

STUDENT  
INFORMATION  
HANDBOOK

# THE KENYA SCHOOL OF LAW



2016-2018



A PREFERRED CENTRE OF EXCELLENCE IN PROFESSIONAL  
LEGAL TRAINING IN THE EAST AFRICAN REGION AND BEYOND  
ISO 9001 CERTIFIED

A PUBLICATION OF  
THE KENYA SCHOOL OF LAW

## *Vision:*

*A preferred Centre of excellence in professional legal training in the East African Region and beyond:*

## *Mission:*

*To offer quality and practical legal training for professionals and other actors in the legal sector:*

## *Mandate:*

*To undertake practical training in Law and other related disciplines for the professional development of lawyers and other actors in the legal sector:*

## *Core Functions:*

- *Training of post-graduate law students for entry into legal profession*
- *Professional legal development via continuing legal education*
- *Provision of paralegal training*
- *Provision of customer-tailored training, consultancies and research services*

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## A MESSAGE FROM THE DIRECTOR



The Kenya School of Law is an institution mandated to undertake professional legal training on behalf of the Government of Kenya. Hitherto, the School had been limited to the Advocates Training Program as a benchmark qualification for entry into the legal practice in Kenya.

Since independence in 1963, Kenya has undergone tremendous socio-political and economic transformation. These changes have put great strain on policy, structures and legal instruments that had been conceived, introduced and nurtured with the advent of political independence in 1963. Legal education has undergone great transformation.

The Ministerial Task Force on the Development of a Policy and Legal Framework for Legal Education and Training in Kenya re-designated the School's functions. One of the proposals was that the School be re-established as the public post- university training institution for professional legal development.

The School's mandate now includes:

- 1. The Advocates Training Programme(ATP)**
- 2. Continuing Professional Legal Development(CPD)**
- 3. Support Services (Para-Legal) Training(PS)**
- 4. Specialized Professional Legal Training in Public Service**
- 5. Projects, Consultancies and Research(PCR)**

### PROGRAMMES

The Council of Legal Education Act, 1995 was amended by Legal Notice 400 of 2007 to redesign the ATP programme by increasing the training period, the mode of instruction and course content in order to enhance the legal service delivery standards. The Council of Legal Education (Kenya School of Law) Regulations, 2009.

The Kenya School of Law Regulations, Legal Notice 169 of 2009 established regulations of Kenya School of Law academic programs.

Today Kenya School of Law runs three academic programs; Advocates Training Program (ATP), Paralegal Studies (PS) and Continuing Professional Development (CPD).

The legal framework of these programs is within the legal Notice 169 of 2009 saved by the Kenya School of Law Act of 2012. The School is also regulated by the Council of Legal Education under the Council of Legal Education Act of 2012.

**Advocates Training Program (ATP):** The program consists of practical training for Lawyers to graduate as Advocates of the Supreme Court of Kenya. The in-house training program consists of practical clinical legal training, project work, oral, written examinations and thereafter pupillage. Upon successful completion of the 2 part program, the candidates petition for admission as advocates of the Supreme Court of Kenya.

**Continuing Professional Legal Development (CPD):** The CPD department designs and undertakes practical training that is structured and relevant to enhance the legal competence and skills of lawyers and other professional who deal with legal issues. The mandate of CPD derives from the Kenya School of Law Act, No 26 of 2012 and Legal Notice No. 169 of 2009.

**Paralegal Studies (PS):** There is high demand from professionals also a paralegal training program for candidates who graduate as Legal Executives, Administrative Executives, Legal Clerks and Court Clerks in both public service and private institutions. Due to the Para-legal training demand and the program's expansion, the program is now relocated to the Central Business District; KSL Town Campus.

We value the School fraternity efforts, stakeholders and clients' support as it impacts best practice in legal education and training in Kenya.

**Prof. PLO Lumumba**



## MESSAGE FROM THE DEPUTY DIRECTOR



The Kenya School of Law academic programmes have been at the centre of rapid development through launching new programmes.

The programmes are based on promotion of best practices in legal education and training. This is achieved through;

- a) Enhanced and sustained quality examinations
- b) Periodic curricula review of legal training programmes and delivery methods
- c) Building and sustaining expert capacity
- d) Adequate provision of financial support, facilities and equipment are key to maintaining standards and best practices.

The new programs consist of Advocates Training Program (ATP) launched in 2008 started with 600 post- university graduates and the numbers increased to 1000 annually. The Continuing Legal and Professional Development (CPD) launched in 2008- 1 course, 2009 -7courses, 2010 -18 courses, 2011-14 courses, 2012-19 courses and 2013-18 courses with close to 2,000 participants trained. The Para-Legal (Support Services) program launched in 2009 with 1 stream of 45 students, today, there are almost 100 students in 2 streams.

The programs include clinical & practical- skilled focus training, customer-focused curricula, synergistic collaboration with public service and private sector partners and stakeholders.

We have also integrated the Constitution 2010 content in the training programs. We are aligning procedures and processes to the Constitutional requirements. We identified and are implementing projects to accomplish Vision 2030.

The culmination of the existing academic programs is to showcase Kenya School of Law progress and always challenge the legal profession to sustain and enhance quality service delivery by producing competent, ethical and professionally qualified graduands who effectively practice law at the national, regional and international levels.

The development of Kenya School of Law Student Information Booklet is the product of highly consultative and collaborative efforts from all departments and stakeholders. I appreciate with gratitude the gallant efforts in making this document a reality. The homegrown School blue print defines the process of institutional growth, development and implementation of new legal training and educational programs. This has been driven by increased demand of legal education and quality of service delivery by the legal profession in Kenya.

**Prof. Morris Kiwinda Mbondenye**



## MESSAGE FROM THE ASSISTANT DIRECTOR, ADVOCATES TRAINING PROGRAMME, PARALEGAL STUDIES



**Hon. (Rtd) Justice  
Richard Kuloba**

The Advocates Training Program (ATP) is a skills and practice-oriented course for law post-university graduates before they join the Bar as advocates of the Supreme Court of Kenya. Previously, the Bar examinations consisted of 6 months training in 6 subjects at the School and 6 months of pupillage.

In November, 2007, Legal Notice No 357, Council of Legal Education Regulations was amended by Legal Notice No.400 of 2007 which passed the Advocates Training Program that started in January, 2008.

The program comprises of 18 months, 12 months inhouse training on 9 compulsory subjects and 6 months pupillage. In 2009, the Council of Legal Education (Kenya School of Law) Regulations Legal Notice 169 and Council of Legal Education (Accreditation of Legal Education Institutions) Regulations Legal Notice 170 were passed.

These were repealed by the Kenya School of Law Act No.26 of 2012 and Legal Education Act 27 of 2012. These form the legal framework that regulates the Advocates Training Program and Paralegal Studies.

## MESSAGE FROM THE ACTING ASSISTANT DIRECTOR, CONTINUING PROFESSIONAL DEVELOPMENT, PROJECTS & RESEARCH



**Mr. Charles B G Ouma**

Continuing Professional Development (CPD) is regular, relevant and structured practical training that enhances the legal profession's competencies and skills in delivery of legal services. The CPD targets all legal professionals engaged in the administration of justice and public and private sectors. It encompasses advanced legal courses to develop practical knowledge and skills, and also provide technical and support services to enhance delivery of legal services. It is designed for application of course content to the workplace, to help career progression with focus on both personal development goals and return in investment for employers.

The courses are;

- Law In Practice: practical skills in Civil and Criminal Litigation; Client Counseling, Witness Pre-Conferences, Legal Writing and Drafting Skills, Trial Advocacy, Opinion Writing, Judgment and Ruling Writing;
- New and emerging areas of law such as regional and international trade, commercial transactions and corporate governance, white collar and economic crimes; anti-corruption initiatives, tracing of assets and mutual assistance;
- Specialized areas of law such international law, tax law, environmental law, gender and the law, procurement law and intellectual property;

1. Sensitization on new Legislation and Regulations; and
2. Best practices derived from international instruments, institutions and jurisdictions.

## MESSAGE FROM THE ASSISTANT DIRECTOR, FINANCE AND ADMINISTRATION



**Mr. Amos Mwangi**

Finance and administration is the support division to the core business of the School under the stewardship of the Assistant director, Finance and Administration.

The Division is made of the following departments:

1. Finance
2. ICT
3. Procurement and
4. Human Resource and Administration.

The Finance Department is charged with the following responsibilities among others:

- Managing the School's budgetary process;
- Managing resource mobilization and utilization;
- Managing statutory reporting and providing timely financial information to enable effective decision making by the management and
- Aligning annual budgets to the strategic plan, work plans and procurement plans

## MESSAGE FROM THE ACTING PARALEGAL STUDIES CORDINATOR



**Ms. Anastacia Otieno**

### PARA-LEGAL (SUPPORT SERVICES) TRAINING PROGRAM

The Para-legal training offers a diploma in law after 2 year study period. It is earmarked for candidates to graduate as Legal Executives, Administrative Executives, Legal Clerks and Court Clerks in both the public service and private institutions. It is intended that the middle cadre will support legal professionals at the practicing Bar, Corporate world and Public Service. The paralegal students consist of Form Four School leavers who meet the required qualifications to undergo the program.

There is in progress development of curriculum and training for Para-legal professional training in form of on-the job training. The training will focus on legal assistants in the law firms and public offices. Due to the Para-legal training demand and the program's expansion, the program is now relocated to the Central Business District; Development House, 5th Floor, Kenya School of Law, Town Campus.

# THE KENYA SCHOOL OF LAW MANAGEMENT



**Prof. PLO Lumumba**  
Director/Chief Executive & Secretary  
Council of Legal Education



**Prof. Morris Mbondenyei**  
Deputy Director



**Mr. Amos Mwangi**  
Assistant Director,  
Finance & Administration



**Mr. Charles B.G Ouma**  
Acting Assistant Director,  
Continuing Professional  
Development, Projects &  
Research



**Hon. (Rtd) Justice Richard  
Kuloba**  
AG. Assistant Director,  
Advocates Training  
Programme & Paralegal  
Studies



**Ms. Maria Aridi**  
Internal Auditor



**Joyce Maingi**  
Human Resources &  
Administration Manager



**Mr Anaclef Okumu**  
Finance Manager



**Ms Brenda  
Kiberenge**  
Personal Assistant  
to the Director



**Mr. Fredrick Muhia**  
Academic Manager



**Ms. Agnes Mwai**  
Librarian



**Keneddy Dende**  
Senior ICT Officer

# THE KENYA SCHOOL OF LAW ACADEMIC STAFF



**Hon. (Rtd) Justice Richard Kuloba**  
Assistant Director, Advocates Training



**Mr. Simiyu Murambi**  
Manager, Legal Clinics



**Mrs. Rose Ruto**  
Principal Lecturer



**Mr. Samuel Mwaniki**  
Senior Lecturer



**Mr. Fredd Wakimani**  
Lecturer



**Ms. Anastacia Ofieno**  
Senior Lecturer,  
Para legal studies  
programme Co-ordinator



**Dr. Omosa Mogambi**  
Principal Lecturer



**Ms. Christine Kungu**  
Lecturer

## THE KENYA SCHOOL OF LAW ACADEMIC STAFF BIO-DATA



**Prof. Morris Kiwinda  
Mbondenyi**

Currently the Deputy Director of the Kenya School of Law, he is an associate professor of law and was the founding dean of the Africa Nazarene University law school. He holds Doctor of law (LLD) and a masters of law (LLM) Degrees from the university of south Africa (UNISA), and a Bachelor of law (LLB) degree from Moi University. He has a post graduate diploma in law from the Kenya school of law and is an advocate of the high court of Kenya.



**Hon. (Rtd) Justice Richard Kuloba**

Currently the acting Assistant Director, Advocate Training Programme at the Kenya School of Law. Hon. Justice (Rtd) Kuloba has extensive experience in different judicial capacities. He holds a LLM, Majority in Democracy and Legal Process and LLB both from UoN. Has a wealth of experience in Legislative Drafting, Law Reporting and Jurisprudence of Equality.

**Teaching Course: Civil Litigation**



**Mr. Simiyu Murambi**

Besides teaching Land Law and Criminal Litigation, he is currently the Manager, Legal Clinic (KSL). He holds LLM (UoN), Postgraduate Diploma in Law (KSL) and LLB (UoN).

Before joining the school he was legal officer at the Kenya Industrial Estates Limited.

**Teaching Course: Criminal Litigation**



**Mr. Samuel Mwaniki**

Currently Senior Lecturer teaching Trial Advocacy at KSL, Mr. Mwaniki holds a LLB(UoN) and Post-graduate Diploma in Law (KSL)

**Teaching Course: Trial Advocacy**



**Mrs. Rose Ruto**

Currently she is a Principal Lecturer (KSL) teaching Probate and Administration, she holds LLM (UoN), Postgraduate Diploma in Law (KSL) and LLB (University of Wolverhampton).

**Teaching Course: Probate and Administration**

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**Ms. Christine Kungu**

Currently a lecturer in the Advocates training programme. She holds a masters of arts in international studies and an LLB both from the university of Nairobi from

**Teaching Course: legal writing and drafting**

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**Mr. Fredd Wakimani**

Currently he is a Lecturer (KSL) teaching Commercial Transactions, he holds an LLB (Makerere University) and a Postgraduate and is currently undertaking a Masters of Arts in International Studies (UoN).

**Teaching Course: Commercial Transactions**

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**Ms. Anastacia Otieno**

Ms. Otieno is a Senior Lecturer (KSL) teaching Probate and Administration, she is also Programme Coordinator Para Legal Studies. She holds Masters in Women Law( University of Zimbabwe), Postgraduate Diploma in Law (KSL) and LLB (UoN)

**Teaching Course: Probate and Administration**

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**Dr. Mogambi Omosa**

Currently he is a Principal Lecturer (KSL) teaching Criminal litigation, he holds a PHD in criminology from Busoga university, Masters of arts in Criminology (UoN), and LLB (University of Nairobi).

**Teaching Course: Criminal litigation**

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# THE KENYA SCHOOL OF LAW



*Kenya School of Law Administration Block*

The Kenya School of Law (hereinafter called KSL) was established in 1963 following Lord Denning's Report of 1961 which pointed out a gap in training of Lawyers in Kenya. In 1995 the Akiwumi Report on status and management of Kenya School of Law made recommendations, among them reconstituting the Kenya School of Law. The School was re-established under Schedule 2 of the Council of Legal Education Act, Cap 16A as an independent statutory body.

In 2004, the Council of Legal Education held a stakeholders' forum to review its mandate in relation to legal education & training. This initiative led to the appointment of the taskforce. In 2005, the Minister of Justice and Constitutional Affairs, appointed a Ministerial Task Force on the development of a policy legal Framework for Legal Education and Training in Kenya. The Task Force collected views from stakeholders and citizenry across the country. The compiled Task Force Report was presented to the Minister of Justice in 2006.

The report recommended re designation of Kenya School of Law's core functions. The mandate included conduct of post-university legal training and professional development by developing new, relevant and vibrant programmes and courses. The expanded mandate enabled the School to conduct a variety of academic programs.

The Kenya School of Law is now re-established under the Kenya School of Law Act, No 26 of 2012 and is one of the institutions regulated by the Legal Education Act, No 27 of 2012.

The functions of Kenya School of Law are prescribed in section 4 of the Kenya School of Law Act to include the following programs;

- The Advocates Training Program (ATP)
- Continuing Professional Legal Development (CPD)
- Support Services (Para-Legal Training)
- Specialized Professional Legal Training in Public Service
- Projects, Consultancies and Research

## **BACKGROUND**

Due to its long existence and various development stages, the school has expanded in scope and coverage from a department, to a fully-fledged institution of legal education and training. These factors have given contributed to its identity and strength of purpose. The opportunities facilitate reform and transformation of legal education and training programmes and courses with a view to realizing the Vision of the School which is;





## CORE FUNCTIONS

The KSL legal mandate is implemented in the following processes;

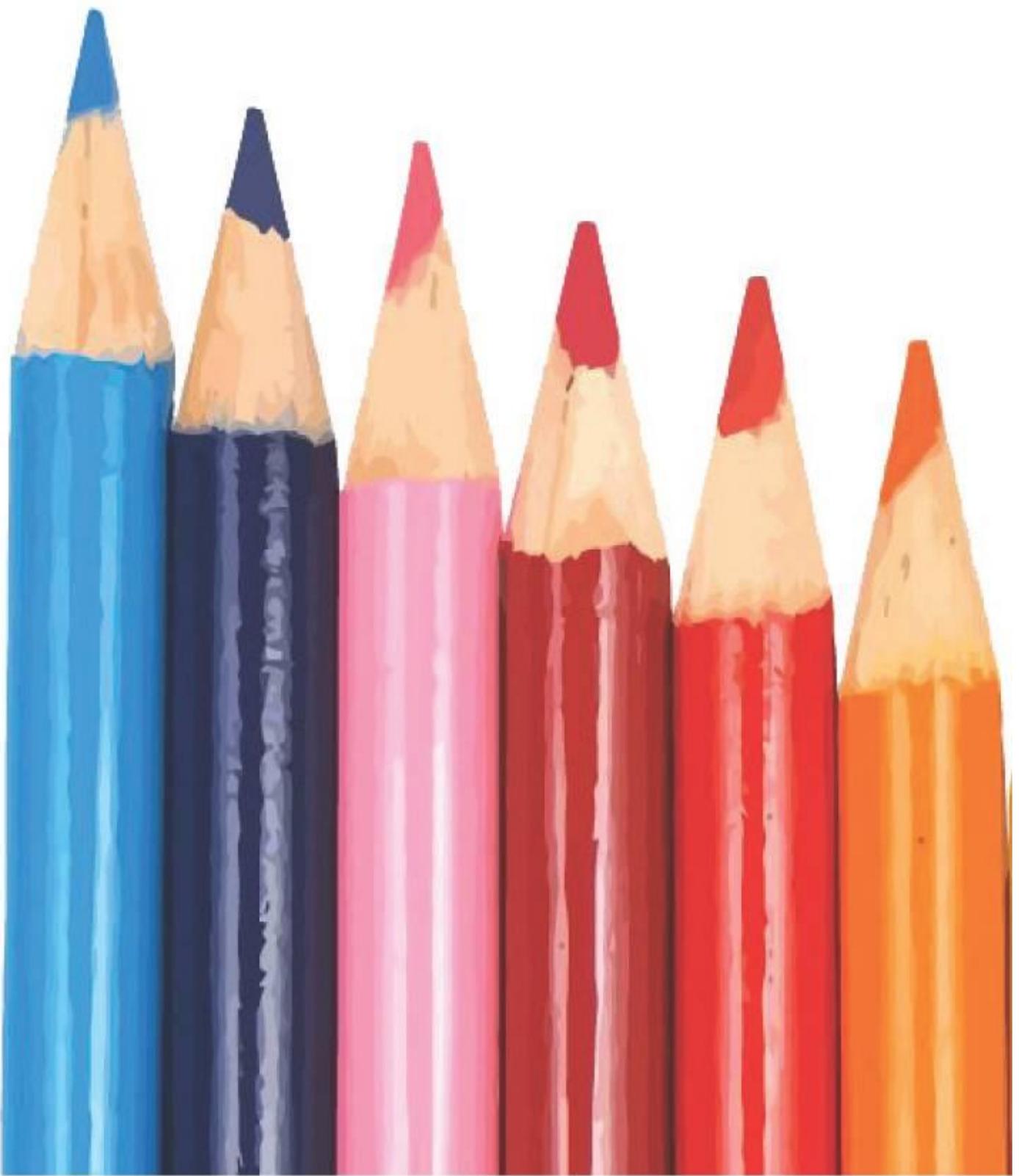
- To develop relevant training programs based on stakeholders' training needs
- To provide high quality and market driven legal training programs
- To undertake practical-oriented legal training and related disciplines for professional development of lawyers and other actors in the legal sector
- To conduct periodic curricula reviews to ensure relevance and enhance quality
  - To implement Research, Consultancies and Projects
  - To develop Para-legal support services training programs
  - To update legal knowledge, skills and specialized competencies relevant to local, regional and international competitiveness.

## MEASURES TO IMPLEMENT KSL VISION, MISSION AND MANDATE

In line with the stated mandate, KSL commenced the provision of quality legal education and training through goodwill and support of various stakeholders and development partners. The rollout of activities was through the strategic plans 2007-2009 and 2009-2012 for development and implementation of redesigned and new academic programs. The implementation led to expansion of programs and increase of students and graduates over time. The efforts implemented include;

- Provision of quality legal training for entry into the legal profession
- Developed and implemented new curriculum of the Advocates Training Program (ATP)
- Developed and implemented Continuing Legal & Professional Development (CPD)
- Developed and implemented Support Services (Para-Legal) Training
- Developed Research & Development Policy
- Enhanced financial sustainability
- Improved capacity development
- Increased infrastructure development





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# ADVOCATES TRAINING PROGRAMME



# THE ADVOCATES TRAINING PROGRAMME (ATP)



## INTRODUCTION

The Advocates Training Programme (ATP) is conducted over 18 months; 12 months tuition and 6 months pupillage. Teaching in ATP is conducted on a clinical basis. Students are divided into various classes.

Each class elects a class representative and a deputy class representative who are the liaison persons between the class members and the School administration. The representatives of each class are chosen with the right gender balance in view.

Each class is divided into study groups generally of about 10 students each where legal problems and issues are thoroughly discussed. Study groups are called "Firms". Training by holding moot courts is a major component of the clinical instruction methodology. During moot court sessions, there are simulations of court processes. Each firm has a leader and a deputy leader drawn from each gender.

Instruction is 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 will be given by course instructors.

Firm leaders shall facilitate Firm meetings. The class lists as well as Firm lists are posted on the School notice boards at the beginning of the academic year.

Each Firm chooses a leader within the first two three weeks of the academic year and the names of such leaders forwarded to the Assistant Director, ATP.

Each class is allocated a class supervisor who is a member of the teaching staff. The class supervisor is the contact person for each class particularly with respect to teaching and instructional matters. Each year a list of KSL class supervisors is issued.

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

At the start of the ATP, on students reporting at the School, there is a briefing session during the 1st week of the academic year of the ATP programme by the Director/Chief Executive Kenya School of Law. All students are required to attend this very important event. At this session students are briefed about the School and get to know the teaching staff, and essential services, and how to get around the School.

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.

**Training Programme Dates**  
The Training programmed dates are generally in the following months:

1. Registration: January
2. Term 1: January – April
3. Term break : 2 weeks in April
4. Term 2: May – July
5. Term break: July – August
6. Term 3: August – October
7. Term break: October – November
8. Examinations: November
9. Term 4: January – June (Pupillage)

## CONTENT OF THE ATP PROGRAMME

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

- a) Project work (1st Term)
- b) Oral examination (2nd Term)
- c) Written examination (3rd Term)
- d) Supervised pupillage (4th Term)



**ATP class in session**

### Project work

This is undertaken by each Firm at the end of Term 1 in all the nine designated courses on such topics, as the examiner will determine. It is presented as a project work report and is marked out of 20 percent. Firm leaders must ensure participation of all firm members. A list of participants duly signed by each firm member shall be attached.

### Oral examination

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

The examiners are drawn from the full-time and adjunct staff. The students are examined on content, knowledge and comprehension, presentation; audibility; composure and etiquette. This examination is also graded out of 20 percent and credited to all the designated courses.

### Written examination

At the end of Term 3, students sit a three-hour written examination in each of the nine courses. This examination emphasizes application of the law. This examination is marked out of 60 per cent.

Currently, the examinations are administered by the Council of Legal Education, and the School acts on an agency basis for the Council whenever called upon to do so.

### Dress Code

Students are required, on pain of disciplinary action for non-conformity, to observe, strictly, the Dress Code, modelled on the Law Society of Kenya Advocates Dress Code, acceptable to the Court. This requirement is mandatory as part of training students on how to be a good and properly groomed lawyer in all aspects of the profession of law, including proper dressing for a lawyer.

# PUPILLAGE PROGRAMME

## INTRODUCTION

At the end of the 12 month in-house training at Kenya School of Law and examinations, the students are eligible to start the pupillage programme. This consists of attachment to a law firm or legal department, approved institution or organisation for purposes of practical training under instructions of an advocate of the Supreme Court of Kenya. The student shall notify/inform Kenya School of Law – Academic Services Department of the firm/institution they are serving pupillage. They will be required to furnish;

- a. A registration of pupillage certificate (Form D)
- b. A duly executed Pupillage Deed from an Advocate of at least five (5) years standing.
- c. The Advocates' (Pupil Master) current and any five (5) preceeding practicing certificates must thereafter be filed with the School not later than 1st February of each year

## PUPILLAGE PROCESS

- a) Pupillage shall be served for a minimum period of 6 months after the residential training;
- b) Pupillage shall be served on a full time basis during the regular office hours;
- c) Absence from the Pupil Master's office without lawful excuse shall subject the pupil to disciplinary action of the School;

The areas of focus during pupillage for purposes of instruction and supervision are:

- 1) Drawing pleadings and related documents;
- 2) Conducting client interviews;
- 3) Supervised court attendance;
- 4) Preparing submissions;
- 5) Conducting detailed research;
- 6) Drafting conveyances and related documents;
- 7) Raising fee notes;
- 8) Drafting inter and intra office correspondence;
- 9) Client care;
- 10) Various filing systems;
- 11) Basic accounting;
- 12) General client care and attention;
- 13) Critical thinking;
- 14) Such other work as shall be directed by the Director of the School from time to time.

## APPROVED PUPILLAGE CENTRES

The pupillage programme is a critical component of such training which requires that a trainee receives instruction in the business, practice and employment of an Advocate under a pupil master of at least 5 years standing. Traditionally pupillage was served in the traditional law firm setting.

However, the places of pupillage have been expanded to include other entities which have a legal department and have capacity to take in pupils to serve under an Advocate of the requisite standing. This capacity is hinged on exposure to a substantial amount of legal work, office space and exposure to external lawyers.

### a) Advocates chambers

Section 13 of the Advocates Act requires a Pupil Master must be an Advocate of not less than five (5) years standing.

## PUPILLAGE PLACEMENT & ACCREDITATION

### b) Government

- a) Attorney General's Chambers (State Law Office) Director of Public Prosecutions Office/ Judiciary
- b) Legal Insitutions (undertaking substantial Litigation work)e.g. Ethics and Anti-Corruption Commission, Kenya Human Rights Commission, Kituo cha Sheria, FIDA,etc.
- c) Corporations (undertaking substantial litigation work)
- d) Private Sector Organizations
- e) Public Sector Institutions

Suitable institutions are now called upon to make expressions of interest for accreditation as pupillage centres. Such Expression of Interests (EoI) should be addressed to:

The Director Kenya  
School of Law P.O  
Box 30369-00100  
NAIROBI  
lawschool@ksl.ac.ke

## PUPILLAGE RULES

- a) Pupillage hours run through official work hours from Monday to Friday.
- b) Students must be present throughout this practical training and shall not engage in any other form of employment. This training is a full time course.
- c) Every pupil shall maintain a Pupillage workbook in which he shall keep a record of the daily occurrence;
- d) The student fills in the workbook of work undertaken during the time of study and will be signed by the Pupil Master at the end of the program.
- e) The Pupillage Workbook shall be availed whenever the Pupillage supervisor demands;
- f) The Pupil and the Pupil Master shall execute a Pupillage Deed and duly fill the same before commencement of pupillage.

# STUDENT GUIDELINES



*New Tuition Block*

## STUDENTS GUIDELINES

### Dress Code

The School shall maintain a strict dress code for students, which shall be formal. Formal implies EXCLUDING the following: T-shirts, jeans, miniskirts, skimpy and low cleavage clothes, track- suits, spaghetti tops & tumbocut blouses, peddle pushers, hot pants, vests, etc

ATP Lecturers shall stop any student not conforming to the formal dress code. The student shall not be allowed into the School compound/lecture halls until proper dress code is complied with.

### Smoking Policy

The Kenya School of Law is a non-smoking zone.

### 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.

### Interaction

Interaction between students as well as students and KSL staff should be through outlined channels. During interaction students are required to maintain respect and decorum.

### Legal Framework

It is incumbent on students familiarize themselves with the provisions of the Council of Legal Education (Kenya School of Law) Regulations, Legal Notice No. 169 of 2009, the Kenya School of Law Act No. 26 of 2012 and The Council of Legal Education Act No. 27 of 2012 that provides the general legal framework for training in the ATP program at this School.

### Inquiries & Complaints

Incase a student has an issue, it should be brought to the Firm Leaders' attention, who will inform the Class Supervisor.

If the issue is not sorted out at that point, the Supervisor forwards the complaint which should be in writing to the Academic Services Manager. He then forwards the matter to the Assistant Director, Advocates Training Programme and if the matter is still not sorted, it is brought to the attention of the Deputy Director.

Inquiries about application, admission, registration fees payment & processing, assignment delivery, examination results, resits, clearance and gazettelement are handled by Academic Services Department and Assistant Director, Advocates Training Program

### Students Welfare

The School has various committees which handle student matters:

1. Students Disciplinary Committee
2. Disability Mainstreaming Committee
3. Sports Committee
4. HIV/AIDS Prevention Committee
5. Gender Mainstreaming Committee

Student welfare matters for ATP students shall be handled by the Legal Clinic Manager, Mr. Albert Simiyu and Principal Lecturer Mrs. Rose Ruto. The acting Para-Legal Coordinator Ms. Anastacia Otieno will handle welfare issues for Para-Legal students.

### **Transport**

School transport is provided subject to student numbers and payment of requisite fees whereby the bus picks and drops students from designated points for lectures.

Any other use for the bus is through a formal request submitted through the Assistant Director, ATP & PS and subject to availability. Transport may be availed only for School activities such as sports.

Students may request to hire School transport which will be subject to the terms of hire.

### **Use of Designated Bus Stops**

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

### **Access to Administration Block**

Students access the Administration Block through Gate C. Gate B shall be used only for access to the canteen.

### **Student Identity Cards**

Each student shall be provided with a student ID which must be worn visibly at all times within the School premises. Failure to do so may result in denial of access to certain facilities within the School.

### **Vehicle Inspection**

As part of measures taken to enhance the security of the School and its properties, vehicles exiting the School compound will be subjected to a security search. At the point of exit, drivers will be requested to open their boots and lower their windows, if they are tinted, 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 will be done by filling details of such equipment in the visitors' register, at the gate. Pedestrians with such items will also be required to register them. Any items declared will be cleared upon exit.



*ATP Students attending a Legal Aid Program*

## FIRM GUIDELINES



Advocates Training Programme students at a Firm meeting

### Introduction

The Advocates Training Program consists of practical skills training. Towards this goal, students are divided in groups of 10-20 in a group called a firm. This group shall through out the academic year work together in assignments, projects, meetings, presentations etc. They produce minutes of meetings and reports.

### a) Point of Contact

- i. Kenya School of Law students will ensure they are in contact with Firm leaders and firm members.
- ii. Firm meetings will be scheduled
- iii. Ensure correct email addresses have been furnished to Firm Leaders (FLs)
- iv. Check emails regularly so as to keep abreast of changes and relevant information.
- v. Every student will have access to the ICT lab which is specifically designed to enable students to carry out relevant research and emails.
- vi. Be responsible and take it upon yourself to find out the information from colleagues and Firm Leaders in the event of not having access to email facilities on any particular day.

### b) Attention to Announcements and Lectures

- i. Observe regular attendance of class, pay attention and participate in discussions as directed by the Lecturer.
- ii. Ensure all mobile phones are turned off or on silent when a lecture is in session

### c) Courtesy among KSL members

- i. Maintain respect and etiquette to classmates and staff.
- ii. This includes all administrative staff, lecturers, classmates and subordinate staff
- iii. All members are mature adults and should accord respect to all
- iv. All concerns are to be directed to Firm Leaders unless it is a personal matter which can be addressed to the School. Any such matters to the School should be channeled in writing to the relevant department.

### d) Concerns & Inquiries

- i. Class and lecture concerns should be raised with Firm Leaders, Class Representatives and Class Supervisors (Lecturer).
- ii. Firm Leaders will address the minor concerns as far as possible, in default of which, the concerns will be relayed to Class Representatives (CRs)
- iii. The Class Representatives will action concerns in consultation with Assistant Director Advocates Training Program, in default of which, they will seek redress or clarification from the administration.
- iv. Please do not accept and process information passed along the grapevine as absolute truth unless verified by the Class Representatives.

### e) Appointing Firm Leaders (FLs)

- i. Firm Leaders can only be appointed by Firm Members (FMs)
- ii. A dispute regarding Firm Leaders and Class Representatives will be reported and handled by Class Supervisors in consultation with Assistant Director, Advocates Training Program.

### f) Firm Leaders and Class Representatives

- i. Firm Leaders should be as accessible as possible to Firm Members and Class Representatives.
- ii. Firm Leaders and Class Representatives shall meet regularly, in order to discuss any issues that may have arisen amongst firms and within the class.
- iii. Firm Leaders should respond to Firm Members queries and seek further information from class representatives and class supervisors.
- iv. Firm Leaders should always direct all concerns that they are unable to answer to the Class Representatives who will in turn take it a notch further to the Administration in default of being able to answer.
- v. Firm Leaders to acknowledge receipt of documents and emails so as to maintain clear lines of communication between Class Representatives and Firm Leaders on the aspect of disseminating relevant information to fellow colleagues.
- vi. Firm leaders are obligated to disseminate information from lecturers to all students regarding the subjects or materials.

## MOOT COURTS



**Mr. Simiyu Murambi**  
Manager, Legal Clinic

As part of our practical skills training moot courts are an integral part of the overall practical training. Students are divided into groups called 'firms' on joining the School and class respectively.

Based on the instructions on the specific subjects the firms prepare pleadings and arguments before a panel on outlined subject matter in form of inter firm and inter class competition and finally participate in national, regional and international competitions.

The following guidelines, have been developed by ATP academic staff are to help students in adequate preparedness for the moot courts.

***Moots** are legal problems in the form of imaginary cases, which are argued by two student "counsel" (a lead and a junior) on each side, with a "bench" of "judges" (more usually, perhaps, only one judge) representing the Court of Appeal or sometimes the House of Lords.*

Glanville Williams, "Learning the Law"

The Kenya School of Law derives its mandate to engage in Advocates Training Programme from the Kenya School of Law Act, No 26 of 2012 which recognizes it as a training institution that organizes and conducts courses for the acquisition of legal knowledge, professional skills and experience for those seeking admission to the Roll of Advocates; to conduct continuing legal education and professional development for professionals both in the private sector and in government, and to facilitate in the provision of training in other courses.

Legal Notice number 169 of 2009 at Schedule 1 paragraph two provides that the overall training methodologies shall be as follows:-

1. Interactive lectures;
2. Seminars and tutorials;
3. Simulations;
4. Moot courts;
5. Role plays;
6. Visits/study tours;
7. Exchange programmes;
8. Pupillage and attachment programmes;
9. Clinical work.

This Mooting Handbook seeks to guide Counsel and other interested parties in fulfilling the School's mandate as set out in the law.

### Competitions

There are a variety of competitions that Kenya School of Law students can participate in. The School will strive to engage and expose students in both internal and external moot court competitions.

Each competition is different and open to all students. Each firm/group will have its own workload and opportunities. The internal competition is weekly, for each class, whilst external competitions will be conducted as and when they arise.



*The annual moot court competition held in 2012*

## How to Moot

After receiving your moot problem, generated by the Manager Legal Clinics, Class Supervisor or Lecturers; the Counsel, within their respective firms, will first read and understand it. They should read the problem as though they are appearing for the opposite side. Set out arguments and think about points they might raise. Then read the problem from their side, and think of their arguments. The Counsel are expected to make notes. The notes are expected to identify the problem and the attendant legal issues.

Moot problems are written to challenge existing rules with either dubious legal dicta or with baffling fact patterns. Counsel should not seek to challenge the facts, nor should they seek to invent facts to fill the spaces. They should find out the grounds upon which their cases will be argued.

## Sources of Law

Counsel are expected to know their sources of law. Counsel should familiarize themselves with the following sources of law:-

- i. Constitution
- ii. Statutes
- iii. Caselaw; Counsel are encouraged to bring into Moot Courts statutes
- iv. Law Reports Statutes
- v. Westlaw, LexisNexis, or actual reports and volumes
- vi. Law textbooks
  - Both academic and practitioners textbooks
- vii. Journal articles
  - Like academic works, that shed a great deal of light on theoretical problems, but unlike textbooks they are often the most up-to-date texts on legal problems and frequently refer to specific unresolved areas of the law.
- viii. Law library
- ix. Law lecturers
  - At the Kenya School of Law, you will be speaking to the thinkers at the forefront of the law.

## 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.

## PASSING THE COURSE

To pass the ATP course, a candidate must score at least 50% on the aggregate of the project work, oral examination and written examination. In addition one must satisfactorily undertake the supervised pupillage programme.

## Resits

Where a student fails to score the 50% pass mark at the first sitting, he/she shall be eligible to take another four re-sits within two academic years. This is exclusive of the year of study. Re-sits will normally be in June of each year but may also be taken during the December examination of every academic year. For purposes of re-sits, the marks scored in the project work and oral examination, during the year of study shall be forfeited and to pass the re-sit one must score 30 out of 60 marks.

## Re-marking

1. A student who is not satisfied with the grade which he/she has been awarded in any subject may appeal to the Director for re-marking of the written examination paper subject to payment of the requisite fee which the School shall determine from time to time. The grade and mark recommended by an independent examiner after re-marking shall be the final grade and mark awarded to the student for the subject.
2. No appeal for re-marking of any unit shall be entertained in cases where the appeal has been submitted later than one month after the student has been notified of the mark.

## Clearance Process

1. Upon successful completion of the ATP program and full fulfilment of pupillage, students are required to collect a clearance form from the Academic Services Department and clear with the various departments at the School.
2. The clearance form is signed by various heads of departments to confirm this student has returned all school property and owes no debt.
3. Upon returning the clearance form and ascertaining that all examination units have been passed students are issued with a Compliance Certificate.
4. A list of successful students is compiled for gazette and subsequent admission to the Roll of Advocates as Advocates of the Supreme Court of Kenya by the Chief Justice.

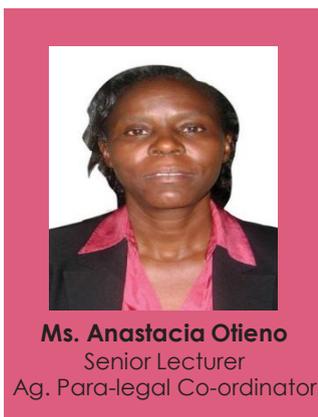






# PARALEGAL STUDIES





## Background

The Kenya School of Law is an institution established under the Kenya School of Law Act, No 26 of 2012. In exercise of its mandate the School wishes to establish and offer a Diploma in Law (Paralegal) Studies programme. It is envisaged that this programme will bridge the existing gap in a middle cadre to support legal professionals at the practicing Bar, the corporate world and government institutions

## Justification and Needs Assessment

The School embarked on a needs assessment in paralegal services. This was based on an earlier certificate course that ran between 2000-2003 at the School. That programme was stopped for lack of a policy and regulatory framework. About 600 students had gone through that programme and interviews with them and other stakeholders indicate that there is need to urgently reintroduce the programme at a more advanced level.

It is against this background that the School introduced the Diploma in Law (Paralegal Studies) to serve among others the Kenya Police, Kenya Prisons, the Judiciary, the State Law Office, the Bar and Government departments among other stakeholders.

## 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.

## Paralegal Curriculum

### Summary of Subjects

#### Year 1

- i. General principles of constitutional law and legal systems I
- ii. General principles of constitutional law and legal systems II
- iii. Contract law I
- iv. Contract Law II
- v. Law of Tort I
- vi. Law of Tort II
- vii. Criminal law I
- viii. Criminal Law II
- ix. Book-keeping and Accounting 1
- x. Office Practice and Management 1
- xi. Commercial law 1
- xii. Family law

#### Year 2

- i. Book-keeping and accounting II
- ii. Office practice and management II
- iii. Elements of commercial law II
- iv. Law of succession
- v. Law of property in land
- vi. Civil procedure 1 & II
- vii. Criminal procedure 1 & II
- viii. Company law
- ix. Conveyancing
- x. Civil procedure II
- xi. Criminal procedure II
- xii. Law of other business associations

## 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.

## 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. resits per unit course.



### Para-Legal Class in Session

b) The Paralegal academic year runs as follows:

- i. Term 1: May – July  
*Examinations: July*
- ii. Term 2: August – November  
*Examinations: November*
- iii. Term 3: January – April  
*Examinations: March*

#### Fees

1. An application fee of Kshs. 2, 000 is charged for every application for admission.
2. Tuition fees is Kshs. 7,500 per subject inclusive of examination fees.
3. A one-off Library fee of Kshs. 5, 000 paid on registration
4. A fee of Kshs. 3,000 charged for examination

#### EXAMINATIONS

1. Examinations shall be conducted either at the Kenya School of Law or an accredited Centre and in both cases shall be supervised by the School.
2. All subjects shall be examined during the term in which they are taken. Such examinations shall be named ordinary examinations.
3. Examinations shall consist of continuous assessment tests and end of term examinations.

4. Continuous assessment tests shall account for 30% of the total mark in the subject, and the end of term examination constituting 70% of the total mark in the subject.

5. No candidate shall be admitted to an end of term examination unless the candidate attended at least two thirds of the course of study for the subject in question. Such candidate shall be deemed to have failed the unit and shall be required to repeat the unit.

6. All units shall be graded out of 100 marks and the pass mark shall be 50%. The mark grade shall be translated into letter grades as follows:-

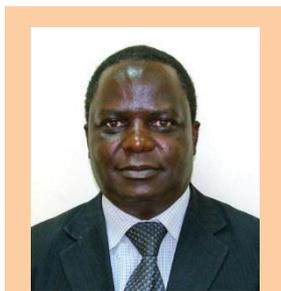
- |                      |   |
|----------------------|---|
| b. 70% and above     | A |
| c. 60% and below 70% | B |
| d. 50% and below 60% | C |
| e. Below 50%         | E |

student for the subject.

7. Where a student fails in any subject, he may resit the end of term exam when the subject is next offered. Such a student will have to score at least 35 out of 70 marks in the written examination to pass the course.



## CONTINUING LEGAL AND PROFESSIONAL DEVELOPMENT PROGRAM (CPD)



**Mr. Charles B G Ouma**  
Principal Lecturer  
Ag. Assistant Director  
CPD

### Objectives

The Department of Continuing Professional Development, Projects and Research (CPD) was established in 2007 as a department within the School's Academic Division. The CPD department designs and undertakes practical training that is structured and relevant to enhance the legal competence and skills of lawyers and other professional who deal with legal issues. The mandate of CPD derives from the Kenya School of Law Act, No 26 of 2012 and Legal Notice No. 169 of 2009.

The core function is to offer quality skills training and professional development to enhance delivery of legal services, and to inculcate best practices and training skills to meet market training needs. The department organizes and conducts training for acquisition and enhancement of legal knowledge and professional skills development, for officers of Government, corporate personnel, private sector professionals and personnel involved in the administration of the law and the promotion of justice and the rule of law. It encompasses advanced and specialized legal courses, as well as forums to sensitize on current bills for enactment and implementation. Training is done through seminars, workshops and colloquia and is to be offered competitively and affordably without compromising on quality.

The aim of the CPD programme is to:

- (a) Enhance legal knowledge and skills that are relevant to legal professionals and other professionals working with law
- (b) Ensure an update of legal developments relevant to the participants' line of work
- (c) Develop best practices drawing from international instruments and bodies



*Participants in a CPD Training*





**CPD Team:**

**From Left to Right: Mr. Charles BG Ouma, Mr. Samuel Akhwale, Mr. Okweh Achiano, Mrs. Millicent Odeny, Ms. Phoebe Ndung'u And Ms. Jacqueline Mararo. Not in the picture Mr. Isaac Kuloba and Mr. Martin Kefa Simiyu.**

CPD training programmes are practical, skills oriented, in-depth and customer-centered. The courses are accredited by the Law Society of Kenya for the purpose of awarding Continuing Legal Education (CLE) points to Advocates.

**1. Target groups**

The intended participants for CPD Training programs include:

- a) Public officials engaged in administration of justice
- b) Legal officers in central government, state corporations, county government and other public sector agencies
- c) In-house lawyers in companies, societies, firms, business and commercial entities; company secretaries; legal officers; administrators
- d) Lawyers in the private sector
- e) Other professionals whose core duties involve interpretation and enforcement of laws, e.g. law enforcement agencies, policy makers, employment organizations, civil society organizations etc.

**2. Categories of training**

Training by CPD normally takes the form of short courses, seminars and workshops in different areas of law. Currently, there are two main categories of training, namely:

a) Calendar courses: These are courses in various areas of law developed by CPD from the list prescribed in Legal Notice No. 169 of 2009 and are intended for update and knowledge in new and emerging areas of law and for skills enhancement.. The courses are advertised in the print and electronic media and are open to anyone who meets the criteria for eligibility.

b) Customized courses: These are courses that are developed upon request by an institution on specific areas of law and tailor-made to meet the identified legal training needs of the institution.

**3. Collaborations:**

CPD is mandated to collaborate with institutions or organisations in developing training courses, seminars or workshops in diverse areas of law. The department has engaged in collaborations with a number of institutions, which include the following:

- Justice Advocacy Africa and Kituo cha Sheria: Trial Advocacy Training
- Konrad Adenauer Stiftung: Capacity building workshops on constitutional implementation
- Judiciary Training Institute and Kenya South Sudan Liaison Office (KESSULO): Capacity Building Retreats for the Judiciary of South Sudan.

## CPD Course Offerings

### Areas of Training

CPD offers a wide variety of courses in a large geared to meeting the needs of the market while at the same time seeking to be innovative and cutting-edge. These include the following as mandated by Legal Notice 169 of 2009 (the list is not exhaustive).

- Human Rights Law
- Rule of Law and Governance
- Ethics, Integrity and Anti-Corruption Strategies
- Anti-Money Laundering strategies
- Corporate Governance
- Legal Audit, Compliance and Oversight of State Corporations
- Legislative Drafting
- Capital Markets and Securities
- Procurement and Public Accountability
- Banking and Financial services
- Insurance Law and Regulation
- Retirement Benefits law
- Intellectual Property
- Maritime Law
- International Business Transactions
- International Trade and Investment Law
- Treaty-making, International State Obligations and Enforcement
- Alternative Dispute Resolution
- Trial Advocacy
- Environmental Law and Litigation
- Refugee Law
- Co-operatives Law
- Prosecution Skills
- Taxation
- Probate, Administration and Conveyancing
- Law of Business Associations
- Contracts and Contract Administration

### Regular courses:

Since 2009, the department has developed a number of courses that take place regularly on an annual basis, some of them on modular basis. These are as follows:

- a) Legislative Drafting
- b) Legal Audit, Compliance and Oversight
- c) Trial Advocacy
- d) Capital Markets Regulation

### Admission requirements for Continuing Professional Development Programme (CPD)

1. Any person who has undertaken any legal training or any person who possesses relevant professional qualifications may be admitted for Continuing Professional Development courses.

2. Each module shall have specific admission criteria which will be set out in the relevant advertisement or brochure for each course.

### Methodology

The CPD programme aims to offer training that is practical, participatory, skills-oriented and customer centered. The methodology used in the training courses includes the following:

- a) Interactive lectures
- b) Seminars and tutorials
- c) Plenary and Group discussions
- d) Debates and roundtables
- e) Demonstrations
- f) Simulations
- g) Case studies
- h) Visits/study tours

### Delivery of the Courses

The planning, coordination and execution of courses are carried out by academic staff within the CPD department under the overall leadership of the Assistant Director, Continuing Professional Development, Projects & Research and the general oversight of the Deputy Director.

The courses are facilitated by academic staff within the CPD department as well as externally sourced resource persons with the requisite knowledge and qualifications.

#### Course Duration and Certification

The majority of CPD courses run for between 1 to 2 weeks, but some may take a shorter period. Plans are underway to introduce 3-month and 6-month certificate courses in selected areas of law.

### Certification

At the end of the training participants are awarded certificates of participation/completion.

### Training venues

- Kenya School of Law: An ambient, quiet, serene location in the Karen suburb. Accommodation is available as well as sporting and recreational facilities.
- Externally hosted trainings: At clients' request or to meet as wide a participants' base as is fit for the particular training.

## RESEARCH, PROJECTS AND CONSULTANCIES

The School is mandated to undertake research, projects and consultancies alone or jointly with other institutions on legal matters. This is in recognition of the critical role played by research and development as a vital engine for supporting and improving the School's academic programmes. In addition, research and development will enable the School to generate new knowledge for the imperatives of national development as envisaged by Vision 2030. In order to contribute to the economic, social and political pillars of Kenya's development agenda, there is need for the School to engage in relevant and cutting-edge research that can positively impact on Kenyan society. Moreover, research consultancies and projects can serve as an income earning stream of the School as well as provide excellent opportunities for linkages and collaborations with industry and other institutions.

The School has therefore developed a Research and Development Policy to provide a firm basis for planning, coordination and execution of research.

The Research Policy was validated in September 2011. The research and projects function of the School is housed in the CPD department, but the actual implementation is a School-wide endeavour, involving the participation of academic staff and students, and includes the development of curricula, teaching materials, training manuals, as well as undertaking research projects. An Editorial Board is charged with dissemination of research outputs, including publishing of manuals, a School bulletin and an academic journal. The School is engaged in capacity building and resource mobilization in order to effectively realize this mandate. It is envisaged that the School will establish a Centre for Research and Training in legal education for the furtherance of the objects of the School.



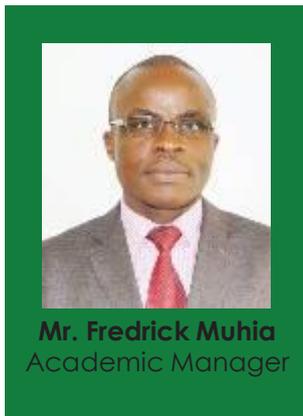
Participants at a CPD Training held at the Kenya School of Law



# ACADEMIC SUPPORT SERVICES



# ACADEMIC SUPPORT SERVICES



The Academic Services Department was hitherto known as “Registry” but changed its name in 2010 in order to reflect the wide range of support services that it offers in addition to registry undertaking. The department offers a wide variety of services for current students, prospective students, alumni, staff and faculty. Services are offered in person, online, and by telephone.

## Departmental mission

To offer quality and timely Academic Services to all in line with the Schools core values.

## Departmental priorities

- i. Timely advertisement and admissions to the Schools programme
- ii. Professional processing and administration of School examinations
- iii. Timely dispensation of examination results
- iv. Rapid and courteous responses to all inquiries pertain school programmes and academic services
- v. Administrative support to CPD

## Quality objectives

- i. To advertise academic programmes.
- ii. Dispatch admission letters not later than three months before commencement of studies;
- iii. To dispatch admission letters not later than one month before commencement of studies;
- iv. To release examination results not later than three months after the date of the examinations.

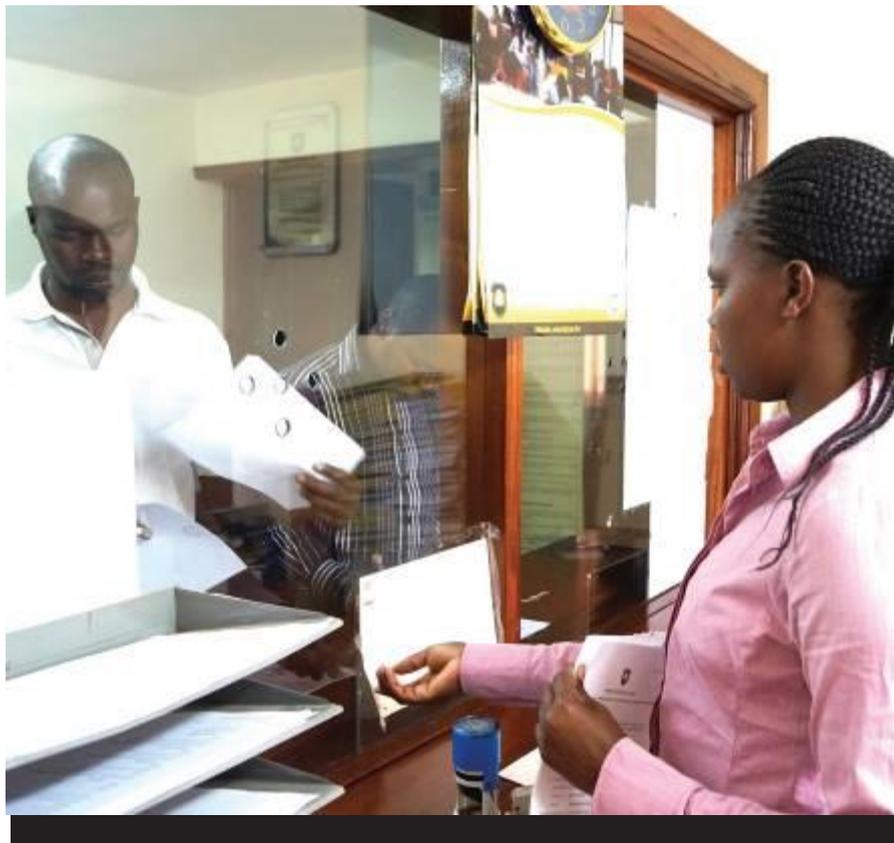
## Core departmental duties

### Enquiries

- i. Advising students and staff on matters relating to the School programmes and services
- ii. Responding to enquiries regarding School programmes and services via E-mail, Telephone, letters, verbally, etc.

### Admissions

- i. Receiving of applications for admissions
- ii. Opening student files
- iii. Preparing admission profile
- iv. Review of applications for Admission to the School's programmes
- v. Preparation of files for Pre-bar examinations
- vi. Preparation of files for exemptions
- vii. Facilitate student registration
- viii. Entering and compiling all data for admission of students
- ix. Preparation and dispatch of admission letters
- x. Preparing and issuance of student ID cards



*An Academic Support Services Member of Staff attending to a Student*



**Academic Support Services Team**

*From Left to Right: Christine Mwanza, George Wanyama, Lawrence Ndirangu, Fredric Muhia (Academic Manager), Zaddock N Mwangi, Nelly Chillley & Ruth Shakitah*

**Examination Processing, Management and Administration**

- i. Issuing and receiving examination application forms
- ii. Prepare indexes for examinations
- iii. Preparation and issuance of examination cards
- iv. Preparation of examination registration profile
- v. Participating in the invigilation of all written and oral examinations
- vi. Taking custody and processing of examination results
- vii. Dissemination of examination results
- viii. Processing students project assignments
- ix. Preparation of letters for examiners, moderators and Quality Assurers
- x. Dispatch of examination scripts to moderators and Quality Assurers
- xi. Follow up on completion of marked examination scripts
- xii. Facilitation of payment of marking of examination of scripts

**Records management**

- i. Maintain records of applications and programmer admissions
- ii. Maintain files including archiving documents relating to students and alumni
- iii. Custodian of examination scripts
- iv. Digitization of student records
- v. Indexing of student records

**Pupillage**

- i. Issuance and receiving of pupillage registration forms
- ii. Preparation of pupillage registration profile
- iii. Issuance and receiving of pupillage work books
- iv. Receiving and filing of pupillage completion documents

**Clearance**

- i. Upon successful completion of the ATP program and full fulfillment of Pupillage students are required to pick a clearance form from the Academic Services Department and clear with the various departments at the School.
- ii. Issuance of a compliance certificate upon return of the clearance form.

**Gazettement**

- i. Provide assistance in gazetting of names of qualified students
- ii. Confirming registration and completion of pupillage period
- iii. Checking to make sure that students have passed all examinations
- iv. Processing files for preparation of transcripts
- v. Preparing completion certificates and transcripts
- vi. Issuance of completion certificates and transcripts

**Students discipline**

- i. The Director shall enforce discipline in the school.
- ii. All students shall submit to the authority of the Director, conduct themselves with integrity and decorum and adhere to the schools' disciplinary code.
- iii. A student who contravenes the provisions of this regulation may be subject to the school disciplinary process.
- iv. The Director shall suspend any student from attending the school where in his opinion, there are reasonable grounds to believe that the student may disrupt the normal operations of the school.
- v. A student shall refrain from engaging in activities which constitute misconduct.







# LIBRARY SERVICES



## LIBRARY SERVICES



### History

The Kenya School of Law Library is located at what is known as 'The Complex' which is the first gate (Gate A) to the right off the main road. The library has been in operation since the inception of the School in 1963 when the School was located on Valley Road.

The library provides information and library services to the students, staff, its alumni and the surrounding community.

The library's current collection includes: - books, journals, magazines, newspapers and online databases such as Lexis Nexis, Law Africa Law Reports, Kenya Law Reports among others.

For general references or queries –  
**library@ksl.ac.ke**

### Purpose

The Library is an integral part of the academic programs as it services and supports the teaching and training of legal education. Its purpose is to build a rich collection by stocking resources on legal and professional knowledge. It facilitates access to reading materials through on-line services and reference books. It also facilitates research and practical learning. The Library in conjunction with the ICT department perform induction training for academic staff and students in the academic programs on the use of ICT in searching, accessing and retrieving relevant materials on-line.

**Departmental Vision:** - 'to be the ideal legal information hub for research and dissemination in the East African region and beyond'

**Departmental Mission:** - 'to offer quality information service on demand and in anticipation of professionals and other actors in the legal sector'.

### Library sections

- i. Reserve/Photocopying Section
- ii. Issue Desk
- iii. Reference Section
- iv. General reading
- v. Special Collection
- vi. Electronic Resource Centre

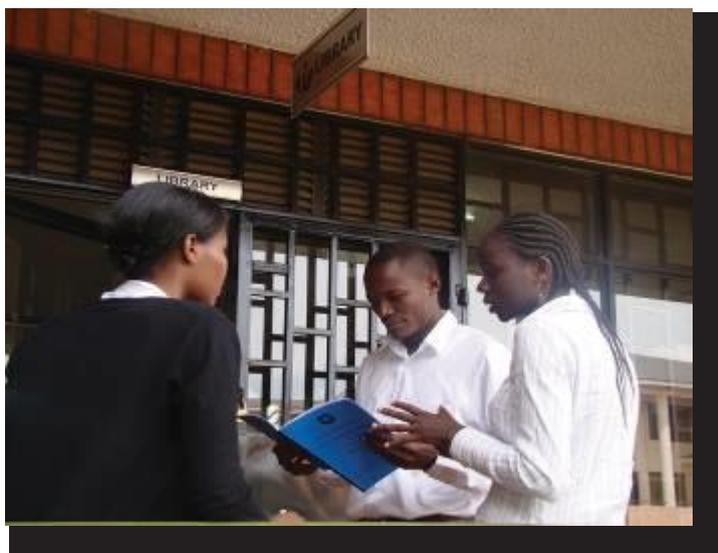
### Services provided

- i. Reference
- ii. Photocopying
- iii. Information Literacy Training
- iv. Printing
- v. Scanning
- vi. Selective Dissemination of Information
- vii. Access to online resources

### Initiatives

The Library is live to the fact that our patrons are IT savvy and prefer to be able to access as much as possible online and to be able to use various gadgets including their phones for online communication through the social media.

It is from this trend that the library sought to reach our patron through the social media to communicate to them the various facilities available to them in the library and to upload their handout and reading materials.



*KSL Library at the Karen Campus*



*KSL students studying at the Library*

- i. All library users must be current registered students of the School.
- ii. Access to the library is subject to production of a valid student card at all times.
- iii. Access to the library is restricted to official opening hours while any library staff is on duty.
- iv. Bags, handbags and brief-cases must be left in the pigeon holes at the entry/exit area of the library.

- i. The Library Card and Students' ID must be produced in order to borrow a resource. Borrowing using other person's card is not allowed.
- ii. Books are borrowed for a period of one week. The return date will be stamped on the book on borrowing.
- iii. Late returns attract a fine of Kshs. 20/- per hour for short loans and Kshs 30/- per day for normal loan books.
- iv. All borrowers must settle any overdue loans before they are permitted to borrow again.

- i. On leaving the Library, users shall be required to produce for inspection books/items taken out of the library
- ii. On leaving the Library, users shall be frisked by the security personnel

iii. The Library will not accept responsibility for the loss or misplacement of personal belongings.

- i. Silence must be strictly observed in the Library.
- ii. Cell phones must be switched off or mute before entering the library.
- iii. All individuals seated or standing in the area from which the noise originates will be asked to leave
- iv. Bottles of ink, razor blades, water any other liquids are not allowed in the library.
- v. Food is not allowed in the Library.

Short loan is a reserved collection of reference resources that are core to the nine units taught.

- i. They are located at the circulation desk and cannot be taken out for whatever reason.
- ii. Only one (1) item may be taken at a time for a maximum of 2 hours.

This is a section of reserved collection of reference resources that are core to the nine units taught.

- i. They are located behind the circulation desk and cannot be taken out for whatever reason.
- ii. Only one (1) item may be taken at a time for a maximum of 2 hours.

## Electronic Resource Centre

- i. Only one user per computer is allowed for a maximum of two hours in a day that shall be spread out within the day.
- ii. Reservation of computers is not allowed.
- iii. Computers shall not be used for Saving personal work, Playing games or music.
- iv. Those who may wish to listen to audio on their laptops or the computers in the ERC MUST always have headphones
- v. Do not install or uninstall any program or service in any computer. This is only a preserve of the ICT staff.
- vi. If any device of the computer is not working, do not fix it kindly report at the reference desk. Moving of mouse and/or keyboards is not allowed.

## Special Collection

The special collection is located at the first floor of the library. The materials there should not be removed from the room

## Media Lounge

The media lounge is located on the ground floor of the library. The lounge is for reading newspapers, magazines for purposes of keeping up to date with current issues.

## OTHER LIBRARY SERVICES

### Photocopying

- i. Photocopying services are available at a cost of Kshs 2/- per page.
- ii. Books may be photocopied to a limited extent in line with the Copyright Law
- iii. Advance booking is required for items with 10 pages and above, using the form available at the front desk.

### Printing

- i. Printing is available at Kshs. 5/- per page
- ii. Work to be printed should be sent via email to [print@ksl.ac.ke](mailto:print@ksl.ac.ke) flash disks will not be accepted.

### Scanning

- i. Scanning is available at a cost of Kshs. 25 per page for students and sh. 40 for non-students

## Binding

- i. Binding services (Spiral binding) are available at Kshs. 50/- for a document of less than fifty pages and Kshs. 100/- for those with over fifty pages.

## Reference

The Library has online reference service that allows clients to submit reference questions to the Librarians, who provide personalized assistance to library users in accessing suitable information resources to meet their needs.



**KENYA SCHOOL OF LAW**  
THE ULTIMATE LEGAL INFORMATION SERVICE PROVIDER

Home Complaints / Compliments Contacts Downloads Library H  
Online Resources Rules and Regulations Sections Services Tow

### Online Resources

**Westlaw International**  
Used in over 60 countries, Westlaw International is a library built on some of the world's best legal, news and business information. Access content from providers such as Sweet & Maxwell, Ellis Publications, Carswell and Westlaw.

**Lexis Nexis**  
LexisNexis® harnesses leading technologies to deliver information analytic and workflow solutions that are key to business, risk and academic professionals.

**Emerald Management**  
Emerald Management eJournals cover a broad range of subjects. Users with a thorough understanding of all areas covered include Health Care Management, LIS, Management, and more.

### Kenya School of Law Library Blog Page

### Loss and Damage

Borrowers will be responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken.

A borrower is allowed to either replace the book lost or damaged by purchasing it themselves or requesting the Library to replace it. All books replaced must be of the latest edition. If the book is one of a set or series they must be called upon to replace the whole set or series.

### Clearance

All registered members of the library must clear with the Library at the expiry of their membership. However, those with fee balances will not be cleared.

### Hours of Operation

**Monday to Friday**      **8.00 a.m - 6.30p.m.**  
**Saturdays**              **9.00 a.m – 1.00 pm**  
**Closed on Sundays and public holidays.**



### Way Forward

The School intends to put up and Ultra-Modern Library facility that will have a sitting capacity of 1,000 patrons. The School will also increase the electronic resource centres that would be available to students and well as the electronic resources that can be accessed.



## ICT SERVICES



*Electronic Research Centre: Students carry out research at the ERC through access to Internet.*

### Background

The ICT Department is a support department that is responsible for automation (ICT). The ICT department enables and supports the vision, mission and mandate of CLE /KSL by supporting KSL's strategic plans, increasing revenue and reducing operational costs.

### Support KSL's strategic plans

Strategic benefits are usually visible after the operational problems are resolved. ICT facilitates the resolution of operational problems. ICT assists in the resolution of operational problems by implementing ICT systems that

- o encapsulate best practices
- o Implements documented procedures
- o Introduces discipline (adherence to documented procedures) at all levels within the organization.

**Increasing revenue** by making it possible for KSL to offer new products to its customers e.g. SMS enquiries that can be charged for as well as digitally signed certificates that are paid for by students.

**Cost Reduction** by increasing efficiencies and effectiveness e.g. Printing of student & staff ID's in-house vs. the previous practice of outsourcing the printing

The following tasks have been undertaken as part of the ICT infrastructure activity:

- Facility for students to access material online was also developed. Students are encouraged to use the facility and provide feedback.
- Under Microsoft Corporation sponsorship students were provided with email facilities that will facilitate email, collaboration, document sharing and student/lecturer interaction.

### Use of Information systems

KSL intends to utilize information systems for as many core and support processes as possible. The use of information systems is expected to assist with processing of payments and the production of student ID cards. ICT has also steadily increased hotspots across the school to assist students with accessing the internet wherever they may be within the School compound.

### ICT Support to Academic Services

- i. Obtaining Student ID cards for identification and access of library services – The ID cards will be provided as part of the student registration process.
- ii. ICT has provided students with emails facilities that facilitate email, collaboration, document sharing and student/lecturer interaction – The email accounts will be provided as part of the student registration process
- iii. Revamped KSL website that provides information and updates.
- iv. Interactivity connectivity and provision of hotspots in the School – hotspots are available at the library, lecture theatres, student hostels as well as the moot courts

v. Accessibility of online materials and legal resources.

vi. Audio Visual Support to Academic Programs – Can be accessed by sending an email to [avsupport@ksl.ac.ke](mailto:avsupport@ksl.ac.ke)

vii. ICT in collaboration with library provides training programs on effective use of ICT.

### ICT Training

Once students have been registered and have been put into firms, the ICT Department together with the library will train the students on how to use the ICT facilities that are available to them and how they can activate their school email addresses.



# ACCOMMODATION AT KENYA SCHOOL OF LAW



## Students' Hostels

The School offers limited accommodation on first-come first-served basis.

If you require accommodation at the School, upon payment of requisite fees you will be provided with a bed, mattress and pillow. Curtains and blinds are also provided in the rooms. Residents will be required to provide their own beddings and personal effects.

## Hostel Regulations

Please note that acceptance of hostel accommodation means you will abide by the following regulations governing use of the hostels.

## Allocation of Rooms

Allocation of rooms will be the responsibility of the School through the Housekeeper. Once room allocations have been made, no changes are

permitted without the written permission of the Housekeeper.

## Room Keys

Room keys will be issued to students 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 Ksh. 500 will be charged for replacement of lost keys.

## 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.

### Catering Services

The School provides meals in the Students Cafeteria at very affordable prices, on pay-as-you-eat basis.

Students are asked to strictly observe meal timings as no food will be served after these hours.

Breakfast:	7:00am – 8:00 am
Lunch:	12:30pm – 1:45pm
Supper:	7:00pm – 8:00pm
Public Holidays:	Closed

Violation of any of the above regulations may lead to disciplinary action being taken against the offending student. Disciplinary action may include being compelled to vacate the hostel room.

Students who fail to return their keys to the Housekeeper while going on recess will be assumed to be occupying the room and will be charged for the entire period they are/ were away.

### Quiet Hours

In order to provide an environment conducive for studying; radios and television sets must be played at a volume that does not disturb other residents.

### Safety Concerns

The safety of all students at Kenya School of Law is a priority and the following are prohibited in the room:

- i. Cooking and heating appliances are prohibited
- ii. Weapons of any kind

### Guests Hostel

Day scholars or any guests visiting the hostels should leave by 9.00 p.m. No person will be allowed to remain in the School as a resident without written permission from the Housekeeper.

### Room Care

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



*Lunch Service at the Students Cafeteria*

# KSL STUDENTS PICTORIAL

## LEGAL AID



*Embu prison August 13, 2016*



Embu Prison 2016



Embu Prison 2016



Langata Women Prison 2014



Langata Women Prison 2014



## MOOT COMPETITION



*ATP students during a moot court competition*



*Moot court competition*



*ATP students during a moot court competition*



*Judge Kuloba giving a certificate and award to the ATP student moot court winner*



*Students display an award after winning moot court*

## SPORTS



*ATP students celebrates victory in a Football Match*



*ATP students in a Football Match*



*ATP students in a Swimming Competition*



*ATP students in a Volleyball Game*



*ATP students' ladies Football Team*



*ATP Students Volleyball Team*



*ATP Students Football Team*



*ATP students in a Volleyball Game*



*ATP Students Rugby Team*





*pupil master workshop – Nairobi*



*ATP Exams in progress*

## CORPORATE INFORMATION

### LOCAL AND PRINCIPAL PLACE OF BUSINESS

Langata South Road, Karen  
P.O Box 30369-00100  
Nairobi, Kenya.

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#### REGISTERED OFFICE

Kenya School of Law  
P.O Box 30369-00100  
Nairobi, Kenya. Telephone:

020 – 2699581-6

Email: [lawschool@ksl.ac.ke](mailto:lawschool@ksl.ac.ke)

Website: [www.ksl.ac.ke](http://www.ksl.ac.ke)

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#### DROPPING ZONE

141 Revlon Professional Plaza  
Tubman Road, Nairobi.

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### MAIN EXTENSIONS

Director/Chief Executive Officer	217
Deputy Director	205
Assistant Director, Advocates Training Programme	204
Assistant Director, Continuing Professional Development	302
Assistant Director, Finance & Administration	260
Academic Manager	261
ICT Manager	298
Librarian	218
Hospitality	232





## KENYA SCHOOL OF LAW CONTACTS



Langata South Road  
P.O Box 30369-00100  
Karen, Nairobi. Telephone: 020 –  
2699581/2/3/4/6  
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Website: [www.ksl.ac.ke](http://www.ksl.ac.ke)

