

## Expectations for Students on the Human Rights Law Clinic

Recognising that the Human Rights Law Clinic works by students engaging with external organisations and lawyers, it is important that the Clinic maintains a level of professionalism and quality. The following set out our expectations of the students on the Human Rights Law Clinic.

### General expectations for all students

Student participants, once accepted into the Clinic, are required to commit for the entire year during which they are expected to:

1. Accept the tasks allocated to them by the Clinic unless there are serious circumstances that permit them from doing so
2. Commit to working for the Clinic from mid October / early November 2023 until the end of May 2024
3. Work as a team with other members of the Clinic
4. Assist the team leader in carrying out her/his responsibilities
5. Attend meetings of the Clinic and their teams
6. Adhere to Clinic policies, procedure and rules and those of the partner organisation where appropriate
7. Deliver the tasks set by the partner organization/clinic within the timeframe required
8. Respect confidentiality requirements.

### Confidentiality

Some of the cases and projects the Clinic will be working on may be confidential. In this regard:

1. Students must adhere to rules regarding privilege and confidentiality in relations to all publicity, discussion, assessment and supervision of Clinic cases.
2. All case records and any research related thereto, both current and completed, must comply with data protection laws, for example, be securely stored and accessible only by staff of the Clinic and student caseworkers involved.
3. Any paper waste produced in relation to the Clinic must be disposed of using confidential waste disposal facilities at the University.
4. All files and documents relating to Clinic casework will be kept on an internal secure site to which only Clinic staff and student caseworkers will have access.
5. Staff of the Clinic and student caseworkers should not keep emails, documents or details on casework matters on personal computers.
6. When referring to their work on the Clinic in future job applications or other documents, students should ensure that they do not identify the specific projects they were working on and seek clarification from the HRIC staff as to how to refer to their work.

### **Quality of work**

1. The reports delivered by the student team should be of the highest quality in terms of substance and presentation.
2. Materials should be appropriately and correctly cited and referenced.
3. Students should ensure that any extracts taken from published material is cited fully and appropriately to avoid allegations of plagiarism.

### **Additional expectations for team leaders**

It is expected that the team leaders will:

1. Coordinate the activities of the team.
2. Arrange regular meetings with student members of the team.
3. Identify and allocate tasks to each member of the team.
4. Work with the team members to prepare a work plan for each specific assignment.
5. Maintain weekly contact with HRIC Staff.
6. Maintain at least fortnightly contact with the external partner, unless otherwise arranged and agreed upon with the external partner.
7. Copy HRIC staff in on any correspondence with the external partner.
8. Oversee the completion of the report or any written output of the team.