



KENYA SCHOOL OF LAW

**2019/2020 ACADEMIC YEAR
STUDENT INFORMATION GUIDE**

PREAMBLE

Welcome to the Kenya School of Law. We look forward to making your stay with us both comfortable and time worthy. You are requested to carefully read and understand the contents of this Student Guide and seek clarification if need be. Such clarification can be sought from the Assistant Director, Advocates Training Programme and /or the Academic Manager.

1. ADVOCATES TRAINING PROGRAMME

A. GENERAL

Teaching in the Advocates' Training Programme (the ATP) shall be conducted on a clinical basis. Each class shall be divided into "firms" which shall constitute study groups where legal problems and issues shall be thoroughly discussed. During moot courts, they shall be simulations of actual law firms in practice. Each firm shall have a firm leader and a deputy firm leader who must not be of the same gender. Students shall be divided into six classes or more namely Class A, Class B, Class C, Class D, Class E and Class F each comprising about 200 students. Each class shall by mid-February elect a class representative and a deputy class representative who shall be the liaison persons between the Class and the School's administration. The representatives of each class must not be of the same gender. Classes A, B and C shall attend instruction in the morning and Classes D, E and F in the afternoon. Instruction shall be conducted as per the timetable from Monday to Friday. The hours provided for firm meetings must be observed. It is expected that such meetings shall be discussion forums for such problems as may be given by course instructors. Firm leaders shall facilitate those meetings. The class lists as well as firm lists shall be posted on the School notice boards and on the School website at the beginning of the academic year.

Each class shall have 10 firms of about 20 students although the number may vary with the circumstances of the academic year. Each firm shall choose a Firm leader within the first three weeks of the academic year and the names of such Firm leaders forwarded to the Assistant Director, ATP.

Each class shall have a class supervisor who is a member of academic staff. The class supervisor shall be the contact person for each class particularly with respect to academic matters.

Students are encouraged to continually consult their class supervisors on issues concerning their studies at the school.

B. COURSE PROGRAMME

Instruction shall take a clinical approach (learning by doing) and shall therefore be a combination of problem questions for discussion, simulation, role-plays, interactive seminars and moot courts. Lecturers assigned to the designated courses shall facilitate discussion. The designated courses are:

1. Civil Litigation
2. Criminal Litigation
3. Probate and Administration
4. Legal Writing and Drafting
5. Trial Advocacy

6. Professional Ethics and Practice
7. Legal Practice Management
8. Conveyancing
9. Commercial Transactions
10. Pupillage

Moot courts and Legal Aid Clinics shall be organized and coordinated by the Manager, Legal Clinics in accordance with such instructions as may be issued from time to time. The class supervisors shall supervise the conduct of moot courts throughout the academic year. Students are required to familiarize themselves with the Moot Court Handbook for clear guidelines on the subject.

C. TRAINING PROGRAMME DATES

The Training Programme dates for the 2019/2020 academic year are as follows:

ADVOCATES TRAINING PROGRAMME (ATP)

TERM DATES

		ACTIVITY	DATES
TERM ONE	1.	REGISTRATION	14 TH JANUARY 2019 – 31 ST JANUARY 2019
	2.	TEACHING DATES	4 TH FEBRUARY 2019 – 26 TH APRIL 2019 (15th March, 2019: Last day of handing out of Course Work assignments - Examiners)
	3.	<i>TERM BREAK</i>	<i>29TH APRIL 2019 – 6TH MAY 2019</i>
TERM TWO	1.	TEACHING DATES	7 TH MAY 2019 – 5 TH JULY 2019 (7th June, 2019: Last day of handing in Course Work assignments - Students)
	2.	ORAL EXAMINATIONS	8 TH JULY 2019 – 31 ST JULY 2019
	3.	<i>TERM BREAK</i>	<i>1ST AUGUST 2019 – 9TH AUGUST 2019</i>
TERM THREE	1.	TEACHING DATES	12 TH AUGUST 2019 – 31 ST OCTOBER 2019
	2.	<i>TERM BREAK</i>	<i>1ST NOVEMBER 2019 – 15TH NOVEMBER 2019</i>

	3.	WRITTEN EXAMINATIONS	NOVEMBER 2019/DECEMBER 2019 (CLE TO COMMUNICATE)
TERM FOUR		PUPILLAGE	2ND JANUARY 2020 – 2ND JULY 2020 (see approved pupillage centres on the School Website)

D. RULES GOVERNING PASSING IN THE ADVOCATES TRAINING PROGRAMME

Before a student can pass the ATP, he/she shall be subjected to four types of assessment as follows:

- a) Project work
- b) Oral examination.
- c) Written examination.
- d) Supervised pupillage.

Project Work

This shall be undertaken by each firm at the end of Term 1 in all the nine designated courses on such topics, as the examiner shall determine. It shall be presented as a project work report and shall be marked out of 20. Firm leaders must ensure participation of all firm members and which should be reflected in signed minutes.

Oral Examination

This examination shall be taken towards the end of Term 2. Each student shall appear before a panel of two examiners and shall be examined on cross-cutting practical issues in all or any combination of the nine courses for not more than 10 minutes. Any student who fails to take the oral examination shall not be eligible to take the written examination.

The student shall be examined on content, knowledge and comprehension of substance examined; presentation; audibility; composure and etiquette. This examination shall be graded out of 20 and attributed to all the designated courses.

Written Examination

At the end of Term 3, a student shall sit a written examination in each of the nine courses of three hours each. The examinations are administered by the **Council of Legal Education (CLE)** and further information can be obtained from them.

E. LEGAL CLINICS

During residential training, the Manager, Legal Clinics shall organize legal aid outreach matters programmes to prisons and public camps in various parts of the country. In the outreach programmes, students get to interview live clients under the supervision of lecturers. Students are encouraged to participate in these programmes to develop client care and interview skills.

F. PUPILAGE

This shall run in Term 4 from January to the end of June 2020 and is open to those who have already sat for the Bar examinations. Students shall be required to furnish a Registration of Pupilage Certificate (Form D) and a duly executed pupilage deed from an Advocate of at least five (5) years standing to the effect that such Advocate has accepted to take the student as a Pupil. This should be accompanied by a copy of the Pupil Master's practicing certificate for 2019 together with copies of practicing certificates for the previous 5 years. These shall be filed with the School by 30 January 2019. The pupilage period shall be January to June 2020. During pupilage, students are expected to maintain a daily log of their activities in the Pupilage Workbook which shall be issued upon filing of proper pupilage documentation outlined above.

The administration of the pupilage programme shall be based on the criteria set out under section 13 of the Advocates Act, that is to say, "instruction in the proper business, practice and employment of an advocate."

The following shall constitute the content of pupilage instruction:

- a) Client Care:
 - Interviewing
 - Counseling
 - Opinion writing
- b) Litigation (Criminal/Civil)/Dispute resolution
- c) Conveyancing/Commercial Practice
- d) Drafting (leases, sale agreements etc.)
- e) Professional Ethics & Etiquette
- f) Office Practice & Management (use of office technology, records)
- g) Management (time management, money management)

A law firm or legal department that is able to effectively instruct on at least 75% of the above may be allowed to take pupils. A pupil master should not take/supervise more than 2 pupils per academic year without the written authority of the Director.

Pupilage hours run through official working hours from Monday to Friday. Students must be present throughout this Practical training and shall not carry on any other employment. This training is a full time course. Kenya School of Law supervisors shall from time to time call on the places of pupillage to assess students' progress which includes but is not limited to, examining the Pupilage Workbook

If a student does not satisfy the requirements of the Pupilage programme, such Student shall be liable to repeat the exercise.

At the end of the pupilage programme, the pupil master shall forward a confidential report on the performance at pupilage of the student and the student shall file a Certificate of Completion of pupilage duly signed by the Pupil master. In addition, the student shall file a duly completed Pupilage Workbook.

Student are advised to keenly read the Pupillage Deed for further requirements and conditions during the pupillage period.

2. DIPLOMA IN LAW (PARALEGAL) PROGRAMME

A. Location

The Paralegal program is conducted at the Kenya School of Law town campus which is situated at Development House, 5th Floor, Moi Avenue, Nairobi.

D. Duration and Pattern of the Programme

- a) The programme shall last for a minimum period of two (2) academic years comprising of three (3) terms of lectures offered by the School in each year.
- b) To qualify for the award of the Diploma in Law (Paralegal Studies), candidates must complete the course of studying not less than two (2) academic years and not more than three (3) academic years.
- c) The course shall be offered in terms of specific subjects in law and related disciplines. The programme consists of twenty four (24) subjects.

E. Para-Legal Calendar

- a) The academic year runs from May in each year. Each term will run for 12 weeks – 10 lecture weeks; 1 dead week and 1 examination week. In effect each term will have 40 contact hours per subject.

F. Examinations

Examinations under the Paralegal programme shall be governed as provided for in the Kenya School of Law (Training Regulations), 2015

3. THE LIBRARY

All matters pertaining to the Library shall be governed as provided for in the Library Policy

4. ACCOMMODATION

The school offers limited single occupant accommodation on first-paid first-booked basis. Residents shall be provided with a bed, mattress and pillow, but shall be required to provide own beddings and personal effects. Please note that acceptance of hostel accommodation means that you shall abide by the following regulations governing use of the hostels.

- **HOSTEL RULES**

1.1 Allocation of Rooms

Allocation of rooms shall be the prerogative of the School through the Human Resource and Administration Manager. Once room allocations have been made, no changes are permitted without the written permission of the Housekeeper.

1.2 Room Keys

Room keys shall be issued at the beginning of every semester and remain the responsibility of the individuals concerned. Keys should be returned to the Housekeeper at the end of every semester. A fine of Kshs. 1000 shall be charged for replacement of lost keys.

1.3 Quiet Hours

In order to provide an environment conducive for studying, audio equipment must, at all times be played at a volume that does not disturb other residents.

1.4 Safety Concerns

The safety of all students at Kenya School of Law is a priority

- i) Cooking and heating appliances are prohibited;
- ii) Weapons of any kind are prohibited in the School.

1.5 Hostel Guests

Any guest visiting the hostels should be registered at the gate and must leave by 9.00 p.m. No person shall be allowed to remain in the school as a resident without written permission from the Administration Manager.

1.6 Room Care

All students are responsible to keep their rooms clean. Nails are not to be driven into the walls or furnishings; pictures are not to be posted on the walls.

1.7 Room Courtesy

No student should enter the room of other students without the permission of the occupants. Students should lock their rooms whenever they leave. The School shall not be held responsible for any loss of personal items.

- **MEAL SERVICE**

The School provides meals in the students' cafeteria at affordable prices on pay- as- you- eat basis. Students are asked to strictly observe meal times as no food shall be served after these hours.

Breakfast:	7.00 am – 8.00 am
Lunch:	12.30 pm. – 1.45 pm.
Supper:	7.00 pm. – 8.00 pm.

NB: Violation of any of the above regulations shall lead to disciplinary action being taken against the offending student and which may include expulsion from the hostel room.

4. STUDENT LEADERSHIP

Student leadership will be through elected Firm Leaders who will thereafter elect one student among themselves to serve as the overall School Leader. Each class in the Paralegal programme will elect its own leader. The student leadership will be the link between the students and the School administration in all matters during their stay in the School.

5. DISCIPLINE AND CONDUCT

A. DRESS CODE

The School shall maintain a strict dress code for students, which shall be formal. In particular, the LSK advocates dress code shall apply for students in the ATP. Indecent dressing and any form of religious or cultural attire shall not be allowed within the School precincts.

B. LEGAL FRAMEWORK

It is incumbent on each student to familiarize himself with the provisions of the Kenya School of Law Act, 2012 and the Kenya School of Law (Training Programmes) Regulations, 2015 which provides the general legal framework for training in the ATP at this School.

C. SMOKING POLICY

The Kenya School of Law is a non-smoking and drugs abuse zone. Any defaulter shall be subjected to disciplinary action.

D. IDENTIFICATION

Upon registration every student shall be issued with a student identity card. The card must be worn visibly at all times within the School. The card is the property of the School. Loss must be immediately reported to the Academic Manager. A fine of Kshs. 500 shall be imposed for replacement of a lost card. It must be surrendered when one is clearing from the School.

E. USE OF DESIGNATED BUS STOPS

Public service vehicles are by law required to make use of designated bus stops. Students should therefore not alight or board these vehicles directly at the turn off to the School.

G. VEHICLE INSPECTION

As part of measures taken to enhance the security of the School and its properties, vehicles entering and exiting the School compound shall be subjected to a security search. Failure to submit to the search may lead to disciplinary action. At the point of exit, drivers shall be requested disembark, open their boots and lower their windows for inspection. Students shall be required to declare any electronic and/or related equipment upon entry into the School as proof of ownership. The declaration shall be done by filling details of such equipment in the visitors' register, at the gate. Non-motorised students/visitors with such items shall also be required to register them. Any items declared shall be cleared upon exit.

6. GENERAL WELFARE

The General student welfare will be guided by the School's Student Welfare and Support Policy.