



## Student Placement, Internships Policy and Volunteers

May 2026

### Irish Rule of Law International (IRLI) overview:

IRLI is a civil society organisation supported by both branches of the legal profession across the island of Ireland. We work to strengthen justice systems that uphold human rights across multiple jurisdictions. Our current programmes strengthen access to justice in Malawi, advance survivor centred justice in Tanzania, and support anti-corruption and accountability in Zambia. We also deliver a small number of projects, both in our programme countries and elsewhere, in cooperation with pro bono, civil society, and human rights partners.

### IRLI Values:

- **Participation:** We are rooted in partnership and collaboration, built on shared learning and mutual respect. We listen to and are guided by partner needs and priorities.
- **Humility:** We approach our work with openness and respect, aware that our role is to support, and learn from those closest to the issues.
- **Compassion:** We are committed to strengthening justice systems where all people are treated with dignity, where they can place their trust and feel protected.
- **Integrity:** We act with honesty, transparency and fairness, holding ourselves and our partners to the highest ethical standards.
- **Justice:** Justice and equality guide everything we do, ensuring fairness for people is not just an aim but a standard.

### 1. Purpose

This policy sets out the approach of IRLI to:

- Student placements
- Internships
- Volunteers
- Any similar unpaid or paid placement arrangements with IRLI

The term 'Placement' is used in this document, to include all the above.

### 2. Scope

Placements may range from short-term, one-off engagements (such as support for evening events) to longer-term arrangements lasting several months. Longer-term placements are currently delivered in partnership with Maynooth University and the University of Galway, and IRLI may consider additional university partnerships in future years.

These placements are designed to offer meaningful learning opportunities and work experiences while supporting IRLI's mission. Individuals who take part in these placements are valued contributors to the organisation's work and are expected to uphold high standards of conduct and professionalism in all engagements.

### 3. Policy Statement

IRLI facilitates several placement opportunities.

These include:

**a) University Placement Programmes**

- IRLI partners with specific universities in Ireland, including:
  - Maynooth University
  - University of Galway
- Placements can last from several months up to a maximum of 11 months and may involve between 2 and 4 days per week.
- IRLI pays the statutory minimum wage for these placements. This reflects both the meaningful contribution made by the individual to IRLI's work and the structured learning opportunity provided by the organisation.

**b) Internships**

These placements focus on law students studying in Ireland.

- Generally during university summer holidays
- 2-8 weeks duration, depending on the individual and IRLI requirements at the time, for anything between 2-4 days per week
- The focus is on students gaining knowledge and understanding of IRLI's work, as well as insight into some of IRLI's programmes
- Internships are unpaid; however, a stipend is provided to cover travel & lunch expenses when in the office or attending programmes

**c) Professional Practice Certificate [PPC]**

IRLI facilitates placements under the trainee solicitors programme with the Law Society of Ireland. These placements are unpaid.

**d) Volunteers for One-Off Events**

IRLI engages volunteers for one-off events and short-term activities. These roles are unpaid.

**e) Other Placement Opportunities**

IRLI may consider and develop other placement or volunteer opportunities as organisational needs arise. Such arrangements will be assessed to ensure they align with IRLI's mission and strategic objectives, and provide a meaningful experience for the participant.

**Programme implementation:**

- The programme lead for IRLI is the Director of Operations
- Applications:
  - a) The student placement programme works within the student placement process of the partner university
  - b) The internship programme opens in early spring and is advertised on our website and our social media channels, with closing date of late spring. Interest is invited via an Internship Application form
  - c) The PPC application process is co-ordinated by the Law Society of Ireland, working with IRLI.
  - d) Applications for once-off volunteers or other placement opportunities will be considered as the need or opportunity arises
- Depending on IRLI's programme requirements at specific times, an outline Role & Responsibilities document may accompany all application processes
- Applications will be reviewed by the relevant IRLI Programme Director or Manager
- Interviews will be held [if required] and an agreement will be completed with each successful candidate
- Where applicable, a hybrid working model applies to these placements, with specific detail depending on the individual's circumstances and IRLI's requirements at the time

#### **4. Expectations and Standards**

All placements are expected to:

- Act in accordance with IRLI's values and mission
- Maintain confidentiality where required
- Comply with all relevant IRLI policies (including safeguarding, data protection, and codes of conduct)
- Perform assigned duties responsibly and professionally
- Failure to meet these standards may result in the termination of the placement.

#### **5. Monitoring and Review**

This policy will be reviewed periodically to ensure it remains relevant, legally compliant and aligned with IRLI's operational needs.