UTS FACULTY OF LAW

APPLICATION FOR ENROLMENT INTO INTERNSHIP SUBJECTS

For Overseas Internships

76098 INTERNATIONAL LEGAL INTERNSHIP (UG), OR,
78295 GLOBAL PROFESSIONAL EXPERIENCE PROJECT (JD AND PG VERSION)

For Local Internships

76097 LOCAL INTERNSHIP (UG), OR
78292 LOCAL LEGAL INTERNSHIP PROGRAM (JD AND PG VERSION)

All applications are assessed via a competitive selection process, which takes into account academic merit, the student statement, references, past experience, and the requirements of the host organisation.

Application instructions:

1. Attach this completed application to an e-Request (via https://mystudent.uts.edu.au/) noting in the body of the request that you are applying for enrolment into 76098, 78295, 76097, or 78292.
2. The Student Centre will forward applications to the Faculty for assessment.
3. The Faculty will communicate outcomes to applicants in writing once all applications have been assessed.
4. Students who are successful should attach a copy of the Faculty notice to an e-Request to request enrolment into the internship subject.
5. For international placements, please refer to the 76098 (UG) or the 78295 (PG) detailed subject descriptions. For local placements at Redfern Legal Centre, please refer to the 76097 (UG) or 78292 (PG) detailed subject descriptions. Note that student-devised placements are not accepted for the local program. Refer to the Internships page for links to all internship opportunities.

Students cannot enrol in their desired subject until they have received written confirmation from the Faculty that their application has been successful.
### 1. PERSONAL DETAILS (to be completed by student)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Name:</strong></td>
<td>[Insert family name]</td>
</tr>
<tr>
<td><strong>Given Names:</strong></td>
<td>[Insert given names]</td>
</tr>
<tr>
<td><strong>Languages Spoken:</strong></td>
<td>[Insert languages spoken]</td>
</tr>
<tr>
<td><strong>Mobile Number:</strong></td>
<td>[Insert mobile number]</td>
</tr>
<tr>
<td><strong>UTS Student Email Address:</strong></td>
<td>[Insert email address, e.g., <code>@student.uts.edu.au</code>]</td>
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*Please note: All emails will be sent to your UTS student email address only.*

### 2. COURSE & SUBJECT DETAILS

**Course Name, e.g. LLB, JD, etc.:**

- **76098 International Legal Internship (UG)**  
  - Go to section 3
- **78295 Global Professional Experience Project (PG/JD)**  
  - Go to section 3
- **76097 Local Internship (UG)**  
  - Go to section 4
- **78292 Local Legal Internship Program (PG/JD)**  
  - Go to section 4
3. **TYPE OF PROJECT SOUGHT**  
This section is for International placements in subjects 76098 or 78295 ONLY.

I am proposing:

- ☐ To undertake a project that is supplied by the Faculty of Law.  
*Students who are interested in a specific opportunity under the [76098 UG](#) or the [78295 PG](#) internship subject listings are asked to note the name and host country of the opportunity below.*

- ☐ To undertake a project I have organised independently with an international organisation.  
*In this case, briefly describe the project, citing the host organisation name and country.*

________________________________________________________________________________
________________________________________________________________________________
________________________________  _______________________________________________
________________________________________________________________________________

* Students are required to attach a letter from the host organisation confirming the dates of the proposed project and providing details of the program of work and supervision for the student.

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**Read below, then proceed to section 4**

**Placement Period:**
Placements are subject to availability. Students are selected by the Subject Coordinator from among the pool of applicants via a competitive selection process.

**Spring:** Placement during the month of July for approx. 4 weeks, between Autumn and Spring sessions.
**Summer:** Placement from the beginning of the summer session (end November) onwards to be arranged with the subject coordinator.

**Subject Enrolment:**
For July placements, students are recommended to enrol into 76098/78295 in Spring session. Final determination of the semester of enrolment will be made on a case by case basis by the Subject Coordinator, in consultation with the student and with the Student Centre.
### 4. APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>A. Previous Work Experience:</th>
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<tbody>
<tr>
<td>Please specifically address previous work experience that is relevant to the internship</td>
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<tr>
<th>B. Special Health or Dietary Needs, Including Allergies and/or other matters that might affect your fitness to undertake a placement</th>
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<tr>
<th>C. The names and contact details of two referees</th>
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<tbody>
<tr>
<td><em>One character/personal reference, and at least one academic reference are required</em></td>
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<tr>
<th>D. Personal Statement:</th>
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<tbody>
<tr>
<td>Please address the following in your personal statement. Create a separate document, and attach it to the application form. Not to exceed one page.</td>
</tr>
<tr>
<td>• Why do you want to do this project?</td>
</tr>
<tr>
<td>• Why do you think you are suitable for this project?</td>
</tr>
<tr>
<td>• How do you think this project might assist you in your future professional life?</td>
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</table>
5. **PROPOSED PROJECT HOST INFORMATION – Student Devised Projects**  
For International placements in subjects 76098 or 78295 only.

*Create an additional separate document addressing each of the following, and attach it to this application (not to exceed one page)*

A. Contact details of the proposed host organisation.

B. Briefly describe your relationship with the host organisation and in particular stipulate whether you have a family connection.

C. Details of the proposed project:
   - Project duration
   - Nature (details of program of work and supervision)
   - Describe how your proposed project meets the Criteria for Student Supplied Projects located on pages 6-7 of this form.

D. Details of any remuneration or other forms of support being offered by the host organisation

6. **VERIFICATION BY APPLICANT (to be completed by Student)**

I declare that the contents of this application are true and correct.

Signature of Student:  

Date:
UTS FACULTY OF LAW

CRITERIA FOR STUDENT DEVISED PROJECTS

76098 INTERNATIONAL LEGAL INTERNSHIP (UG), OR,
78295 GLOBAL PROFESSIONAL EXPERIENCE PROJECT (JD AND PG VERSION)

Students who wish to nominate an internship project for coursework credit in subject 76098 or 78295 must clearly articulate how their proposed project meets the following criteria.

The program and supervision

Internships can be hosted by any international public or commercial organisation. This includes, law firms, multinational corporations, government departments, regulatory and statutory bodies, courts and tribunals, legal aid organisations, international governmental and non-governmental organisations.

The placement of an intern is meant to be mutually beneficial to the host organisation and to the intern. The program of work for each intern will depend on the needs of the host organisation and the nature of the project and must therefore be determined by the organisation. It is however expected the host will provide a structured work program that assists the work of the legal or similar division in the organisation to help compliment and build on the student’s academic work.

It is also expected that the organisation will make suitable supervision arrangements by allocating an appropriate senior member of the organisation to advise and oversee the work of the intern for the duration of the internship.

The program of work may include:

- **Research**: Legal issues and/or relevant background information related to policy, legal processes, legal institutions and/or substantive laws; writing submissions and/or preparing legal education materials.
- **Drafting**: Translating policy information into guidelines, regulations, or legislative proposals.
- **Advocacy**: Observing the process of advocating for a particular policy choice, through lobbying or testimony at the local, state, or federal government level.
- **Litigation**
- **Transactional work including negotiations**
- **Persuasion**: Participating in meetings at which stakeholders work to develop consensus on a proposal or persuade others to support it.
- **Legislation**: Observing the process of making law in a local, state, or federal legislative body.
• **Legislative Branch**: Relating to constituents, meeting their concerns and needs, serving the public

• **Civic engagement**: Participating in activities designed to involve members of the public in the policy process, including preparation of public notices, outreach, publicity, public meetings and hearings, community organizing, and other formal and informal means of encouraging citizen voice

• **Implementation**: Public notices of new rules, newsletters, informational meetings, working to obtain voluntary compliance with new policies, developing programs and plans with objectives and measures of compliance

• **Rulemaking**: Creating detailed standards for implementing law

• **Enforcement**: Investigations into violations of regulations or law, collecting information related to incidents or cases, relating information to legal requirements

• **Prosecution**: Choosing cases for enforcement of law through administrative or criminal adjudication

• **Adjudication**: Hearings, testimony, evidence, decision-making on a record

• **Appellate Review**: Observing review of decisions by administrative or judicial review entities, such as appellate or supreme courts

• **Judicial Branch**: Researching, summarizing, communicating rules of law made through the adjudicatory process, observing court activities and administration, observing the operation of judicial chambers, clerking for a court

• **Executive Branch**: Observing the political process, elections, campaigns, constituent relations

• **Private sector**: Observing how parties outside government relate to the legal process, private law practice and the role of advocates, advising how to comply with law, representation of private parties, identifying impact of law and compliance on business, relation of law to economics

• **Non-profit sector**: Role of civil society in policy process, influence of voluntary sector on making and implementing law, role of non-profit sector in carrying out public policy initiatives, relation of voluntary activity to public policy