

VACATION SCHEME BOOKLET

All you need to know about our **HAEME LEW** Vacation Scheme



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THE FIRM



THE FIRM

INTRODUCTION

HAEME LEW is a multi-practice law firm based in Kuala Lumpur, Malaysia.

Our high passion and commitment toward our profession and our valued clients have resulted in us being recognised by numerous international organisations such as the Asian Legal Business, In-House Community, and the Global Law Experts.

VISION

HAEME LEW aspires to be the premier legal and corporate solutions provider for corporations in Malaysia and around the Southeast Asia region.

MISSION

HAEME LEW will keep on building the reputation of our practice with the main aim of being a reputable and one of the top tier law firms in the region, and we are proud of our ability to provide effective and commercially astute solutions for our clients.

CORE VALUES

Agility | Integrity | Excellence | Technology

PHILOSOPHY & THE HAEME LEW VACATION SCHEME



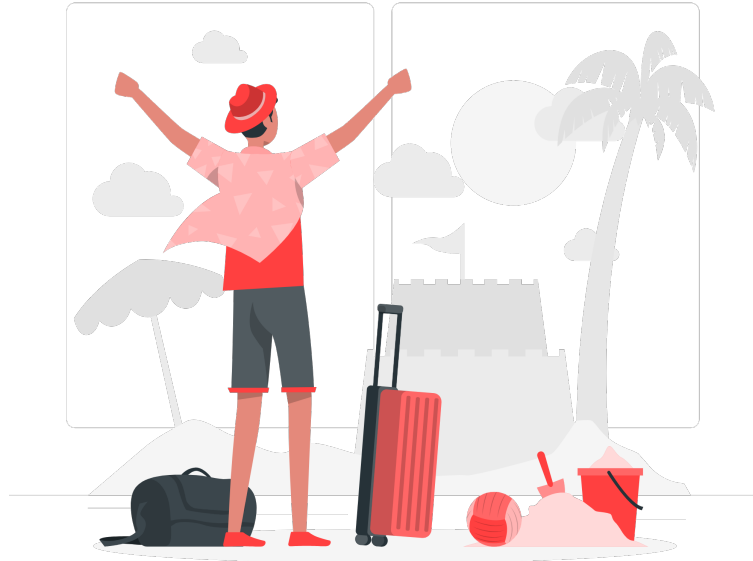
PHILOSOPHY

“Internship is one of the best avenue to polish your legal research skills and prepare for a career in the legal industry.”

VACATION SCHEME

HAEME LEW Vacation Scheme is a structured internship experience offered to law students who are looking for some insights and experience of what life is like as an advocate and solicitor.

At **HAEME LEW**, we believe that our structured internship programme is one of the best avenues to help law students to improve their advocacy skills and legal knowledge, polish their legal research skills, and prepare law students for a career in the legal fraternity.



WHY THIS **HAEME** LEW VACATION SCHEME?



Our modules and syllabus are designed to trained future lawyers

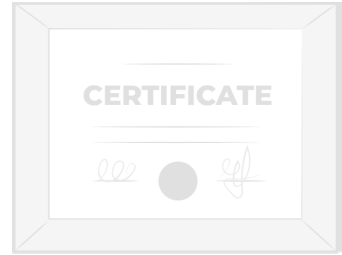
Associate Interns are exposed to the practical aspects of the law

Exposing the Associate Interns to the well-known and high members of the legal fraternity

Assisting the Associate Interns in crafting your future career

THE **HAEME** LEW VACATION SCHEME EXPERIENCE

Participation in an established and structured internship programme



Guidance from friendly and experienced lawyers

Exposure to practical aspects of many areas of the law



Observation of court proceedings and getting hands-on experience in court proceedings

Best training on the advocacy and oratory skills



HAEME LEW

VACATION SCHEME MODES

Physical Vacation Scheme

- Physical Vacation Scheme mode is a programme where an Associate Intern will be required to physically attend to the office for five (5) days a week, subject to public holidays..

Virtual Vacation Scheme

- Virtual Vacation Scheme is a programme where an Associate Intern is not required to attend to the office physically and may complete the Vacation Scheme remotely or from home. This mode is suitable for international and local law students who live outside the Klang Valley.

Hybrid Vacation Scheme

- Hybrid Vacation Scheme is a hybrid programme between the Physical Vacation Scheme and the Virtual Vacation Scheme where an Associate Intern is required to physically attend to the office for a minimum of three (3) days a week and may work remotely for the remaining days of the week.

SUSPENDED!
(until further notice)

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VACATION SCHEME APPLICATION

VACATION SCHEME APPLICATION

All applications for the **HAEME LEW** Vacation Scheme should be submitted, at least, **three (3) months** before the targeted start date.



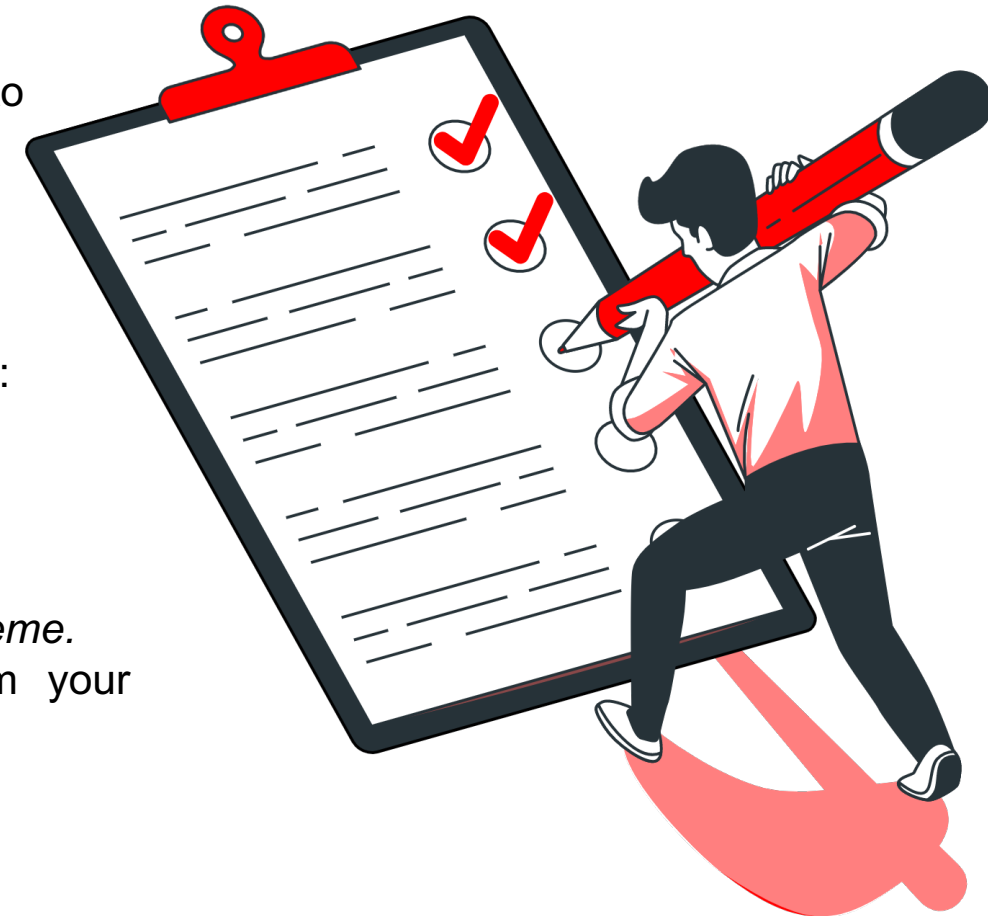
VACATION SCHEME APPLICATION

A - REQUIREMENTS

Our Vacation Scheme period typically range from 4 – 12 weeks.

Applicants must submit a copy of the following documents, to vacationscheme@haemelew.com:

1. Cover letter.
2. Resume/Curriculum vitae.
3. Personal statement (no word limit), addressing the following pointers:
 - a. *Your story;*
 - b. *Why you choose to apply for **HAEME LEW** Vacation Scheme;*
 - c. *Which area of law particularly interests you, and why;*
 - d. *What is your aspiration for the future; and*
 - e. *What is your expectation upon completion of this Vacation Scheme.*
4. Two (2) written references (on the university's letterhead) from your lecturers or tutors.
5. One (1) sample of legal-related written work.



VACATION SCHEME APPLICATION

B - 3-TIER ASSESSMENT PROCESS

- **Tier 1:** Applicants will submit their applications together with the required documents. We will assess and shortlist candidates based on the documents submitted to us.
- **Tier-2:** Applicants who have passed the Tier-1 selection and shortlisted for the Tier-2 selection will be required to take two (2) types of tests as follows:
 - Personality Test; and
 - Critical Thinking Test.
- **Tier-3:** Upon passing the tests under the Tier-2, the shortlisted candidates will be required to attend an interview at the office of **HAEME LEW** or virtually.

C - RESULT

- Only upon passing all 3 tiers of assessment process then a candidate will be selected to do their Vacation Scheme with us and will be positioned as an 'Associate Intern'.
- Candidates will be advised of the outcome of their applications one (1) month before the targeted start date.
- International candidates who have been selected and offered this Vacation Scheme opportunity will be required to email a copy of their flight itinerary or e-ticket within 14 days of the offer being made, in order to confirm their acceptance of the Vacation Scheme offer.

VACATION SCHEME MODULE



VS BASIC MODULE

The aim of the **HAEME LEW** is designed to provide our Associate Interns with true legal practice experience. Our Associate Interns will be exposed with the opportunities to experience our key practice areas. Our structured training programme ensures our Associate Interns experience different areas of law, including dispute resolution and corporate works.

**Legal
Knowledge**

**Writing &
Drafting
Skills**

Advocacy

**Legal
Research**

**Professional
Skills**

VS BASIC MODULE

Legal Knowledge

Basic legal lessons and seminars

Exposure to various knowledge of legal practice areas

Knowledge sharing with lawyers

Coffee session with well-known and high members of the legal fraternity

Writing & Drafting Skills

Drafting legal opinion and advisory

Court applications, pleadings, affidavits, and written submissions

Drafting contracts and other legal documents

Assisting partners and lawyers with writing articles on legal issues or case updates

Advocacy & Oratory Skills

Mock trial sessions

Assisting partners and lawyers with trial preparation

Participating in-house advocacy training seminars and exercises

Observing counsel in court proceedings

VS BASIC MODULE

Legal Research

Research on the laws and procedures in Malaysia and other jurisdictions

Use of online and offline research tools

Application of legal research to real facts of ongoing cases

Presentation of research material

Professional Skills

Time management

File management

Courtroom etiquette

Client relationship management

Professional conduct and ethics

Practical Office Procedures

VS WEEKLY SYLLABUS

Week 1 - Week 4

- Civil Litigation & Corporate Dispute
- Corporate & Commercial
- Criminal Litigation
- Real Estate & Conveyancing

Week 5 - Week 8

- Employment & Industrial Relations
- Intellectual Property
- Corporate Restructuring & Insolvency
- Competition Law & Data Protection Law

Week 9 - Week 12

- Merger & Acquisition / Initial Public Offering (IPO)
- Arbitration & Adjudication
- Conventional and Islamic Banking & Finance
- Shipping & Maritime Law

** The detailed syllabus will be provided during the induction day and shall subject to revision from time to time*



VACATION SCHEME TIPS

VS TIPS

Associate Interns will undergo an onboarding session on their first day. They will also be introduced to **HAEME LEW** lawyers and other members of the Firm.

Associate Interns will be assigned to a supervising lawyer and be a part of a team led by a Partner of the Firm.

All tasks should be completed within the stipulated timeframe. Associate Interns are to request an extension of time from the supervising lawyer, if they are unable to meet deadlines.

VS TIPS

Depending on the current court schedule, Associate Interns will be assigned to observe court proceedings, and to assist our lawyers during the proceeding.

Associate Interns are expected to attend in-house training sessions, contribute to discussions at staff meetings as well as participate in all events organised by **HAEME LEW**.

Associate Interns must inform their supervising lawyer of any variations in routine, planned and unplanned absences, illness and other concerns.

VACATION SCHEME BENEFITS



VACATION SCHEME BENEFITS

Physical Vacation Scheme	Virtual Vacation Scheme	Hybrid Vacation Scheme
<ul style="list-style-type: none"> • Vacation Scheme Allowance: RM800/month • Meal Allowance: RM100/month • Travelling Allowance: RM100/month • Out-Patient Medical Subsidy: up to RM60/visit • COVID-19 Health Screening Subsidy (up to RM100) • Covid-19 Insurance Protection (for the entire duration of the Vacation Scheme) • Travelling & Accident Protection Insurance (for the entire duration of the Vacation Scheme) 	<ul style="list-style-type: none"> • Vacation Scheme Allowance: RM100/month • Covid-19 Insurance Protection (for the entire duration of the Vacation Scheme) <p>SUSPENDED! (until further notice)</p>	<ul style="list-style-type: none"> • Vacation Scheme Allowance: RM400/month • Meal Allowance: RM50/month • Travelling Allowance: RM50/month • Out-Patient Medical Subsidy: up to RM60/visit • Covid-19 Insurance Protection (for the entire duration of the Vacation Scheme) • Travelling & Accident Protection Insurance (when necessary) <p>SUSPENDED! (until further notice)</p>



FREQUENTLY ASKED QUESTIONS

FAQs

Q1: WHAT ARE THE ACADEMIC REQUIREMENTS TO QUALIFY FOR THE HAEME LEW VACATION SCHEME ?

A: Generally, an applicant should have, at least, completed their first year of a full-time law degree course.

Q2: WHAT IS THE DURATION OF THE VACATION SCHEME?

A: The minimum period for our Vacation Scheme is four (4) weeks.

Q3: WHO SUPERVISES THE INTERNS?

A: An Associate Intern will be assigned to a supervising lawyer as his/her direct mentor.

Q4: WHAT IS THE SAMPLE OF WRITTEN WORK THAT I SHOULD SUBMIT FOR MY APPLICATION?

A: You may submit any kind of legal written works to use as long as you could prove that the written work was written by you alone and not a group work. Examples of written works you may submit to us are law assignment, exam answers/script, mooted written submissions, legal articles, etc.

Q5: CAN I START THE VACATION SCHEME LATER THAN THE TARGETED START DATE?

A: Our revamped policy on Vacation Scheme has set that all selected Associate Interns will have to start on a date as decided by the Firm. To start your Vacation Scheme later than the targeted start date is strongly discouraged unless with reasonable justifications.

FAQs

Q6: WILL INTERNS BE REMUNERATED?

A: An Associate Intern will be remunerated with allowances and other Vacation Scheme benefits as may be determined by the Firm from time to time. However, the amount of allowance you will be getting is depending on the mode of Vacation Scheme you have selected.

Q7: WHAT ASSISTANCE DOES THE FIRM PROVIDE WITH ACCOMMODATION DURING THE VACATION SCHEME?

A: The Firm will assist (where needed) by suggesting options for suitable accommodation close to the Firm's office. International Associate Interns are strongly advised to finalise all accommodation arrangements before their arrival in Malaysia.

Q8: CAN I CHOOSE HOW LONG I WANT TO DO MY INTERNSHIP/VACATION SCHEME WITH **HAEME LEW?**

A: Yes, you may choose the period of your Vacation Scheme with us. However, a minimum 4-weeks period is mandatory.

Q9: IF I APPLIED, WILL I BE ASSURED OF A PLACE TO DO MY VACATION SCHEME WITH THE FIRM?

A: We received overwhelming applications every year (hundreds of applications). Starting 2022, we have revamped our selection criteria and process making it only the best applicants will be selected to be our Associate Interns.

FAQs

Q10: WHAT IS THE QUALITY OF AN APPLICANT YOU ARE LOOKING FOR?

A: We are looking for people who are hungry for knowledge and those who possess the drive to excel. Additionally, you must have a pleasant personality.

Q11: CAN I DO MY VACATION SCHEME MORE THAN 12 WEEKS?

A: Generally, we expect for the Vacation Scheme to be fully completed on Week 12. However, any extension of time may be permissible subject to the availability and circumstances.

Q12: WILL I GET A CERTIFICATE FOR MY ENROLMENT IN THIS VACATION SCHEME?

A: Yes, our Associate Interns will receive a 'Certificate of Completion' upon completing their Vacation Scheme with us.

Q13: WHAT IS THE WORKLOAD LIKE FOR INTERNS?

A: **HAEME LEW** Vacation Scheme is a structured internship programme where our Associate Interns will be given a timetable to follow daily. There will be times for knowledge sharing sessions and seminars, attending court proceedings, being assigned with legal works (e.g. drafting notice of demand, drafting agreements, drafting pleadings, etc), and many more. Rest assured, with a good time management and positive attitude, you will enjoy your time here at **HAEME LEW**!

FAQs

Q14: MY UNIVERSITY USUALLY WILL REQUIRE OUR LECTURERS TO VISIT US DURING THE INTERNSHIP. DO YOU ALLOW THAT?

A: Yes, we understand that some universities make it as a requirement to visit their student during internship period and to get our feedbacks regarding their students' performance. We would always welcome your lecturers or officers from your university to visit our office.

Q15: WILL I GET TO LEARN AND DO WORK FOR THE PARTNER OF MY CHOICE?

A: While we understand your excitement to work with our experienced partners and lawyers, we will try our best to accommodate you working with or learning from the partner or lawyer of your choice. However, since our Vacation Scheme is a structured programme, your time with the partner or lawyer may be limited.

Q16: HOW IS THE WORK CULTURE AT HAEME LEW?

A: We always do our best to ensure the working atmosphere in our office is healthy and fun. Good to note that our Managing Partner hates a stressful working environment. So, do not be surprised when you enter our office and our office do not seem or smell like a 'typical' law firm. Cheers!

HAEME LEW

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