare a paper. Their paper may be presented to staff in the department at the end of their assignment, and papers of high standard may be published internally. These projects differ each year depending on the department's work programme.

Duration: 10-13 week period between May-October and November-April

Eligibility:

Students who:

- Are pursuing a Ph.D. in macroeconomics or a relevant field such as, international economics, monetary economics, public finance, econometrics, labour economics, poverty issues or financial economics;

- Are within one or two years of completing their Ph.D. in macroeconomics or relevant field;
- Have current student status (i.e. returning to university after internship);
- Are below the age of 30;
- Have an excellent command of English (both oral and written);
- Have strong quantitative and computer skill.

Internships are usually sought by those interested in the IMF's Economist Program following graduation.

*Salary & Benefits:*

- Salary comparable to senior level support staff;
- Round-trip economy class air travel to Washington D.C. from their university; and
- Limited medical insurance coverage.

# WORLD BANK

## ABOUT THE WORLD BANK

The World Bank is headquartered in Washington, D.C. It is a group of international organisations responsible for providing finance and advice to countries for the purposes of economic development and eliminating poverty.

## INTERNSHIP PROGRAMME

World Bank Group Internship is offered during two seasons:

- **Summer (June-September)**
  - Apply between 1 December and 31 January each year.
- **Winter (December-March)**
  - Apply between 1 September and 31 October each year.

All applications **MUST** be submitted on-line via the website ([web.worldbank.org](http://web.worldbank.org))

### Criteria:

To be eligible for the Internship, candidates must possess an undergraduate degree and already be enrolled in a full-time graduate study program (pursuing a Master's degree or PhD with plans to return to school in a full-time capacity). Generally, successful candidates have completed their first year of graduate studies or are already into their PhD programs.

## Contact Details

The World Bank  
1818 H Street, N.W.  
Washington, D.C. 20433  
United States of America

Tel: +1 (202) 473 1000  
Fax: +1 (202) 477 6391

[www.worldbank.org](http://www.worldbank.org)

# WORLD TRADE ORGANISATION

## ABOUT THE ORGANISATION

The World Trade Organisation (WTO) deals with the rules of trade between nations at a global or near-global level. It is an organisation for liberalizing trade and a forum for governments to negotiate trade agreements. WTO settles trade disputes as it operates a system of trade rules.

Essentially, the WTO is a place where State members attempt to sort out the trade problems they face with each other. The WTO was born of negotiation, and everything the WTO does is the result of negotiations.

The WTO also settles disputes. Trade relations often involve conflicting interests. Agreements, including painstakingly negotiated in the WTO system, often need in interpreting. The most harmonious way to settle these differences is through some neutral procedure based on an agreed legal foundation.

## INTERNSHIP PROGRAMME *(Duration: Up to 24 months)*

The WTO Secretariat maintains a limited internship programme for post-graduate university students wishing to gain practical experience and deeper knowledge of the multilateral trading system. Only a limited number of such internship posts is available.

Interested candidates should follow the procedures and conform to the eligibility criteria set out

Intake to the programme is on a continuing basis, with no specific recruitment period. There is no opening or closing date for applications.

### Eligibility:

- Interns are recruited from among nationals of WTO Members and countries and customs territories engaged in accession negotiations.
- Interns will have completed their undergraduate studies in a relevant discipline (e.g. economics, law, political science, international relations), and shall have completed at least one year of their postgraduate studies.
- The minimum age for an intern shall be 21 years and the maximum age 30 years.
- A roster of suitable candidates is maintained from which interns are selected. In addition to the regular internship programme, the need may also arise to recruit interns at short notice for particular tasks. These recruits will also be drawn from the roster. Names will not be maintained on the roster for longer than one year.

## Contact Details

World Trade Organisation  
Centre William Rappard  
Rue de Lausanne 154  
CH-1211 Geneva 21  
Switzerland

Tel: +41 (0) 22 739 51 11

Fax: +41 (0) 22 731 42 06

[www.wto.org](http://www.wto.org)

Programmes:

The **Netherlands Trainee Programme** (NTP) assists in the economic and social development of least developed countries (LDCs), low income countries and comparable poor small and vulnerable economies in areas related to trade policy. Particular attention is given to African countries. The participating official will be expected to complete specific, well-defined tasks.

The **WTO regional coordinator internship**: in this programme, the intern is based in the mission of a rotating coordinator of each of nine designated groups, for a period of six-months, without extension. These groups are the ACP — both the Geneva secretariat and the office of the rotating country coordinator; the WTO African Group; the CARICOM; the GRULAC; the SAARC; the WTO LDCs' Consultative Group; the Informal Group of Developing Countries; the Arab Group; and, the Pacific Islands Forum.

The **WTO mission internship** was developed for the benefit of Geneva-based missions. Over a ten-months period, the candidates work in their WTO mission in Geneva, and can represent their country in the various bodies of the WTO. This programme is available primarily to missions of LDCs and small and vulnerable economies.

## PROGRAMMES

### UNITED NATIONS DEVELOPMENT FUND FOR WOMEN

#### ABOUT THE PROGRAMME

UNIFEM is the women's fund at the United Nations. It provides financial and technical assistance to programmes and strategies which foster women's empowerment and attempts to achieve gender equality. UNIFEM works on the premise that it is the fundamental right of every woman to live a life free from discrimination and violence, and that gender equality is essential to achieving development and to building just societies.

UNIFEM works with countries to formulate and implement laws and policies to eliminate discrimination and promote gender equality in such areas as land and inheritance rights, decent work for women, and ending violence against women. UNIFEM also aims to transform institutions to make them more accountable to gender equality and women's rights, to strengthen the capacity and voice of women's rights advocates, and to change harmful and discriminatory practices in society.

#### Contact Details

UNIFEM Headquarters  
304 East 45<sup>th</sup> Street  
15<sup>th</sup> Floor  
New York, NY 10017  
United State of America

Tel: +1 212 906 6400  
Fax: +1 212 906 6705

[www.unifem.org](http://www.unifem.org)

#### CAREER OPPORTUNITIES

The UNIFEM Internship Programme offers graduate-level students the opportunity to acquire direct exposure to UNIFEM's work. It is designed to complement women's development-oriented studies with practical experience in various aspects of multilateral technical cooperation, but also complements other international studies, including law.

Internship assignments vary greatly in terms of content. They may have a country-specific, regional, sectoral, or thematic focus. Interns are normally involved in some aspect of the design, implementation and evaluation of UNIFEM-supported programmes and projects

Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of UNIFEM. Assignments are available on a part-time and full-time basis throughout the year.

There is no salary for this internship. The costs associated with internships must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation, etc.

Interested candidates may submit an application at any time, indicating interests and availability.

**Applications must be made online:** [www.unifem.org/about/internship.php](http://www.unifem.org/about/internship.php).

Any further enquiries can be directed to Ms. Inés Alberdi (Executive Director).

# UNITED NATIONS DEVELOPMENT PROGRAMME

## ABOUT THE PROGRAMME

The United Nations Development Programme (UNDP), established in 1965, is the United Nations' global development network. The objective of the Programme is to achieve better life for people around the world, by advocating for changes and connecting countries to knowledge, experience and resources. UNDP is currently operating in 166 countries, and aims to work with them on their solutions to global and national development challenges in order to enhance their living. Some of UNDP's focus areas are poverty reduction, democratic governance, environment and energy, and HIV/AIDS.

## Contact Details

Headquarters  
UNDP  
One United Nations Plaza  
New York, NY 10017  
United State of America

Tel: +1 212 906 5000  
Fax: +1 212 906 5001

[www.undp.org](http://www.undp.org)

## ABOUT THE INTERSHIP PROGRAMME

Internship aims to offer graduate-level students the opportunity exposure to practical and technical experience, as well as international studies such as law. During an internship, the intern may work in a UNDP Headquarter in New York or in the relevant country office.

UNDP is very flexible providing the contents of assignment, on the basis of an applicant's ability, academic background and interest. An intern may choose to work either part-time or full-time.

### Eligibility:

\*NOTE: It is the minimum qualification requirement. It does NOT guarantee the position.

- Enrolment in a post-graduate programme in economics, public or business administration, international relations, anthropology, sociology or environmental studies.
- Demonstrated interest in the field of development
- Fluency in at least two of English, French and Spanish.
- An interest in global mobility
- Ability to adapt in other environment.
- Ability to work in a team

Applicants should refer to UNDP Internship Programmes at [www.undp.org/ohr/Interns/intern.htm](http://www.undp.org/ohr/Interns/intern.htm) for any updates and more information.

### *Application procedure*

1. Application forms can be downloaded from the website ([www.undp.org/internships](http://www.undp.org/internships))
2. Fill out the form and forward application to the relevant country office or unit.
3. Selection process is fully decentralised within UNDP.

Applicants may contact recruitment department for any further questions.

# UNITED NATIONS ENVIRONMENT PROGRAMME

## ABOUT THE PROGRAMME

The United Nations Environment Programme (UNEP) coordinates United Nations environmental activities and assists developing countries in implementing environmental policies and practices. Its Headquarters is located in Nairobi, Kenya.

Main UNEP's activities include resolution of marine and terrestrial ecosystems, developing international environmental conventions and promotion of environmental science. UNEP has aided in the development of guidelines and treaties on issues such as the international trade in potentially harmful chemicals, trans-boundary air pollution, and contamination of international waterways.

## Contact Details

UNEP  
United Nations Avenue Gigiri  
Post Office Box 30552 00100  
Nairobi  
Kenya

Tel: +254 20 762 1234  
Fax: +254 20 762 4489

[www.unep.org](http://www.unep.org)

## VOLUNTEER OPPORTUNITIES

Based on the applicant's ability and interests, UNEP will designate an assignment, which usually runs from 6 to 24 months.

### Requirements:

- An undergraduate degree (either in Arts or Science)
- At least 3 years of professional experience
- At least age 25
- Strong interpersonal and organisational skills
- Ability to work in a multi-cultural environment
- Strong commitment to values and principles of volunteerism
- Fluency in at least one of English, French and Spanish.
- Ability to work 6 to 24-month assignment

### Applications:

If an applicant satisfies the above criteria:

1. Contact [unepweb@unep.org](mailto:unepweb@unep.org); or
2. Send an email to the UNV office in Nairobi.

# UNITED NATIONS OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR)

## ABOUT THE OFFICE

The Office of the United Nations High Commissioner for Human Rights (OHCHR) is the principle UN office that works to promote and protect human rights. The High Commissioner heads the OHCHR and is the principal human rights official of the UN.

The United Nations Charter promotes and encourages respect for human rights for all without distinction as to race, sex, language or religion. OHCHR is tasked with mainstreaming human rights within the UN, injecting a human rights perspective into all UN programs. It seeks to ensure peace and security, development and human rights as the three pillars of the UN system. The OHCHR offers leadership, working objectively, educating and taking action to empower individuals and assist States in upholding human rights.

## Contact Details

OHCHR  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland

Tel: + 41 22 917 9220

[www.ohchr.org](http://www.ohchr.org)

## INTERNSHIP OPPORTUNITIES

### Purpose of Internships

Internships are intended to:

- a) Increase the intern's understanding of current human rights issues at the international level and give them an insight into the work of the United Nations and OHCHR in particular; and
- b) Provide OHCHR and the United Nations Human Rights mechanisms with the assistance and contribution of outstanding young students or graduates.

### What will the Interns do?

Interns are assigned to an organizational unit of OHCHR according to the needs of the Office and the intern's own areas of interest. They are involved, inter alia, in: researching human rights issues, drafting analytical papers and reports, providing substantive and technical servicing of meetings, backstopping fact-finding and technical cooperation activities as well as field operations and supporting other OHCHR activities, depending on the exigencies of the Office. As part of the internship programme, OHCHR endeavours to brief interns through a series of information sessions on human rights issues conducted by staff of the Office.

### Requirements

- Participants in the internship programme are selected from graduate students and holders of graduate level degrees in disciplines related to the work of the United Nations, e.g. International Law, Political Science, History, Social Sciences.
- Preference will be given to those, within these disciplines, who have specialized in human rights issues. Typically, interns do not have previous working experience of this nature.

- Applicants must be sponsored by an academic institution and must have a good command of at least two of the six official languages of the United Nations, i.e. English, French, Spanish, Arabic, Russian and Chinese. Drafting ability in either English or French is required.

#### Dates and Duration

- The maximum number of interns accepted by OHCHR at any given time is 50.
- There are two selections a year: the first deadline is End of May to apply for the period starting from July. The second deadline is End of October for the period starting from January.
- Unless specifically contemplated under an agreement between OHCHR and an academic institution, internships are for a minimum period of three months and may be renewed once for a further three-month period.
- The maximum duration of internships at OHCHR is six months.
- When applying for an internship, candidates should indicate the quarter(s) for which they wish to be considered.

#### Application Procedure

Applicants should submit the following documentation:

- A duly completed, stamped, dated and signed internship application form (download online).
- A list of course taken and transcripts of grades or diplomas.
- A written sample research work or an abstract of academic papers (3-12 pages maximum)
- A proof of enrolment in graduate studies
- A proof of enrolment in a health insurance plan

All applications should be either scanned documents in PDF format or as Word attachments and limit the number of documents to two maximum. Submit electronically to [internship@ohchr.org](mailto:internship@ohchr.org) or address to the above contact details. Specific guidelines for applications can be found from the website.

#### Closing date

- 30 April for the May/June selection.
- 31 October for the November/December selection.

Selected candidates are normally informed approximately one month before the starting date of the internship. Due to the large number of applicants, OHCHR is unable to inform unsuccessful candidates. Unsuccessful candidates may re-apply for following periods.

# UNITED NATIONS OFFICE OF THE HIGH COMMISSIONER FOR REFUGEES (UNHCR)

## ABOUT THE OFFICE

The Office of the United Nations High Commissioner for Refugees (UNHCR) was mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. UNHCR strives to ensure that all people can exercise their right to seek asylum and find safe refuge in another State, with the option to voluntarily return home, integrate locally or to resettle in a third country.

UNHCR staff work alongside other partners in a variety of countries, attempting to promote legal and physical protection for refugees. They attempt to provide necessary resources, advice and assistance to refugees. The agency is also involved in local integration or reintegration programmes.

## INTERNSHIP OPPORTUNITIES

### Purpose of Internships

The objectives of the UNHCR Internship Scheme are to:

- Provide interns with an opportunity to gain practical work experience related to their academic programme or future work in a field related to UNHCR's mission.
- Enable UNHCR work units and offices to benefit from the work undertaken by Interns.

Typically Interns are undergraduate or graduate students studying in the area of law, political science, economic and social development, international relations, public policy and administration. Interns must be able to work fairly independently and demonstrate initiative and flexibility to effectively benefit from an internship in UNHCR.

### Duration and Availability

- The different departments of UNHCR in the Geneva and Budapest offices offer internships to young people throughout the year. Some family duty field offices also take on interns.
- The duration of internships normally lasts between two and six months.
- Internships are offered depending on the availability of meaningful assignments and the needs and capacity of units/offices to receive and supervise interns.

### Work Available

- The kind of work interns are offered depends on UNHCR requirements as well as the qualifications and interests of the applicant.
- Most interns work on a project which will benefit both them and UNHCR, in fields such as refugee protection (legal), international relations, administration and public affairs.

### Application Process

- There is no deadline for sending in an application form.
- Applications must be submitted through the online application links:  
[www.unhcr.org/cgi-bin/texis/vtx/internship](http://www.unhcr.org/cgi-bin/texis/vtx/internship)
- Since not all offices have access to the central database, it is recommended that, in addition to the online application, requests for internships be also submitted by separate mail with a covering letter to the field/branch office concerned.
- If your application interests one of our departments, the relevant manager will contact you directly.
- The Division of Human Resources Management does not coordinate this process. Should you not be contacted within six months of submitting your application, you may register again. Your previous registration will be cancelled.
- Should you already be in contact with a manager interested in your candidature, an internship can still be offered without prior registration in the database.

## UNITED NATIONS BODY

### UNITED NATIONS OF NAIROBI

#### ABOUT THE UN AT NAIROBI

The United Nations Office at Nairobi (UNON) is a vital administrative hub which provides vital administrative and technical support services to the offices of United Nations Environment Program (UNEP), UN Programme for Human Settlements (UN-HABITAT) and other key agencies. It ensures that programmes and projects run by UN offices operate smoothly and that personnel and resources are allocated efficiently. In addition, UNON provides assistance to UN staff by providing them with a host of life-enhancing services such as personal security, professional training, travel arrangements and medical support and comprehensive budget and financial management support.

#### Contact Details

United Nations Office at Nairobi  
Post Office Box 67578  
Nairobi-00200  
Kenya

Tel: +254 20 624 336  
Fax: +254 20 623 789

[www.unon.org](http://www.unon.org)

#### INTERNSHIP PROGRAMME

UNON offers internships for undergraduate and graduate students who are currently enrolled in university programs. Internships are for a minimum of 3 months and a maximum of 6 months in various departments of UNEP, UN-HABITAT and UNION in Nairobi only.

To be eligible, applicant must:

- Be a 3<sup>rd</sup> or 4<sup>th</sup> year undergraduate, graduate (Masters) or postgraduate (Ph.D.) student, and will continue to be enrolled during the period of the Internship and after.
- Be willing to intern on a full-time basis spending 5 days a week for three to six months.

#### Application Process

- Online registration form must be completed:  
[www.unon.org/internship/interns/registers.php](http://www.unon.org/internship/interns/registers.php)
- A letter of recommendation from your University stating that you are currently enrolled and your expected date of graduation must be attached to the application.
- Successful registration does not guarantee the placement. Selected applicants will be personally contacted by phone or email.

#### Further Questions

Address your enquires to [internship@unon.org](mailto:internship@unon.org)

## UNITED NATIONS ORGANISATIONS AND AGENCIES

### INTERNATIONAL LABOUR ORGANISATION

#### ABOUT THE ORGANISATION

The International Labour Organisation (ILO) is a global body dedicated to advancing human rights and social justice in the workforce by ensuring that people obtain equal access to a secure work environment which promotes freedom, equity, security and human dignity. The ILO aims to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues. The ILO supports the development of independent employers and workers organizations and provides relevant training and technical assistance in the fields of employment policy, labour administration, vocational training and rehabilitation, social security, management development and occupational health and safety. The member States of the ILO meet at the International Labour Conference held each year in Geneva, Switzerland (also the home of ILO's headquarters), where key social and labour standards are discussed and events and campaigns are planned.

#### Contact Details

International Labour Organisation  
4 route des Morillons  
CH-1211 Geneva 22  
Switzerland

Tel: +41 (0) 2 799 6111  
Fax: +41 (0) 22 798 8685

[www.ilo.org](http://www.ilo.org)

#### INTERNSHIP PROGRAMME

The ILO gives select undergraduate, graduate and postgraduate students the opportunity to undertake a short-term internship of 3-6 months in Geneva and other ILO field locations. Interns will gain valuable insight into how the ILO operates and enhance their educational experience by working under the supervision of a senior staff member. The position will allow interns to increase their understanding of relevant international issues by requiring them to adopt and apply ILO principles, programmes and strategies as well as gain practical work experience related to their course of study.

##### Eligibility

- Have completed graduate and/or postgraduate studies or be in their final year of undergraduate studies.
- Hold degrees in disciplines considered relevant to the ILO's work, e.g. international law, economics, industrial relations, political science and social sciences.
- Have a working (both oral and written) knowledge of at least one of English, French or Spanish.

##### Selection Criteria

- Applicants should be able to adapt to an international, multicultural, multilingual environment
- Good communication skills
- Ability to work independently or as part of a team
- Initiative and flexibility

### Other Criteria

- Any past work experience and knowledge of IT-related work would be an advantage.
- Close relatives of a serving ILO official are not eligible to apply.
- Applicants can be of any nationality.

Where an intern is not supported by an institution, a remuneration covering basic living expenses will be paid (around \$1,500AUD for interns in Geneva; remuneration sum will vary for other ILO fields). All other costs (travel, accommodation, insurance etc) are the responsibility of the intern or their sponsoring institution.

### Application Process

The selection of candidates for internships is entirely up to independent departments and will be based on the individual needs of those departments. The ILO does not have a specific list of internship vacancies.

Candidates are advised to:

- Do research and familiarise themselves with the work of the various sectors and departments which interest them.
- Submit a CV and cover letter directly to those departments.

Should there be a need for an intern in that department, the candidate will be contacted directly. For an internship in an ILO field office, applications should be sent directly to the relevant office.

### Further Information

For general and further information contact [recruit@ilo.org](mailto:recruit@ilo.org) or [Internship@ilo.org](mailto:Internship@ilo.org).

# WORLD HEALTH ORGANISATION

## ABOUT THE ORGANISATION

The World Health Organisation is the directing and coordinating authority for health within the United Nations. It is responsible for providing leadership on global health matters, shaping health research agenda, setting norms and standards, articulating evidence-based policy options, providing technical support to countries and monitoring and assessing health.

## Contact Details

World Health Organisation  
Avenue Appia 20  
1211 Geneva 27  
Switzerland

Tel: +41 22 791 21 11

Fax: +41 22 791 31 11

[www.who.int](http://www.who.int)

## INTERNSHIP PROGRAMME

WHO is committed to building future leaders in public health. WHO's Internship Programme provides a wide range of opportunities for students to gain insight into the work of WHO. Every year a limited number of places for internships are available.

### Purpose of the Programme

- To provide a framework for assigning postgraduate students from diverse academic backgrounds to WHO programmes that can enhance their educational experience through practical assignments.
- To expose postgraduate students to the work of WHO.
- To provide WHO programmes with input from postgraduate students specialising in various fields.

### Eligibility

- Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher) both at the time of application and during the internship.
- Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a degree.
- A minimum of 20 years of age.
- Possess a first degree in a public health, medical or social field related to the technical work of WHO.
- Fluent in the working language of the office of assignment.

### Application Dates

#### **Summer (May-October)**

1 December - 31 January each year.

#### **Winter (November-April)**

1 August - 30 September each year

Interested applicant should follow the process flow at [www.wpro.who.int/sites/internship/structure.htm](http://www.wpro.who.int/sites/internship/structure.htm)

# UNITED NATIONS CHILDREN'S FUND

## ABOUT THE ORGANISATION

The United Nations Children's Fund is a global organisation dedicated to building a world where the rights of every child are realised. It has global authority to influence decision-makers, working in 190 countries through country programmes and National Committees.

It aims to work with others to overcome the obstacles that poverty, violence, disease and discrimination place in a child's path. UNICEF advocates for measures to give every child the best start in life by promoting education, immunisation against common diseases, emergency support services, action against discrimination and general care for children at all stages of their development, ensuring that every child lives in peace and security.

UNICEF is also part of the Global Movement for Children – a broad coalition dedicated to improving the life of every child. Through this movement, and events such as the United Nations Special Session on Children, it encourages young people to speak out and participate in the decisions that affect their lives.

## INTERNSHIP PROGRAMME

The UNICEF Internship Programme offers eligible students the chance to gain practical experience in UNICEF's work under the direct supervision of experienced UNICEF staff at both Headquarters and country offices. The nature of work undertaken during the placement will depend on the needs of the office to which the intern is assigned and his/her own qualifications and interests. Tasks may include research projects and improving databases/websites. The internship runs for a minimum period of 6 weeks to a maximum of 16 weeks.

### Eligibility

The internship is only open to currently-enrolled graduate or post-graduate students in a field related to UNICEF's interests. Applicant must be enrolled during the full duration of the proposed internship period. Undergraduates are not accepted.

### Selection Criteria

- Fluency in English and one of French, Spanish, Arabic, Russian or Chinese
- Excellent academic performance as reflected in recent university or institution records.
- Applicants must have a demonstrated interest in the field of international development, particularly in areas of UNICEF priorities.
- Has strong commitment to the values and principles of the United Nations and UNICEF's mission, guiding principles and Convention on the Rights of the Child.
- Able to work and adapt in a multi-cultural setting
- Consideration will be given for any past work experiences.

### Application Process

- Complete the online application form (which requires an attached CV) available at: [www.unicef.org/about/employ/internship.php](http://www.unicef.org/about/employ/internship.php) (Note: Manual applications are no longer accepted)
- If applicant is offered an internship, he or she must provide:
  1. A letter from the university certifying the applicant's enrolment, course of study and expected date of graduation/degree
  2. An original, updated university transcript
  3. Two letters of recommendation, one of which should be by a college professor supervising the applicant's internship
  4. Proof of medical and life insurance coverage

### Application Dates

UNICEF does not have specific deadlines for applications but if the applicant wishes to do an internship within a particular time frame, he or she should email his or her applications at least two to three months in advance.

A rough guide to the timeline for applications:

- Internships for January to May: Apply before 1 October
- Internships for June to August: Apply before 1 March
- Internships for September to December: Apply before 1 July

### Further Information

Any queries about internships, applicants should email [internships@unicef.org](mailto:internships@unicef.org) or visit [www.unicef.org](http://www.unicef.org).

## NON-GOVERNMENTAL ORGANISATIONS

### REPRIEVE AUSTRALIA

#### ABOUT THE ORGANISATION

Established in May 2001, Reprieve Australia sought to provide legal representation and humanitarian assistance to those facing the death penalty, as well as raise awareness of the use of the death penalty and related human rights issues through publications in the organisation's quarterly newsletter and theatre productions, as part of its fight against the death penalty. Staffed almost entirely by volunteers, Reprieve Australia is divided into 2 major groups of volunteers. Local volunteers work on issues and campaigns in Australia to raise awareness. Overseas volunteers are stationed abroad to directly assist those on the death row. Amnesty International, the International Commission of Jurists, the Castan Centre for Human Rights and Liberty Victoria have endorsed the organisation and its goals.

#### Contact Details

Reprieve Australia  
GPO Box 4296  
Melbourne VIC3001

[www.reprieve.org.au](http://www.reprieve.org.au)

#### CAREER OPPORTUNITIES

A key part of Reprieve Australia's efforts is to place interns at non-profit capital defence and capital appeal law offices in the Southern states of the US.

Interns should expect the work to be difficult and emotionally draining, with long hours and under-resourced offices. Interns are expected to:

- have an unwavering belief in the abolition of the death penalty,
- work independently or as part of a team
- have initiative
- have strong organisational skills
- be sensitive to the nature of the work
- be willing to both perform administrative tasks as well as the more interesting aspects of the case
- conduct legal and/or factual research
- know and understand the legal, political and social issues in the death penalty debate
- be able to commit a minimum of 3 months in the internship programme
- be able to work an average of 50 to 70 hours a week
- have strong computer skills
- have a drivers' licence and be able to drive long distances both in urban and rural settings
- be a member of Reprieve Australia
- have enough funds for living expenses and accommodation for the duration of the internship

### Deadline

The organisation accepts applications all year round, but if the applicant is applying for the programme between November and February, applications must be received by the end of the second week of September.

### Application Process

Applicant must first be a member of Reprieve Australia to apply to be an intern. The membership application form and fee can accompany the internship application.

- Membership application and payment of membership fees can be done online [www.reprieve.org.au/2130161/reprieve-australia-membership.htm](http://www.reprieve.org.au/2130161/reprieve-australia-membership.htm) OR
- Mail to Reprieve Australia headquarters (see contact details).

Applicants should email [contact@reprieve.org.au](mailto:contact@reprieve.org.au) a copy of:

1. Their CV
2. A sample of legal or academic writing and
3. A letter describing their interest in the internship

The organisation will contact the applicant to arrange for an initial interview in Australia. Shortlisted applicants will be interviewed by the US intern co-ordinator through a telephone interview.

# WORLD VISION

## ABOUT THE ORGANISATION

World Vision Australia is a Christian organisation that aims to eliminate poverty and its causes. It is part of World Vision International Partnership, a Christian relief, development and advocacy organisation that has operations in more than 90 countries around the world. The organisation is committed to eliminating poverty because of its Christian faith but it works with and provides help to people regardless of their race, religion, ethnicity or gender. World Vision Australia is Australia's largest charitable group, which has a range of specialists working on issues such as climate change, the environment, human rights and international conflicts. The work of organisation is project-based and includes initiating practice programmes both in Australia and abroad to save lives and build sustainable communities, advocating for change in government policies both in Australia and abroad to benefit those in need, educating Australians about the causes of poverty and encouraging active involvement in alleviating poverty and ensuring that the organisation's stakeholders understand the centrality of the Christian message to the organisation's work and personal growth of those within the organisation.

## Contact Details

World Vision Australia  
1 Vision Drive  
Burwood East VIC 3151  
Australia

Tel: 13 32 40  
Fax: 1300 303 448

[www.worldvision.com.au](http://www.worldvision.com.au)

## CAREER OPPORTUNITIES

World Vision offers opportunities for students to intern, as well as graduate positions.

### Tertiary Internships

Interns gain hands-on experience in working for a large non-profit organisation and learn new skills in their field even as they contribute to World Vision Australia's cause. World Vision Australia offers internship opportunities in 4 key business areas:

1. Engagement – marketing and public awareness campaigns
2. Policy and Programmes – development programmes, government relations and advocacy
3. Operations – support services such as finance, information technology, legal and risk, project management and call centre
4. People and Culture – international and domestic recruitment, employee relations, wellbeing, volunteer and remuneration

The organisation advertises for internship opportunities at the start of each year and mid-year for semester 2. Details for internship opportunities, application deadlines and contact persons can be found at:

[www.worldvision.com.au/Act/Volunteer/VolunteerOpportunities.aspx](http://www.worldvision.com.au/Act/Volunteer/VolunteerOpportunities.aspx)

#### Application Process

1. Interested applicants will submit their cover letter and resume, including academic results, skills and their area of interest
2. Shortlisted applicants will be contacted by phone
3. Shortlisted applicants will attend an interview conducted by a human Resources representative and Internship Supervisor. Applicants will receive interview feedback
4. Referees are contacted and successful applicants will be offered the position

The number of hours required of an intern will depend on the intern's university contact hours. The organisation will find a time commitment that is mutually agreeable.

#### **Graduate Programmes**

Designed to build future leaders in the fight to eliminate poverty and its causes, World Vision Australia's Graduate Programme provides graduates with on-the-job technical training and specialist development activities. These activities include a development plan for each graduate with short and long term goals and rotation through various teams and business units so as to broaden the individual's development.

#### Application Process

The graduate recruitment process begins in June of each year. Offers are made in September and the Graduate Programme commences in January of the following year.

World Vision Australia is currently accepting applications for 2011 intake in July/August 2010. Please check the Graduate Programme website regularly for more updated information:

[www.worldvision.com.au/AboutUs/JobsatWorldVision/GraduateProgram.aspx](http://www.worldvision.com.au/AboutUs/JobsatWorldVision/GraduateProgram.aspx)

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A promotional banner for Worldwide online printing. On the left, a red diagonal banner reads 'JUL/AUG Special Offer'. The main text in the center says 'DOUBLE UP FOR FREE\* OR 20% OFF YOU CHOOSE!'. Below this, it specifies 'A4 Flyers printed both sides in full colour on 115gsm gloss paper.' Two options are presented: 'Double up with 5000 A4 Flyers For only \$555\* GST Inc.' and 'OR 2500 A4 Flyers Discounted to \$444\* GST Inc.'. On the right, a woman in a white shirt and black vest is holding a flyer. Text next to her says 'UPGRADE to 150gsm premium grade gloss paper for \$50\* GST Inc.'. At the bottom, it says 'We'll also fold to A5 or DL sizes for FREE! Please quote promotional code A4-10-002X'. The Worldwide online printing logo is at the bottom left. A small asterisk note at the bottom right states: '\*Offer cannot be used in conjunction with any other offer and is valid 1 July to 31 August 2010. All prices exclude artwork, file check and/or delivery fees if applicable.'

**JUL/AUG Special Offer**

**DOUBLE UP FOR FREE\***  
**OR 20% OFF YOU CHOOSE!**

A4 Flyers printed both sides in full colour on 115gsm gloss paper.

Double up with **5000 A4 Flyers** For only **\$555\*** GST Inc. **OR 2500 A4 Flyers** Discounted to **\$444\*** GST Inc.

**UPGRADE to 150gsm** premium grade gloss paper for **\$50\*** GST Inc.

**We'll also fold to A5 or DL sizes for FREE!**  
Please quote promotional code **A4-10-002X**

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**Worldwide** online printing

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