

STEP

STUDENT TRAINEE EXCHANGE PROGRAM

OFFICIAL GUIDEBOOK

2024
2025



STEP 2023 2024

STUDENT TRAINEE EXCHANGE PROGRAM

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INTRODUCTION

GET TO KNOW US!

Asian Law Students' Association, (ALSA) is a non-political, non-profit organization of over 14,000 law students and alumni located all over Asia. As one of the biggest and well-organized law students' associations in the world, ALSA aims at embracing cultural diversity and sharpening legal professionalism.



18,000+

Members



18
National Chapters
Across Asia

ALSA (or "ALSA International") currently serves as the organization of its 18 National Chapters and 3 observers. ALSA's National Chapters are Brunei, China, Cambodia, Hong Kong, India, Indonesia, South Korea, Laos, Macau, Malaysia, Myanmar, Nepal, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, and Vietnam with Azerbaijan, Bangladesh, and the United Kingdom as our observers.

ABOUT ALSA AND ITS INITIATIVES

OF THE NATIONAL CHAPTERS & THE INTERNATIONAL BOARD

ALSA hosts four major annual events,

I. ALSA Conference (AC) and ALSA Forum (AF)

The ALSA Conference (AC) and ALSA Forum (AF), which serve as cornerstones of the organization. These flagship activities feature the Governing Council Meeting (GCM), Mock GCM, Model United Nations (MUN), Table Discussions, Moot/Mock Trials, Panel Discussions, and other academic activities focused on pressing issues in Asia, providing valuable opportunities for ALSA members to enhance their skills and knowledge



II. ALSA International Moot Court Competition (AIMCC)

The ALSA International Moot Court Competition (AIMCC) is a simulated arbitration hearing focused on a specific legal theme. Participants prepare and submit written memorials for both the complainant and respondent in a fictional case drafted by legal experts.



ALSA INTERNATIONAL
MOOT COURT COMPETITION

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III. ALSA International Mediation Competition (AIMC)

The ALSA International Mediation Competition (AIMC) This competition is a vital platform for building practical legal skills and provides participants with a simulated arbitration hearing of an International Investment Dispute Settlement, enhancing their analytical skills, legal writing proficiency, and advocacy techniques.



IV. ALSA International Legal and Training Workshop (AILTW)

The ALSA International Legal and Training Workshop (AILTW) is designed to develop practical legal skills and specialized knowledge, bridging the gap between legal theory and real-world practice while establishing valuable professional networks among Asian law students.



ABOUT ALSA AND ITS INITIATIVES

OF THE NATIONAL CHAPTERS & THE INTERNATIONAL BOARD

ALSA serves as an international platform that cultivates future leaders in the Asian legal landscape. Our peers possess a drive for excellence and a commitment to international collaboration making them strong candidates for law firms seeking ambitious, globally-minded lawyers.

ALSA strives to foster a deep understanding of the diverse legal traditions and jurisdictions across Asia, providing its members with a global perspective that is highly beneficial for firms operating in or engaging with the region. Thus ALSA provides four key academic publications that serve to familiarize members with diverse legal systems across Asia and prepare them for globalized legal careers. These publications, which focus on various topics within Asian law, are designed to strengthen academic writing and research skills. They include:

- **Asian Journal of Legal Studies (AJLS)**
- **ALSA Law Review**
- **ALSA Legal Newsletter**
- **ALSA International Video Conference (AIVC)**



ABOUT ALSA “STEP” PROGRAM

STEP | STUDENT TRAINEE
EXCHANGE PROGRAM

The ALSA STEP Program offers a unique international internship experience. It aims to bridge the gap between legal education and practice by providing law students with practical training at top legal institutions across Asia. As a key initiative of ALSA International, STEP focuses on nurturing future legal professionals who are not only academically skilled but also culturally aware and equipped to excel in a globalized legal landscape. Through strategic partnerships with esteemed law firms, STEP provides opportunities for students around Asia to gain hands-on experience while also allowing our partners to tap into a network of highly motivated and talented individuals from across Asia, fostering a global mindset in the legal profession.



Internships through the STEP program begin at least a month after the application period ends. While applicants can indicate preferred dates, internships generally take place around June, July, and August. This program offers a chance for our members to experience global exposure, immerse themselves in different cultures, and for National Chapters to showcase their strengths

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MECHANISM OF PROMOTION

STEP is promoted through various online platforms, including our official website, Facebook, Instagram, and X accounts. In this year's program, we will place greater emphasis upon more accessible social media platforms like Tik Tok with an aim of engaging a broader audience of participants and partners with diverse and compelling video content and interviews.

The STEP program will also be in close collaboration with ALSA National Chapters to broaden program accessibility for both students and firms across borders. These collaborations ensure that the program provides candidates with the option to apply for an internship within their home country or abroad.



ALSA International is planning to run a **single round of STEP this year** (the specific timeline is detailed below). This year's program will focus mainly in these 3 countries: Thailand, Malaysia and Singapore.

The timeline for STEP 2025

01 9th - 22th Feb Acquiring Partnership

ALSA International will contact potential partners and provide information regarding collaboration with STEP program.

02 22th Feb - 15th Mar Holding Skill Development Event for ALSA candidates

Organizing a workshop named "How2Intern" and activities to enhance candidates' skills" in preparation for internships. ALSA How2Intern is a program designed to help participants understand the ins and outs of being an intern through guidance from our collaborative partners. The program provides valuable insights into the internship experience,

Conducting promotions

ALSA International will implement promotional campaigns across various platforms (Facebook, Instagram, STEP website,...) to raise awareness about the STEP Program.

03 1st Mar - 1st Apr Receiving the application

ALSA International will collect applications from interested candidates via the designated submission platform.

04 1st Mar - 1st Apr Conducting ALSA International interviews ("first interviews")

Qualified candidates will undergo an initial round of interviews conducted by ALSA International. These interviews assess the candidates' skills, experiences, and motivations, ensuring they align with the program's objectives and the requirements of partner law firms.

05 2nd Apr - 16th May Sending qualified applicants' information to Partners

After the first round of interviews, the profiles of shortlisted candidates will be compiled and shared with partner law firms. This step allows partners to review and make informed decisions about the interns they wish to host.

06 1st - 31th May Receiving final decisions from Partners

Partner law firms will evaluate the shortlisted candidates and provide their final decisions on internship placements. This phase is crucial for matching candidates with appropriate roles and ensuring mutual satisfaction for both interns and partners.

Notifying results to applicants and finalizing the round

The results will be communicated to all candidates, confirming their selection or providing constructive feedback. This step concludes the round as ALSA International finalizes all arrangements with successful applicants and partner law firms.

07 1st Jun - 31 Aug Internship Start

Internships typically commence between June and August, depending on partner availability.



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REQUIREMENTS

For entering the STEP Program, ALSA International **will request the following documents from the candidates:**

- STEP Application Form
- Curriculum Vitae (CV)
- Cover Letter
- Latest Academic Transcript in English
- 1-2 references letter from a law lecturer/tutor
- Sample of legal written work for more than 800 words
- Certificate of English Proficiency (if any)



SELECTION PROCESS

Based on the information above. ALSA International conducts internal interviews (“first interview”) thoroughly to make sure that the applicants are fully responsible and qualified for the internship program.

After passing the first interview, successful applicants will be recommended to the respective law firms or organizations for the “second interview”. This stage is conducted by the host firm to assess the candidate’s suitability for their working environment and specific internship requirements.

Once the candidate successfully completes both interview rounds, they will receive an “official acceptance” from the host firm, followed by further instructions regarding their internship placement. ALSA International will then provide necessary support, such as administrative guidance and pre-departure briefings, to ensure a smooth transition into the internship.

A SAMPLE OF ALSA INTERNATIONAL'S INTERNAL ASSESSMENTS

Document Below is the example of one of the applicant's results from the first interviews conducted by ALSA International. They are intent to screen out inappropriate applicants for feasible second interviews.

28 December 2018

To whom it may concern,

██████████ is currently in the fourth year of ██████████. As a perspicacious law student, she has achieved great grades in the field of law. Apart from her academically qualified performances, she also understands the significance of dispute resolution thoroughly.

Needless to say the facts above, there are more attributes that exhibit her as a promising intern at International Dispute Resolution and Risk Management Institute. Based on ALSA International's video interview, it is explicit that she has various qualities that reveal her capability and would eventually drive her to contribute to the institute as an intern.

To start with, she has plentiful experiences related to the field of mediation and arbitration. As supported by her attached documents, she has been accomplishing remarkable outcomes successfully. She also has a sincere enthusiasm for the field which would endeavour her utmost to develop herself and also the institute into a deeper level.

Furthermore, since she has a concrete objective of practicing law, it is expected that she would be a responsible, professional and sedate intern at the institute. The reason she is focused on dispute resolution is to contribute to her country, ██████████ by becoming an expert in the field. From ALSA International's video interview, she said and it is quoted that she would not let herself miss a chance to learn profoundly from abroad.

Last but not least, it is guaranteed that she is adept at adjusting to a new circumstance, such as IDRRMI in Hong Kong. As manifested in her past experiences, she has a global frame of reference. Also, she would be capable of building excellent social networks with peers in the institute with her fine communication skills.

Therefore, ALSA International potently recommends ██████████ as an intern at International Dispute Resolution and Risk Management Institute. It is assured that she will put the maximum amount of her effort to contribute to, and learn from the firm. Should you have any inquiries, please do not hesitate to contact Ms. Chae Rin Lee, the Director of Student Trainee Exchange Programme (STEP).

Thank you very much.

Yours faithfully,



Josie Lee Shuen Yee
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 International Board 2018/2019
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Chae Rin Lee
 Director of Student Trainee Exchange Programme
 Asian Law Students' Association
 International Board 2018/2019
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 Phone: ██████████
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BENEFITS TO THE PARTNER

Following ALSA's Memorandum of Understanding, ALSA International shall:

● Advertise Partner's Internship on ALSA International website, ALSA Facebook page and other social media platforms, and during AILTW free of charge.

Upon completion of the Internship, Partner shall be featured in the following publications:

- ALSA International Board Magazine;
- ALSA International Careers Guide Catalogue;
- ALSA International Board Website;
- ALSA International Media as deemed appropriate.

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DUTIES AND RESPONSIBILITIES OF PARTNER

Following ALSA's Memorandum of Understanding, ALSA International shall request our partner to:

I.

Inform ALSA of any further second interview schedules or final decisions of the internship within 28 days (including any rest days or statutory holidays) counting from the following date after receiving the required documents from ALSA. However, this timeline could be amended upon both Parties' consent.

II.

Be responsible for the acceptance process of the recommended students in adherence to Partner's recruitment and selection policies and guidelines.

III.

Assist the Interns in completing the visa application process.

IV.

Ensure that the interns shall undergo training related to their academic studies and be delegated work that is varied and challenging.

V.

Orient the Interns about partners, the work, and their responsibilities.

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DUTIES AND RESPONSIBILITIES OF PARTNER

Following ALSA's Memorandum of Understanding, ALSA International shall request our partner to:

VI.

Ensure that the Interns are in a safe working environment.

VII.

Provide allowance or its equivalent to the Interns.

VIII.

Inform ALSA International on any matters related to the Internship.

IX.

Any matters concerning the behavior of the Interns, including misbehaviors and penal matters shall be forwarded to the Director of STEP (dir.step@alsainternational.org)

EXTERNAL COLLABORATION

ALSA is in collaboration with four other law student associations in STEP which are the European Law Students' Association (ELSA), the New Zealand Law Students' Association (NZLSA), the Dominican Law Students' Association (DLSA), the African Law Students' Association (AfricanLSA)

Members from the association would have chances to participate in ALSA STEP and vice versa. It allows not only ALSA but also Partners to embrace versatile applicants from diverse cultures.

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ADDITIONAL INFORMATION

The attachments herewith exhibit ALSA (ALSA Booklet) and packages to sponsors (ALSA Sponsorship Prospectus).

Besides becoming one of our Partners, it is also possible to support ALSA by sponsoring as referred in ALSA Sponsorship Prospectus.

Depending on the type of sponsorship, benefits that correspond to the descriptions in the ALSA Sponsorship Prospectus will be accorded to sponsors.

Please kindly look into the materials provided below and if any inquiries arise, do not hesitate to reach ALSA International via the following contact venues.

CONTACT INFORMATION

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**ASIAN LAW STUDENTS'
ASSOCIATION**

Always Be One!

www.alsainternational.org

     **ALSA International**