

	SEASONAL CLERKSHIPS PROTOCOL
Contact Officer	Student Affairs and Service Quality Manager
Date First Approved	21 November 2012
Approval Authority	Law Executive
Date of Next Review	Under Review

1. OVERVIEW

- 1.1. The Faculty of Law is committed to encouraging law students to apply for Seasonal Clerkships (Clerkship/s) at law firms. It is important that students meet with the Career Development Centre (CDC) early in their degree to discuss plans for applying for Clerkships.

2. PROTOCOL GUIDELINES

- 2.1. If a law student is offered a Clerkship which will be held during semester time, they should meet with an Enrolment Advisor at the Student Business Centre to determine an acceptable study program on a case-by-case basis.
- 2.2. Each study program must be deemed appropriate and approved by the Student Affairs and Service Quality Manager and/or the Associate Dean (Student Affairs and Service Quality) and may include a variety of options for the student subject to any relevant University and Faculty protocols, and in particular the academic regulations, Division 10 and as follows:
- 2.2.1. Deferring a semester (in accordance with relevant domestic or international student deferral policies;
 - 2.2.2. Reducing the number of subjects studies in the relevant semester;
 - 2.2.3. Sitting deferred exams;
 - 2.2.4. Enrolling in the Individual Study elective using the Clerkship to form the basis of research (enrolment in an Individual Study is to be completed by the normal application process);
 - 2.2.5. Exemption from class attendance for a limited period. (This is not possible for all subjects. If approved, students will need to utilise lecture streaming and iLearn, and submit written responses to tutorial questions. All absences would be discussed in advance with the relevant Subject Coordinator/s.)
- 2.3. The abovementioned options are available at the discretion of the Student Affairs and Service Quality Manager and/or Associate Dean (Student Affairs and Service Quality).

3. PROTOCOL PROCEDURES

- 3.1. Once a student has received an offer for a Clerkship, it is requested that they email or send in a copy of their Clerkship confirmation letter to the Career Development Centre (CDC).
- 3.2. If the Clerkship is to take place during semester time, the student is encouraged to meet with an Enrolment Advisor who will liaise with the Student Affairs and Service Quality Manager, and if necessary the Associate Dean (Student Affairs and Service Quality), to establish whether the dates of the clerkship will be manageable with classes, assessment or exams, and what options will be available to the student to facilitate their participation in the Clerkship.

- 3.3. The student will then plan their program of study accordingly. An Enrolment Advisor is able to assist with this.
- 3.4. Where a student has been approved for an exemption from class attendance, they should, before the commencement of the Clerkship, meet with each lecturer/tutor of the classes in which they are enrolled to discuss workload and ensure that subject requirements will be met. Students should also meet with their tutors/lecturers when they return from the Clerkship to discuss their progress.
- 3.5. Lecturers/tutors endeavour to support the accommodations made for a student to enable them to participate in the Clerkship.
- 3.6. Where a student chooses to, or is required to, defer for a semester in order to undertake a Clerkship, they should meet with an Enrolment Advisor to ensure they are complying with the relevant policies and regulations and have the appropriate approvals in place.

4. RELATED POLICIES AND PROTOCOLS

Student Grievance Management Policy SS 5.8.1

5. RELATED GUIDELINES AND FORMS

Nil

6. MODIFICATION HISTORY

Date	Sections	Source	Details
21 November 2012	All		Date of Approval
23 November 2016	All		Previous review completed
23 November 2018	All		Previous review completed
19 September 2021	All		Date of last amendment
			Date of next review