



## **The ILPD Admissions Policy and Procedures for the Diploma in Legal Practice**

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## **The ILPD Admissions policy and procedures for the Diploma in Legal Practice**

### **0. General Introduction**

This statement of policy is intended to clarify and guide the admission processes to the Diploma in Legal Practice Programme at the Institute of Legal Practice and Development and to promote fairness and the highest standards of professional conduct for all participants.

The Policy relates to all the modes of the Diploma in Legal Practice programme so far offered by the ILPD and it also sets out the varying requirements for each respective mode of the Diploma in Legal practice Programme.

The Institute of Legal Practice and Development, hereinafter referred to by the abbreviation ILPD, invites both national and foreign students to pursue its Diploma in Legal Practice in the appropriate modes. So far the Diploma in Legal Practice (DLP) is offered in four modes, namely: the Nyanza-based residential mode of the Diploma Legal Practice, the part-time mode based in Kigali, the Work-Based Learning mode based in Kigali and the Executive mode that is also based in Kigali. There is also the Part-time Weekend Programme.

The Institute of Legal Practice and Development believes that a diverse community is an essential part of its core values, and that diversity amongst our student body enriches learning, teaching, and research.

The Institute is committed to ensuring that no student with potential to meet our entry requirements is deterred from applying. All applications are considered and evaluated on the basis of individual potential.

## **1. Admissions criteria and selection**

### **1.1. General academic entry requirements**

Applications will normally be considered in the light of a candidate's ability to meet the following criteria:

Be a holder of a bachelor of laws degree from a recognized university whose programme has been accredited by HEC.

For international applicants who may be admitted in the full time residential DLP programme or the part-time DLP programme, the requirement is a bachelor of laws degree from a recognized university in their country, or an equivalent which will be verified by the Higher Education Council in Rwanda.

## **2. Other Criteria**

### **2.1.1. Competence in English Language**

Teaching and assessment in all modes of the Diploma in Legal Practice Programme will normally take place in English. This general principle applies strictly except for the Work-Based DLP mode in respect of which there is some degree of flexibility allowing the use of French and Kinyarwanda in mentoring and, sometimes, in formal teaching, though formal teaching is also generally in English. Therefore, applicants must have a certain minimum degree of proficiency of the English language.

## **2.12. Moral requirements**

Before registration for the Diploma in Legal Practice at the ILPD, international applicants must as a compulsory requirement, present a report in form of Police clearance showing they have not been involved in criminal behaviour for the last six months.

## **2.1.3. Medical requirements**

Applicants are required to present proof of health fitness to study, and this has to be obtained from a registered medical practitioner. Any trainee who after registration is proven to be medically unfit to pursue the program of study will be required to withdraw. They will be placed to an alternative program whose medical fitness they meet, if any.

## **2.1.4. Financial Requirement**

Every applicant for admission will be required to pay a non-refundable application fee of Rwf 10,000 to the ILPD account with the National Bank of Rwanda.

## **2.1.5. Application documents**

1. Application letter addressed to the Rector of Institute of Legal Practice and Development
2. Notarised photocopy(ies) of degree certificate(s)
3. Notarised photocopies of academic transcripts
4. Notarised photocopies of secondary school certificates
5. Photocopy of national identification card- for Rwandan nationals/ photocopy of relevant part of passport- for international applicants (upon arrival to show the original)
6. 3 passport size photos

7. Reference from authorities who know the academic ability of the applicant (not to be applied to the executive Diploma in Legal Practice programme).
8. Bank slip showing that the applicant has paid Rwf 10,000 as application fees to the ILPD account with the National Bank of Rwanda.

### **3. Special Requirements for Different Programmes**

#### **1.3.1. The Executive Mode of the Diploma in Legal Practice**

Applicants for this programme must, in addition to the relevant requirements stated above, be Rwandan nationals with at least five years of experience acting in any capacity involving any aspect of law. They must be senior officers in the above-described capacity who can demonstrate that they have already in part substantially achieved the learning outcomes of the DLP.

#### **1.3.2. The Kigali Part time DLP Mode and the Nyanza Part Time Weekend DLP Mode**

Applicants for these programmes may, in addition to the relevant requirements stated above, be lawyers enrolled under the Rwanda Bar Association including those of them who are still in apprenticeship working under more experienced lawyers and any other law graduate- Rwandan national or foreign national, who wishes to practice as a lawyer. This programme however does not admit judges or prosecutors.

#### **1.3.3. The Work-Based Learning DLP Mode**

Applicants to this mode of the Diploma in Legal Practice must, in addition to the relevant requirements stated above, be Rwandan nationals who are full-fledged advocates enrolled under

the Rwanda Bar Association, Judges in Rwanda or prosecutors under the employment of the National Public Prosecution Authority in Rwanda.

### **3. Admission procedures**

- The ILPD management will be making decisions on the admissions period and number of students to be admitted to different DLP modes.
- The office of the Academic Registrar will be making an advertisement in the media and on the ILPD website specifying the applications and admissions period.
- Applications brought physically must be delivered by the applicant or any person on the applicant's behalf to the Academic Registrar's office to the Admissions Officer, who will put them in order, write a summarized report, and forward them to the Admissions Committee for evaluations.
- Applications can alternatively be made by email through the email address of the admissions officer which will always appear in the advertisement inviting applications, and these applications will be treated in the same manner as those brought physically.
- If it is an online application, the Program coordinator will send an immediate notification to the student acknowledging receipt of the application
- The period between the submission of an application and the response to the applicant will always not exceed two weeks. This response notifies the applicant that he or she has either been admitted or, for a specified reason, not been admitted.
- If an applicant wishes to postpone joining the programme he or she had applied for, he or she must seek permission from the Academic Registrar in the earliest opportunity possible. Once

permitted, a letter granting permission for the applicant to join the programme in future will be sent to him or her within reasonable time. Please note that only one deferral is permitted.

- Incomplete applications will not be considered.

#### **4. Inquiries on, and Appeals Against Unsuccessful Applications**

Applicants who upon being notified that their applications for admission have not been successful, feel that there has been a mistake rendering the decision not to admit them unfair, may report this to the admissions committee and seek clarification. If they are still not satisfied with the response, they may appeal to the Vice Rector in Charge of Academics and research.

#### **5. Terms and conditions of admission to the ILPD**

Acceptance of an offer of admission is subject to the following terms and conditions:

Admission to the ILPD is made on the understanding that in accepting it you will undertake to observe all the rules, regulations and resolutions of the Academic Senate and to abide by the rules and regulations which the Institute makes for its students from time to time, and also to observe the terms and conditions contained in the latest edition of the relevant ILPD documents. Any offer is contingent upon the acceptance of these terms and conditions by you and therefore you must read them before you accept it.

1. That the applicant will, as he or she report for studies or at any time before that, present to the ILPD a Police Clearance Statement, or one issued by any other relevant government agency, showing that the applicant has within the last six months not been involved in the commission of any criminal offence (for international applicants).



2. That the applicant will, as he or she reports for studies or at any time before that, present to the ILPD a medical check form completed by a medical doctor, showing that you are fit health-wise to pursue the course at ILPD.
4. That the applicant will, as he or she reports for studies or at any time before that, present to the ILPD a student's residence visa which enables them to stay in Rwanda for the duration of the programme (for international students who join appropriate DLP modes).
3. Admission is made without prejudice to the right of the ILPD to vary or withdraw it if information of a serious nature comes to the notice of the ILPD (whether relating to events occurring before or after the date of admission) which could reasonably have influenced the ILPD decision if known at the time the admission was given.
4. The ILPD reserves the right to vary or amend any aspect of an offer of admission, including fee status assessment, if it finds that there is an error or mistake. Where a re-evaluation of a fee status assessment results in a student being liable for fees at a higher rate, or the student qualifying under a different fee status category compared to the original offer, the student or their sponsor, shall accept responsibility for payment of the revised fee rate. In such cases a revised offer of admission would be issued and where a student had already commenced studies, revised paperwork relating to fees due would be issued.
5. Any offer of admission does not imply that any financial assistance will be available from the ILPD.
6. Admission to a particular diploma or certificate program is subject to the satisfaction of academic prerequisites and, where course numbers are restricted, to the availability of places.

7. All students are required to pay tuition fees as specified in the fees structure on the annex. If you receive an award from a source which carries with it payment of all or part of your tuition fees direct to the ILPD, these fees will be claimed from the award giving body, and you will be invoiced for any balance, once the amount of their contribution is known. Otherwise you will be responsible for ensuring that tuition fees are paid. Your acceptance of this offer of admission to the ILPD will be taken as an acknowledgement by you that you are aware of this obligation and of the time at which it must be met, and that you accept it. When the ILPD issues teaching material to students, they may make a charge for this to cover reproduction costs.
8. Admission to the different programmes is subject to a demonstration of a working knowledge of the English language.
9. The ILPD will use all reasonable endeavours to deliver programmes and courses in accordance with the descriptions set out in the editions of its prospectus current at the time an offer is made. However, it reserves the right to make variations to the contents or methods of delivery of programmes and/or courses to discontinue programmes and/or courses and to merge or combine programmes or courses if such action is reasonably considered to be necessary. If the Institute discontinues any programme or course, it will use its reasonable endeavor's to provide a suitable alternative.
10. All students are subject to monitoring of attendance, as stipulated in course and programme hand books. Unsatisfactory attendance and/or progress may lead to students being withdrawn from study.

11. All students are required, as a condition of enrollment in the ILPD DLP programme, to abide by the code of practice on student discipline, as amended from time to time. A copy of the current code is available on the ILPD website at [www.ilpd.ac.rw](http://www.ilpd.ac.rw)

## **6. Information on the costs of study**

Intending students of the ILPD are required to ensure that they have the financial resources necessary to meet the cost of tuition fees and maintenance for the full duration of the programme of study. All offers of admission are conditional on the applicant producing written information either from a sponsoring authority that it will meet these costs in full or from themselves accepting full personal responsibility for both tuition fees and maintenance expenses. (Read the ILPD prospectus from the website)

Paying the non refundable application fee is not a guarantee for admission.

Please contact the academic registrar's office on [registrar@ilpd.ac.rw](mailto:registrar@ilpd.ac.rw)

**Aimable Havugiyaremye**  
**Ag. Rector/ILPD**