

# LAW SCHOOLS GRADUATE EMPLOYMENT AND SUMMER CLERKSHIP SCHEME 2008

## Conditions of Participation

### DEFINITIONS

“Coordinating law school” the coordinating law school is the school appointed from among the participating law schools to convene the Scheme for the time being.

“Participating law schools” the participating law schools include the law schools or faculties of the Australian National University, Bond University, Griffith University, Macquarie University, Southern Cross University, University of Canberra, University of Newcastle, University of New England, University of New South Wales, University of Sydney, University of Technology, Sydney, University of Wollongong, University of Western Sydney and the Law Extension Committee.

“Participating Member” a Participating Member includes those firms and bodies subject to the conditions of participation.

“Member” a Participating Member.

### 1. GENERAL ELIGIBILITY

- (i) Students may apply for a summer clerkship under the terms of this Scheme if they are enrolled in a law degree or equivalent at 30 June which will qualify them for admission as a legal practitioner and still have **at least two but not more than four whole semesters** to complete in order to obtain a law degree leading to admission as a legal practitioner, and if they have not already held a summer clerkship under the terms of this Scheme.
- (ii) Students may apply for graduate employment under the terms of this scheme if at 30 June they have at least one but not more than two semesters to complete in order to be eligible for admission as a legal practitioner.
- (iii) Where the Practical Legal Training (PLT) component of study is not included in the student's law degree, the post-graduate PLT program (e.g. College of Law) will be counted as one full semester of study **in the case of the Graduate Employment Program ONLY**.
- (iii) Students **may not** apply for both summer clerkship and graduate employment in any one year.

### 2. GRADUATE EMPLOYMENT

#### 2.1 Timetable

- (i) Electronic applications shall be submitted to cvMail or equivalent and paper applications submitted directly to Participating Members by Friday 18 April 2008.
- (ii) Interviews for students whose applications are received through the graduate employment programme shall commence Monday 12 May 2008.

- (iii) Offers of graduate employment for students interviewed after 13 May 2008 shall not be received before Friday 13 June 2008.

## **2.2 Acceptance of Offers from Participating Members**

- (i) Students must communicate their decision to accept or decline an offer by Friday 20 June 2008.

## **3. SUMMER CLERKSHIP**

### **3.1 Timetable**

- (i) Electronic applications shall be submitted to cvMail or equivalent or directly through the firm's website. Paper applications shall be submitted directly to Participating Members by Friday 1 August 2008.
- (ii) Interviews for students whose applications are received through the summer clerkship scheme shall commence Monday 1 September 2008.
- (iii) In 2008, offers of summer clerkship shall not be received before Friday 10 October 2008.

### **3.2 Acceptance of Offers from Participating Members**

- (i) Students must communicate their decision to accept or decline an offer by Wednesday 15 October 2008.\*

### **3.3 Relationship to Graduate Employment**

- (i) An offer of a summer clerkship shall not be made conditional upon acceptance of an offer of graduate employment.
- (ii) A student who has undertaken a summer clerkship with a Participating Member may be offered graduate employment by the same Member and may accept that offer following the completion of the summer clerk programme provided that any such offer is made no later than 10 March in that year.

## **4. NATURE OF UNDERTAKING**

- 4.1 Each Member undertakes not to take acceptances except as permitted by these guidelines, agrees to be bound strictly by the spirit of this arrangement, will conscientiously avoid pressuring students into premature (if informal) acceptance. Members who contravene this section will be suspended from the Scheme for the period of one year and all members will be notified of this.
- 4.2 Any purported acceptance by a student of an offer of summer clerkship or graduate employment by a Member, prior to the date specified for such acceptance in paragraphs 2 and 3 above, shall be disregarded by the Member and the student alike.
- 4.3 Any student who considers that he or she has been harshly treated by a Member with respect to acceptance of an offer may raise the matter with his or her Law School, which will intercede with the Member on his or her behalf.

- 4.4 Each Member undertakes not to pressure students to breach any agreement entered into with any other Member.
- 4.4 Each Member must pay an administration fee of \$550 including GST in order to take part.

5. **FACILITIES**

- 5.1 Participating Law Schools will offer facilities for Members
- (i) for addresses to students
  - (ii) for interviews to be conducted on campus during interview periods if necessary.

6. **APPLICATIONS**

- 6.1 A Participating Member is to indicate to each participating law school that it wishes to receive electronic and/or paper applications.
- 6.2 Standard paper forms of applications for graduate employment are to be issued by the participating Law Schools early March in each year and the completed applications are to be returned by students to cvMail or directly to the firms by 12 May 2008 in the case of graduate applications and 4 August 2008 in the case of summer clerkship applications.
- 6.3 All paper applications shall include an original or a photocopy of an official transcript or academic record. In the case of electronic applications the transcript shall be electronically provided.
- 6.4 Applications must be on the prescribed form, or in the same format, and members may reject any applications not in this form.
- 6.5 If a member is concerned that a student may have falsified any information in relation to a student's application, the participating member must notify the co-ordinating Law School. The co-ordinating Law School should then notify the Law School concerned, if necessary.
- 6.6 Participating members reserve the right to deal with international applicants and applicants from non-participating Law Schools on a case-by-case basis.

7. **INFORMATION ABOUT PARTICIPATING MEMBERS**

Each Participating Member is to supply the participating Law Schools with information concerning the Member for distribution by the participating Law Schools to their students.

8. **ATTENDANCE BY STUDENTS AT INTERVIEWS**

It is a condition of participation that students undertake to attend an interview with each Member to which they have authorised their application to be forwarded.

9. **ANTI-DISCRIMINATION**

The participants in the Schemes strongly support the concept of equal opportunity in employment and access to employment in the legal profession. For the purposes of this guideline "the concept of equal opportunity" means that a person would not be treated less favourably than any other person, in circumstances that are not materially different, by reason of the first person's race, national or ethnic origin, religious belief, sex, marital status, pregnancy, sexual preference, age or physical disability. Differential treatment is not inconsistent with the principle of equal opportunity where the purpose of that treatment is to permit participants to have equal opportunities with other persons in employment.

10. **EVALUATION OF SCHEME**

Each Member agrees to supply to the Co-ordinator of the Scheme information, on a confidential basis, the total number of students interviewed and the number of students employed through the Scheme. Each Member agrees in addition to supply to the Co-ordinator the number of students that applied and were employed from each participating law school. The former information is to be released at the Annual General Meeting. The latter information is to be distributed confidentially to each Member and only to those Members who agree to supply such information. Sanctions are applied to Members who do not supply these statistics unless they show cause. Further, these statistics are distributed without reference to the name of any Member.