



## UBC INNOCENCE PROJECT 2024-2025 Application Fact Sheet

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Note: This document provides information regarding the application process for a 2024-2025 position with the UBC Innocence Project. For additional information regarding the UBC Innocence Project, please see their Program Description on the [Allard Law Clinics and Externships webpage](#).

### 1. Application Package

Students must include the following materials in their application package:

- (a) ☒ Resume
- (b) ☒ Cover Letter
- (c) ☒ Completion of the Mandatory Experiential Application Survey
- (d) ☒ Contact information for 2 references to be included in the Mandatory Experiential Application Survey
- (e) ☐ Other: Enter any other required materials here.

Please see the [Allard Law Clinics and Externships webpage](#) for additional guidance on preparing these materials. All application package materials should be submitted via [ACE](#). All experiential opportunities are labelled "ExL 2024 - 2025: Clinic Name" on ACE.

### 2. Grades

The UBC Innocence Project will review the following grades in their recruitment process:

- (a) ☐ Law school grades that are available up to the date of the Application Deadline will be reviewed
- (b) ☒ Law school grades will NOT be reviewed

#### **If Option A is Selected:**

Students must include a copy of their Allard Law Transcript in their application package.

- i. ☐ The Transcript must be an official copy (Note: There is a cost associated with [ordering a Transcript](#). Transcripts can take 2-4 business days to process.)
- ii. ☐ The Transcript does not need to be an official copy. A PDF of the Grades Summary generated through the Student Service Centre is sufficient (Note: The Grades Summary does not list course titles).

#### **If Option B is Selected:**

The UBC Innocence Project will not receive access to students' law school grades. A student who only applies to The UBC Innocence Project and does not apply to any other Allard Law experiential learning program that collects grades (including upper-year moot programs), will not have their law school grades collected or distributed to any experiential learning programs.



### 3. Interviews

- a. ☒ The UBC Innocence Project will conduct interviews as part of the recruitment process. Only short-listed applicants will be contacted.
- b. ☐ The UBC Innocence Project will not conduct interviews as part of the recruitment process.
- c. ☐ The UBC Innocence Project may conduct interviews as-needed as part of the recruitment process.

### 4. Compatibility with Upper-Year Moot Programs

- (a) ☒ Students may participate in a moot and the UBC Innocence Project at the same time.
- (b) ☐ Students should consult the UBC Innocence Project if they receive an offer from an Upper-Year Moot Program and wish to moot at the same time as participating in the UBC Innocence Project. The appropriate contact for this purpose is Enter the name and email address of the contact person here.
- (c) ☐ Students may not participate in a moot and the UBC Innocence Project at the same time.

### 5. Program Schedule Overview

Students are responsible for managing their time and are expected to be fully engaged while participating in the program. Students should plan their affairs accordingly given the program schedule below:

**The program is a full year program but is only one course out of your four or five others. We have real clients who need assistance throughout the year and rely on students to be present and for assistance. Other than for illness, missing class or office hours will affect your grade. Many students have successfully balanced other experiential learning programs with the UBC IP but the workload cannot be shifted from one term to another. As with all legal cases, the work will ebb and flow ; some weeks will be busy and others will be slow depending on the case assigned and the nature of the work required on the case. Students have input into which cases they get assigned so should be able to consider what the case will require when they provide input into case assignments. Students should be able to balance their casework with other commitments if they work hard, their academic year is well-planned, and they manage their time well.**



## **ADDITIONAL INFORMATION RE: GRADES COLLECTION AND DISTRIBUTION**

### **1. Do I need to include my law school grades in my application?**

All clinics and externships have their own application requirements that are set out in their fact sheets. Students should carefully review each program's fact sheet to determine whether law school grades are required to apply.

### **2. I did not apply for a program that requires grades. Who will get access to my grades?**

If you did NOT apply to any experiential learning program that requires grades, your grades will not be provided to any experiential learning programs.

### **3. I have concerns about providing my law school grades to an experiential learning program. What should I do?**

Grades are only one component of application packages. Often, grades are just used by a program as a source of additional information about a student's interest in an area of law or as a general indication of their academic progression. You do not need to have exceptional grades to be considered a strong applicant. If you have any concerns about providing your grades to a program, please contact [Barbara Wang](#), Manager Student Affairs, **before** the application deadline.