



KENYA SCHOOL OF LAW

ADVOCATES TRAINING PROGRAMME (ATP)

PROJECT WORK GUIDELINES, 2021

1. INTERPRETATION

"ATP" refers to the Advocates Training Programme offered by the Kenya School of Law;

"Course Co-ordinator" means a Course Instructor appointed by the Assistant Director, ATP to co-ordinate consultative engagements between Course Instructors in a given course unit;

"Course Instructor" means a full-time or part-time lecturer assigned by the School to teach a course unit;

"Firm" means a study group of students designated by the School;

"Firm attendance" means attendance and participation in a firm meeting for at least two-thirds of the time allocated for the meeting;

"Marking of Project Work" includes but is not limited to Project Work Defence and other assessment by a course instructor;

"Platform" means virtual software for use in virtual firm meetings

"Project Work" means the written examinable portion of the ATP that is undertaken by a Firm and which accounts for twenty percent of a candidate's final grade;

"Project Work Defence" means oral representations made by a Firm member with respect to the Firm's submitted Project Work;

"School" means the Kenya School of Law

"Student" means a person enrolled in and undertaking training in the ATP.

2. These guidelines will apply to all students undertaking Project Work.

3. These guidelines supersede the 2020 ATP Project Work Guidelines.

4. ISSUANCE OF PROJECT WORK

- a) Project Work will be issued to students by the respective course instructor before end of Term 1.
- b) Project Work shall be undertaken by students within their designated Firms.

5. CONDUCT OF FIRM MEETINGS

- a) A Firm will undertake the Project Work by holding at least six firm meetings which shall be chaired by the Firm leader. The meetings may either be virtual or physical.
- b) A student must attend and participate in at least two-thirds of the Firm meetings in order to be eligible for awarding of marks for the project work by the course instructor.
- c) A Firm leader in consultation with Firm members shall determine which virtual platform to be used for firm meetings or the venue of a physical meeting, whichever the case maybe, and the decision shall be communicated to the Firm members at least twenty-four hours before commencement of the meeting.
- d) All Firm meetings will be chaired by the firm leader or a firm member appointed by the Firm for that purpose.
- e) The Firm leader will submit typed or handwritten minutes and platform generated attendance lists where the meeting was virtual.
- f) The minutes for in-person meetings shall be signed by the firm members present, while for virtual meetings the minutes will be accompanied by platform generated lists.
- g) The final Project Work document must be signed by all members of the firm.

6. SCOPE OF PROJECT WORK REPORT

- a) A Firm shall submit the Project Work in the following format:
 - i. A4 size page printed on one side.
 - ii. Font type: Times New Roman.
 - iii. Font size:12
 - iv. 10-25 typed pages (excluding annexures)
 - v. 1.5 line spacing
 - vi. Spiral-bound volume duly paginated.

b) The Project Work report shall contain the following:

- i. A cover page containing the course title and code and name of course instructor;
- ii. A table of contents;
- iii. A list of references;
- iv. A list of abbreviations;
- v. A declaration as to the originality of the work;
- vi. Footnotes shall be in Times New Roman, Font 10 and used for legal references only;
- vii. List of Firm members with their index numbers and signatures;
- viii. References should be presented using OSCOLA referencing;
- ix. Annexed typed minutes.

7. ASSESSMENT OF THE PROJECT WORK

- a) A student is assessed only once in the course of the ATP.
- b) The assessment of Project Work shall examine:-
 - i. Skills, knowledge and understanding of the course unit.
 - ii. Identification of legal problems
 - iii. Legal analysis and its application to facts.
 - iv. Relevant statutes and case law.
 - v. Clarity and logically structured arguments.
 - vi. Overall presentation.

8. SUBMISSION OF THE PROJECT WORK

- a) The Project Work shall be submitted on the date to be communicated by the Assistant Director, ATP.

D. Brown
9.7.2021

- b) The final Project Work report shall be submitted in hard copy to the Senior Office Administrator, ATP and in soft copy to be uploaded on the E-learning Platform on elearning.ksl.ac.ke or to the Individual Course Lecturers emails.
- c) Modification of the Project Work after submission is strictly prohibited.

9. PLAGIARISM

Plagiarism may lead to cancellation of the affected Firm's project work.

Dr. Anucha
9.7.2021

ASSISTANT DIRECTOR, ADVOCATES TRAINING PROGRAMME