

Morgan Lewis

LONDON TRAINEE PROGRAMME

UNPARALLELED OPPORTUNITIES



WELCOME TO MORGAN LEWIS



A career in law starts with choosing the right firm for you—a firm where you can develop the skills and attributes needed to become a successful and high-quality lawyer. At Morgan Lewis, we offer trainees the opportunity to work on complex and often cross-border matters for high-profile clients in a collegiate and supportive environment.

Engagement and teamwork form the foundation of the training you will experience at Morgan Lewis. In the London office, our trainees work closely with partners and associates, often in teams. We offer a hands-on and varied experience, and our trainees are given early responsibility to help them build a thorough understanding of our firm's business and clients.

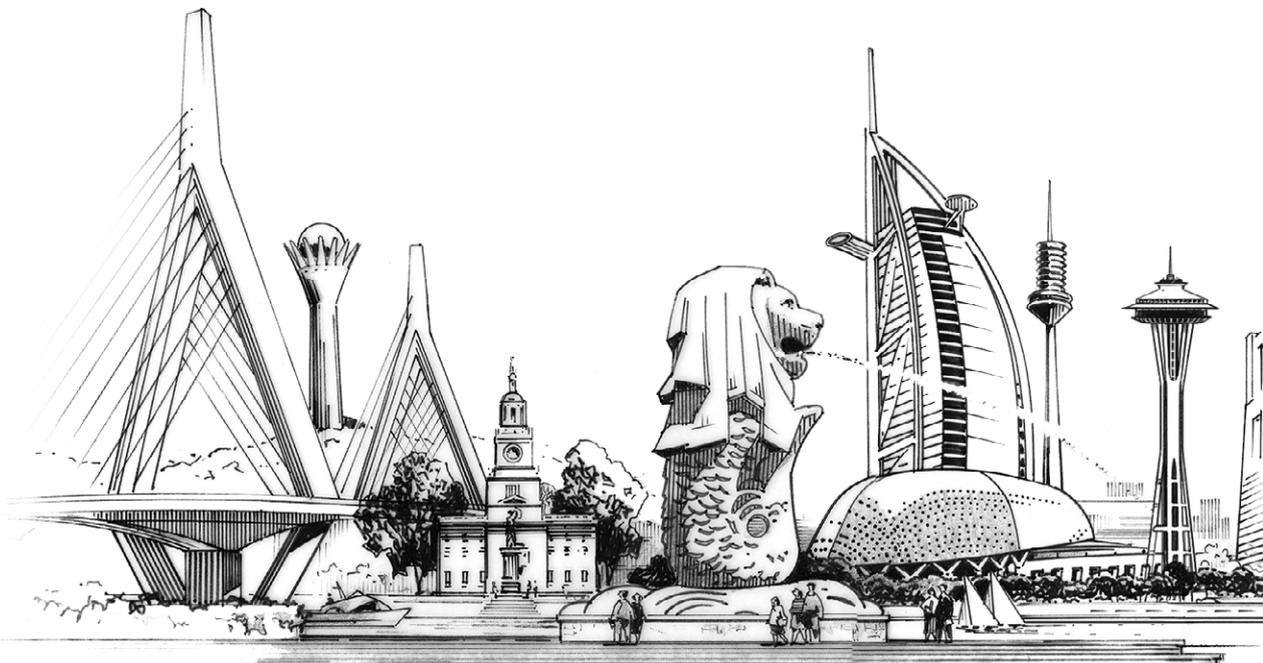
Our training programme is designed to provide you with the breadth of experience needed to become a confident and successful commercial lawyer. The programme starts with a comprehensive induction into the firm that provides all the tools you will need to hit the ground running. During the training contract, you will be given the opportunity to sit in four different practice areas, including a secondment to one of our international offices, giving you exposure to as much of our business as possible. Regular in-house seminars and training sessions provide ongoing learning opportunities to help you further develop your knowledge and proficiency.

Our collaborative culture underpins everything we do. As a trainee at Morgan Lewis, you will be supported by colleagues who will be on hand to encourage, mentor, and guide you throughout your training contract. They will provide regular advice and feedback on your progress and performance to help you succeed and transition into becoming an accomplished associate.

We look forward to welcoming you to Morgan Lewis.

Nick Bolter

Training Principal



GLOBAL REACH

At Morgan Lewis, we work in collaboration. We work around the world—always ready to respond to the needs of our clients and craft powerful solutions for them.

From our more than 30* offices in North America, Asia, Europe, and the Middle East, and with a footprint across Africa and Latin America, we work with clients ranging from established, global Fortune 100 companies to enterprising startups.

We provide comprehensive litigation, corporate, finance, restructuring, employment and benefits, and intellectual property services in all major industries, helping clients to anticipate, address, and overcome challenges across vast and rapidly changing landscapes. We approach every representation with an equal commitment to first understanding, and then efficiently and effectively advancing, the interests of our clients to help them arrive at the best results.

Our team encompasses more than 2,200 legal professionals, including lawyers, patent agents, employee benefits advisers, regulatory scientists, and other specialists. If a client has a question, we'll immediately find the person in our global network

with the answer. If there's a shift in the legal landscape, we're on top of it, and our clients will be too.

We focus on both immediate and long-term goals with our clients, harnessing our resources from strategic hubs of commerce, law, and government across North America and in Asia, Europe, and the Middle East. You'll find us everywhere—from New York to Dubai, San Francisco to Beijing, London to Washington, DC, and Philadelphia to Singapore.

Founded in 1873, we stand on the shoulders of more than 140 years of achievement, but we never rest on our reputation.

**Our Beijing and Shanghai offices operate as representative offices of Morgan, Lewis & Bockius LLP. In Hong Kong, Morgan, Lewis & Bockius is a separate Hong Kong general partnership registered with The Law Society of Hong Kong. Morgan Lewis Stamford LLC is a Singapore law corporation affiliated with Morgan, Lewis & Bockius LLP.*



OUR LONDON OFFICE

Our London office opened in 1981, and since then, we have advised clients on English law-governed transactions, disputes, and regulations in a range of international markets, both established and emerging, with a particular focus on Europe, the Middle East, and Asia (EMEA). Operating as a global hub, we work seamlessly with lawyers throughout EMEA to provide integrated teams for deals and complex litigation.

London's role as a key financial and business centre means that we are well positioned to advise clients around the world on market-leading projects across legal disciplines such as finance, corporate transactions, investment funds, international tax, competition, dispute resolution, immigration, and employment, and governed by English law.

As a trainee, you will work with lawyers who have experience in the financial services, energy, life sciences, and technology sectors. Trainees can gain experience in any of the nine practices within the London office:

Antitrust & Competition

This practice provide high-quality advice to achieve successful outcomes for clients engaged in a full range of matters, including antitrust investigations, infringement actions, and merger control.

Banking & Finance

We advise clients on international banking and finance transactions, derivatives, private placements, debt and equity securities offerings, and restructurings all around the globe.

Corporate/M&A

We provide counsel to clients on a broad range of transactions, including mergers and acquisitions, joint ventures, leveraged buyouts, venture capital, and other public and private equity financings.

Unique among law firms, Morgan Lewis has a substantial team dedicated to advising clients in all aspects of technology and commercial transactions. We support our clients with respect to all aspects of technology transactions to enable them to more efficiently and effectively acquire, transfer, and protect their technology assets; exploit their products and services; interact with personnel, customers, and providers; and otherwise run their business operations.

Dispute Resolution/Investigations, White Collar & Compliance

We handle a wide range of sophisticated and often sensitive issues, including international commercial disputes, international arbitration, insurance recovery, and white collar matters. We have experience in most courts and arbitration venues, including those in primary offshore jurisdictions.

Companies that operate internationally face increased anticorruption risk and scrutiny. We bring a cross-disciplinary team of lawyers to advise clients in government investigations as well as white collar and compliance matters.

Intellectual Property

This practice focuses on the selection, prosecution, protection, and enforcement of trademarks, brands, and designs in the United Kingdom and across Europe.

Investment Management

We handle private investment funds' formation and operation and represent institutional investors in funds. We also advise funds, investment managers, broker-dealers, and corporate finance and other financial services firms on all aspects of UK/EU regulation and compliance.

Labour & Employment

Our global reach allows us to provide employment and immigration services to clients from all business sectors on a range of domestic, European, and multijurisdictional projects.

Structured Transactions

This practice serves the financing needs of the world's most sophisticated businesses around the globe. Our lawyers represent a broad range of leading financial institutions, investment funds, and issuers in the financial services, automotive, education, government, real estate, telecommunications, and technology industries.

Tax

We help structure tax-efficient operations for clients and assist them with negotiating and structuring commercial transactions.



“Engaging with our communities in this way provides us with the opportunity to be a part of something larger than ourselves—in ways both small and large—and adds to our ability to thrive as individuals and as a firm.”

Jami McKeon, Firm Chair

PRO BONO AND THE COMMUNITY

At Morgan Lewis, we have a long history of supporting our local communities by providing both pro bono legal services and participating in community service activities. Indeed, offering our skills, resources, and time to those in need is a core tenet of our firm’s culture and a shared value across our offices worldwide.

Our firm’s longstanding expectation is that all lawyers—at every level of seniority—will take on a pro bono matter and contribute at least 20 hours to that matter during every fiscal year. Because pro bono work is so rewarding in terms of professional development, skill development, and personal satisfaction, most lawyers and trainees exceed this minimum expectation. During the fiscal year ending 30 September 2023 100% of eligible lawyers and trainees met the challenge. On average, lawyers billed 62 hours to pro bono matters.

To plan community and charity events, the London office has a Charity & Community Committee that meets regularly. Trainee solicitors are actively encouraged to join the committee and contribute to its work. Each year, the committee organises an office vote to choose two charities to support via various fundraising events, including

bake-offs, and a winter fair. The committee also seeks out sporting events that allow the office to raise monies for our chosen charities as well as to support staff well-being.

The London office is proud to work with Bookmark – a tech led literacy charity supporting underserved primary school children to give them a fairer chance in life. We have a group of volunteers who support children between the ages of 5 to 9 who struggle with their reading by meeting virtually, twice a week, to help them gain essential skills. Our volunteers are made up of individuals across the London office who spend time one-to-one with a child helping to make learning to read fun and being a great role model.

Each year, the firm chooses a theme and dedicates its Community Impact Week to focusing on further community service and pro bono legal service efforts, as well as celebrating what has already been accomplished for those in need. The wide-ranging variety of events throughout Community Impact Week includes legal clinics, legal trainings, panel discussions, volunteer events, charity drives, and more across the firm’s offices in North America, Asia, Europe, and the Middle East.

COMMITTED TO DIVERSITY & INCLUSION

At Morgan Lewis, we believe that a commitment to diversity and inclusion (D&I) is vital to realizing our true success as a firm. We are committed to D&I not only because it is the right thing to do, but because it is integral to how we succeed for clients. It influences how we serve clients, collaborate with colleagues, and recruit, retain, and promote talented lawyers and professional staff, as well as how we engage the global communities where we live and work.

LEADERSHIP

Cultivating a culture of opportunity for women is a priority at Morgan Lewis and is a key part of our approach to D&I. Led by Chair Jami McKeon, our firm is committed to having diverse individuals serve in senior leadership roles, including on the Advisory Board and the Compensation Committee, as leaders of our practices and offices, and in prominent positions throughout all of our offices worldwide.

ML WOMEN

Our ML Women Initiative harnesses the strength of our women through partnership with our clients, creating opportunities for our women to come together around a shared industry or practice. Whether it is hosting a specialized roundtable for women featuring speakers from Morgan Lewis, our clients, and external experts, or leveraging our vast network of successful women alumnae to discuss topics specific to women, leadership, and the power of women consumers, we are proud to support women leaders in business and industry.

LAWYER NETWORKS

Our firm has several internal lawyer networks, or affinity groups, that serve as resources for our diverse lawyers. Participation is voluntary, based on self-identification, and open to all lawyers interested in learning more about or participating in the groups' activities.

Each group—led by two influential partners and other lawyers—meets regularly, shares information, and enables junior and mid-level lawyers to gain valuable insight from more senior lawyers. The networks also play a vital role in the development and retention of diverse lawyers and help to create a more inclusive firm culture by bringing community, understanding, and enhanced opportunities to everyone at Morgan Lewis.

Our lawyer networks include:

- Asian American/Asian Lawyer Network
- Black Lawyer Network
- Disability Awareness Lawyer Network
- First Generation Lawyer Network
- Hispanic/Latino Lawyer Network
- LGBTQ+ Lawyer Network
- Middle Eastern North African Lawyer Network
- Parent Lawyer Network
- Veterans Lawyer Network

MOBILIZING FOR EQUALITY

Morgan Lewis's Mobilizing for Equality Task Force is spearheaded by Firm Chair Jami McKeon together with Grace Speights, leader of the firm's global labor and employment practice. The task force was formed to promote racial equality and justice in the aftermath of the May 25, 2020, killing of George Floyd by Minneapolis police.

The Mobilizing for Equality Leadership Task Force includes 20 members from all ranks of our firm and across the globe. We also have formed 14 initial working groups to develop substantive projects related to seeking racial justice, including Community Engagement and Volunteerism, Racial Justice Pro Bono, Conversations on Privilege and Anti-Racism, Engaging with Clients and Alumni, Transforming the Next Generation, and Measuring Our Progress.

LONDON OFFICE EVENTS

- **King's College London | ML Women Roundtable Event**
We hosted students from King's College London to discuss working as a female lawyer at a US law firm.
- **Pride in the City**
A number of our lawyers and professional staff took part in the annual Pride in London.
- **InterLaw Diversity Forum Student Lab at BPP University**
We participated in this event aimed at high potential, diverse law students from all UK universities and backgrounds.
- **Capital Day Workplace Visit**
Our office hosted students ages 16-19 who met with lawyers and staff over a networking lunch followed by presentations on Morgan Lewis, career opportunities within a law firm, and talks from various employees on their own career journeys.

ACCOLADES

- **Top 5, Best Law Firms for Diversity**, *Vault* (2022-2024)
Recognized since 2020
- **#1, Hiring Practices, Top Firms for Gender Equity & Family Friendliness**, *Yale Law Women* (2021)
- **Mansfield Certification Plus**, *Diversity Lab* (2019-2022)
- **Best Law Firms for Women**, *Seramount* (2020-2023)
- **D&I Honor Roll**, *Exelon* (2020, 2021)
- **Top 15, Glass Ceiling Report**, *Law360* (2020, 2021)
- **Top Firm for Women in Leadership**, *Yale Law Women* (2020)
- **Inclusion Champion**, *Diversity Lab* (2022)
- **Best Places to Work for LGBTQ Equality**, *Human Rights Campaign Foundation Corporate Equality Index* (2022)
Recognized since 2009
- **Invested in Diversity Award**, *US Bank* (2020)
- **Gold Standard Certification**, *Women in Law Empowerment Forum* (2015-2023)
- **Outstanding D&I Program, Chambers Diversity & Inclusion Awards USA**, *Chambers & Partners* (2019)
- **The Ceiling Smashers**, *Law360* (2020)

KEY MILESTONES

1980

First woman partner

1985

First minority partner

2003

Diversity committee formed

2005

Upward review of partners implemented

2006

First firmwide meeting of attorneys of color

2007

Annual partner meeting devoted to diversity

2009

First 100% score from Human Rights Campaign Foundation Corporate Equality Index

2011

Joined Leadership Council on Legal Diversity Fellow program

2014

First woman firm chair elected (reelected in 2018)

2015

ML Women and ML Lawyers Networks launched

2018

- Mansfield Rule Certification
- Thomas L. Sager Award

2019

Mansfield Certification Plus

2020

Mobilizing for Equality Task Force formed

GET TO KNOW US

OPEN DAYS

Our Open Day runs in April of each year. This one-day programme is a great way to learn more about Morgan Lewis as a firm and about commercial law in general.

We will introduce you to our key practice areas in the London office and give you the opportunity to meet with some of our trainees during a Q&A session. You will also sit down with some of our associates and trainees over an informal lunch, before attending a number of skills sessions.

SUMMER VACATION SCHEME

Our summer schemes are a great way for you to gain genuine insight into life as a trainee at Morgan Lewis. We offer up to 10 places on our two-week programme, which runs in early July of each year.

During the scheme, you will be given as much hands-on experience as possible and will be supervised by a senior lawyer who will provide advice and guidance throughout the placement. You could be conducting legal research for live deals/cases, attending client meetings, sitting in on conference calls, or drafting engagement letters during your time at the firm. You will also be assigned a trainee "buddy" who will act as an informal mentor throughout the placement. You will have the opportunity to attend a number of seminars and workshops, including presentations from each of the London office's practices and a Q&A session with some of our trainees. We also organise a number of social events during the scheme, providing you with the opportunity to meet many of our partners, associates, trainees, and business support staff in a more informal setting.

Summer scheme students are assessed for a training contract during the course of the placement. Assessments vary each year, but typically will include a comprehension or written exercise, a research activity, and a group presentation, as well as a partner interview at the end of the scheme.



SUMMER SCHEME INSIGHT



MIA STAPLETON

Summer Scheme Student 2024

What initially drew me to Morgan Lewis was its strategic global reach, esteemed client base, and, as a woman with a disability, its strong emphasis on diversity and inclusion, as evidenced by initiatives such as ML Women. The essential qualities that the firm seeks in future lawyers, from working well within a team to responding proactively to feedback, strongly resonate with my own experiences and skillset developed during my time as a ballet dancer. Additionally, the smaller trainee intake offers the chance to take on significant responsibility and fully immerse myself in client work, fostering my development into a highly skilled and well-rounded legal professional.

During the summer scheme, I was fortunate to sit in both the Structured Transactions and Intellectual Property groups, allowing me to gain broad exposure to transactional, contentious, and advisory work on current client matters. From legal drafting to research tasks, I was presented with the opportunity to refine both the hard and soft skills required of a successful trainee, such as enhancing my attention to detail and developing more in-depth critical thinking. I also had the chance to engage in pro bono work, which I found exciting and rewarding, deepening my appreciation for the firm's strong commitment to serving the wider community. Alongside my designated seats, the firm organised various opportunities, including presentations on key practice groups and diversity initiatives, to provide valuable insights into its diverse legal services, culture, and operations.

A personal highlight for me was working closely with the firm's current practitioners, who were exceptionally generous with their time and enthusiastic about getting to know me on a personal as well as professional level. While working on a range of diverse and challenging tasks, my supervisors encouraged me to proactively seek out additional work and to share my thoughts and views openly. The firm's open-door policy and nonhierarchical structure made me feel immediately comfortable and valued, empowering me to produce my best work in a consistently supportive and nurturing environment.

What truly sets Morgan Lewis apart is its culture and exceptional people, creating an environment where everyone can excel. I was genuinely inspired by the ambition, intelligence, and drive of those around me, all of whom have a deep passion for their work. I am incredibly excited to begin my legal career with the firm as a trainee in 2026.

TRAINING

CONTRACT PROGRAMME

Each year we recruit up to six trainees, and we are looking for candidates who show us their team spirit, commercial awareness, resilience, and passion for a career in law.

WHAT CAN I EXPECT FROM MY TRAINING?

As a trainee, you can expect to be an active member of a busy team and play a real part in doing challenging legal work. The work will be varied and complex and will most likely involve working across a variety of different jurisdictions.

Training will begin with a comprehensive induction programme, designed to provide you with the tools and skills needed to make an immediate contribution to the firm. Each practice runs regular seminars and training sessions that all trainees are expected to attend, allowing you to continually further your knowledge and build on your proficiency throughout your training contract. You will receive regular feedback on your performance from a range of people throughout your seats, including your supervisors, peers, and colleagues. There will be an informal progress review midway through each seat, as well as a more formal evaluation with your supervisor at the end of each seat.

WHAT SEATS CAN I DO?

All of our trainees spend six months in four different practice areas, including a compulsory transactional seat (usually corporate and business transactions) and a seat in one of our contentious practices (litigation or antitrust). We offer additional seats in finance, investment management, labour and employment, structured transactions, intellectual property and tax, as well as the occasional client secondment in London. There is also the possibility to undertake a secondment in one of our international offices, including Dubai and Singapore, depending on the needs of the business.

While classic "seat" allocations bring a practice area focus to each six-month phase of your training, the versatility and integration of our lawyers ensure that you will have a varied workload and regular exposure to diverse learning experiences.

TRAINEE SALARY AND BENEFITS

Salary is competitive and benefits include the following:

- Pension scheme
- Private medical and dental insurance
- Life assurance
- Cycle-to-work scheme
- Employee assistance programme
- 25 days' holiday per year
- Income protection
- Interest-free season ticket loan
- Discounted shopping

POSTGRADUATE DIPLOMA IN LAW (PGDL) AND SOLICITORS QUALIFYING EXAMINATION (SQE)

Our future trainees currently complete the SQE (as well as the PGDL, if required) at BPP University Law School in London. All law school fees are paid in full and our future trainees are provided with a maintenance grant whilst studying the SQE and/or PGDL. The firm does not provide retrospective funding for law school fees or maintenance grants.

From September 2021 the Solicitors Regulation Authority (SRA) introduced the SQE. Prospective trainees should not be concerned about these changes, and can expect a fit-for-purpose programme which is favourably comparable with the Legal Practice Course route. For those who are offered a training contract starting in 2027 and beyond, you will need to follow the SQE route.

A DAY IN THE LIFE...



SINDHU KUGAN, a second year trainee, describes a day in the Life of a Trainee in the London Employment Team

9:00 AM I arrive at my desk, read over the emails I received overnight, and update my to-do list for the day. As many of the firm's matters have an international element, I often wake up to emails from local counsel. Currently, I am assisting an associate on a piece of advice for a client regarding regulations surrounding whistleblowing protection, covering over 40 countries. I update the table I have created to track local counsels' responses.

9:30 AM I attend our weekly team breakfast meeting. The employment law space is ever changing, and our weekly meetings are an opportunity for the team to exchange thoughts and observations on new developments in the area, share particularly noteworthy developments on our ongoing matters, and catch up informally over coffee and a pastry.

10:00 AM I review my to-do list for the day and begin making some final amendments to a PowerPoint presentation for a client training session on updates to UK employment law. I send this to my supervisor for their thoughts and await their comments.

10:15 AM I receive an email from an associate asking me to conduct some legal research and draft a response to a client's query regarding health and safety risk assessments in the workplace.

12:45 AM I am happy with the level of research I have conducted and my draft response, so I send this to the associate for review. I pause for lunch and meet a few of the other trainees for a catch-up.

1:45 PM I call the Employment Tribunal on behalf of an associate to check the status of a postponement application in one of our claims.

2:00 PM I am working with a partner and associate on an interesting investigation into workplace culture and a breakdown of employee relations. I join a call with our next interviewee and take a full note of the interview. Ahead of this interview, I was responsible for drafting the interview plan based on the circumstances the client has made us aware of. The plan was then reviewed by the associate and partner to be used in the interview.

3:45 PM I type up the note of the interview and amend another interviewee's plan based on our new findings. It is crucial for the note to be accurate and comprehensive since it will be used towards the investigation outcome report.

5:45 PM I have a catch-up chat with my supervisor. We discuss the matters that we are currently working on together, and they check in on how I am doing generally as well as what my capacity is like.

6:00 PM I receive feedback on my contribution to the health and safety risk assessment research piece. My supervisor asks if I can assist with proofreading a settlement agreement on another matter before it is sent to the client tomorrow morning.

6:30 PM I update my to-do list for tomorrow and log off for the day.

INTERNATIONAL SECONDMENTS

The firm offers a range of international secondment opportunities for trainees, including six months in our Dubai and Singapore offices.



ALASDAIR JOHNSTON

Dubai Secondment

The work in our Dubai office primarily relates to international and regional investment funds. From day one, I was able to approach departments I was interested in working with and largely determine my own experience.

For example, I became particularly involved in a corporate transaction that concerned a merger between entities domiciled in different Financial Free Zones of the United Arab Emirates. This transaction raised difficult questions to do with the continuation of legal personality, and as such much of my time was spent considering potential applications of various legal provisions to achieve the client's desired effect. This kind of novel and intellectually challenging work was very engaging (and is not readily available in other jurisdictions).

With a strong network of trainees in Dubai, there is plenty of opportunity to make friends and explore. The Dubai airport is only 20 minutes away from the city, so it is easy to visit nearby countries (even just for a weekend). In my five months, I managed to go to Oman, India, Georgia, and Lebanon.

Going on secondment was the highlight of my training contract. Being immersed in a different professional and cultural context helps you develop as a lawyer, and it was great to experience one of the world's leading financial centres.





HOW TO APPLY

OPEN DAYS

These are open to anyone in their first year of a law degree, or penultimate year of a non-law degree. If your application is successful, you will be invited for a telephone interview before being offered a place on the day.

Applications will open in October and close on 15 January.
Telephone interviews take place in February.

SUMMER SCHEME

Our summer scheme programme is open to penultimate year law students, final year non-law students, and graduates. If your online application is successful, you will be invited for a telephone interview with a member of the graduate recruitment team, followed by a second-stage interview at the London office.

Applications will open in October and close at midnight on 24 January. All interviews take place in February.

TRAINING CONTRACT

Our training contract programme is open to penultimate year law students, final year non-law students, and graduates. Following submission of an online application form, successful candidates will be invited for a telephone interview with a member of the graduate recruitment team, followed by an invitation to attend one of our assessment centres. The full-day assessment will typically involve a partner interview, a comprehension or written exercise, and a group presentation, as well as the opportunity to sit down with some of our trainees at an informal lunch.

Applications will open in October and close at midnight on 25 June. Telephone interviews will be held in July, followed by an assessment in early August.

Further information, including a link to our online application forms, can be found on our website:
www.morganlewis.com/careers.



Morgan Lewis

QUESTIONS?

If you are thinking about a career in law, or have already decided that law is your chosen profession and would like to find out more, please contact us:

The Graduate Recruitment Team

+44.203.201.5000

londontrainingprogramme@morganlewis.com

www.morganlewis.com/careers

Connect with us     

www.morganlewis.com

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