



Terms and Conditions for Herbert Smith Freehills ("HSF") PRO BONO & CITIZENSHIP OPPORTUNITY (the "OPPORTUNITY")

**(WWW.HSFBRINGLAWTOLIFE.CO.UK)**

1. The Opportunity
  - 1.1 Eligibility for application
    - 1.1.1 The Opportunity is open to individuals who are over eighteen years of age and are studying an undergraduate or postgraduate course of any discipline at an academic institution in the UK or Ireland.
    - 1.1.2 All entries must be made personally by each individual entrant.
    - 1.1.3 An individual can only apply for the Opportunity once.
    - 1.1.4 HSF may, at its sole discretion, refuse to consider and remove any submitted entry. For example, if the entry is incomplete or unintelligible or uses defamatory, malicious or inappropriate content.
    - 1.1.5 HSF may ask for proof that an entrant is eligible to enter the Opportunity and for proof of identity. Failure to provide this proof may result in disqualification from the application process.
  - 1.2 Entries
    - 1.2.1 Each applicant agrees that HSF can release any content submitted to HSF as part of the process on their owned digital channels (for example the HSF website and social media channels).
    - 1.2.2 The Opportunity will close on 24March 2019. Acceptance of any applications after this date will be at HSF's sole discretion.
    - 1.2.3 It is the responsibility of each applicant to notify HSF of any change of contact details.
  - 1.3 Registration and Opportunity stages
    - 1.3.1 Applicants will undergo two stages of selection in order to win the Prize.
      - (A) Registration and stage one:
        - (1) Applicants need to register at [www.hsbringlawtolife.co.uk](http://www.hsbringlawtolife.co.uk) and will be asked to provide some personal details and information about their course and year of study.
        - (2) On the application form, applicants will be asked to complete two open text questions, up to 400 words each.
      - (B) Stage two
        - (1) HSF will inform each applicant whether they have reached stage two of the process.
        - (2) At stage two, successful applicants will be invited to talk through their ideas in a 10-15 minute presentation at our London offices. To help prepare, applicants will have the option to talk through their idea with an experienced member of our Pro Bono and Citizenship team. The team member will offer advice about the idea and how to structure the applicants' presentation.
        - (3) The successful applicant will be informed on the same day of their presentation.



2. The Successful Applicant
  - 2.1 One candidate will be selected for the Opportunity. The successful applicant will be selected after stage two of the process at the sole discretion of HSF.
  - 2.2 If HSF determines that the successful applicant behaves in a way which is detrimental to the reputation or image of HSF, fails to respond to repeated attempts by HSF to contact him/her or has accepted a graduate position with another employer, HSF reserves the right to disqualify the individual from the process at any time and the individual would lose all rights to the Opportunity. In this instance, another applicant will be selected from the stage two shortlisted candidates.
  - 2.3 HSF will not be held responsible if an e-mail delivered has not been received by the winner.
  - 2.4 The placement to one of our Asian offices is dependent on the successful applicant being able to obtain an appropriate visa. It is your responsibility to apply for the visa which must be in place prior to travel. HSF will fund visa costs at its discretion.
  - 2.5 Candidates who are socially mobile (i.e. at least two from the following- from a low income family, attended state school comprehensive, are the first generation of their family to attend university, are a refugee, have spent more than 3 month in local authority care) will be strongly considered for the final, subject to the quality and strength of the candidate's application overall.
    - 2.5.1 HSF can release any content submitted to HSF as part of the process on their owned digital channels (for example the HSF website and social media channels);
    - 2.5.2 he/she will participate in reasonable publicity relating to the process;
    - 2.5.3 he/she will, at a minimum, provide to the HSF graduate recruitment team, photographs and a blog of their journey, their meetings/lunches with HSF lawyers, them completing any tourist experiences funded by HSF and their return journey to the UK or Ireland;
    - 2.5.4 he/she will respond to e-mails from the HSF graduate recruitment team in a timely way, including during the placement.
3. The Opportunity
  - 3.1 The opportunity is a paid-for, two week placement in London with Pro Bono & Citizenship plus a paid-for week visiting one of our Asian offices. This will include the following for the successful applicant only:
    - 3.1.1 paid work experience in our Pro Bono & Citizenship team in London.
    - 3.1.2 visiting HSF Hong Kong, Seoul, Singapore or Tokyo offices.
    - 3.1.3 a return flight between the UK or Ireland and one of the above cities.
    - 3.1.4 accommodation (selected by HSF or as otherwise agreed between HSF and the winner) for a total of 7 nights in one of the above cities;
    - 3.1.5 expenses of £1,000 to cover local travel, food and drink, other tourist activities and travel insurance
  - 3.2 The successful applicant will be responsible for completing all formalities in respect of obtaining any visa required for the trip to one of our Asian offices. HSF will fund visa costs at its discretion.
  - 3.3 The successful applicant will be responsible for making travel and accommodation arrangements for anyone accompanying them for any part of the trip.
  - 3.4 The trip must take place between July and August 2019.
  - 3.5 There is no alternative opportunity.



4. Personal data

Entrants can access a copy of our privacy policy here:

<http://www.herbertsmithfreehills.com/legal-and-regulatory/privacy-policy>

If at any stage an applicant would like to change the information we hold about or withdraw their application, they can contact us on [gradutes.uk@hsf.com](mailto:gradutes.uk@hsf.com)

5. Governing law

The opportunity is governed by English Law and any matters relating to it will be resolved under English Law.