



## qLegal Application Information

Please read this document carefully

### What is qLegal?

The qLegal Clinic at Queen Mary Legal Advice Centre provides preliminary advice for technology start-ups and entrepreneurs. Clients come to qLegal for advice on a range of issues including patent, trademark, commercial and corporate advice. You will have the opportunity to counsel clients on issues which are aligned with your studies and guide clients through the legal challenges that they face, particularly at the early stage of their business development.

### How can I get involved?

You can choose to get involved in a number of programmes of the clinic including:

1. Student Adviser: Advising clients, drafting online resources and presenting workshops
2. Teach Tech Law Street law in schools
3. Law and technology externship at Lexoo
4. qLegal client
5. Transatlantic patent project

**You may apply for more than one programme.**

**The Marketing Team role is optional, in addition to the above roles.**

# 1. Student Adviser

If you are selected as a student adviser you will:

- Advise clients directly;
- Present workshops to the start-up community
- Draft and publish online content for the qLegal website;
- Attend seminars and networking events at law firms and incubator spaces; and
- Have a great experience for your CV!

## What does a Student Adviser do?

As a student adviser you will be required to participate in three ways:

### a. Advising Clients

#### What?

You and a partner will interview a client, supervised by a qualified lawyer and then research and write advice for the client. The clients will be tech start-ups and entrepreneurs. You and your partner could advise on intellectual property, commercial or company law. You will advise at least once.

#### Where?

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

#### Time

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

### b. Presenting Workshops

#### What?

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

#### Where?

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

#### What's my commitment?

You will have to work in a group over a three month period to draft the presentation, get it checked by your supervising lawyer and present it at google campus, school for start-ups or another co-working space.

### c. Drafting Online Resources

#### **What?**

You will work in a group to work on online resources, which will be uploaded to the qLegal website so tech start-ups and entrepreneurs can access it. You will be supervised remotely by a qualified lawyer or by the qLegal team. Your group may write a news article on smart cities, produce a video on law tech start-ups or check that the law in one of the toolkits are up to date. Your group will work on a least one online resource over the academic year.

#### **When?**

Your group will need to produce one online resource during the academic year.

#### **What's my commitment?**

You will have to work in a group over a three month period and get it checked by your supervisor.

## 2. Teach Tech Law

### **What?**

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

### **When?**

You will receive training from St Paul's Way School in Tower Hamlets, East London and the qLegal team around your schedule. You will also have the opportunity to attend networking dinners and socials.

### **What's my commitment?**

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

You will also be required to attend a Pitch-it competition where the students will pitch their business ideas to you and Cooley LLP lawyers at the Digital Catapult Centre.

## 3. Law & Technology Externship @ Lexoo

### What?

You will be selected with the input of Lexoo to work in teams of two for the company. Lexoo is a legal start-up based in Shoreditch, East London. You will work with Lexoo to:

- Reflect on you 'lawyering', legal skills, the profession and careers within technology and legal services;
- Learn about data analytics, social media, marketing, coding; and
- Draft online content, liaise with lawyers and analyse cases.

### When?

You will attend Lexoo's office on a fortnightly basis to work with the team in pairs for half a day. Expenses (travel and lunch) will be covered.

### What's my commitment?

You will work with Lexoo on different tasks relating to the business around your schedule. You will also provide regular updates to qLegal staff on your progress. You will also be required to attend networking lunches and the LegalGeek Law Conference on behalf of qLegal.

See more at <http://legalgeek.co/conference/>

## 4. qLegal Client

### **What?**

You will act as the client of Northumbria University Student Law Office and work on a data protection case relating to a marketing and e-mail platform.

### **When?**

You will attend meeting with Northumbria University on behalf of qLegal to be interviewed by the Student Law Office, undertake research, find out about their clinic model and assist in the advice process. You will also host the students from Northumbria in London for a closing meeting and study trip.

### **What's my commitment?**

You will be required to gather documentation, draft letters of reply, and attend interviews and lunches with students from Northumbria University. You will attend a closing lunch and case presentation at the end of the programme.

## 5. Transatlantic Patent Project

### **What?**

You will work on a hypothetical invention with students from University of Detroit Mercy School of Law, Michigan. You will receive training from patent attorneys at Kilburn & Strode on drafting a patent application in the US and Europe.

### **When?**

You will attend training at Kilburn & Strode on the application process for a European Patent, undertake searches on the hypothetical invention, draft the European patent application and attend regular meetings with your supervising patent attorney.

### **What's my commitment?**

You will be required to attend training, undertake Skype calls with your colleagues in the USA and prepare and attend meetings at Kilburn & Strode, a leading patent attorneys in London.

## **Additional option**

### **Marketing Team**

#### **What?**

Are you:

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

#### **Apply to be part of the Marketing Team!**

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

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

#### **What's my commitment?**

You will attend training on marketing and communications, video content production, and attend a team meeting approximately 1-2 months as agreed with the team. You will also have the opportunity to attend several events in London and the UK, with tickets to the Dublin Technology Summit in February 2017, Software Sustainability Institute and Google Campus London available.

Please note that to be considered for the marketing team you will have to (i) apply to be a student advisor among the options in your application; and (ii) be studying at the Centre of Commercial Law Studies, London.