



STEP

STUDENT TRAINEE
EXCHANGE PROGRAM

STUDENT TRAINEE EXCHANGE
PROGRAM

THE OFFICIAL
BOOKLET FOR
PARTNERS

ALSA INTERNATIONAL BOARD 2021/2022



Table of CONTENTS

<u>What is ALSA?</u>	1
<u>ALSA International Board</u>	2
<u>Events & Publications</u>	3
<u>What is ALSA STEP?</u>	4
<u>Mechanism of Promotion</u>	5
<u>Requirements</u>	6
<u>Selection Process</u>	6
<u>Procedures & Schedules</u>	7
<u>ALSA International Assessment Sample</u>	8
<u>ALSA STEP-ing Stone Series</u>	9
<u>Benefits to Partner</u>	10
<u>Partner's Duties & Responsibilities</u>	11
<u>External Collaborations</u>	12
<u>Additional Information</u>	13



ABOUT ALSA

GET TO KNOW MORE ABOUT US

Asian Law Students' Association, (ALSA) is a non-political, non-profit student-run organization of over 14,000 law students and alumni located all over Asia. As one of the biggest and most well-organized law students' associations in the world, ALSA aims at embracing cultural diversity and sharpening legal professionalism. ALSA (or "ALSA International") currently serves as the organization of its 16 National Chapters and 3 observers.

ALSA's National Chapters are:

Brunei, China, Hong Kong, India, Indonesia, South Korea, Laos, Macau, Malaysia, Myanmar, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, and Vietnam.

Our Observers are:

Bangladesh, Nepal, and Cambodia

For more information, please visit ALSA's website at alsainternational.org

ALSA INTERNATIONAL BOARD

GET TO KNOW THE PEOPLE BEHIND STEP



ALSA International Board consists of law students all over Asia who went through the selection processes to represent their respective ALSA National Chapters in the International Board.

ALSA International Board Officers work on a term basis, in which the term lasts one year and changes every August alongside the change of directors serving in positions in the International Board.

STEP is a work program under the Training Exchange and Development (TED) Department which is mainly managed by the Vice President of TED and the Director of STEP.

For more information, please visit ALSA's website at alsainternational.org

Events & Publications

of the National Chapters & the International Board

ALSA has four (4) significant events on an annual ALSA calendar, which are:

ALSA Conference (AC) and ALSA Forum (AF)

AC and AF are flagship activities of ALSA which hold Governing Council Meeting (GCM), Mock GCM, Model United Nations (MUN), Table Discussion, Moot/Mock Trial, Panel Discussion, and other academic activities on various topics related to overarching themes in Asia.

ALSA International Moot Court Competition (AIMCC)

AIMCC is a stimulated arbitration hearing of an International Investment Dispute Settlement. It is based on a fictional case written by professionals and aims at developing analytical skills, legal writing, and advocacy.

ALSA International Legal Training and Workshop (AILTW)

AILTW focuses on developing extensive, practical skills and knowledge on particular legal topics. The program is hoped to bridge the gap between legal theory and practice and to establish networks among Asian law students.

Furthermore, to meet ALSA members' desire to build globalized careers familiarized with Asia, ALSA has 3 prominent academic publications as follows:

Asian Journal of Legal Studies (AJLS), ALSA Law Review Magazine, and ALSA Legal Newsletter

AJLS, ALSA Law Review, and ALSA Legal Newsletter focus on a certain topic regarding the different legal systems in Asia. They seek to provide ALSA members with tools to enhance their academic writing skills and research abilities.

ALSA is continually progressing towards understanding and appreciating the diversity between various legal traditions and jurisdictions across Asia. It serves as an international platform for Asian law students expected to be future leaders and major players of the region. With its vision of directing global attention to the promising future of Asia, ALSA pursues collaborations among Asian countries and promotes awareness for justice. On account of the recognition of social responsibilities and legal obligations, ALSA facilitates to develop those values prosperously.



WHAT IS ALSA STEP?

ALSA STEP (Student Trainee Exchange Program), also known as ALSA International Internship Program, functions as a platform that provides prestigious opportunities to ALSA members for obtaining practical legal experiences and international work environments. ALSA members from 20 different jurisdictions could expose themselves to each others' countries by joining internships, which would be remarkable experiences.

Internships could be started 3 months after the open application. For example, if the open application period started in February, applicants are able to state preferable internship periods since May. The range of internship period is of STEP Partner's discretion but commonly lasts for 3 months.

For more information, please visit ALSA's STEP website at: step.alsainternational.org



MECHANISM OF PROMOTION

ALSA International produces STEP Partners (“Partners”)’ promotional materials in each round of STEP. The promotion of International Dispute Resolution & Risk Management Institute in Hong Kong, as one of ALSA’s Partners, could be referred to as a sample.



ALSA promotes Partners in each round of STEP on all available social media platforms within the application period.



REQUIREMENTS

FOR APPLYING TO STEP

FOR STEP, ALSA INTERNATIONAL RECEIVES:

Required Documents:

1. STEP Application Form;
2. Curriculum Vitae;
3. Cover Letter;
4. Latest Academic Transcript (in English);
5. Sample of Legal Written Work;
6. Reference Letter from University;

Additional/Optional Documents:

1. Certificate of English Proficiency;
2. Any additional documents to be added as internship acceptance consideration.

SELECTION PROCESS

ALSA International will firstly conduct ALSA's internal interview thoroughly to make sure the applicants are entirely responsible and qualified for the internship programs.

The documents of applicants who passed the interview will be sent to our Partners with ALSA International's internal assessments. Then, the Partners will have the selection process of the applicants. It is entirely at the Partners' discretion how the Partners' selection process is (i.e., application review, interview, etc.).

After going through the Partner's selection process, it is the Partners' full authority to which interns to accept, if any, or not.

PROCEDURES SCHEDULES

ALSA International is planning to run two rounds of STEP every year (1 year plan will be decided after the election of ALSA International Board) as shows in the following timeline. Partners would be able to choose among those time slots to accept interns.

The mechanism of the STEP Round is as follows:

- (1) Opening for Application;
- (2) Conducting promotion;
- (3) Receiving application;
- (4) Conducting ALSA International interviews ("first interviews");
- (5) Sending applicants' application material to Partners*;
- (6) Receiving final decisions from Partners;

** Within 28 days (including any rest days or statutory holidays) counting from the following date after the Partners receive the required documents from ALSA. However, this timeline could be converted upon both Parties' decisions.*

- (7) Notifying results to applicants; and
- (8) Internship Period.

*Thereby, Partners are able to conduct any internal assessment (i.e. additional interviews before the final decisions)

ESTIMATED PERIOD OF THE STEP ROUNDS

First Round

Application Period ----- 5th of February to 13th of March 2022

ALSA Internal Interview Period ----- Third to Fourth Week of March 2022

Estimated time to send the application to ----- First Week of April 2022
Partners

Estimated time to receive result form ----- Last Week of April 2022
Partners

Second Round

Application Period ----- First Week of May to First Week of June 2022

ALSA Internal Interview Period ----- Third to Fourth Week of June 2022

Estimated time to send the application to ----- First Week of July 2022
Partners

Estimated time to receive result form ----- Last Week of July 2022
Partners

SAMPLE OF ALSA INTERNATIONAL'S INTERNAL ASSESSMENTS



DEPARTMENT OF
TRAINING, EXCHANGE AND DEVELOPMENT

20th October 2021

To whom it may concern,

This letter serves as the Asian Law Students' Association ["ALSA"] Recommendation and Assessment letter of [REDACTED]. [REDACTED] is a final year law student from [REDACTED]. Through his legal studies, he has obtained extensive knowledge and experience. First and foremost, he has had 3 former internship experiences up until now; through the experiences, he was exposed to works relating to criminal litigation, intellectual property law, and commercial matters. He hopes to be exposed to the international environment and organizational aspects of the organization. Additionally, having interest in litigation, he hopes to involve innovations and technologies into the practice, as well as to his plan to contribute to society, in the future. He has strong time management skills, planning skills, and adaptability.

Therefore, ALSA International potently recommends [REDACTED] as an intern at [REDACTED]. It is assured he will put maximum effort to contribute to and learn from the firm. His preferred internship period is from December 2021 to January 2022. Should you have any inquiries, please do not hesitate to contact us.

Rinreda Sakiyalak
Vice President of Vice President of
Training, Exchange and Development
Asian Law Students' Association
International Board 2021/2022
vp_ted@alsainternational.org

ALSA STEP-ing Stone Series

STEP-ing Stone Series is a series of events that aims to promote the STEP internship program and also provide deeper information about the internship program. Additionally, ALSA STEP-ing Stone Series acts as a platform for STEP Partners to promote the internship program. This event will be conducted online via Zoom Meeting. STEP-ing Stone Series will be conducted in the form of a talk show.

STEP-ing Stone Series consists of 2 events that are conducted during each STEP Round Open Application of ALSA's 2021/2022 term:

STEP-ing Stone Series: Get to Know STEP

Institution Introduction

Speakers from participating Partners for the First Round introduce their respective institutions and explain more about what the internship period in their institutions would be like (the workload, the type of work assigned, etc.).

STEP Alumni Sharing

Former interns from the participating Partners share their experiences working as an intern in their respective institutions.

STEP-ing Stone Series: STEP Forward Together

For the second STEP-ing Stone Series, STEP is collaborating with the Director of Legal Training and Development to create a joint event called "ALSA Career Fest". The joint event consists of ALSA International Legal Training and Workshop and STEP-ing Stone Series: STEP Forward Together. We hope that by conducting a joint event, the members can benefit more from our program.

The second STEP-ing Stone Series will still consist of 2 agendas, which are:

Institution Introduction

Which will feature the Speakers from participating Partners of the Second Round.

STEP Alumni Sharing

Which will feature the former interns from participating Partners of the Second Round.

BENEFITS TO PARTNER

Following ALSA's Memorandum of Understanding, ALSA shall:

- 1) Advertise Partner's Internship on ALSA International website, ALSA Facebook page, and other social media platforms;
- 2) Upon completion of the Internship, Partner shall be featured in the following publications:
 - a) ALSA International Board Magazine;
 - b) ALSA International Board Website; and
 - c) ALSA International Media as deemed appropriate.

STEP Partner will also be able to:

1. Have access to more law students from all over Asia;
2. Fully design their participation in STEP and how they would like to benefit from STEP, i.e., only accepting interns from countries outside the institution's jurisdiction; and
3. Decide on which rounds to participate in in each term as ALSA International will send an invitation letter for the Partners' participation. Hence, Partners have a lot of flexibility with regard to the timeline of accepting interns through STEP in the partnership.

DUTIES & RESPONSIBILITIES OF PARTNER

Following ALSA's Memorandum of Understanding, ALSA shall:

- 1) 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 required documents from ALSA. However, this timeline could be amended upon both parties' consent.
- 2) Be responsible for the acceptance process of the recommended students in adherence to the Partner's recruitment and selection policies and guidelines.
- 3) Assist the Interns in completing the visa application process (for physical/offline internship).
- 4) Ensure that the interns shall undergo training related to their academic studies and be delegated work that is varied and challenging.
- 5) Orient the Interns about Partner, the work, and their responsibilities.
- 6) Ensure that the Interns are in a safe working environment.
- 7) Provide allowance or its equivalent to the Interns (for physical/offline internship).
- 8) Inform ALSA through the Director of STEP or the Vice President of Training, Exchange, and Development, of any matters related to the Internship.
- 9) Any matters concerning the behavior of the Interns, including misbehaviors and penal matters shall be forwarded to the Director of STEP.



EXTERNAL COLLABORATIONS

ALSA is in collaboration with two other law students associations in STEP, which are European Law Students' Association (ELSA) and Dominican Law Students' Association (DLSA). ALSA is also in collaboration with an international education group, which is Global Cultural Adventures (GCA).

Members from the associations 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.





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 to in ALSA Sponsorship Prospectus.

Depending on the type of sponsorship, benefits that correspond to the descriptions in 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:

President

Zay Yar Naing

president@alsainternational.org

Vice President of Training, Exchange & Development

Rinreda Sakiyalak

vp_ted@alsainternational.org

Director of Student Trainee Exchange Programme

Amanda Vania Damayanti

dir.step@alsainternational.org

Official Website: alsainternational.org

Official Email: contact@alsainternational.org