



## European Lawyers Programme 2011

### Candidate Information and Application Form

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*This document provides basic practical information about the European Lawyers Programme.<sup>1</sup>*

#### **1. Objectives of the Scheme and Introduction**

The European Lawyers Programme (ELP) aims to give lawyers from across Europe an opportunity to study the law of Scotland (in Edinburgh), and to experience at first hand how law is practised in the United Kingdom. Its objective is to address current key reform agendas in the legal field as a committed partner in Europe:

- by creating opportunities for European lawyers to learn about law and legal practice in Scotland and about key legal issues in the UK, through academic and practical training;
- by building networks of lawyers across Europe committed to strengthening good governance and human rights.

The emphasis throughout the six-month programme, which runs from early January to early July, is on both practical and academic aspects of law. It aims to contribute to their continuing professional development by giving participants an in-depth understanding of the United Kingdom's legal systems, public as well as private. In addition to providing professional and intellectual stimulus, participants have opportunities to meet British lawyers, and they network extensively with members of their own group, frequently sharing accommodation and socialising together. This aspect of the programme contributes significantly to the creation of networks which are generally sustained long after participants have completed the programme.

The programme is run under funding from the Scottish Government, is managed by the School of Law of the University of Edinburgh and recruitment of candidates is handled by the European Lawyers Association<sup>2</sup> (on which more detail is provided below). The programme comprises

- an academic component or components;
- placement(s) with solicitors in public or private practice, or with an in-house legal department in the public or private sector, an NGO or other relevant organisation;
- a mini-pupillage with an advocate (ie a practising member of the Scottish Bar) and, if possible, a week's experience with a Scottish judge.

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<sup>1</sup> The European Lawyers Association, in its sole discretion, will organise the application and selection procedure for the ELP 2011 and does not have to assign any reason to any of the applicants on why their application was not retained or why they were not selected. The ELA further reserves the right to alter any of the information contained herein, including *inter alia*, the right to cancel the ELP 2011 due to insufficient applications.

<sup>2</sup> The European Lawyers Association is registered in Belgium as an International Non-Profit Association ('Association Internationale Sans But Lucratif'/Internationale Vereniging Zonder Winstoogmerk')

Participants are matriculated in the University of Edinburgh with access to all student facilities (eg computing/ internet provision, libraries, sports and social activities). As far as possible placements are chosen to fit in with each participant's interests and/or specialism as demonstrated in their application form and CV.

Section 2 gives an overview of the programme.

This programme is modelled closely on the British Council's former European Young Lawyers Scheme, which began in London in the mid-1960s with lawyers from France and Germany, and in Edinburgh in 1975, and ran until 2006. It expanded by the mid-1990s to include young lawyers from many of the new European Union countries. The programme is now continued in an adapted form with funding from the Scottish Government.

*The European Lawyers Association* is an alumni association of the European Young Lawyers Scheme and was set up in 1985 with a view to maintaining the professional and social contacts established during the programme, and to build upon and further develop these links with past and future participants and UK practitioners. It has around 450 members from 24 countries, and further information can be found at [www/european-lawyers.org/](http://www/european-lawyers.org/). Participants on the Scheme automatically receive an invitation to join the ELA while they are in the UK.

## **2. The programme**

The programme is managed by the School of Law of the University of Edinburgh: placements may be in either Edinburgh or Glasgow. Further information about the School of Law can be found at [www.law.ed.ac.uk/elp](http://www.law.ed.ac.uk/elp). Please note that the programme may be subject to changes.

Up to 12 lawyers take part in this programme.

The re-establishment in 1999 of a Scottish Parliament is having a significant impact on the Scottish legal system in various respects, although certain areas, such as company law and other areas of economic significance will remain the domain of the Westminster Parliament.

### **Part 1: First academic period - School of Law, University of Edinburgh (6 weeks)**

Scots law is a mixed legal system, which means that it has elements of both English common law and European civil law systems, although in most respects it operates as a common law system. This six-week course aims to provide a broad, general overview of Scots law so as to give participants an understanding of its basic concepts and terminology. Topics include: the nature and structure of the Scottish legal profession; property law; trusts; commercial law; contract; delict; intellectual property; unjustified enrichment; company law; sale of goods; rights in security; criminal and civil procedure; and public law (constitutional law). Teaching is undertaken by members of the School of Law, with the support of some practitioners. Visits may be made to the Court of Session (the highest Court in Scotland) the Crown Office (ie the administration of the prosecution service) and other institutions.

### **Part 2: Solicitor's placement (7 weeks)**

Participants are attached to one, or sometimes two, solicitors' firms or other legal offices, giving them opportunities to see at first hand how solicitors operate in the United Kingdom. Attachments are mainly with private firms, but some are also arranged in the public sector, for example with the prosecution service, or central or devolved government. Participants are encouraged and expected to participate by, for example, reading files, drafting documents, and attending consultations with clients. However, the work in which they are involved is a matter for the office that they are attached to, and varies from firm to firm. So far as possible, attachments are arranged within the fields of interest of each participant and are monitored by the Programme Director.

### **Reading week (1 week)**

The participants and at least three members of academic staff will spend four nights at Firbush Point Field centre which is around 80 miles north of Edinburgh. The programme will include presentations and seminars from the participants as well as opportunities to take advantage of the wide range of outdoor activities available at this centre.

### **Part 3: Second academic period - School of Law, University of Edinburgh (2 weeks)**

This part of the programme builds upon the first and second. Topics of study include: medical jurisprudence; international environmental law; and arbitration. Visits are made to the Office of the Industrial Tribunals, the Scottish Parliament, a prison, the Criminal Cases Review Commission.

### **Part 4: Advocates' placement (9 weeks)**

Participants are attached to two members of the Faculty of Advocates (the Scots Bar) in Edinburgh, a Queen's Counsel (Senior Counsel) and a Junior Counsel. There are opportunities to study the cases with which the advocates are concerned, to attend consultations with solicitors and clients, and to observe advocates as they appear before Courts and Tribunals. Participants may be assigned for a week to a judge of the Court of Session, the highest court in Scotland. There are also occasionally opportunities for participants to accompany advocates to London for cases being heard before the House of Lords, the highest civil court of the United Kingdom.

Diploma: On satisfactory completion of the programme participants receive a certificate of attendance issued by the University of Edinburgh.

## **3. European Lawyers Aptitude Test - Scotland**

The European Lawyers Aptitude Test allows lawyers from countries of the European Union, Norway and Switzerland who are fully qualified in their own jurisdictions to qualify to practise in Scotland. Candidates are welcome to discuss this with the Director of the Edinburgh programme and/or to seek advice direct from the International Officer of the Law Society of Scotland (26 Drumsheugh Gardens, Edinburgh EH3 7YR. Tel:+44 (0) 131 226 7411; Fax: +44 (0) 131 225 2934 e-mail: [lawscot@lawscot.org.uk](mailto:lawscot@lawscot.org.uk)). The Society's website is at [www.lawscot.org.uk](http://www.lawscot.org.uk).

## **4. Recruitment profile**

Candidates should normally:

- have successfully completed the academic stage of training (certification must be provided as part of each candidate's application)
- in the case of most countries, have completed any period of associate or partial practice necessary for full practising status
- be currently working in a field of the law, ordinarily resident in the EU and currently working within the EEA.
- have attained a standard of English language competence broadly equivalent to Band score 7.00 on the International English Language Testing Service (IELTS).
- Show a commitment to professional and social interaction with those participating in the programme and with lawyers in Scotland.

All candidates must indicate their commitment to take time out of their career to pursue the programme, and those assessing them will be looking for evidence of candidates' potential to become leaders in their field and future decision-makers.

## **5. Procedure for applications**

All candidates must submit the following documents to their local European Lawyers Association representatives:

- a completed and signed Application Form
- copies of relevant certification (university and/or professional qualification certificate, professional examination certificates: school leaving examination certificates are not required)
- a full up-to-date *curriculum vitae*
- two supporting references. These should be translated into English where originally written in any other language.

The Curriculum Vitae is an important component of an applicant's documentation and is used in a number of ways by the European Lawyers Association and the Programme Director in Edinburgh:

- to supplement the information requested on the application form and
- to assist in reaching an informed decision on the application to help to achieve placements in appropriate legal organisations.

It is therefore important that your CV reflects your areas of specialism and/or interest: for example, if you tell the Programme Director that you are interested in a placement relating to media law and there is no evidence in your CV of experience or interest in that field of law, it will not help your case.

Locally shortlisted candidates are invited to attend a selection interview in their home country. A panel (which normally consists of local representatives of the European Lawyers Association, and where possible a senior representative of the national professional regulatory body and others) uses the recruitment profile above to assess their suitability for the programme. The interview, in whole or in part, may be conducted in English.

On the basis of documentation and performance at interview, recommended candidates' papers are forwarded to the Board of the European Lawyers Association, where the final selection is made. This selection aims to ensure that participants chosen for the programme bring to it a range of nationalities, genders and backgrounds and experience which will support the networking aspects of the time spent together and encourage the sharing of different perspectives and views. In addition to those selected, a number of reserve participants are identified so that in the event of a first choice candidate having to withdraw from the programme, the vacant place can be filled quickly.

## **6. Practical information**

Annexes A and B provide specific information about the forthcoming programme.

Preliminary arrangements Selected participants will be in regular contact with the University of Edinburgh and with the European Lawyers Association throughout the autumn preceding the programme to begin making all the practical arrangements for their time in the Scotland (e.g. all areas outlined below, plus preliminary reading, placements etc).

Residence Participants are expected to arrive in Edinburgh over the weekend before the programme begins. It is a condition of the award that participants remain in the UK throughout the programme.

Visa/Residence permit Please consult your local ELA representative for advice on visa requirements/regulations.

Medical clearance Almost all the countries represented on the Scheme have Reciprocal Health Agreements with the United Kingdom, but the provisions of these vary from country to country, and all participants are advised to take out comprehensive medical insurance before the beginning of the programme. It should be noted that dental treatment in the UK is expensive. Advice about registration with local doctors and other health-related matters is given to participants on arrival Edinburgh.

Accommodation Advice may be given to participants selected for the programme on how to find suitable accommodation. However, this can be a difficult task, and participants are advised to start making enquiries as soon as they can. Contact details are circulated to enable participants, if they so wish, to communicate with one another with a view to exploring opportunities for sharing accommodation.

Privacy The European Lawyers Association regards the lawful and correct treatment of personal information as important to the maintenance of confidence between it and those with whom it deals. We will ensure that our members, staff and those acting on our behalf who process personal information adhere to the principles of data protection.

European Lawyers Association

## ***Indicative Timetable for the 2011 programme***

*The timetable for recruitment and for the programme itself is subject to changes.*

### **2010 Recruitment for ELP 2011**

April – May 2010	Local selection process, including advertisement, application, shortlisting and interview. The exact timetable for this is determined by the local representatives of the European Lawyers Association
End of May 2010	Deadline for receipt of shortlisted applications by the Board of the European Lawyers Association
Early June 2010	Final selection panel considers all applications on paper
Mid June 2010	Local ELA representatives advised of the outcomes by the Board of the European Lawyers Association
Late June 2010	All candidates notified of the outcome of their applications by the local European Lawyers Association representatives
Early July 2010	All selected candidates sent award letters by the Board of the European Lawyers Association
October – December 2010	Pre-departure communications

### **ELP 2011 Programme**

[●] January 2011	Programme begins
[●] July 2011	Programme ends

(the programme of the ELP 2011 will be similar to the ELP 2010 programme which is currently running and the details of which can be consulted on [www.law.ed.ac.uk/elp](http://www.law.ed.ac.uk/elp) ).

## ***The award***

The Scottish Government meets the cost of the 6 month professional programme for all participants (up to 12) in Edinburgh. This includes:

- Fees for study periods at the University of Edinburgh
- The management of the entire programme by staff at the University of Edinburgh

The European Lawyers Association expects candidates to seek financial support for their accommodation costs and living expenses from their employer or other interested parties.

The estimated cost of living in Edinburgh amounts to £600-700 per month.

Candidates should note that:

- The above figures can be used as a guide to the minimum costs of living in Edinburgh.
- Placement host firms do not make any contribution to the funding of the programme as a whole.
- Participants are not paid a salary by their placement firm(s).



## European Lawyers Programme 2011

### Application Form 2011

Please complete all sections of this form in ENGLISH in black ink (typed if possible), and attach the Supplementary Information Form and a full CV.

#### 1. PERSONAL DETAILS

Family name: _____ (If more than one, please underline the one which determines your alphabetical listing)	
Other names: _____ (If more than one, please underline the one by which you are known)	
Date of Birth (dd/mm/yy): ____/____/____	Male/Female
Place of Birth: _____	Nationality: _____

#### 2. CONTACT INFORMATION

Please give the address at which you can be contacted routinely throughout 2010, including full country and area codes for telephone and fax numbers

Address: _____ _____	
Telephone: _____	Mobile: _____
Fax: _____	E-mail: _____

#### 3. PRESENT EMPLOYMENT

Employer/Organisation: _____
Current job title: _____
Work address: _____ _____

#### 4. PRESENT RESPONSIBILITIES

What are your current responsibilities/duties? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 5. PREVIOUS RELEVANT WORK EXPERIENCE

Please give dates and details of all your other law-related employment experience, starting with the most recent.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 6. EDUCATION AND QUALIFICATIONS

Please give details of your university/college education in chronological order, starting with the most recent, stating specific qualifications and grades gained.

Institution	Course Title	Dates	Qualifications/ Grades	Tuition in English? (Yes/No)

## 7. FURTHER QUESTIONS RELATING TO YOUR APPLICATION

What is your proposed career development in your own country? \_\_\_\_\_

\_\_\_\_\_

Do you have any knowledge of UK law? **Yes/No**

If yes, please give details \_\_\_\_\_

\_\_\_\_\_

In order of preference, which areas of law and legal practice are you most interested in? \_\_\_\_\_

\_\_\_\_\_

Are you currently applying for any other awards in the UK? **Yes / No**

If yes, please give dates and details \_\_\_\_\_

## 8. REFEREES

Please give the names, positions and titles of two people whom you are asking to write in support of your application.

### ***Referee 1***

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

### ***Referee 2***

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

## 9. HOBBIES AND INTERESTS

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## 10. LANGUAGES AND TRAVEL

Have you visited the UK before?

Yes / No

If yes, please give details and dates: \_\_\_\_\_

\_\_\_\_\_

Which other countries have you visited?

\_\_\_\_\_

\_\_\_\_\_

Which languages besides English do you speak? Please state level of fluency (i.e.

Basic/Working

knowledge/Fluent) \_\_\_\_\_

\_\_\_\_\_

## 11. HEALTH

Do you have any special medical, physical or dietary needs?

Yes / No

Please give details below if applicable. Note that if selected for the programme, you will be asked to complete a Declaration of Health form before your place is confirmed.

## 12. REASONS FOR APPLYING

Please state your objectives in applying for this programme.

## 14. DISCLOSURE

The European Lawyers Association will use the information you have given on this form to assess you for the European Lawyers Programme, and if you are successful the details will be used to administer the programme.

Where you have provided any information relating to any special medical, physical or dietary needs, we will only use this to ensure that your needs can be met.

Your information will be passed to the Faculty of Law in Edinburgh for the purpose of selecting the Scheme participants, and to other legal organisations to arrange appropriate attachments.

Note: The European Lawyers Association, in its sole discretion, will organise the application and selection procedure for the ELP 2011 and does not have to assign any reason to any of the applicants on why their application was not retained or why they were not selected. The ELA further reserves the right to alter any of the information contained herein, including *inter alia*, the right to cancel the ELP 2011 due to insufficient applications.

#### **14. DECLARATION**

I declare that the above statements are true and accept that my participation in the programme may be brought to an end if any statement proves to be false.

I confirm that if selected I will be released from my present employment or otherwise be available for the full duration of the programme in the United Kingdom.

I undertake:

- *that if I am offered a place on the programme, I will participate fully and will spend the whole of the relevant period in the United Kingdom;*
- *that I will inform the organisers if I am in contact with any solicitor, barrister or advocate in the United Kingdom regarding an attachment during the programme;*
- *that I will inform the European Lawyers Association if, after signing this application, I apply for any other award for study in the United Kingdom.*

**Signature**

**Date**     /     /