



THOMSON REUTERS

**Monday, 11<sup>th</sup> August, 2014**

To,

The Director,  
Amity University,  
Noida

Dear Sir,

**Sub: Proposal for Westlaw Student Representative model**

Thomson Reuters, Legal is pleased to present this proposal for implementing the Student Representative Model at Amity University. The objective of this proposed model is to ensure continued product support across the year and also to encourage the students in effective use of the online resources available through Westlaw.

The Student Representative program has been a very successful model in countries like US, UK, China and Hong Kong and has helped educational institutions in using the Westlaw products effectively thereby preparing their students for the professional challenges ahead.

We successfully launched the program in India last year and managed to connect the students with the most powerful database in the world. We had student representatives from 30 colleges in India that included National Law Universities, Government Law College & private colleges across India. The Student Representatives took a lot of innovative initiatives like launching a Westlaw India weekly newsletter called 'Yours Westlawfully', online support system, viral marketing of Westlaw India and various events like Westlaw week and Westlaw India day, where grand prizes like online subscriptions, books & special gifts were distributed. Through this system we were able to connect with more faculty members and provide them with the necessary support required on using the product. We also had the Best Student Representative contest linked with a reward point system for which Ipad was presented as the grand prize for the best student representative of the year.

In 2014, we have planned to increase the number of Student Representatives and have selected your institution to be a part of this system. Hence we request you to spread this message to all your 3<sup>rd</sup> and 4<sup>th</sup> year LLB students & ask them to send their applications to [kanika.dasan@thomsonreuters.com](mailto:kanika.dasan@thomsonreuters.com).



### **Student Representative - Obligations**

- 1) **Provide onsite research assistance at library:** Each Student Representative shall serve at his/her university's library 4 hours per week, assisting the end users to do research in Westlaw. The time slots will need to be approved by the Trainer with the consent of the Librarian
- 2) **Create Westlaw Brand Awareness:** The Student Representative shall strive in creating brand awareness among students through Marketing / Advertising activities inside the campus and also through Social / Professional networking
- 3) **Provide telephone & email service:** Except for on-spot assistance in the library, the Student Representative shall also answer questions raised by end users by telephone & email. In case of difficult problems, Student Representative may resort to a Westlaw trainer or global reference attorneys
- 4) **Conduct Westlaw training in class:** Student Reps shall communicate with professors in advance and conduct Westlaw training in professor's class if on a quarterly basis. The training shall be recorded in the work report, including time, location, Number of attendees and training content.
- 5) **Conduct Westlaw training in university:** After professional training by the official Westlaw Trainer, the Student Representative may conduct Westlaw training under arrangement of the Library or student union or other associations recognized by the college authorities. The training shall be recorded in work a report, including time, location, number of attendees and training content. A photo on the spot and the scanned picture of the reporting professor's/librarian's signature shall be submitted too
- 6) **Training Report** to the Online Trainer on month on month basis through the Monthly Time Sheet
- 6) **Endeavor to increase usage of Westlaw:** Study and summarize proper methods to help increase usage with cooperation of the official Westlaw Online Trainer.

### **Student Representative - Rewards:**

1. An appointment letter with Visiting card for the Student Representatives
2. The Student Representative will get a stipend of Rs 2500 per month. If the Law Institution doesn't encourage monetary benefit,
3. Certification at the end of the tenure as Student Representative of Westlaw
4. Letter of reference from the Country Manager, Thomson Reuters, Legal – India
5. Chance to accompany the Trainer of Thomson Reuters for Trainings in High Courts / Senior Advocates / Corporate for exposure
6. License to participate in the Reward Point Program for Student Reps (Details of it will be sent separately)
7. Top 2 Student Representative of the year will get a grand prizes



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**Selection Criteria:**

- The candidate should preferably be a student of 3<sup>rd</sup> and 4<sup>th</sup> year LLB with effect on 1<sup>st</sup> June 2014
- Candidate should have displayed good conduct
- Candidate should be articulate
- Should have flair towards using online databases
- Should have Strong Communication skills
- Should have a good academic record at least over 60%

**Procedure:**

- The institution to inform the students of 3<sup>rd</sup> and 4<sup>th</sup> year LLB
- Students to send in their Resume to [kanika.dasan@thomsonreuters.com](mailto:kanika.dasan@thomsonreuters.com) before 13<sup>th</sup> August, 2014.
- The nominated students to be interviewed by the selection panel of Thomson Reuters, Student Representative Team

We hope you will find the above concept interesting and we look forward to your valuable support in implementing the Student Representative model at Amity University.

Nageswar.D.S  
Manager - Training