



Institute of Legal Practice and
Development

Excellence in Legal Practice



PROSPECTUS

2019/2020



A message from the Rector



Dr. KAYIHURA M. Didas

The Institute of Legal Practice and Development (ILPD) play a vital role in the development of the Rwandan Justice and Legal System. The Institute currently runs two major postgraduate Diploma programs; one on Legal practice (DLP) for judges, prosecutors and lawyers, and the other on Legislative Drafting (DLD) for government lawyers and others responsible for drafting. ILPD also runs a wide range of other continuing legal education (CLE) courses to ensure that all legal professionals are kept up to date and have opportunities to refresh and develop their skills.

During this financial year 2019/2020, ILPD will start offering other two postgraduate diplomas; on Bailiffs Practices (PG-DBP) for Bailiffs, Receivers and Property Administration practitioners and the other, on Labor Law practice (PG-DLLP). Both of these courses shall run at Nyanza and at Kigali. As usual, trainers for these new programs shall be drawn from a few of ILPD's internal but experienced faculty but also from external experienced legal professionals both local and international ones.

ILPD is also a research hub of the justice sector, conducting funded research projects on a range of issues relating to justice policy, legal practice and law development. This year, ILPD will carry out different research projects; among others we can say, the research on Criminal Justice Policy and the research on Alternative Disputes Resolution Policy.

ILPD is now attracting worldwide attention with its innovative approaches to training and with its high reputation for effective, high quality courses. Students from other East African countries and even beyond are now discovering and benefiting from that wealth from that creativity through attending its programs and courses. That way, the Institute strives to stay as

Ihuriro - a meeting place- where lawyers from different branches of the legal professions, different legal traditions - Common law, Civil law and traditional law

can meet and learn from each other. Therefore I encourage you to read this prospectus and discover our wide range of courses. Our training programs are most of the time, tailored to the stakeholders' needs and as you shall find, the list is constantly being improved. So, should you wish to have a training program or a course to be run, but which does not currently appear in our prospectus as to be offered, please do not hesitate to get in contact with us to see if we can be of any help.

Dr. KAYIHURA M. Didas

The Rector ILPD

Introduction

The Institute of Legal Practice and Development (ILPD) headquartered in Nyanza district, Southern province, in the Republic of Rwanda has two other Campuses; one in Kigali City and the other in Musanze, in the Northern province. It was established by law in 2006 as an Institution of Higher Learning and has been in operation since 2008. The establishment of this Institute was part of the implementation of the judicial reforms that the Government of Rwanda embarked on in early 2000. To meet the demand for a legal workforce with enhanced skills, ILPD was assigned the task of providing the relevant training and research to the legal fraternity.

VISION

“To become the leading practice training institution for legal professionals in the spirit of excellence, independence and service to the community, drawing from the diversity and richness of civil and common law traditions.”

MISSION

“To contribute to the development of justice in Rwanda and the region by offering practical legal training to professionals, specifically by offering postgraduate programs to legal service providers in order to raise their standards of practice to meet international levels”.

ILPD is a Higher Learning Institution (HLI) that enjoys the Financial and managerial autonomy having its Governing Board at the helm, but with the Ministry of Justice as its line Ministry. Its courses and programs are approved by its Academic Senate and Accredited by the Higher Education Council (HEC) of Rwanda.

EAST AFRICA AND A GLOBAL PERSPECTIVE

ILPD’s objective is to become an “IHURIRO”, i.e. a meeting place for legal professionals from Rwanda, the region, and Africa, as well as the rest of the world. The Institute is an active member of the regional organization that links the East African judicial training institutes, and is at the same time a member of the International Organization for Judicial Training (IOJT), a global body linking judicial training institutes around the world. ILPD attracts students from other East African countries (Uganda, Kenya, Burundi and South Sudan) and from the rest of other African Countries including Cameroon, Ghana, Nigeria, The Gambia, Togo, and others.

I. PRACTICAL SKILLS TRAINING AND COURSES

ILPD will offer four postgraduate programs, which may increase to six if the Higher Education Councils approves the other two programs submitted recently.

I.1 Postgraduate Diploma in Legal Practice (DLP)

The DLP is a postgraduate professional training course, which is designed to give lawyers, prosecutors and judges the skills and knowledge they need for practice. The Institute of Legal Practice and Development offers DLP in four different modes: Full time at Nyanza, Part time mode - evening in Kigali, Part time - weekend in Kigali and Executive mode in Kigali. This training course consists of eight modules summarized as below:

S/N	Module	Level	Semester	Achievement of level/programme outcomes
	General Legal Culture	6		This module aims at enabling the trainees to cope with advanced legal research, general principles of common law and civil law, and the statutory interpretation and use of precedents.
	Interviewing	6		This module aims at enabling students to conduct interviews with clients, witnesses and suspects effectively and efficiently. It will therefore also serve as a foundation for other, later modules which deal with specific areas of practice for which these skills are particularly important.



Civil and commercial transactions	6		<p>This module aims at giving a hands-on experience in the everyday practice of the work as a lawyer. It will enable students to understand different transactions relating to land registration, land tenure, transfer of land and other household properties. This module will equip the trainees with practical skills of deal negotiation, sale and commercial lease agreement, negotiable instruments and other related documents, company incorporation, mergers and acquisitions, insolvency practice, Public Private Partnerships, procedural aspects of intellectual property and the capital market.</p>
Alternative Disputes Resolutions	6		<p>This module aims to ensure that students are aware, and understand the potential advantages and disadvantages, of the processes of negotiation, mediation and arbitration which are available, as an alternative to litigation, to settle a dispute. It will, therefore, equip them with the ability to decide on which process to adopt in any particular case; and with the skills which they will require, in order to use these processes on behalf of their clients.</p>
Contract Drafting and Principles of Legislative Drafting	6		<p>This module aims to enable students to understand the principles and purposes which govern the drafting of any legal document, with a specific emphasis on contracts and legislation; and to equip them with the skills to draft for themselves, such documents, and to a standard that they will be expected to achieve in practice.</p>



The course of civil suit	6		<p>This module aims at enabling the trainees to establish a thorough understanding of the professional conduct and ethics for judges, to gain a comprehensive understanding of legal procedures in civil; to demonstrate an understanding of court management administration and the use of IECMS; to ensure that students can conduct a hearing and can draft good judgments; demonstrate the ability to apply the law and use of precedent in judgment writing as well as dealing with post trial procedures.</p>
Criminal Process	6		<p>This module aims at enabling the trainees to understand the pre-trial process, criminal dossier preparation, to select the criminal charges, to evaluate the evidence and to prepare a criminal defense case. It introduces trainees to the investigative work of prosecutors and the relationship between prosecution and judicial police as well as the role to be played by each one. It also introduces trainees to a practical knowledge of evidence law and the ability to understand how it operates in practice and efficient method of retrieving information from witnesses. Briefly, this module seeks to develop trainees' knowledge on the entire process of a criminal case; from the arrest of a person to the execution of the judgment.</p>



	P r a c t i c e Management	6	This module will focus upon the following areas of professional practice: Admission and Ethics for Advocates, advocates collaborations and forms of associations, setting up a cabinet, management of the cabinet, dealing with client money, marketing, client care and EAC freedom of establishment.
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DLP Modes

DLP is delivered through different modes to different groups within the legal market which have differing needs. However all modes have the same learning outcomes, though they are delivered in different ways.

FULL TIME MODE

It is a Nyanza based mode which allows our trainees to complete the course in just 9 months (6 months of formal instruction and 3 months of clinical application). Students can choose between two convenient periods to commence their studies (January or July each Year).

PART TIME MODE

It allows ILPD trainees to complete the program within 9 months studying in evenings, or at weekends and then, the 3 months clinical application. This mode is delivered at ILPD Kigali’s office (Former ICTR-Information and Documentation Center, Kiyovu, Nyarugenge).

EXECUTIVE MODE

The range of experience amongst those who are obliged by law to take the DLP is great. ILPD does not think it is appropriate to teach fresh graduates and highly experienced legal professionals together in one group and that is why it has differentiated various categories distinctively. This gives each category liberty to freely interact with colleagues. The criteria for eligibility is based on seniority of lawyers, state attorneys or judges who can demonstrate that, by their virtue of experience, they have acquired most of the learning outcomes for the DLP programs.

Who is eligible for the Executive Mode?

The criterion for eligibility is that candidates to be admitted will be senior lawyers or judges who can demonstrate that, by virtue of their experience, they have already in part achieved the learning outcomes for the DLP. There will be a variety of ways how this can be demonstrated. Firstly, by virtue of considerable experience of practice at a senior level. Secondly, by significant amounts of teaching on the DLP, e.g. the teaching staff of ILPD who do not yet have the DLP if any. This will include a variety of categories:

- All Supreme Court, Appeals Court and High Court judges who may have been appointed before acquiring a DLP Diploma
- The Prosecutor General and National Prosecutors
- Senior members of the Kigali Bar Association, including those who have involvement in the DLP.
- Senior State Attorneys and other senior Government lawyers as well as parliamentarians.
- Teaching staff of ILPD and members of the external Faculty of ILPD who have had significant involvement in teaching the DLP.

It follows from the diversity of experience in these groups that different people on the course will have different areas and forms of experience. This fact is recognized in two main ways. Firstly by utilizing one of the key elements of most Executive programs which is peer learning. Collectively, members of the Executive programme become an unrivalled powerhouse of knowledge and experience of Rwandan law, justice and legal skills. Peer learning puts that individual knowledge and experience at the service of all Executive programme members. Primarily, they learn from each other under the guidance of expert facilitators. Further, the deliberations of such an august group of lawyers could provide important new knowledge and policy for the Rwandan justice and legal systems.

An example of this could be the module on the criminal process. It would be a waste of everyone's time to teach the elementary aspects of the criminal process to senior actors within it. However, ILPD conducted an important piece of research ("End to end mapping of the criminal process") on criminal justice. One of its key findings was that the different institutions of the criminal justice system do not link very effectively as a chain and have strong institutional objectives rather than system objectives.

Working groups of senior practitioners, drawn from different parts of the system

could study these findings and make practical proposals for improvement in different areas. Besides being a valid interpretation of the learning objectives, we would contend that this can be a valuable “think tank” for the Rwandan legal and justice systems.

Secondly, as part of the selection process, each candidate completes a detailed form which catalogues their experience and the gaps in their experience. These strengths and weaknesses are assessed by using the DLP learning outcomes as a template to create Individual Learning Contracts (ILCs) for the candidates. These contracts outline a pathway for each student through the learning outcomes of the DLP.

They also indicate how the learning hours required for a postgraduate Diploma are used.

The features of these ILCs are:

- To identify areas where the candidate can demonstrate his or her special expertise either by planning and taking a leading role in a session on the Executive programme or by teaching a subject on the wider DLP;
- To identify areas of weakness which require special or additional learning, perhaps by completion of a special assignment;
- To identify groups or teams within the Executive programme to which the candidate can make a special contribution.
- To gain the candidate’s binding commitment to Executive programme activities both within and outside the classroom.

The ILCs are formal documents which bind the candidates and admission to the programme is subject to agreement on them. Ideally, they should be counter signed by the head of their profession such as the Chief Justice or Batonnier.

How the Executive programme works?

It follows from the diversity of experience amongst those eligible for the Executive programme that ILPD tries to achieve a balanced group who can learn from each other as well benefit from experts coming from outside the

group. We, at ILPD aim for a balanced group of a limited number of members to enable easy division into groups. Each person would be a member of two groups: the first is profession specific, the second is mixed professions. The learning has to take a variety of forms:

- Each student is required to complete a reflective journal, which relates their learning to professional activities. This journal is treated by ILPD with complete confidentiality and only examined by a defined person or group of persons;
- The Executive group has to meet one day a week with a clear agenda and defined preparation which has to be completed by the participants. Where possible, international experts are used to give the students a comparative perspective on their professional activities. Normally, the Executive group meets in Kigali but on occasions, Nyanza might be appropriate. For each session, there shall be a rapporteur whose job is to write a report of the proceedings;
- Individual learning tasks defined in the ILC would be undertaken by each member. These include teaching assignments;
- Group activities include group reports to the wider Executive group for critical examination in a seminar.
- Research activities to demonstrate full research competence.

There are EIGHT modules for the DLP and for each one there are four day sessions + the other activities. In our planning, we are basing ourselves on the premise that, since candidates have in part achieved the learning outcomes for the DLP, the learning hours can be reduced by about a third. That would mean that we fulfill the HEC requirement of 120 credits by providing 100 learning hours per module of which 30 would be formal teaching time.

Internship

After the conclusion of the course modules, all students with less than 2 years of professional experience must complete a 3-month internship. The internship, done under the supervision of a mentor for 3 months, ends with the Internship Report submitted by candidates.

Attendance and course work

Attendance at lectures, seminars, and practical sessions is obligatory and is monitored. Candidates who attend less than 80% of such sessions are excluded from the module exam. In each module candidates are assessed on completion of all exercises, participation, practical skills, and oral and written assignments, such as Moot Court and individual presentations.

Coursework must be submitted by the due date. Late or non-submission leads to a grade of zero. Exceptions for both attendance and coursework are made on a case-by-case basis. As an academic oriented research paper has been phased out, in each module students are required to write down at least one research exercise in appropriate forms that help them to acquire skills in professional reporting.

Module assessment

The assessment consists of three elements:

- Continuous assessment: assignments maximum 25%;
- Research exercises 25%;
- Written exam counting up for a maximum of 50%

There is a week of exams at the end of each set of three modules. The first two days of the week are for revision and the last three days for exams, one per day. Module trainers mark the exams within two weeks of the exam date.

These three components cover 70% of a DLP student's final grade. Moot court and internship cover 15%, each.

Admission requirements in DLP per mode

Full time mode	
School fees	1,000,000Frw
Accommodation	390,000Frw
Catering services	1,080,000Frw
Admission fees	30,000Frw
Graduation fees	50,000Frw
Executive mode	
School fees	1,500,000Frw
Admission fees	30,000Frw
Graduation fees	50,000Frw
Part time evening	
School fees	1,000,000Frw
Admission fees	30,000Frw
Graduation fees	50,000Frw
Part time weekend	
School fees	1,100,000Frw
Admission fees	30,000Frw
Graduation fees	50,000Frw

Modes of payment

1. *National Bank of Rwanda: Bank transfer or Deposit*
Account Number: 1000004096
 - *Name: Institute of Legal Practice and Development*
 - *Bank: National Bank of Rwanda, Swift Code : BNRWRWRW*
 2. *Bank of Kigali*
 - *Bank transfer or Deposit***Account Number : 00086068177802**
 - *Name: Institute of Legal Practice and Development*
 - *Bank: Bank of Kigali, Swift Code : BKIGRWRW*
- Note: Payment in cash is not Acceptable

1.2. The Diploma in Legislative Drafting (DLD)

An important aspect of the DLD is the assessment of student performance during the programme (continuous assessment), rather than testing knowledge and skills at the end of the whole programme. The assessment strategy includes a pre-test or opening essay/exercise, followed by a mid-term assessment either in the form of a test or a project, and concludes with a final exam/project and also a substantial written assignment or dissertation. All assessments, whether tests, essays or projects, will take into account the knowledge and skills that are the teaching goals of the diploma programme, focusing on the skills acquired during the training.

DLD Modules

When the DLD started in 2012 at ILPD the whole programme was composed of 17 modules. The ILPD DLD coordination and trainers suggested that it could be better if the DLD Curriculum is revisited in order to tackle the problem of inconsistency in modules contents (some modules had the same contents and learning outcomes).

The proposal of the new curriculum was submitted to the ILPD academic senate and the latter adopted the current curriculum of the DLD. The DLD programme is now composed of 12 modules instead of 17 modules.

S/N	Module title	Achievement of level/programme outcomes
	General Context of Legislation	This module deals with an overview of the modules in the diploma course; Administrative and housekeeping issues; the meaning of legislation and legislative drafting; Comparative analysis of common law and civil law; Role of the legislative drafter within the legislative process in Rwanda; A history of laws and legislation in Rwanda and the EAC; Sources, types and hierarchy of law in Rwanda; Legislative process and procedures in Rwanda; Fundamentals of Rwandan law; Fundamentals of EAC law.
	Professional Responsibility	This module deals with the role of drafter; the professional responsibilities of drafters; Conflicts of interest; the boundaries within which drafters must operate and the practical ways to anticipate, avoid, and resolve professional responsibility problems ((specifically, self-preservation for the drafter).

<p>Policy Development and the Problem Solving Approach</p>	<p>This module deals with an introduction to the Problem-Solving Approach to legislation; identifying the problem as a step of the problem- solving approach; Explanations as a step of problem solving; Monitoring and evaluation as a step of problem solving; and Public lecture on policy development from a Rwandan practical approach.</p>
<p>Research before Drafting and Use of IT</p>	<p>This module deals with Putting draft legislation in context ; Identify and use legal research resources; Sources of comparative law ; Best practice for computer filing; The Legislative Drafting Support System (Efficient office standards and procedures) and Use of forms and templates; Tracking the status of legislation in Rwanda).</p>
<p>Fundamental Principles of Drafting Legislation</p>	<p>This module deals with the legislative sentence, including its syntax and style; Legislative style of writing; Ways to achieve clarity in drafting; The plain-language style of drafting; Importance of consistency in terminology, usage, and style; Legislative drafting rules and conventions used in Rwanda; Legislative drafting rules and conventions used in Rwanda, the East African Community, and the Commonwealth of Nations.</p>
<p>Subsidiary Legislation</p>	<p>This module deals with terminology; regulations and rule making; special considerations when drafting regulations and other subsidiary legislation; adherence to the authorizing law; the application and enforcement of legislation; delegation of authority, limitations on delegation of authority; Subnational legislation (for example, regional or local), authority, methods, and processes.</p>
<p>Organization and Structure of Legislation</p>	<p>This module deals with organization generally; hierarchy and numbering of the parts of a law or regulation; Building blocks of legislation; Grouping and ordering of provisions; Using reading aids, like tables of contents and headings, to assist understanding the structure and content of legislation; Basic structure of a legislative document and Detailed structure of a legislative document.</p>



<p>Amendment and Repeal</p>	<p>This module deals with Terminology; Different types or categories of amendments; What to do when the draft legislation conflicts with existing law; Methods of amendment; Drafting amendatory (amending) or repealing language; The mechanics of amendment; Judicial decisions as a source of law (and changes to law through interpretation); Codification, consolidation, law reform, and law revision and Publishing compilations of laws.</p>
<p>Statutory Interpretation</p>	<p>This module deals with relationship between legislative drafting and statutory interpretation; How is legislation (in general, not a specific draft) interpreted in Rwanda?; Understanding how the target “audience” for the legislation will interpret the legislative language; Who is interpreting a legislative document?, the drafters and policymakers, the persons subject to regulation under the law, the governmental agency implementing the law; the courts interpreting the law; Who does the interpretation in practice?; What improvements could be made to aid in statutory interpretation in Rwanda?; Rules of construction and general principles (canons) of statutory interpretation, in line with international norms and consistent with relevant canons of interpretation developed judicially in common law countries.</p>
<p>International Instruments</p>	<p>This module deals with the types of international instruments;terminology of international instruments; Role of international organizations; processes and procedures applicable to international instruments in Rwanda; International instruments applicable to Rwanda; Sources and methods for researching international instruments and Legislative obligations under international instruments (Harmonization, domestication.); Compliance with (non-legislative) obligations under international instruments; Interpretation of international instruments, in accordance with applicable international law, such as the Vienna Convention on the Law of Treaties, 1969 and other interpretation by relevant international organizations; Considerations regarding East African Community treaties and obligations (for example, regional economic integration and drafting of laws).</p>



Good Governance	This module deals with principle of the separation of powers (legislative, executive, and judicial authorities), what is the significance of separation of powers? How is this applicable in Rwanda? Are there areas of power overlaps in Rwanda?; Oversight of the Government by the Parliament (and the courts); Public participation in the law-making process; the importance of a “paper trail” for the sake of openness, and for better interpretation of legislation; openness through reporting and Drafter’s accountability.
Translation Matters	This module deals with rules regarding inconsistencies among the different language versions; Rules regarding drafting, consideration, approval, and publication in multiple official languages; Understanding the meaning in the principle drafting language; Consultation with drafter(s); The drafter’s responsibility to assist translator(s); Translation standards and consistency; Matters of layout and style when dealing with multiple languages; Official (and unofficial) translations of international instruments. Who does the official translation? What to do when there is not a version in one or more official language; Translation issues in the laws of other East African countries.

Admission requirements in DLD

Full time mode	
School fees	1,380,000Frw
Accommodation	390,000Frw
Catering services	1,080,000Frw
Admission fees	30,000Frw
Graduation fees	50,000Frw

1.3. Postgraduate Diploma in Bailiffs Practices (PG- DBP)

The Law N° 12/2013 of 22/03/2013 governing the Bailiff Function provides that the professional Bailiffs Association shall “organize, in collaboration with the Ministry, the training of professional bailiffs if it is deemed necessary in a bid of the capacity building in their duties of executing judgments.” The Association itself has set as an objective “the promotion of the skills development and better service delivery in relation to bailiffs’ responsibilities.” Article 71 of the Bailiffs’ Law requires a bailiff “to attend any training organized with the intent to improve his/her knowledge and skills in relation to his/her duties.”

Ethics is a key element for all law professionals and for that reason, the Law Governing the Bailiff practice required the Association “to elaborate the code of ethics of professional bailiffs.” Quite often, Rwandan media has reported that some beneficiaries of bailiff services have complained of a lack of professionalism among bailiffs. Is the lack of professionalism the result of poor or ineffective legal training or the absence of ethical values? Whatever the case, a training programme for bailiffs is needed. It is for that reason that the Professional Bailiffs Association has requested us to design a training programme on Bailiffs Practice.

Furthermore, with the introduction of receivership practice which requires trained professionals, there is a need of a tailored programme to equip them with solid skills in property management, and insolvency practice.

Aims and Objectives of Postgraduate Diploma in Bailiff practice (PG - DBP)

This program provides trainees with in depth understanding of the background of bailiffs practice in both civil and common law systems, seizable properties, enforcement titles & enforcement procedures, receivership, insolvency practices and practice management.

- It will help trainees to improve their capacity to execute enforceable titles through electronic case management, with high standard of integrity.

- It provides also to trainees the key skills to manage the property, and to professionally deal with insolvency related issues.
- This programme is designed to provide to trainees with skills to set up and manage the law firm.
- To ensure high quality training, trainers shall include both academic and industry experts mainly practicing bailiffs and receivers within and outside the country. This approach is expected to bring about a good balance in knowledge transfer between theoretical principles and practical approaches, which shall in turn impact to the bailiff and receivership practice in general.

PROGRAMME STRUCTURE

The postgraduate diploma programme in bailiff practice is for nine (9) months Full Time or fifteen (15) months Part Time programme designed to produce graduates capable to undertake all bailiffs, receiverships, and liquidation and trustee practices tasks. In order to obtain a Postgraduate diploma in bailiffs practice, 140 credits consisting of six mandatory modules: three (3) of which have 20 credits each, two (2) with 25 credits each and lastly, one module with 30 credits.

Modules for a Postgraduate Diploma in Bailiffs Practices (PG - DBP)

	Module Code	Module Name	N# Credits	Hours
All Mandatory Modules	DBP	General Legal Culture	20	200
	DBP	Seizable Properties	20	200
	DBP	Enforceable Titles & Enforcement Procedures	30	300
	DBP	Receivership	20	200
	DBP	Insolvency Practices	25	250
	DBP	Practice Management	15	150
	Total			130

1.4. Postgraduate Diploma in Labor Law Practice (PG- DLLP)

The idea of introducing a Diploma in Labour Law Practice (DLLP) was introduced due to the persistent existence of gaps in the application of labour laws in Rwanda. Rwanda like many of its East African counterparts has no specialised labour courts dealing specifically with labour related matters nor does it have specialised labour law practitioners handling labour related matters including conciliation and arbitration.

It is against this backdrop that various but key stakeholders had to be consulted to get their view on whether they think the introduction of this course would be a good idea and what in their opinion they think (or would like) the course to cover. ILPD also had to get their view on who they think should be the targeted beneficiaries.

According to all the stakeholders we met, the targeted beneficiaries should be Labour and social security law practitioners (both current and prospective) in Rwanda and those from within the region. They thus proposed: labour inspectors and judicial officers, labour administration staff, Occupational Safety and Health (OSH) experts both at Ministerial and company levels, National Labour Council (NLC) members, employees' delegates at the level of different institutions and companies, members of the Private Sector Federation (PSF) charged with labour related matters, trade unionists, human resource officers, industrial relations practitioners, managers and legal practitioners.

All the stakeholders consulted voiced strong support and demonstrated overwhelming enthusiasm for the introduction of the programme. Indeed, the reaction to the proposed course was unanimous, in warmly welcoming the opportunity it would present.

To take a number of examples, the Ministry of Public Service and labour in which inspectors are based, spoke of the difficulties of lack of trained capacity that hinders the proper implementation of both Rwandan law and international obligations, in particular ILO Conventions ratified by Rwanda.

Similarly, the Chief Justice welcomed the initiative which he thought would improve judges' role in Labour Law and dispute resolution and thus enhance the effectiveness of judicial intervention. In particular, we were pleasantly surprised by the Chief Justice's eagerness to have the Programme include judges at all levels.

The Dean of the School of Law at the University of Rwanda similarly welcomed such a course, which would not only add practical value to legal practitioners but also provide the opportunity for synergy between the School and the ILPD.

The representative of the ILO we met was also keen on the course and like the Director of the ILPD, saw the possibility of embracing the rest of the region drawing on existing ILO programs for Rwanda and the regional office. In his

view the Programme would enhance Rwanda's capacity to implement both Core and ratified Conventions.

More generally, the module is premised on:

- i) The need to help bridge the current labour law skills gap among various practitioners – Judges, advocates, labour inspectors, etc. It was noted that most of the judges and practitioners lack hands-on experience or specific training in labour related matters. This in turn affects the quality of judgements rendered, interpretation and application of labour laws.
- ii) The need to equip lawyers and non-lawyers with labour laws skills and knowledge. This is because our findings indicated that most of the labour and social security practitioners in Rwanda and the region are not necessarily trained lawyers and thus lack even the basic labour law skills and knowledge. The cited examples include labour inspectors in Rwanda and Human Resource Professionals who are in most cases engaged in the application of labour and social security laws.
- iii) The need to help Rwanda and the region at large build a pool of labour law specialists. These specialists would in the long run help change the interpretation and application of labour laws in their own countries. They would also engineer change in labour and social security laws and policies in their respective jurisdictions.
- iv) The need to help Rwanda and the government in particular reduce on the cost of training its employees in labour and social security related matters. We established that the government of Rwanda sends a specific number of its employees to different labour law training centres in Africa and the world at large. For instance, some employees are sent to the ILO training centre in Cameroon, others to Mauritius and Turin – in Italy, etc. This proves very expensive for them yet a limited number of employees benefits.
- v) The need for a reduction in the number of labour disputes heading to court. It was highlighted during the consultations that many of the labour disputes go to court either because the labour inspectors did not carry out well the conciliation process or because the various practitioners did not properly apply (or interpret) the law to address the situation at hand. This breeds conflicts at work and sometimes violation of the rights of workers. Skills and knowledge from the course would help bridge this gap.

The course will focus on some of these major areas identified during the needs assessment and consultation with the various stakeholders:

- Social Justice in the context of Rwanda
- History of Labour Law in Rwanda
- The International Labour Organization(ILO)
- Ethical conduct for officials, managers, representatives and practitioners
- Ethical issues in dispute resolution, including mediation and conciliation
- Standard of conduct of workplace actors and parties.
- Concept of Individual Labour Law
- The Basic Conditions of Employment legislation in Rwanda
- The Equity and Discrimination at Work
- Skills Development and Vocational Training
- Collective Employment Law
- Organizational Rights
- Industrial Action
- Collective Agreements
- Dispute resolution institutions created by the law
- Management of Conflict (dispute management, performance evaluation and appraisal, conciliation, application of sanctions at work, etc);
- Social Security Law, Health and Safety at Work.

Aims and Objectives of the programme

The course is proposed with the main aim of creating a programme in Labour Law and Practice, to enhance knowledge and skills in the application of labour laws in different settings, initially in Rwanda but with the possibility of adapting the course for participants from different countries of the region.

The course works from the reality that the day to day practice of labour law at an advanced level and in its full spectrum largely is in the hands of labour law practitioners who often are non-lawyers. It will be aimed at professionals, including labour inspectors and judicial officers, labour administration staff, Occupational Safety and Health (OSH) experts both at Ministerial and company levels, National Labour Council (NLC) members, worker's delegates at the level of different institutions and companies, members of the Private Sector Federation (PSF), trade unionists, human resource officers, industrial relations practitioners, managers, legal practitioners, owners and senior employees of businesses and labour consultants.

PROGRAMME STRUCTURE

The programme comprises eight (8) modules. Six of them shall be offered successively one after another, while other two modules shall cover the whole period of the programme.

These are the following:

Module Title	Semester	Programme outcomes
Module 1: Contemporary issues in Labour Law	I	All programme outcomes will be achieved at the end of the programme
Module 2: Individual Labour Law	I	
Module 3: Collective Employment Law	I	
Module 4: Management of Conflict	II	
Module 5: Labour Dispute Resolution	II	
Module 6: Social Security Law, Health and Safety at Work	II	
Module 7: Field attachment	I&II	
Module 8: Research project	I&II	

II. CONTINUING LEGAL EDUCATION (CLE)

The growing Continuing Education and Life-Long Learning at ILPD Continuing education is understood to mean education and training for adult learners beyond that provided in traditional undergraduate and graduate education. Continuing education expands and keeps current knowledge attained in degree programs and designed to sustain learning and knowledge acquisition related to specific professions.

The Institute offers Continuing Legal Education (CLE) courses to judges, prosecutors, lawyers, Rwanda Investigations Bureau (RIB) officers, Court Registrars, Bailiffs, Prisons Officers and Civil Society Organizations' officials that intervene in Justice sector. It also organises tailor-made short course for other public officers and other similar candidates. These courses serve to improve administrative capacity within the justice sector and bolster law enforcement, ultimately benefiting the country as a whole. ILPD aims to improve understanding of the law and the efficiency of CLE participants in the performance of their duties. Many professions recommend or require continuing education as a means for members of the profession to stay current on best practices, policy changes, and research findings. This includes professions relevant to the academic offerings of ILPD Continuing Legal Education (CLE) is professional education of lawyers, judges and prosecutors that takes place after their initial admission to the profession or bar.

In many countries, Rwanda inclusive, CLE participation is required of attorneys to maintain their license to practice law. ILPD has identified over 29 courses that are highly needed to bolster the practice of law whether in Rwanda or even beyond. It should be noted that while continuing legal education was not a requirement to practice law, the Rwanda Bar Association has made compulsory legal education in the profession.



The following are some of the Continuing Legal Education (CLE) Courses offered at ILPD.

1.	Administrative Law Course
2.	Bailiffs and Auctioneer Course
3.	Interviewing Techniques
4.	Pleading Techniques
5.	Techniques of Negotiation
6.	Techniques of Pleading
7.	Judging
8.	Professional Practice for Judges
9.	Professional Practice for Prosecutors
10.	Professional Practice for Lawyers
11.	Alternative Dispute Resolution
12.	Gender-Based Violence
13.	Principles of Forensic DNA for Officers of the Court, prosecution and police
14.	International Economic Crimes
15.	Anti-Money Laundering
16.	Initial Training for Judges
17.	Initial Training for Prosecutors
18.	Investigation Techniques
19.	Mediation and other Alternative Dispute Resolutions
20.	Victim and Witness Protection
21.	Negotiation and Management of Contracts
22.	International Economic Law
23.	Internet Legal Research
24.	Money Laundering and Cyber Crimes
25.	Human Rights and Juvenile Justice
26.	Good Governance, Corruption and Money Laundering
27.	Taxation
28.	Human Trafficking
29.	Civil and criminal procedures

Notice: *The cost for Continuing Legal Education is negotiated between the requesting institution and ILPD but may not go below 62,496Frw per day which includes accommodation, refreshment and course fees.*

Methods that are used during the training:

- Learning needs assessment to determine participant general understanding level.
- Presentation of course syllabus with unit learning outcomes
- Pair and group discussions
- Role plays
- Mock interviews
- Group presentations
- Audio visual materials (CDs, films, etc.) In class exercises and homework
- Evaluation of course taken in the middle and at the end of the course
- Certificate of completion
- Our training strategy
- Trained external Faculty in adult teaching methodologies
- Class observations
- Evaluation of the course at the end of the training
- Consumer perceptions survey.

Specialized courses:

Since 2017, the Institute of Legal Practice and Development (ILPD) started specialized courses to enable judges, prosecutors and advocates to have special expertise in furnishing their work satisfactorily. Participants attend classes for twelve weeks, studying one week per month and spending the rest of the month doing practical exercises at their respective working places, handling related cases. Proposed specialized courses are:

a. Specialized courses in civil matters

1. Persons and Family law in practice
2. Practical aspects of Contract and torts
3. Practical aspects of Property law

b. Specialized courses in Commercial matters

4. Banking legal practices
5. Corporate Law Practices
6. Insolvency Legal practices

7. Insurance Legal Practices
8. Law of securities practices
9. Procurement legal practices
10. Intellectual Property Legal Practices
11. Competition and consumer protection Legal Practices
12. Practical aspects of International Financial Law
13. Practical aspects of Investment Law
14. International Trade Legal Practices
15. Taxation
16. Company Secretary course

C. Specialized courses in criminal law

17. Practical aspects of Economic and financial crimes (Corruption and related crimes, Embezzlement , and Money laundering)
18. international crimes, Genocide ideology and related offenses
19. Practical aspects of Human trafficking, people smuggling, and drug trafficking
20. Practical aspects of Terrorism and Hostage taking
21. Practical aspects of Cybercrimes
22. Juvenile justice

d. Specialized courses in legal professions management and administrative law

23. Legal professions management
24. Administrative law practice and Public interest litigation

III. RESEARCH

Research is part of the ILPD's mission and mandate. ILPD conducts applied and policy relevant legal research that contributes to the further development of the legal system and the rule of law in Rwanda and the region.

This year 2019/2020, ILPD will be carrying out different researches; among others we can say the research on Criminal Justice Policy and the research on Alternative Disputes Resolutions Policy; all for the Ministry of Justice but of course to the benefit of the entire Justice Sector.

Over the past years ILPD has gathered significant experience in research and, some of the researches conducted include:

- *The impact of gendered legal rights to land on the prevalence and nature of intra-and inter-household disputes;*
- *Study on the end to end process mapping of the criminal Justice system in Rwanda;*
- *Study on the alternative to the imprisonment in Rwanda focusing on the mainstreaming of TIG and best practices guidelines for Judges in the exercise of their discretion when imposing non-custodial sentences etc.*

Main Publications

ILPD's publications are standard reference resources for students, legal professionals, policy makers and the legal community in general.

Listed below are some books that have been published by ILPD:

The Rwandan Commercial Law Books Series 1. Intellectual Property Law, 2013.

The Rwandan Commercial Law Books Series 2. New Law Governing Contracts in Rwanda, 2013.

The Rwandan Commercial Law Books Series 3. Rwanda Company Law 2009.

The Rwandan Commercial Law Books Series 4. Rwanda Law of Security Interests, 2015.

The Rwandan Commercial Law Books Series 5. Commercial Dispute Resolution

The Rwandan Commercial Law Books Series 6. Labour Law and Labour Relations in Rwanda, 2015.

Bench book on Gender Based Violence, A practical guide for the adjudication of Gender based violence cases.

Other Publications

ILPD also wants to stay in touch with all of its constituents (students, prospective students, alumni, faculty, staff, Stakeholders and friends of the Institute) to keep them up to date on what's happening at the Institute.

We have a number of publications, including IHURIRO, a magazine that offers in-depth articles and profiles of alumni, faculty members, Institute leaders and students. It also include stories on research, law, trends in legal practice and national and global legal issues.

For the first time ever, ILPD intends to start and publish the Rwandan Law Journal before the end of the year that shall see the well-researched papers in all fields of law. It shall also see the commentaries on the court judgments that lead to substantial impact on legal issues in the Rwandan system.

IV. STUDENTS SERVICES

Accommodation services

Rooms are available at ILPD. They are at a good standard. ILPD rooms are self-contained and they contain warm water showers. Students are accommodated during their stay at the Institute.

Computer Laboratories

The ILPD provides well-equipped computer laboratories that are available to students for internet research, assignments and other study-related purposes. The computer labs also serve as classrooms for ICT courses. The IT officers will provide you with all information needed for use of computers.

Library

ILPD Law Library facilitates the academic and research functions of ILPD. It also help to meet the needs of the public and to serve the legal information needs of the local community, the region and the citizens of Rwanda;

Library collection

The following constitute categories of the different types of reading materials available in the ILPD Library:

Print resources:



- Text Books on all Subject Matter in Law. These subjects include Legal drafting; International Law; Constitutional & Administrative Law, Public Finance, Tax, Commerce (trade), Industrial Law; Labor, Social Service, Education; Criminal Law; Private Law; Civil Procedure & Courts, etc. Textbooks are in English or French. Civil and common law materials are available.
- Reviews and Journals
- Teaching materials which include all reading/research materials submitted by
- The lecturers in connection with subjects of instruction and Students Theses.
- National Laws through Official Gazettes
- Newspapers and Magazine.

Electronic resources:

Through ILPD library, our users can access a good number of resources such as INASP Database. Users are introduced on how to access them during the induction week. The library also have some CD containing useful legal materials which can assist its users.

Access to collection: Access to the shelves and collection is free upon presentation of user card/student card. Of course with the assistance of librarians who are always there to assist users to find what they need. Access and use of library resources are subject to Library rules and regulations available on Institute website and in the Library.

Location: The main library is located in the old premises of ILPD in Nyanza Campus. However the library has another branch in Kigali/ILPD Campus (Former ICTR-Information and Documentation Center, Kiyovu, Nyarugenge). ILPD students can also access and use collections found in NPC Library and MINIJUST Library.

Library Opening Hours

The Library normally opens its doors to the public according to the following schedule:

Days	Opening Hours
Monday- Thursday	7:00 am - 9:00 pm
Friday	7:00 am - 5:00 pm
Weekend	8:00 am - 4 pm
Public Holidays	Closed

Notes:

- ✓ Closed during lunch break: 12:00 pm - 1:00 pm.
- ✓ The Library can adjust the above working hours if necessary for users' convenience in order to meet their information needs.
- ✓ ILPD main Library and its Kigali branch is open to the public, free of charge but subject to library usage regulations.

Sport and culture

LPD is more than a place people go to develop their academic skills and knowledge but also a place where sports play an important role. Besides academic training provided to our clients, sports is part of leisure activities we offer to our clients. We dispose of play grounds for Basketball, Volleyball and football within ILPD premises. If you like being around and involved in sports, ILPD is the right place to be.

Registration

Documents required for registration, to be presented to the office of the Registrar, are all available and indicated online on ILPD's websites. They are:

- 2 passport photos;
- A certified copy of bachelor's degree in law;
- A copy of the National Identity card/Passport.

Upon admission and after registration the institute provides a student card.

The student card is multi-purpose. It gives you access:

- Institute premises;
- Examinations;
- Research materials;
- The library and computer rooms of the institute.

Admission at ILPD is granted without any discrimination

WHY STUDY AT ILPD?

There are ten (10) reasons why your number one choice of professional study should be at ILPD:

1. ILPD is Rwanda's first and only legal practice institute running courses in fundamental legal skills, with its Diploma in Legal Practice now compulsory for legal practice in Rwanda.
2. It is "IHURIRO" - the meeting place of the Rwandan justice system where lawyers, judges and prosecutors learn together and from each other. The ILPD also attracts many students from the region and beyond.
3. The postgraduate Diploma in Legal Practice (DLP) is an essential course for professional legal practice. It offers practical experience and skills in fundamental legal skills from interviewing, negotiation and pleading to drafting judgments.
4. The Diploma in Legislative Drafting (DLD) equips legislative drafters with crucial skills and experience needed to improve the standard of legislative drafting in Rwanda and other EAC countries.
5. ILPD is unique in the EAC for operating within a combination of civil and common law systems. This enables graduates to improve their marketability in the EAC so they can work anywhere in the region.
6. ILPD is innovative; the new DLP modes have been enabling the course to run alongside lawyers' professions' obligations.
7. The Continuing Legal Education (CLE) courses taught by experienced professionals are short and intensive and focused on areas as diverse and current as International Economic Law, Gender Based Violence and Cyber Crime, they are tailored to our customers' needs.
8. A state of the art accommodation services that match with each and everyone's capacity...

9. Enjoy use of ILPD's excellent facilities; a comprehensive law library as well as membership of the Legal Libraries Consortium gives our lawyers access to current legal affairs, supported by fantastic IT resources. It also has sports facilities.

10. Graduates of ILPD return to their careers with enhanced skills and valuable experience, which informs and improves their future work

WELCOME TO ILPD!

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