



STUDENT GUIDE FOR DIPLOMA IN LEGAL PRACTICE

INTAKE 2/2015(Full time Program)



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I. WORD OF WELCOME

Welcome to the ILPD. You are about to start the Diploma in Legal Practice programme (DLP) that will provide you with the necessary knowledge and skills to work as a prosecutor or an advocate.

The general objective of the Diploma in Legal Practice programme is to address the needs for practical training for graduate students already working in the public service or coming from the private sector.

The specific objectives of the Diploma in Legal Practice are:

- To establish a link between the theory and the practice of law;
- to improve the lawyers' practical skills (language, analysis, synthesis and presentation) as well as their perception of the law from a situation of facts,
- to improve professional ethics in the justice sector,
- to uphold and protect the public interest in the administration of justice,
- to develop in the trainees a lawyer's personality: independence of mind, precision of thought, quality of expression, search for excellence, compassion, love for justice and equity, and respect for the rule of law;
- to build a team spirit.

We expect from you an involved learning attitude: active and participating in the learning process. It is only in that way that you can fully benefit from what the DLP has to offer you. Moreover, during your stay at the ILPD, we expect from you an attitude that may be expected from, a prosecutor or a member of the Bar. You should never forget that you belong to what we consider to be the noblest profession: those who together protect and promote the rule of law.

We hope that when you leave the ILPD with your Diploma in Legal Practice, you will look back at a meaningful period in your career as, a prosecutor or an advocate.

Aimable Havugiyaremye
Ag. Rector/ILPD



II. ILPD AT A GLANCE

The Institute of Legal Practice and Development (ILPD) serves as a national, regional and continental centre of reference for:

- 1) practical legal training, and
- 2) research and development of law,

The three legal traditions (common law, civil law & customary law) meet at the Institute.

The ILPD is committed to serving the community and does so for instance through the '*Maison d'Access à la Justice*' (MAJ). The MAJ of Nyanza is currently housed in ILPD premises.

The vision of ILPD is to become:

- A practical school for all legal professionals in a spirit of excellence, independence and service to the community;
- Drawing from the diversity and richness of the civil and common law traditions.

In short, ILPD has the ambition to serve as IHURIRO, a meeting place for legal professionals from within Rwanda, the region, Africa as well as from the rest of the world.

The mission of the Institute is to:

- Contribute to the development of justice in Rwanda and the region, through Offering initial professional training to persons holding a bachelor's degree in law, in particular by offering postgraduate programs for judges, prosecutors, lawyers, bailiffs, notaries, etc. to bring their quality up to international standards;
- offer continuing legal education in order to improve the knowledge and skills of other personnel in the justice sector, in particular by offering training for clerks, criminal investigating officers, mediators and all other personnel dealing with legal matters in different ministries and institutions;
- conduct research;
- contribute to the development and dissemination of the law.

Excellence in legal practice is what the institute stands for.

ILPD adheres to a set of five values which together define how members of staff work and interact, both within the Institute, with colleagues and with students and other relevant actors. These values are: Justice, Equity, Ethics, Integrity and Independence.



ILPD attempts to keep these values alive by translating them into day to day functioning and by referring to them in situations where these values may play an inspiring role.

III. ADMISSION AND REGISTRATION

The Diploma in Legal Practice at the ILPD is offered to judges, prosecutors/OPJ, attorneys and all law graduates. Admission at ILPD is granted without any discrimination.

Documents required for registration, to be presented to the officer in charge of the DLP:

- a certified copy of bachelor's degree in law;
- Transcripts for 4years of undergraduate studies
- a copy of the National Identity card/Passport.
- A copy of Ordinary levels certificate
- A copy of Advanced Levels Certificate
- 2 passport photos;

Upon admission and after registration, the Institute provides you with a student card. Your student card is multi-purpose. It will allow you to access:

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

Please keep your student card carefully, to be presented upon request by the Institute's management. Please notify the Institute's authorities in case of loss of your student card.

IV. STUDENT SERVICES

1. Orientation

On your first day at the Institute, the staff will provide you with all information needed about services, staff etc. Do not hesitate to contact the staff in case of questions; they are at your service.



2. Computer Laboratories and opening hours

The ILPD has put at your disposal well equipped computer laboratories which are freely accessible for students, in order to use them for internet research, assignments and other study-related purposes. The computer labs also serve as classrooms for ICT courses. The IT officer will provide you with all information needed for use of computers; do not hesitate to ask him if needed.

Opening hours

Monday - Thursday	7h00- 21h00
Friday	7h00- 17h00
Week end	8h30-15h00

Closed during lunch break 12h00- 13h00

3. Library

ILPD Law Library facilitates the academic and research functions of ILPD. It also helps 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;

(1) Library collection

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

a. **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.

b. **Reviews and Journals**

c. **Teaching materials** which include all reading and research materials submitted by the lecturers in connection with subjects of instruction and students theses.

d. **National Laws** through Official Gazettes

e. **Newspapers and Magazine.**

f. **Electronic resources:**

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



(2) Access to collection

Access to the shelves and collection is free upon presentation of user card or student card 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.

(3) Location and opening hours

The main library is located in the headquarters of the ILPD /Nyanza. However the library has another branch in ILPD/ Kigali office (Former ICTR-Information and Documentation Center, *Kiyovu, Nyarugenge*).

Opening hours

❖ Monday – Thursday	07h00- 12h 00	13h00 - 21h00
❖ Friday	07 h00- 12h 00	13h00- 17h00
❖ Weekend	08h30-12h00	13h00-16.00

Closed during lunch break 12h00- 13h00

4. Sports

The Institute has various sports materials (football, basketball and volleyball). Sports 'activities can also be arranged in the district stadium adjacent to the ILPD, which is open to any student wishing to do sports.

V. OBJECTIVES, TEACHING METHODS

The main objective of ILPD is to provide practical legal education to lawyers at the start of their career as judges, prosecutors or lawyers, as well as to already serving legal professionals.

In line with this objective, the courses offered are diverse and offer the students hands on practical knowledge and skills about the law, procedure, institutions as well as the likely documents that have to be drafted in order to initiate the necessary action.

The students of ILPD are lawyers, who come to acquire knowledge, understanding and skills before they start practising their professions as advocates, judges,



prosecutors, In-house attorneys. Lawyers already practising come to the ILPD to get extra training in the form of continuing legal education.

We strive to offer a challenging and learning environment that helps the student to develop his or her knowledge and professional skills. The teaching methods are interactive. This means that it is not the trainers who talk and do all the work, but it is the students themselves that gather knowledge, understanding and skills by actively participating and working together with the trainers. Moot courts are an integral part of the training.

We expect from students an involved learning attitude. In keywords we expect from them:

- Active participation
- Exploring
- Looking for innovative ways
- Searching new borders
- Curiosity
- Asking questions

In short, training at the ILPD is not a holiday in a comfortable and safe hotel; it means a travel to the future, to new competencies.

Furthermore, we expect students to behave at the ILPD as they behave in their professional roles as prosecutors and attorneys. This means for instance that students are in time for classes and group work, that telephones are switched off during training hours and used only in extraordinary circumstances, that students do not try to influence the results of the examination afterwards, that other participants as well as staff of the ILPD are treated with respect, and that in general students show an active and participatory attitude.

The success of training depends on the knowledge and skills of the trainer, however no less on the attitude and participation of the trainees.

VI. RULES OF CONDUCT

The ILPD expects professional conduct from you; an attitude that may be expected from a prosecutor or a member of the Bar.

We would like to bring to your attention the following rules of conduct while you are at the ILPD:

- Punctuality at all ILPD events, trainings, lectures and seminars.
- Telephones **must be** switched off during class (except in extraordinary circumstances, with prior approval of the lecturer).
- Absence needs authorisation from the VRAC or Academic Registrar.

- Absence because of illness needs medical proof.
- Adherence to the institute's rules and regulations with regard to studies, examinations and internship.
- Be mindful regarding the property of the institute.
- Care for the environment – no litter.
- Show a sense of maturity while relating with others.
- Respect the communication channels of the ILPD, complaints and suggestions to be presented through the class representative.

In short, we expect you to behave respectfully towards your fellow students, trainers and the staff of the ILPD.

We are certain that respecting these rules will add to a better learning environment at the ILPD.

Students' rights and obligations

Studying at the ILPD implies certain rights and obligations. Students have a number of rights, including but not limited to: the right to study, protection against discrimination or harassment, the right to expression and information, and the right to access the library and electronic documentation.

Students on the other hand also have obligations toward the ILPD, including but not limited to attendance and an involved learning attitude during lectures and various activities organized by the Institute, such as conferences, contribution to solidarity funds and development initiatives.

Right to complain and appeal

If a student feels he/she has been treated unfairly in one way or another, he/she has the right to voice his/her grievance in accordance with the following procedure:

- Meet the officer in charge of the DLP, who will examine the student's case and advise the student on the best way to solve the issue;
- If the student desires so, the issue together with the advice of the officer in charge of the DLP will be sent to the Academic Registrar to take a decision or may refer it to the VRAC if it is beyond his/her capacity to decide;
- In case the student is not satisfied with the way the problem has been settled, the student may write an official letter to the VRAC who made the decision.

See for the procedure regarding examinations the "Institute of Legal Practice and Development Examinations Regulations, 2014".



VII. DESCRIPTION OF DLP MODULES

CORE SIX MODULES	Module 1: <i>General Legal Culture</i>	This module aims at enabling the trainees to grasp and apply constitutional principles governing the EAC, acquire general knowledge on common law and civilian legal procedures, general IT and research methodology skills, legal English and legal professional ethics. Target group: All participants Duration: 2 weeks Venue: ILPD Nyanza or Kigali
	Module 2: <i>Interviewing and Negotiation</i>	This module aims at enabling students to conduct interviews with clients and witnesses effectively and efficiently; and to use negotiation in order to obtain for clients the best achievable terms in contracts and other transactions. 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. Target group: All participants Duration: 2 weeks Venue: ILPD Nyanza or Kigali
	Module 3: <i>Drafting</i>	This module aims at enabling students to understand the principles and purposes which govern the drafting of any legal document, with a specific emphasis on contracts and legislations; and to equip the students with the required skills to draft such documents themselves, and to a standard that they will be expected to achieve in practice. Target group: All participants Duration: 2 weeks Venue: ILPD Nyanza or Kigali
	Module 4: <i>Criminal Process</i>	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 defence case. Target group: All participants Duration: 2 weeks Venue: ILPD Nyanza or Kigali
	Module 5: <i>Pleading and moot court</i>	This module aims at enabling the trainees to identify key issues in a case, to research the law and procedure on the relevant issues, to present a persuasive and coherent argument to the court. Target group: All participants Duration: 2 weeks Venue: ILPD Nyanza or Kigali
	Module 6: <i>Alternative Dispute Resolution</i>	This module aims at equipping students with knowledge and understanding of the potential advantages and disadvantages of the processes - negotiation, mediation and arbitration which are available, as an alternative to adjudication by a court, in



		<p>resolving disputes. 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 to assist their clients in using these processes.</p> <p>Target group: All participants Duration: 2 weeks Venue: ILPD Nyanza or Kigali</p>
PROSECUTORS SPECIALISATION	<p><i>Module 7: Prosecution Preparation 1</i></p>	<p>This module introduces trainees to the investigative work of prosecutors and the relationship between prosecution and judicial police. It also introduces trainees to a practical and efficient method of retrieving information from witnesses. Lastly, the module takes trainees through the steps of identifying witnesses and vulnerable victims for trial and includes case studies.</p> <p>Target group: Prosecutors Duration: 2 weeks Venue: ILPD Nyanza or Kigali</p>
	<p><i>Module 8: Prosecution Preparation 2</i></p>	<p>This module seeks to develop trainees' knowledge of evidence law and the ability to understand how it operates in practice. It covers skills and techniques required in respect of crime investigation. It strongly focuses on research, case analysis and problem-solving. The module also aims to ensure that students fully understand the sentences which courts can impose for different offences and the changing emphasis from custodial to other forms of sentence. Lastly, the module provides a basic guide to preparation of a criminal trial from the perspective of the prosecutor.</p> <p>Target group: Prosecutors Duration: 2 weeks Venue: ILPD Nyanza or Kigali</p>
	<p><i>Module 9: Trial</i></p>	<p>This module is aimed at enabling the students to understand the key principles underpinning the concept of fair trial and to assess its impact on the criminal process. The module also enables students to present facts and evidence, examine (question) witnesses, make final submissions for the sentence, and appeal against the judgment.</p> <p>Target group: Prosecutors Duration: 2 weeks Venue: ILPD Nyanza or Kigali</p>
ADVOCATES SPECIALISATION	<p><i>Module 7: Court Advocacy</i></p>	<p>This module aims at giving the students a hands-on experience in the everyday practice of the work as a lawyer. Topics to be dealt with are: Strategies for Developing argument; Courtroom</p>



ATION		<p>Presentation Strategies, Evidence and preparation of witnesses, EAC freedom of establishment of a law firm.</p> <p>Target group: Advocate Duration: 2 weeks Venue: ILPD Nyanza or Kigali</p>
	Module 8: Property and Family Transactions	<p>This module aims at giving a hands-on experience in the everyday practice of the work as a lawyer. Topics to be dealt with are: land registration, land allocation, lease and management, expropriation law, commercial leases and distribution of family property.</p> <p>Target group: Advocate Duration: 2 weeks Venue: ILPD Nyanza or Kigali</p>
	Module 9: Practice Management	<p>This module will focus on the following areas of professional practice: Advocates' collaborations and forms of associations, setting up a law firm, management of the law firm, dealing with clients' money, marketing, client care and EAC freedom of establishment of a law firm.</p> <p>Target group: Advocate Duration: 2 weeks Venue: ILPD Nyanza or Kigali</p>



VIII. DLP July 2015 INTAKE CALENDAR (Fulltime Nyanza)

DLP 2/2015 JULY INTAKE Calendar (Fulltime Nyanza)

Dates		Other Academic Activities; public lectures, study visits, and other related activities
17 th /Jul/2015	Opening day and Registration on ELMS	
20 th -31 st /Jul/2015	<i>Module 1: General Legal Culture</i>	
03 rd -14 th /Aug/2015	<i>Module 2: Interviewing & Negotiation</i>	07 th August 2015: Umuganura
18 th -28 th /Aug/2015	<i>Module 3: Drafting</i>	15 th August 2015 : Assumption Day , the day off: 17 th August
31 st /Aug -04 th /Sept/2015	Examination week; modules 1, 2 & 3	
07 th -18 th /Sept/2015	<i>Module 4: Criminal Process</i>	
21 st /Sept- 02 nd /Oct/2015	<i>Module 5: Pleading and moot Court</i>	
05 th -16 th /Oct/2015	<i>Module 6: Alternative Dispute Resolution</i>	
19 th -23 rd /Oct 2015	Exams week for Modules 4, 5 & 6	
26 th /Oct- 06 th Nov 2015	<i>Module 7:</i>	
	▪ <i>Prosecution Preparation I (Prosecutors)</i>	
	▪ <i>Procedure in civil & Criminal cases (Judges)</i>	
09 th - 20 th /Nov/2015	<i>Module 8:</i>	
	▪ <i>Prosecution Preparation II (Prosecutors)</i>	
	▪ <i>Trial Management (Judges)</i>	
23 rd /Nov - 04 th Dec 2015	<i>Module 9:</i>	
	▪ <i>Trial (Prosecutors)</i>	
	▪ <i>Judgement Writing and Delivery (Judges)</i>	
07 th - 11 th Dec/2015	Examinations week for modules 7, 8 & 9	
11 th Dec/2015	End of DLP Modules training	
21 st Dec. - 21 st /March 2016	Internship period	
30/03 /2016: Submission of internship report		



IX. USEFUL CONTACTS

No	Names	Fonction	Email	Tel
1.	Aimable HAVUGIYAREMYE	Ag. Rector	havuma@yahoo.fr/aimable.havugiyaremye@ilpd.ac.rw	0788300923
2.	Emmanuel NDIZEYE	Ag. VRAF	emmanuel.ndizeye@ilpd.ac.rw/ ndizem@yahoo.ca	0788443324
3.	Erick SHIRIMPUMU	Director of Administration and Finance	eric.shirimpumu@ilpd.ac.rw / eshirimpumu@yahoo.fr	0788879817
4.	Richard MUGISHA	Director of Library	mugisha80@yahoo.fr/richard.mugisha@ilpd.ac.rw	0788776091
5.	Epimaque MUSAFIRI	Ag. Academic Registrar	epimaque.musafiri@ilpd.ac.rw/ epiwalker@gmail.com	0788616394
6.	Daniel NDAYISABA	Ag. Director of Training, Research and Consultancy	daniel.ndayisaba@ilpd.ac.rw/ danilson11@gmail.com	0788786376
7.	Alice BENURUGO	Administrative Assistant /VRAF	alice.benurugo@ilpd.ac.rw/ benurugoalice77@yahoo.fr	0788497922
8.	Alphonsine MUKARUZIGA	Internal Auditor	alphonsine.mukaruziga@ilpd.ac.rw/ mukalpha2002@yahoo.fr	0783003138
9.	Jean Baptiste MUNYENGANGO	ICT Officer	ngango@ilpd.ac.rw/ munyebab@yahoo.fr	0783347928
10.	Jeanne d'Arc MUSANA	DLP Coordinator/Part time&WBL/Kigali	jeanne.musana@ilpd.ac.rw/ musjeanne2006@yahoo.fr	0788485317
11.	Tite NIYIBIZI	Lecturer	tite.niyibizi@ilpd.ac.rw/ niyibity2007@yahoo.fr	0788827173
12.	Angélique NYIRARUHIMBI Feza	Budget Officer	feza.nyiraruhimbi@ilpd.ac.rw/ fezahimbi02@yahoo.fr	0788594059
13.	Audace HIRWA	PRO	auda09@yahoo.fr/ahirwa@ilpd.ac.rw	0785180496
14.	Charles RUGIGANA	Administrative Assistant/VRA C	charles.rugigana@ilpd.ac.rw/ charlesruggy@gmail.com	0785525144
15.	Justin RWABUKWISI	Librarian Officer	justin.rwabukwisi@ilpd.ac.rw/ rwabukwisijustin@yahoo.fr	0788405113
16.	Juvéнал INGABIRE	Human Resource	i.juvings@yahoo.com/juvenal.ingabire@ilpd.ac.rw	0783716377



		Officer		
17.	Germain IYAMUREMYE	Procurement Officer	Germain.iyamuremye@ilpd.ac.rw / iyagermain@gmail.com	0788589515
18.	Consolatrice UWIMPUHWE	Receptionist	consolatrice.uwimpuhwe@ilpd.ac.rw/ conso19_6@yahoo.fr	0788479052
19.	Ferdinand NDAYIRINGIYE	Language trainer	ferdinand.ndayiringiye@ilpd.ac.rw/ ndayiferdi@yahoo.fr	0788674106
20.	Rosette KANDERA	Logistic Officer	rosette.kandera@ilpd.ac.rw/ beberosette@yahoo.fr	0788452731
21.	Emmanuel RWIGEMA	accountant	byiringiro.rwigema@ilpd.ac.rw /elongimboka@yahoo.com	0788694340
22.	Patrick RINGUYENEZA	Warden	ringuyenezacostatini@yahoo.fr/ ringuyenezac@gmail.com	0783597214
23.	Sarah NYIRAMINANI	Warden	sallah.nyiraminani@ilpd.ac.rw /kalisarah@yahoo.fr	0783169003
24.	Michael KALISA	Lecturer	mkalisa7@gmail.com	0788304777
25.	Consolate BIGIRIMANA	Lecturer	mrsndanga@gmail.com	0788858004
26.	John RUTTA	Lecturer	John.rutta@ilpd.ac.rw jhnrutta@yahoo.com	0786127456
27.	Paul KARAMAGE	Examinations officer	karamagepaul@yahoo.fr/ paul.karamage@ilpd.ac.rw	0782154262
28.	Félix DUSENGE	Planning officer	felix.dusenge@ilpd.ac.rw/ dusfel@yahoo.fr	0788573370
29.	Emmanuel NZEYUMUKAMA	Driver	-	0788741202



X. EXAMINATION POLICY AND REGULATIONS

1. Introduction

These Regulations may be cited as the Institute of Legal Practice and Development Examination Policy and Regulations, 2014. The date of their approval by the Academic Senate is July 03rd 2014.

(1) Purpose and Rationale

The purpose of this Examination Policy and Regulations is to maintain coordinated, consistent assessment practices across the ILPD. It sets out the principles underpinning the use of exams and other assessments in the assessment of candidate learning. The Policy complies with the Higher Education Council's National Policy on Internal and External Moderation of Higher Education which is to be found in **Appendix 4** of these Regulations.

The Examination Regulations reflect the vision of the ILPD that the educational process should integrate legal knowledge and legal skills into the professional practice of lawyers. Hence the Examination components form a balanced mix between written exams, practical assignments, application in the field of practice and research.

(2) Scope and Definitions

This Policy and these Regulations apply to all ILPD Diplomas. It is relevant to all staff and candidates involved in any aspect of the assessment process.

Definitions:

Appeal: an appeal means an appeal by a candidate against a decision of the Academic Senate. Appeals are governed by these Regulations, in particular, **Appendix 3**.

Examination: the combination of the components that are forming the overall candidate assessment and the final grade

Examination Board: established by the ILPD Academic Senate to consider candidate grades and determine whether candidates may proceed. The Examination Board makes recommendations to the Academic Senate.

Exam: a formal, time-limited, written or practical assessment with invigilation scheduled by the Academic Registrar.

Exam paper: the original document prepared by the member of academic staff.

Exam script: the ILPD booklet in which the candidate gives responses.



External examiner: a person appointed by the Academic Senate in accordance with the regulations of the Higher Education Council to supervise all aspects of the examination process. The policy and regulations governing external examiners will be found in **Appendix 2** of these regulations.

Re-sit of a module assessment: the candidate's rewriting of an exam/assessment after he/ she has failed the first attempt at a module exam/assessment. Only one re-sit per module is permitted except under special circumstances approved by the VRAC. A re-sit can be approved by the VRAC without the authority of the Examinations Board. The mark of a re-sit will be a maximum of 60% (or other agreed pass-mark).

Re-take of module: Retake of module(s): means coming back to the ILPD, sitting with candidates in class during the modules in which the candidate failed, studying with them, doing all the assignments and then writing exams with them. The candidate is expected to pay the required tuition fees as set by the ILPD management.

Re-take of programme: means coming back to the ILPD, sitting with candidates in class for the whole programme, studying with them, doing all the assignments and then writing exams with them. The candidate is expected to pay the required tuition fees as set by the ILPD management.

2. Examination Policy

(1) Time table

The Academic Registrar shall publish the dates of the exams for each Diploma course in the Student Guide. Each candidate is responsible for adhering to the exam timetable.

The Academic Registrar shall, before the commencement of each Diploma course, publish a full exam schedule for all staff. The exams schedule will include the following:

Pre Exam

- Deadlines for the submission of each draft exam to the Head of Modules
- Deadlines for the submission of each draft exam to the VRAC
- Deadlines for the submission of each draft exam to the Academic Registrar
- Deadlines for printing of exams.

Post Exam

- Deadlines for the completion of the exam and coursework marking and the submission of all Module marks by the head of Modules to the Academic Registrar



General

- The dates of the Examination Board meeting
- The dates of all re-sit examinations

The Academic Registrar shall, before the commencement of each Diploma course, publish a full procedure for the arrangements with the external examiner or examiners.

(2) Module Assessment

The mode and content of assignments and exams of the modules reflect the learning outcomes as described in the syllabus of each module. The assessment includes both formative and summative methods and measures both legal knowledge and professional skills.

The lecturers develop the exam questions and other assessments of their own subject in the module and Head of Modules prepares the draft exam paper, and final exam is approved by the VRAC.

(3) Invigilation

Invigilators have responsibility for the conduct of exams. Procedures for Invigilation are to be found in **Appendix 1**.

The Head of Module shall normally invigilate their own exam. If this is not possible they must ensure they are contactable during the first thirty minutes to deal with any urgent queries. An invigilator has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the exam. An invigilator should not enter into debate with a candidate for any direction given to the candidate. If guidance is given it should be given by a member of staff involved in the setting of the exam.

(4) Publication of exam results and feedback

The Academic Registrar will normally publish the provisional results of an exam to the students within four weeks of the exam date.

The candidate has the right to ask the Head of Module for feedback on his/her exam results and the Head of Module is obliged to allow the candidate to see their examination script and to give feedback to the candidate.

(5) Appeal



A candidate may appeal against a decision made by the Examination Board in accordance with these Regulations. A candidate may not appeal against an awarded mark which represents the academic judgment of the markers.

(6) Eligibility

The Academic meeting will determine who is eligible to sit an exam. Candidates not considered eligible will be excluded from the exam and this will result in the candidate being awarded a Fail grade (F) for the module.

(7) Candidates living with disability

The Institute will make reasonable adjustments for candidates with a disability or other special needs to ensure fairness and equality of opportunity for all candidates. The extent of the adjustments needed will normally be agreed at the time of the admission of the student.

3. Examination procedures

(1) Minimum Standards and Code of Conduct for handling all assessments

a. Preparation of exam papers

All staff involved in the preparation of exam papers must ensure that candidates are not able to see or gain access, either accidentally or deliberately, to exam questions or related material.

The lecturing team of the module decide together in advance if the module will be a closed book or an open book exam. The exact procedures for closed and open book exams will be determined and communicated to all students taking the exam. Students are not allowed to access Internet during an open book exam unless there is a specific authorisation by the lecturer to do so.

The Head of Module scrutinises the exam questions to ensure they correspond with the learning outcomes of the module and are in all respects comprehensible and appropriate.

The Head of Module prepares the exam paper for the module in both English and French.

The Head of Module delivers the exam paper to the VRAC who is responsible for the final check. The VRAC delivers the final exam to the Academic Registrar.



The Academic Registrar ensures that the exam paper is put into the required format and printed by at the latest the day before the exam is due.

b. Securing the exam papers

It is the duty of all those involved in setting the exam to keep all aspects of the exam confidential. It is also the duty of all those involved in the examination process to ensure the security of the exam paper. Failure to perform these duties may result in disciplinary proceedings.

c. Exam Organization

All invigilation of exams shall be in accordance with **Appendix 1** on Invigilation of Exams.

d. Verification of Identity of a candidate

When attending exams, candidates must display their registration cards on their desk before the start of the session, which must be verified by an invigilator.

e. Behaviour in Exams

Candidates shall be seated as directed by the invigilators and in accordance with the seating arrangement provided by the Officer in charge of the Post Graduate Programme.

No food or drink is permitted in the examination room other than medicines on prescription and one small bottle of water per candidate.

If a candidate wishes to attract the invigilator's attention they should do so by raising a hand.

If an alarm sounds, candidates must leave their exam paper and exam script, collect their personal belongings, and evacuate the room quickly and quietly.

Except where specified before the exam and in the exam rubric, candidates may not bring into the examination room any books, papers or calculators with text facility. Mobile telephones, tablets and any other electronic devices are prohibited in the examination room.

If candidates report that they have inadvertently brought an unauthorised item to their desk, the invigilator should remove the item, make a report and report the full circumstances to the Academic Registrar. The candidates should be permitted to continue the exam.



In the event of a candidate becoming ill or similar emergency, the Chief Invigilator should send immediately for health personnel and submit a full report to the Academic Registrar.

(2) Authorized absence/late submission of assignments, and mitigation of results

If a student has attended less than 80% of the teaching session of a particular module, the VRAC may take a decision to exclude the student from taking the exam.

Candidates may make a written request to the VRAC to be absent from teaching sessions or one or more exams, producing evidence of circumstances that make it impossible for them to attend.

An application may also be made after failure to attend an exam but within 3 days of it, and must additionally explain, with evidence, why it was not possible to make the application before the date of the exam. Applications later than this will be exceptional. Applications must be made to the VRAC who is empowered to make a decision.

Where a candidate fails to attend an examination because of authorised absence, he or she shall take a special exam which shall not count as a re-sit. The script shall be eligible for the full range of marks.

Failure to pass a module because the date for the special exam has not yet been reached shall not preclude candidates from progressing between phases.

Candidates may make a written request to the Academic Dean for authorization of late submission of coursework, producing evidence of circumstances that make it impossible for them to hand it in on time. Such applications must normally be made before the due date for the work.

Extensions may be for no longer than a month, or up to one week before the module exam, whichever is shorter. Where a candidate is likely to need an extension longer than this, the application must go to the VRAC.

Failure to pass modules because of an extension of course work has been given shall not preclude from progressing between phases.

Where repeated applications for late submission or absence from exam are based on a chronic or on-going medical condition, they shall not normally be allowed. Instead, the VRAC shall consult with the candidate and the Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition insofar as ability to study and deliver coursework is concerned.



(3) Dealing with Emergency Interruptions to Exams

Where at the designated time of starting an exam, the building in which it was due to be held is closed as a result of an emergency building evacuation, the exam will normally start fifteen minutes after the building has been re-opened or in an alternative room.

It is the responsibility of the invigilators to remain in the vicinity of the building so that they may be the first people to (re)enter the building after the all-clear is given.

It is the responsibility of the candidates to ensure that they are present at the time when the building is re-opened. No exam candidates should (re)enter the examination room until authorised to do so by the Chief Invigilator.

Where an exam has been in process and it is disrupted because of an emergency then such an exam may be rescheduled. When the disruption occurs before 75% of the time allocated has passed, the exam will be rescheduled.

Where the interruption occurs after 75% or more of the time allocated has passed, the VRAC, in consultation with appropriate colleagues and taking into account the nature of the paper, will decide either:

- i. to assess the candidates on the basis of the work available, if it is sufficient to allow an informed judgment to be made on the achievement of the learning outcomes; or
- ii. to require that the exam be rescheduled.

The Head of Module, in consultation with the Academic Registrar, is responsible for communicating the decision to candidates within 48 hours of the interrupted exam, by means of a notice affixed to the candidates' notice boards, that the exam will not take place as scheduled.

The Academic Registrar will fix a new date, time and place and display the information on the candidates' notice board and forward the same to the Faculty concerned. It is the responsibility of the candidates to ascertain the revised schedule and to be present at the designated time and place for the exam.

4. Examination offences

Cheating and Plagiarism

- (1) Cheating may be punished by permanent exclusion from exams and the candidate may be expelled from the Institute if the cheating consists of:
 - a) written communication, through telephone, paper or any other means, between two candidates in a room or between a candidate and someone else outside the room;
 - b) exchanging of exam papers between candidates during the exam;
 - c) any oral communication between candidates during the exam;

- d) obtaining copies of unseen exams or tests beforehand;
 - e) influencing the contents of exams or tests beforehand by threat or inducement;
 - f) influencing the marks by threat or inducement;
 - g) impersonating a candidate in an exam;
 - h) any attempt to harass or corrupt a lecturer or other member of staff in order to gain advantage.
- (1) A candidate who is suspected of cheating and who attempts any threat against exam supervisors shall be expelled from the Institute.
 - (2) Plagiarism is the practice whereby a candidate submits work which has originated in sum or in part from someone else, with or without their consent but without acknowledgement. When plagiarism is proven for any assessment, the candidate shall normally fail that assessment.
 - (3) Cheating of any other variety may render the candidate liable to failing an examination for that module, failing a programme phase or temporary or permanent exclusion from the Institute, according to the gravity of the offence as will be decided by the Examination Board.
 - (4) Where a member of staff detects or suspects cheating or plagiarism on the part of a candidate, the Academic Registrar must be notified in writing as quickly as possible and in all cases within 24 hours being detected and evidence must be provided to support the charge.
 - (5) If the Academic Registrar is satisfied that there is a case to answer, he or she shall send copies of the evidence to the, Vice Rector Academic within three working days of its receipt.
 - (6) Within three days the candidate will be informed of the pending accusation including an explanation of the procedures to be followed.
 - (7) The candidate shall then have three working days to submit a defence or justification in writing from the date of receiving the accusation.
 - (8) The Examination Board shall consider the evidence and the candidate's reply, decide whether it appears that cheating has occurred and recommend a penalty.
 - (9) If the candidate wishes to appeal against the penalty of the Examination Board, he or she shall have a right to appeal in accordance with the Appeal Regulations.
 - (10) If the candidate makes such an appeal and then fails without any proper reason to attend the hearing, it shall be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.



- (11) A record of any proven charges of cheating, attempted cheating, and the penalty awarded, shall be held on the candidate's file and the record shall be produced to the Examination Board in any future cases involving the same candidate.
- (12) Any member of staff proved to be complicit in a candidate's cheating shall be liable to disciplinary proceedings and in certain circumstances, may be liable to criminal proceedings.
- (13) Where plagiarism or other cheating is discovered in any form of assessment after the award of a diploma, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the candidate, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the diploma will be withdrawn. In this case the candidate has a right of appeal to a hearing chaired by the Rector.

5. Exam progression

The provisional results of the exams will be published within four weeks of the date the exam took place.

The Heads of Modules are responsible for delivering the list of grades of the exam of their respective modules to the Academic Registrar, and the program coordinator for the delivery of the list of grades of the internship and research.

The Academic Registrar is responsible for presenting the grades for all components of the examination in a programme to the Examination Board, in a period to be specified by the Institution.

Marks awarded will be provisional until confirmed by the Academic Senate.

Candidates who are not allowed to progress to the next phase will normally be allowed to register as a part-time candidate and repeat the modules they have failed, but no module may be retaken or repeated more than once.

6. Quality assurance of the marking process

If the Examination Board so decides they can request an external examiner to remark an exam of a specific module.

The Examination Board considers the reports of the external examiner and submits the report together with any mark changes to the Academic Senate.



The External Examiner Policy forms part of this Examinations Policy and Regulations.

7. Examination Board

The Institute of Legal Practice and Development has established an Examination Board to consider candidate grades and make recommendations to the Academic Senate whether candidates may proceed.

The Board consists of the Vice Rector for Academic Affairs and Research (VRAC), who shall be the chairperson, the External Examiner, the Academic Registrar, the Academic Quality Assurance Director and at least 2 academic members of staff to be nominated by the VRAC.

The Board makes proposals on progression of candidates to the Academic Senate to approve.

The Board considers candidate progression, after each exam period and at the end of each phase and shall take note of the progress.

In cases of a dispute, decisions shall be taken by an absolute majority of those present, and in the case of a tied vote the outcome most favourable to the candidate shall be taken.

The details of the Board's deliberations are confidential and shall not be conveyed to any candidate or other person outside the Board, except in the Board's confidential minutes.

The Board shall consider the report and any recommendations of the external examiner.

The Examination Board produces a report on marks to the Academic Senate for deliberations and approval.

8. General Examination assessment Rules

Every candidate assessment shall be marked out of 100.

The overall assessment of the candidate is based upon the results of the components of the Examination: and shall generate a single mark between 0 and 100 %.

The candidate is required to complete all components of the Examination and must pass with at least 60 % for each of the components.



Candidates with more than 2 years of experience in legal practice may be exempted from the internship component and thus their overall assessment will be based upon the results of the other components.

A Candidate who fails module coursework or exam shall be allowed to re-sit the coursework or to re-sit the exam at a specified time. Only one such attempt shall be permitted except under special circumstances approved by the VRAC.

A candidate who fails to attend a required exam or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that exam or assessment.

The VRAC may allow mitigation in the light of the candidate's circumstances, based on the documentation filed by the Academic Registrar.

9. Examination assessment Rules for the Diploma in Legal Practice

For the individual components of the final mark, these rules mean the following:

(1) Module Assessment

All nine modules are assessed by a written exam, course work and research exercises. The total mark for all nine modules constitutes an examination component.

(2) Scores

Candidates pass when they have an average score of at least 60 % in the module assessment for all 9 modules together and have no module score below 50 %.

Candidates are allowed to re-sit modules with scores below 60 % up to a maximum of 3 modules. On re-sit the candidate can achieve a maximum mark of 60% in that re-sit exam and the re-sit mark replaces the original mark. Candidates may select 3 particular modules they wish to re-sit among the failed ones.

If a candidate fails with 30% and below in only one module but the average score of the 9 modules is 60% and above, he/she is allowed to re-sit the failed modules up to a maximum of 3.

If a candidate fails with 30% or below in more than one module, this candidate has failed and is not allowed to do any re-sit. This candidate may apply to retake the programme.

Candidates who fail after re-sitting not more than four modules but have an average score per module of more than 30% are allowed to retake these modules in the next



intake on payment of an appropriate fee. Exception will only be given to a candidate who fails with 30% or below and not more than one module but have a total average score of the nine modules that is 60% and above. Such candidates will also be allowed re-sit up to a maximum of three.

Candidates who fail more than four modules after re-sitting, will fail the DLP. They are normally allowed to retake the whole program in the next intake on payment of an appropriate fee.

Students who have permission to retake modules, components or the whole programme in the next year can do so, but will have to pay the tuition fees for the part that they retake. The management of the ILPD will yearly determine the said fee.

Students who retake modules, components or the whole programme will have to graduate within three years after they have enrolled to the DLP. After three years the credits they obtained will become invalid.

Score	Result
All 9 modules have a score of at least 60 %	Pass the first phase of the programme (Modules)
All modules have a score of at least 50 % and the average score over all nine modules is at least 60 %	Pass the first phase of the programme (Modules)
The average score of all nine modules is less than 60 %. No module scores less than 30 %	Fail the first phase of the programme (Modules). Re-sit of the exams less than 60 % up to a maximum of four modules
Any score is 30% and below in only one module, but the average score of the nine modules is 60% and above	Fail of the first phase. Re-sit of failed modules up to a maximum of three
Any score is 30% and below in only one module and the average score of the nine modules is less than 60%	Fail. No re-sit
Any score is less than 30% in more than one module whatever the average score may be of the nine modules	Fail. No re-sit
In principle only one re-sit (per module) is possible, except under special circumstances approved by the Vice Rector Academic.	
Failing after re-sit of four modules or less (The average score is less than 60 % and/or there are modules with a score of less than 50 %) There are no modules with a score below 30 %)	Retake of the modules scored less than 60 % is possible
Failing after re-sit of five modules (The average score over all nine modules is less than 60 % and/or	Retake of programme



there are more than five modules with a score of less than 50 %)	
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If a candidate has to retake one or more modules in the next year she/he is allowed to continue with the phase 2 of the programme which is internship.

If a candidate has to retake the whole programme in the next year he/she is not allowed to continue to the next phase in the same sitting.

(3) Moot Court

All candidates shall participate in Moot Court proceedings as required. The Moot Court assessment shall be a component of the examination. If the candidate fails to pass the Moot Court assessment with a score of 60%, he/she is allowed to re-sit. Only one such attempt shall be permitted except under special circumstances approved by the Vice Rector Academic.

(4) Internship & Internship Report

Unless subject to exemption from the requirement to undertake an internship under the DLP Internship Regulations, all candidates must be assessed on their internship. The Internship will count as a component of the examination. The Internship Regulations are to be found in **Appendix 5** of these Regulations.

The internship ends with the Internship Report submitted by candidates.

The internship assessment comprises 15% of the examination

If the candidate fails to pass the internship with a score of 60%, he/she is allowed to resit. Only one such attempt shall be permitted except under special circumstances approved by the Vice Rector Academic.

(5) Final grade

The relative weight of the various components of the examination is reflected in the final grade, meaning that the total of the nine modules make 70 % of the final grade, the moot court 15%, and the internship 15 %. (Total 100 %)

Candidates with more than two years of experience in the field of legal practice may be exempted from the internship. This means that their final grade is based on a maximum of 85, which will be converted to a percentage. All components of the examination must be passed before the award of the Diploma in Legal Practice.



The final grade for the Diploma in Legal Practice shall be awarded on the following basis:

Component of Examination	Contribution to the final grade	Contribution to the final grade Candidates with internship exemption
Module assessment This assessment consists of three elements: <ul style="list-style-type: none">• Continuous assessment: assignments maximum 25 %• Research exercise(s) 25%• Written exams after modules: After each of the nine modules, candidates will undergo a written Exam. The average for the written exams will count up for a maximum of 50 % Total of continuous assessment, Research Exercise(s) and written exam =100%	70 %	70
Moot court: In the course of studying the nine modules every student will do a practical session referred to here as moot court which will be evaluated at 100%	15%	15%
Internship & Internship Report <ul style="list-style-type: none">• The internship, done under the supervision of a mentor, ends with the Internship Report drafted by candidate. The mentor gives an evaluation mark and the ILPD academic staff marks the Internship report which counts for a maximum of 100%	15 %	
Maximum total marks	100	

The candidates will be marked at the end of the DLP in the following 4 categories:

FAIL	less than 60% of the total marks for the examination
PASS:	60 - 69% of the total marks for the examination
CREDIT:	70- 79% of the total marks for the examination
DISTINCTION	80 - 100% of the total marks for the examination



APPENDIX 1. INVIGILATION PROCEDURE

1. Invigilation shall be organised by the Academic Registrar who should:
 - publish information on the date, time and place of each exam one week before the exam period starts;
 - draw an exam timetable and invigilation schedule, which is discussed and approved in the academic unit meeting one week before the exam period starts.
 - ensure that the exam papers are available at each exam in sufficient quantity and that the chief invigilators can collect the secured exam papers and scripts at the office of the Academic Registrar 30 minutes before the exam starts;
 - ensure that sufficient exam script books which identify students only by number are available and that they are securely stored both before and after any exam;
 - prepare an exam attendance list, which every candidate signs after handing in their exam script(s) and exam paper;
 - plan a suitable seating arrangement for the candidates in the examination room;
 - Prepare a mark record form for completion and signing by those responsible for the marking of the exam. This form should be delivered with the scripts to those responsible for marking and should be returned to the Academic Registrar after the marking is complete.
2. Exams of different durations should not normally be scheduled in the same rooms. Where two or more groups of candidates are undertaking different exams in the same room, a clear indication of the division(s) between the groups must be available in advance.
3. Two invigilators per room should be present in each exam. If more than fifty candidates are to be examined in any room, an additional invigilator should be present for each additional thirty candidates or part thereof.
4. Sufficient invigilators should be designated to cover all exams.
5. Under no circumstances whatsoever must the examination room be left unattended by at least one invigilator during any part of an exam.
6. The Academic Registrar should ensure arrangements are in place to designate one invigilator in each examination room as the Chief Invigilator, with overall responsibility for the conduct of the exam in a particular room.
7. Invigilators may not delegate their appointment. If an invigilator is unable to fulfil his or her duties because of circumstances beyond their control, they should propose an alternative invigilator to the Academic Registrar for designation.



8. Candidates should neither be permitted to enter an exam after it has started except with the permission of the Chief invigilator, nor leave within the first hour after the start of the exam.
9. At the beginning of an exam the Chief Invigilator should remind candidates of the length of the exam, warn them that they may not talk to each other or look at each other's work during the exam and tell them when they may start. The Chief Invigilator should take a register of all those present at the beginning of the exam and again at the end to ensure that all candidates have handed in their scripts.
10. A Clock should be put on the wall in every examination room to enable candidates to check the time. Candidates should be informed about the end time 30 minutes before the end of the exam. When the Chief Invigilator announces the end of the exam, all writing must cease.
11. Any candidate who wishes to leave the examination room during an exam for an unavoidable reason, with the intention of returning should seek for permission and be accompanied by an invigilator.
12. Invigilators have a responsibility to ensure that the exam for which they are appointed runs smoothly and is conducted in accordance with any specific institutional rules.
13. Talking among candidates or looking at each other's work will not be permitted in exams and will be grounds for exclusion from the exam by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating. In any of the above circumstances a contemporaneous note of the events should be made and signed by the Chief Invigilator.
14. The Chief Invigilator should collect all exam scripts and papers in order and list/lists of candidates, from the Academic Registrar not later than 30 minutes before the start of the exam and ensure that an adequate supply is maintained throughout the exam.
15. Invigilators must:
 - Arrive in the examination room at least 15 minutes before the planned start of the exam.
 - Ensure that the examination room is suitably prepared. They should see that there are sufficient places for the number of candidates expected, that each place is provided with the materials and equipment indicated on the rubric of the exam paper.
 - Ensure that the correct exam papers and scripts are distributed to candidates before the exam starts and that each exam paper is complete.



16. In the event of a candidate becoming ill or similar emergency, the Chief Invigilator should send immediately for health personnel and submit a full report to the Academic Registrar.
17. At the conclusion of the exam, the Chief Invigilator shall:
 - announce the end of the exam and instruct candidates to stop writing;
 - remind candidates that all work, including rough work, must be handed in and that no answer book, official stationery or equipment is to be removed from the examination room;
 - Remind candidates to complete the front of their exam script(s).
 - before dismissing the candidates, ensure that all exam scripts are collected from each candidate who has signed the candidate list and check that the registration numbers of the candidates on the list correspond with the registration numbers on exam scripts collected
 - Remind candidates that they must remain silent until their scripts have been collected and they have signed the exam attendance list.
18. All exam scripts, list(s) of candidates and exam papers are to be returned to the Academic Registrar immediately after the exam by the Chief Invigilator.
19. If it is not possible to return completed exam scripts and papers immediately to the Office of the Academic Registrar (e.g. after an evening exam) the Chief Invigilator should ensure that completed exam scripts, any unused scripts (answer book(s)) and all other forms are kept secure and returned to the Office at 08.30 hours the following morning.
20. The Academic Registrar shall keep the exam scripts in the safe until they are sent for marking.

APPENDIX 2: ROLE OF THE EXTERNAL EXAMINER AND EXAMINING PROCEDURES

THE PURPOSE

The purpose of the external examiners is to ensure that the quality of Diploma assessments is in accordance with the learning outcomes of the relevant program, ILPD rules and procedures and the national HEC standards. The National Policy is to be found in **Appendix 4** of these Regulations.

The function of an external examiner is to supervise the assessment process as a whole and to assure the Academic Senate of the quality and standards on the assessments and assessment processes.

The VRAC heads the process of dealing with external examiners. The Academic Registrar will be responsible for the implementation of this action. The exam



calendar is produced annually by the Academic Registrar according to the procedures as set in the Examinations Policy and Regulations.

REQUIRED COMPETENCIES OF EXTERNAL EXAMINATORS

- An Individual must hold a senior academic post or hold a senior post in legal practice.
- S/he should not have personal conflicts of interest (for example, has a son or daughter or other relative among the candidates being examined).
- S/he should present his/her C.V and other academic papers and proves of professional excellence to the Rector
- The Academic Department should ensure that individuals being nominated for appointment as external examiners have the necessary qualities to perform the range of responsibilities required of them.
- Such qualities shall include but not be limited to:
 - Appropriate experience in the design, structure and marking of exams in the field of legal practice;
 - Ability to evaluate standards and students' achievement in a program for professionals in legal practice;
 - Ability to command the respect of colleagues, including other external examiners as well as internal examiners and exercise appropriate authority in all aspects of the role.

REMUNERATION

An external examiner shall be:

- i. Paid a fee at the ILPD rates in force at the time
- ii. Accommodated
- iii. Provided with transport to and from his/her place of work origin
- iv. Provided with breakfast, lunch and supper with water or a soft drink.

RESPONSIBILITIES OF THE EXTERNAL EXAMINER

1. To have oversight of all assessments and assessment procedures in the Diploma to ensure that they are fit for purpose.
2. To examine samples of all assessments to ensure that they adequately assess the learning outcomes of the course and are of at least equivalent standards to comparable institutions. Unless there are serious problems in the marking, the external examiner should not remark the samples.
3. To visit the institute at least once a year to meet with lecturers and others involved in the assessment process.
4. To attend, where possible, the Examination Board.
5. To write a report for the Academic Senate on the assessment standards and procedures for the Diploma.
6. To advise and assist the Institute on any matter relating to assessment, including where the Academic Registrar or Examination Board suspects that an assessment may not have been correctly handled or marked.



INFORMATION AND INDUCTION

Upon appointment, External Examiners will receive a written briefing on the institution's Examination Policy and Regulations, the Programme Description and the assessments for which the external examiner is responsible.

The Vice Rector Academic shall provide the External Examiner with a department profile, an explanation of the department's student assessment practice, and a calendar of activities which the external examiner can expect to be involved in the assessment process in the course of the academic year. It is the responsibility of the department to keep its external examiner informed of any significant changes occurring in the course of their period of office.

EXTERNAL EXAMINER'S REPORT

For the quality assurance of module exams, the external examiners should provide a report containing:

- An analysis of the quality of the exams and other assessment in relation to the learning outcomes;
- An analysis of marking standards;
- An analysis of assessment procedures;
- Recommendations for improvement of the form or content of assessments or assessment procedures.

External Examiners' reports are first received by the Examination Board prior to submission to the Academic Senate. The Senate shall consider all recommendations of the External Examiner and direct the Vice Rector Academic to take such action on them as is necessary. The Vice Rector shall report in writing to the External examiner on the action taken. The Head of Quality Assurance shall arrange for the Report to be considered at the academic meeting.

INFORMATION MANAGEMENT

The Head of Quality Assurance should keep a list of the contracted external examiners.

The Head of Quality Assurance should also keep files with reports received from external examiners, replies to external examiners' reports records, pursue outstanding reports and pursue outstanding replies except where these consist only of a formal acknowledgement of receipt of the report.



REVIEW

The Institute of Legal Practice and Development may review this policy and initiate additional reviews if circumstances so require.

29 May 2014

APPENDIX 3: APPEAL REGULATIONS

1. Appeal against a decision of Examination Board

A student enrolled on an ILPD postgraduate programme may appeal against an appealable decision made by the Board of Examiners.

An **appealable decision** is a decision in respect of:

- a. An examination or other form of assessment
- b. A student's progress, including a decision in respect of a suspension or a requirement to withdraw from ILPD.
- c. A penalty imposed for a cheating or plagiarism offence dealt with under these Regulations.

2. Permissible grounds of appeal

Appeals may only be made on the basis of one or more of the following permissible grounds:

- 1) There has been a material irregularity in the decision making process sufficient to require that the decision can be reconsidered. For example:
 - a. the assessment and subsequent decision making process were not conducted in accordance with the relevant regulations;
 - b. an adverse decision has been taken because of an administrative error;
 - c. the student has not been given the opportunity to draw relevant matters to the attention of the board of examiners; and/or
 - d. appropriate account was not taken of illness or other extenuating circumstances known to the board of examiners.
- 2) A student's performance in assessment has been affected by illness or other factors which the student was unable, for good reason, to divulge before the meeting of the board of examiners (see 94 of this regulations).
- 3) A penalty for cheating or plagiarism, imposed under the examination regulations by the school or faculty is wrong or disproportionate

3. Grounds of appeal that are not permissible



1) Disagreement with the academic judgment of the examiners or Examination Board will not constitute a ground for appeal.

2) No appeal will be considered if it rises for the first time issues concerning the supervision or teaching of a student. Such matters will only be considered if they have been raised by the student promptly, at the time they first arose.

4. The Appeal Process

The appeal process has two stages:

(i) The Local Stage

(ii) The ILPD Stage

Those hearing the appeal at either stage will not attempt to re-examine the student, nor to appraise professional academic judgments, but will consider whether the decision made was fair, and whether all relevant factors were taken into account.

The ILPD Stage of the process may only be invoked if the student has pursued the appeal through the Local Stage and remains dissatisfied with the outcome.

5. The Appeal Form

In order to start the appeal process, the student must complete the Appeal Form and submit it to the Academic Registrar within 5 working days of the notification of the appealable decision to the student. An extension of this time limit will be allowed, by the VRAC only in exceptional circumstances.

The Appeal Form must set out:

- a. the reason(s) for the student's dissatisfaction with the appealable decision;
- b. the student's grounds for appeal; and
- c. the outcome sought by the student.

All the evidence on which the student seeks to rely **must** be submitted with the Appeal Form unless there are good reasons why this is not possible.

6. The Local Stage

On receipt of the completed Appeal Form and any accompanying evidence, the Academic Registrar will review the appeal on behalf of the VRAC (who may also act in person if he or she considers it appropriate) with a view to considering whether the appeal can be resolved at the Local Stage.

The person reviewing the appeal may invite another academic staff member not involved in the appealable decision or in previous informal discussions to assist with his or her deliberations. A minute will be kept of the review.



If the person reviewing the appeal considers that the appeal can be resolved at the Local Stage, he or she may take action to resolve the appeal, including but not limited to any or all of the following:

- a. allow the student to submit late evidence of extenuating circumstances, if the person reviewing the appeal considers that the student had good reason for his or her failure to submit the evidence at the appropriate time;
- b. refer the appealable decision for reconsideration by the board of examiners, with or without a recommendation as to the outcome of such reconsideration.

If the person reviewing the appeal does not consider that the appeal can be resolved at the Local Stage the student may request that the appeal be progressed to the ILPD Stage under Appendix 3.

The Local Stage will normally be dealt with and the student informed, in writing, of the outcome of the review and the reasons for the decisions made, within 25 working days of the Appeal Form being submitted .

7. Progression to the ILPD Stage

If the student remains dissatisfied with the outcome of the Local Stage, or has not received the Local Stage decision by the prescribed time limit set out in **Appendix 3**.above,he or she may request that the appeal is progressed to the ILPD Stage. The student should make the request in writing to the Academic Registrar within five working days of the Local Stage decision or, if earlier, the expiry of the prescribed time limit. Upon receipt of the written request to progress to the ILPD Stage, the Academic Registrar will obtain the Appeal Form and supporting evidence .Upon receipt of the Appeal Form and other documentation from the Local Stage, the Academic Registrar shall refer the student's appeal to the Appeals Committee for consideration.

8. Appeals Committee

The VRAC will appoint a committee which shall normally consist of three members, including at least one academic staff member and one member of the Board of Directors who will act as Chair of the Appeals Committee. No member of the panel should have had any prior involvement with the appealable decision or the Local Stage. After consideration of the appeal, the Appeals Committee will make a recommendation to Senate.

9. Clerk

The Academic Registrar will act as clerk to the Appeals Committee. The role of the clerk is to assist the Panel or Committee by collating the evidence, preparing the documentation, making arrangements for the hearing, taking a note of the proceedings and advising the Panel or Committee on the relevant regulations and procedures. The clerk may, on behalf of the Panel or Committee, ask for written witness statements or documents such as medical certificates to be produced. The student will be entitled to see all statements and documents seen by the Panel or Committee.



10. Nature of hearing

The Committee will decide its own procedure. The student may present his or her appeal in person or in writing as he or she chooses. Witnesses may be asked to give evidence. In the event that the student fails to attend, without good reason, the hearing may be held in the student's absence. If the student has a good reason for not attending, the hearing will be rescheduled.

11. Time limits

ILPD will normally comply with the following time limits:

- a. The Local Stage will be completed within **15** working days of receipt of the student's Appeal Form. Where the Local Stage has involved a meeting with the student, the Local Stage decision will be issued to the student within **five** working days of the meeting (these five days being included within the 25 day limit set out above);
- b. The Appeals Committee will meet within **20** working days of the student's request for progression to the ILPD Stage;
- c. The Committee's report will normally be issued within **10** working days of the hearing.

If ILPD is unable to meet these time limits it will inform the student of the reasons for the delay.

12. Report to Senate

The Appeals Committee will report to the Academic Senate, setting out, in summary, the grounds of the appeal, the evidence received, the Committee's findings and any recommendations for action by Senate.

13. Powers of The Senate

On receipt of the report of the Committee, The Senate shall take the appropriate decision which shall be final and communicated to the student.



APPENDIX 4: NATIONAL POLICY ON INTERNAL AND EXTERNAL MODERATION

REPUBLIC OF RWANDA



HIGHER EDUCATION COUNCIL
P.O.BOX 6311 KIGALI

NATIONAL POLICY ON INTERNAL AND EXTERNAL MODERATION

April 2007



MODERATION: PURPOSES AND PRACTICES

Principles

- Moderation of *assessment tasks* is part of the assurance of standards – ensuring, and offering evidence that we have checked that, the tasks we set are of an appropriate standard and do test the learning objectives of a given module. Internal moderation of questions and exercises (by other academics within the institution) is desirable for all assessment; external moderation is also desirable as an ‘audit trail’ showing that the process has been carried out and as a check that the standards of one institution are credible to another.
- Moderation of *marking* serves the same purposes and also demonstrates that the marking process has been carried out rigorously, fairly and without personal bias. External examiners can handle only a small sample of work, but a larger sample should be processed internally.
- Where possible it is also desirable and useful (for audit purposes) that the marking process and the deliberations of examination boards have also been observed and declared to be fairly and legally conducted.
- The curriculum and design of programmes is moderated during the validation process, by the input of External Advisers and Quality Office (or equivalent). Substantial changes to modules or programme between Validations should receive similar consideration – again, to ensure that the changes do not move the programme away from comparability with programmes offered elsewhere.

Moderation of assessment tasks:

The practice now laid down in the *General Academic Regulations* is that each year’s draft module assessment tasks shall be given for comment to another academic within the institution competent in the teaching of the subject matter, along with the learning objectives of the module, and a copy shall also be sent to the external examiner of the module. A written record of all comments shall be kept by an appropriate Faculty officer. The internal phase of this moderation must take place before the tasks are advertised to students. If changes are made as a result of external moderation the students must be informed of them as soon as possible after they are agreed.

There may be cases where an external examiner is appointed after the start of a module’s presentation in a given year, and it is not desirable to delay telling the students what their assessment is too long into the semester.

Internal moderation of marking

The internal moderation of marking – second-marking, check-marking of a sample – has two purposes: (a) to help maintain consistency of standards between modules, and (b) to make accidental or deliberate bias in favour of or against a candidate more difficult. It adds to the work of the staff, however, so it should not become so extensive as to double the marking load. It is suggested that a sample of about twenty scripts is appropriate: all of a very small module (up to about 25 students) or



a sample of about twenty from a larger course. All assessment tasks counting for more than 10 per cent of the module score should be double- or check-marked in this way. The sample should contain two elements; (a) fails, distinctions (marks of 80+)

and cases from either side of border-lines (to maintain standards), and (b) a random sample chosen by the second marker from the main run of marking, plus all scripts handed in late, to assure against bias in individual cases. The size of the random sample should be such as to make the total up to 18 (before late scripts) once all fails, all distinctions and one script nearest above and below each borderline (50, 60, 70, 80) has been included – but the random element of the sample should include at least five scripts even if this takes the total above twenty.

Because they count for a substantial proportion of the final marks, all final-year Projects should be second-marked. The most expeditious way of arranging this is for them to be marked by both the potential examiners for the oral defence, who will need to read them in any case for that reason.

Selection of external examiners

All modules at Level 4 or higher require an external examiner. Current policy is that all external examiners should be approved by someone outside the institution. A Register of staff inside Rwanda qualified to serve as external examiners has been compiled and is being held by the Vice Rectors' Group; maintaining it will become one of the tasks of the National Council when this becomes active. Where an institution wishes to appoint someone not on the Register, from inside or outside the country, a copy of the person's c.v. should be lodged with and approved by the holders of the Register, giving teaching and examining experience, experience of acting as an external adviser in the validation of programmes or an inspector of programmes for government or a professional body, and a brief list of recent publications. (It seems a not unreasonable principle that those judging work at honours or masters level should have a current and relevant background in research or scholarly activity.)

Each programme should have two kinds of external examiners:

- i) Module examiners, who will comment on the marking standards of one or, preferably, several modules, and
- ii) A programme examiner, not necessarily familiar with the subject matter of the entire programme (though he or she will probably also be a module examiner), who assures the quality of the marking and deliberation process as a whole.

The programme examiner should always be someone employed within the country or close enough that he or she can attend the Examination Board. The duties of the role include receiving reports from all the module examiners, attending the examination Board, certifying that regulations have been applied fairly and rigorously, and commenting to the Programme Team on elements of staff/institutional practice or student performance that seem particularly meritorious or appear in need of improvement in the next run of the module (drawing on the



module examiner reports as well as his or her own direct experience). The term of office as programme examiner should normally not be more than four years. They should not have worked or studied at the institution at which they are to examine for three years before appointment, they should not be related to anyone in the institution, and they should not have examined, supervised, employed or been employed or supervised by any member of the programme's academic staff during

the past five years. It is suggested that they should normally be of senior lecturer grade or above.

As suggested above, the programme examiner might also be used to comment on proposed substantial modifications to the learning outcomes or module content of programmes, between formal Validations.

Three models appear acceptable for the selection and practice of module examiners:

- i) They could be staff working in Rwanda, drawn from or added to the Register of Approved External Examiners, who could either collect or be sent scripts to moderate or come to the institution to read them.
- ii) If money is available (e.g. within donor packages or pedagogic grants) it may be possible to use people from abroad in the same way, paying for scripts to be couriered to them or for them to attend the institution to read scripts and make their report. It may also be possible to use consultants or researchers visiting for other purposes in this way, *ad hoc*.
- iii) Otherwise, people from abroad will have to be consulted and report mostly by email. It may be desirable for students to submit a soft copy of their assignments in so that these can be attached to emails, in addition to the hard copy, and it may be necessary to scan in examination scripts. If this is not possible or practicable, funds will need to be found to copy scripts and courier them to the examiner.

Module examiners should probably be appointed for three years, extended by mutual agreement for a further three. They should not have worked or studied at the institution at which they are to examine for two years before appointment, they should not be related to anyone in the institution, they should not have examined, supervised, employed or been employed or supervised by any member of the programme staff during the past three years, and they should not be in close scholarly or research collaboration with anyone teaching on the modules they are examining. They should normally be of at least senior lecturer grade

It is not necessary to appoint a separate module examiner for every module. Examination teams should be picked so that a relatively small number of people cover all topic areas, at least in terms of general familiarity with them.

After grades have been adjusted as a result of internal moderation, module external examiners should receive a sample of two scripts from around each borderline and all failed scripts and distinctions. They may advise on the fairness or otherwise of the individual failed and 'distinction' scripts but may only comment on the general standard of the remainder, unless it is their feeling that the entire module needs to be



remarked. In this case the Dean of Faculty (or the Vice Rector Academic if the Dean works on the programme) should determine whether to accept the module external examiners' advice that the addition of a constant to all or part of the range would be sufficient to meet his or her objections, to ask the module external examiner or programme examiner to remark the scripts, or to appoint a fresh internal marking team. In the last of these cases, a fresh sample of scripts should be sent to the module examiner after remarking.

Module external examiners might also be used to comment on proposed substantial modifications to the learning outcomes or the weight or method of assessment of modules, between formal Validations.

Finally, there should be clear procedures on what happens to 'close the loop' of external examining by reporting back. The following, current policy at KIE at the time of writing, is offered as an example of good practice:

Institute procedure for the receipt of External Examiners' reports

- i. The Directorate of Academic Quality will be responsible for forwarding reports to:
 - (a) The Head(s) of Department for action
 - (b) The Programme leader(s) for information
- ii. The reports received by the Head of Department will be accompanied by a pro-forma (Annex C) within which the Head of Department or nominee will note any issues, the actions required and any actions taken. The Departmental Response to External Examiner/s Form should be returned to the Directorate of Academic Quality, following discussion within the department.
- iii. When an external examiner has made suggestions that require a response, departments should correspond with the external examiner to check that s/he is satisfied with that response.
- iv. The Directorate of Academic Quality will forward the reports and correspondence to the Vice-Rector (Academic) as Chair of the Academic Policy and Planning Committee with a note of any issues arising.
- v. The reports and all correspondence with external examiners will be logged by the Directorate of Academic Quality. External examiner reports and departmental responses should be appended to Annual Programme Review reports prepared by departments and sent to their Faculty Academic Quality Committee (FAQC) Chair. The Directorate of Academic Quality will provide FAQCs with a list of expected and received reports for each year.
- vi. If the Directorate of Academic Quality does not receive the Departmental Response Forms part of the Annual Programme Review papers it notifies the relevant FAQC Chair(s) so that the matter will enter the normal annual FAQC procedures with reporting lines to the Dean of Faculty.

The Directorate of Academic Quality will prepare an annual report highlighting themes arising from the Institutes' external examiner reports. This report will be received and discussed at a Plenary Meeting of the FQAT Chairs and subsequently



by the Academic Policy and Planning Committee chaired by the Vice-Rector (Academic), who will address any Institute-wide issues.

APPENDIX 5: INTERNSHIP REGULATIONS

1.0 Introduction

Internship may be called a bridge between the academic world and the world of legal practice. It is a period when the student is exposed to the mechanism of the law in practice. It is a period that helps a student to acquire some first-hand insight in legal practice.

It also helps to relieve the students of the academic strain which might have accumulated as a result of his/her final examination and the initial academic terms. But internship is no intended to be a relaxation period. It is a time when a student is able to look at the actual legal problems with a practical rather than academic mind. For this reason, the students will be attached to practicing lawyers whom we consider capable of giving the practical experience.

These lawyers will be the student's internship supervisors and the students will be expected to learn as much as possible from them.

1.1 Objectives of Internship

- a) Legal practice to enhance a student's appreciation of the practical application of the law.
- b) Career articulation for student's exploration of professional opportunities; and to build capacity for students to make informed decision on their future carriers.
- c) Enhance student's capacity to appreciate and find solutions to rigorous and dynamics of legal practice.
- d) To model students into responsible professionals in areas like decency, ethics, accountability, obedience and punctuality.

2.0 Timing

Internship is done during the last three months, after the 9 modules.

Rationale: When a student has been exposed to adequate practical skills and knowledge in order to be able to observe and appreciate the law in practice.

3.0 Duration (Period)

Internship period shall be three months, which period is equivalent to an academic term.

Rationale: Due to the compactness of the course, the time is long enough for a student to cover reasonable skills.



4.0 Placement stations

- 1) Students shall be placed under the supervision of legally qualified and experienced supervisors in Courts of Law, Government ministries, departments or bodies, legal practitioners Chambers, NGO's and other relevant offices.
- 2) Internship stations are approved in accordance with selected specialized modules by students. Students who attended Judges specialized modules are placed in courts, students who attended prosecutors' specialized modules are placed in public prosecution or in Judicial Police and students who attended advocates specialized modules are placed in law firms, institutions having rights or responsibilities to represent people in courts or other institutions dealing with legal matters that can require an advocate expertise.
- 3) The Vice Rector Academic Affairs (VRAC) shall, in every academic year, produce a list of approved internship stations.
- 4) The DLP coordinator shall coordinate placement.

5.0 Choice of students' placement

5.1 Students who attended judges' specialized modules

- a) ILPD sends a list of students to the Inspector General of courts, requesting him or her to choose internship stations for students and their supervisors;
- b) ILPD communicates to student the outcome of the request;
- c) ILPD gives student introduction letter (s) to place /station of student's choice;
- d) Revision of placement posting may be done only under substantial reasons and in consultation with the Inspector general of Courts.

5.2 Students who attended prosecutors' specialized modules

- e) ILPD sends a list of students to the Inspector General of Prosecution, requesting him or her to choose internship stations for students and their supervisors;
- f) ILPD communicates to the student the outcome of the request;
- g) ILPD gives student introduction letter (s) to place /station of student's choice;
- h) Revision of placement posting may be done only under substantial reasons and in consultation with the Inspector general of Prosecution.

5.3 Students who attended advocates' specialized modules

- a) Student identifies station of choice for placement or attachment for internship;
- b) ILPD write to the institution or law firm requesting acceptance of internship. If accepted, the institution or law firm fills a form containing, among others, the name and profile of the proposed supervisor;
- c) ILPD communicates to the student the outcome of the request;

- d) ILPD gives student introduction letter (s) to place /station of student's choice.
- e) Revision of placement posting may be done only under substantial reasons.

6.0 Internship attachment

- a) A student shall report to the station, where he/she has been posted, on the stipulated date of commencement of internship.
- b) ILPD expects student to be placed under a specified field supervisor.

7.0 Internal Supervisor

The VRAC shall appoint two internal lecturers from the academic unit," herein after referred to as 'the internal supervisor'." The internal supervisors shall liaise with the field supervisor via e-mail; visit the intern at his/her field station, where possible, for purposes of assessment. Where not possible, like outside the country, the internal supervisor relies on the communications with the supervisor and student.

8.0 Field Supervisor

- a) Student shall be placed under the supervision of a legally qualified and experienced supervisor, of not less than six years experience in practice.
- b) A supervisor shall:
 - i. Cultivate a working relationship with the student;
 - ii. Actively engage the student in handling practical legal issues;
 - iii. Regularly discuss with the intern, the legal dynamics and challenges in handling legal issues;
 - iv. Take interest in mentoring and training the upcoming member of the profession;
 - v. Use the check list under the 1st schedule to these guidelines to train the student holistically;
 - vi. Avail relevant precedents and court forms, both contentious and non contentious, for court and non court matters, to the student;
 - vii. Interest the student in other legal offices within proximity of the internship station and, where possible, avail the student an opportunity to visit, understudy such offices and make report thereof; and
 - viii. Regularly scrutinize documents drafted by the student and guide, correct or mentor the student accordingly.
- c) Make a report on the intern pointing out the interns conduct and performance in accordance with the format in the 2nd schedule hereof provided by the Institute.
- d) The Supervisor's report shall, in broad terms cover:



- i. Nature of work done
- ii. Ability of student to handle legal challenges
- iii. Demeanor and dress code of student
- iv. Challenges
- v. Whether student has the enthusiasm and curiosity
- vi. Whether internship was beneficial
- vii. Whether the student has passed
- viii. Final grade

9.0 Internship student in the field

- a) The intern shall compile and maintain (have) files of all documents drafted or written during internship period, including raw documents drafted and moderated by the field supervisor.
- b) Every Monday, the student shall submit to the ILPD program coordinator a weekly report in accordance with the third schedule of this guide (student daily record sample format).
- c) The intern shall write a final internship report which shall, in broad terms, include the following :
 - i) Nature of work done
 - ii) Challenges
 - iii) Personal assessment of internship
 - iv) Problems observed in legal practice.

10.0 Areas of emphasis during internship

The areas to be emphasized shall be those that are on the post graduate legal practice course. The areas are the following:

- a) Criminal proceedings
- b) Civil proceedings
- c) Commercial transactions
- d) Domestic relations
- e) Land transactions accountancy for lawyers
- f) Interviewing
- g) Legislative drafting
- h) Office management and procedure
- i) International transactions
- j) Miscellaneous transactions e.g. charities clubs, patent, trademarks, intellectual property and copy right.

11.0 Monitoring tools

A field supervisor shall have a monitoring mechanism to ensure proper time utilization by the intern which may include:



- a) A daily register for signing-in and signing-out;
- b) A daily record of work done and value of skills acquired there from.
- c) While designing the daily record in (b) above a supervisor may use the sample format in the third schedule hereof.

FIRST SCHEDULE

TRAINING CHECKLIST FOR INTERNSHIP FIELD SUPERVISOR

1. Drafting pleadings like plaint , written statement of Defense , Notice of Motion
Chamber summons, originating summons etc.
2. Drafting and answering ordinary letter, demand notes, notice of intention to sue, agreements (contracts).
3. Writing legal opinion, memoranda or reports.
4. Court exposure, ethics, court room decorum and etiquette.
5. Registries exposure, e.g. land registry, court registries, how they are operated.
6. Perusing pending and completed court files.
7. Attending trials ,pre-trial and appellate proceedings
8. Drafting judgments/ rulings, Bill of costs, degree, etc.
9. Drafting court submissions
10. Interviewing clients
11. Management of court, a law firm, a registry, etc
12. Undertaking research
13. Consultation and legal consultancy
14. Pleading, where possible
15. Decency in dressing (professional) obedience and punctuality
16. Negotiations and settlements out of court.
17. Registration of cases
18. Taxation and costs
19. Examination of Witnesses
20. Charging and recovery of fees, scheduling conferences
21. Lawyer client relation ship
22. Book and Accountancy
22. Office organization main office and branch office
23. Nature of firm- partnership or sole practice
24. Ensure both criminal and civil practice exposure
25. Time Management



SECOND SCHEDULE

(Format of Field Supervisors'

Report on Performance of student on internship)

STUDENTS (INDIVIDUAL) INTERNSHIP ASSESSMENT REPORT

Part I Person

1. Name of studentNumber
2. Dress Code
3. Punctuality
4. General conduct
5. Regularity of attendance

II Training

6. Level of legal knowledge
7. Professional work done since posting
8. Is the work evaluated, corrected or moderated?
9. Is the student inquisitive and eager to learn?

III Challenges

10. Major Challenge or problems encountered in respect of :
 - a) Internship
 - b) Student in particular

IV Assessment

11. General assessment of the student
 - a) Are there mistakes in students work?
 - b) Does he/she take criticism positively?
 - c) Is his/herself expression up to expected standard?
 - d) Student person relationship (PR) with colleagues or other staff
 - e) Professional relationship with supervisor
 - f) Can student work under pressure? Like time constraint, urgency, etc.
 - ...

V General Exposure

12. Areas to which the student was generally exposed
 - a) Nature of exposed to
 - b) How the student benefited
 - c) Other legal practice / training offices visited

VI General Grading



13. How do you rate the student?

- a) High pass
- b) Pass
- c) Fail

14. Has the student Passed clerkship?

- a) Yes
- b) No

15. General Remarks

.....

16. Recommendations

.....

Signature (supervisor)

Name

Title

Address

N.B Seal this and address it to:

THE VRAC,

ILPD,

P.O. Box 49

NYANZA



Fiche d'évaluation du stage/evaluation form internship

ANNEE ACADEMIQUE/ACADEMIC YEAR:.....

Remarques et suggestions/ Remarks and suggestions

--

Evaluateur de stage/ Internship supervisor

	Critères d'évaluation / criteria of evaluation	Maximum / Out of	Points obtenus / points obtained
1	Ponctualité/ Punctuality	2.5	
2	Propreté et soins/ Cleanness	1.5	
3	Respect et assiduité/Respect and hard working	3	
4	Aptitude des techniques ou connaissances professionnelles/ professional knowledge	5	
5	Niveau du savoir- faire/Practicals kills	10	
6	Aptitude conceptuelle et esprit de créativité/ Conceptual knowledge and spirit of creativity	5	
7	Sens de Responsabilité/Responsability	3	
Total		30 (converted to 15)	

Noms/ Name	
Fonction/Function	
Date	
Signature	