

**COUNCIL OF LEGAL EDUCATION  
NORMAN MANLEY LAW SCHOOL**



**STUDENT INFORMATION  
AND GUIDELINES**

**2016 - 2017**

*Student Centered Learning*

Welcome to the Norman Manley Law School. We have carefully compiled this information to assist you in preparing for your course of study at the School.

**1. PRINCIPAL'S ADDRESS**

In the first week of the Academic Year 2016/2017, there will be a programme of activities to mark Orientation Week. As part of that programme, the Principal will address and welcome new students and introduce the Academic and Senior Administrative Staff on the first day of the academic year.

**2. REGULATIONS**

At the time of registration, you will receive a copy of the Council of Legal Education Professional Law Schools Regulations 2012. The Regulations contain important information that will affect you as a student of the Law School. In particular, they cover the course of study, assessment and examination procedures. From time to time, policy guidelines will be implemented by the Council of Legal Education and the School to give effect to, or supplement the Regulations. These will be communicated to students as they arise.

**3. ACADEMIC AND ADMINISTRATIVE NOTICES**

It is important that students check the Academic and Administrative Notice Boards every day, as this is the usual mode of providing students with information. Students should also check their email as all notices are also circulated via email using WESTLAW TWEN. This therefore requires that all registered students sign-up to access TWEN.

**4. COURSE OF STUDY**

Students should note that the school offers a full-time programme only, at this time. The timetable is structured to accommodate a Morning Stream which runs from 8:00 a.m. – 2:00 p.m. Monday to Friday and an Afternoon Stream which runs from 3:00 p.m. – 9:00 p.m. Monday to Friday. However, from time to time students will be required to attend classes outside of the times allocated for your stream. Forensic Medicine, and Legal Aid attendance are likely to be scheduled outside of

the times allocated for your stream.

The allocations to each stream are done based on space availability. Students are expected to adhere to the current attendance policy and must therefore make adequate arrangements to ensure their full participation in the required course of study.

Courses are conducted in the form of one-hour lectures and one-hour tutorials or as two-hour seminars.

Students in the Two-Year Programme, are required to participate in the clinical and trial advocacy programmes, a 10-week in-service training programme and to attend the several Courts which operate within the judicial system.

Assessment of courses is by assignment (in certain subjects) and written examinations, as indicated under the Regulations. Year II students are required to pursue a 12-hour period of instruction in Alternative Dispute Resolution. Students who have successfully completed an approved Alternative Dispute Resolution course and have obtained at least a “B” grade, may apply for an exemption. You will be required to submit, with your application for exemption, a certified copy of your transcript or a certificate, evidencing satisfactory completion of the course with not less than a “B” grade. The method of assessment of courses for the Six-Month Programme is outlined in Part V of the Regulations.

Assignments are to represent the students own work.

The emphasis at the Law School is to develop a professional approach to practice and professional conduct. To be successful, the student will need to develop the ability to:

- (a) work efficiently within a limited time;
- (b) think quickly under pressure; and
- (c) work in an independent and self-reliant way.

It is important for a student to attend classes and work steadily throughout the course of study to benefit fully.

## **5. ASSESSMENT OF COURSES AND EXAMINATION**

A schedule for the issue and submission of assignments for courses assessed by way of assignment will be placed on the Notice Board. You

will also receive a copy in your registration package.

To pass a course, a student must obtain a pass grade in both the assignment component (where applicable) and the written examination. A computation sheet of the grades will be made available to you on registration.

## **6. IN-SERVICE TRAINING**

A student in the Two-Year Programme is required to serve a 10-week period of attachment in a legal office or legal aid clinic, during the Vacation period at the end of Year I. It is the student's responsibility, in consultation with the Senior Tutor, to locate a suitable place for training. The student should be under the supervision of an attorney-at-law with at least five years' experience in practice. In awarding the Legal Education Certificate, account is taken of the student's performance on the In-Service training programme.

Students in the Six-Month Programme are also required to undergo a period of in-service training. It is also the responsibility of the student to identify a suitable place for training, in consultation with the Senior Tutor.

## **7. TUTORIALS AND SEMINARS**

Students are expected to be fully prepared for, and participate in tutorials and seminars.

## **8. STATUTES**

Students should be aware that while every effort is made to constantly update the holdings of Caribbean legislation held by the Norman Manley Law School Library, recent updates may not have been acquired.

Students are encouraged to acquire, prior to their arrival, the legislation, specific to courses outlined in the Regulations and booklist.

## **9. TRIAL ADVOCACY PROGRAMME**

This is a two-year programme. Both first and second year students are expected to be actively involved in this programme during the year.

Year 1 students are required to attend the scheduled seminars and lectures.

#### **10. LEGAL AID CLINIC**

All Year II students are required to attend the Legal Aid Clinic and participate in the delivery of the services offered to the clients and other members of the public.

Students will be rostered to attend the Clinic at least one day a week for a minimum of two hours.

Students will be assigned to clients and will be given an **Interim Assessment** of the work done by them on each file, at the end of the first Term and a **Final Assessment** before the commencement of their final written examinations.

Students whose participation in the work of the Clinic is deemed unsatisfactory will not be eligible for the grant of a Legal Education Certificate.

Students should pay careful attention to PART VI (Rules 50-53) and Schedule II of the Regulations, which outline their duties at the Clinic.

#### **11. COURT ATTENDANCE**

The deadline for handing in completed Court Attendance reports for students completing Year I is September 7, 2016. For Year II students the deadline is July 15, 2017.

Students registered in the Six Month Programme are required to complete the court attendance programme. The dates for submitting reports of court attendance will be stated in the registration package.

#### **12. SUBMISSION OF ASSIGNMENTS**

The information and guidelines contained in this section apply specifically to the individual assignment component of courses assessed by assignments. Further information and guidelines will be communicated to you in relation to group assignments.

Regulation 37 (3) provides that:

***“Assessments may be made at any time during the year and***

***for this purpose the number of assignments provided shall not be less than three.”***

Please refer to the schedule of assignments, which will be posted on the School’s Notice Board and on TWEN at the following locations:

**Senior Tutor Year I – 2016/2017; Senior Tutor Year II 2016/2017 and Six Months 2016/2017.**

You are reminded that to pass a course assessed by way of assignments and examinations, a student must obtain at least a pass grade in both the assignment component **and** final written examinations. Please refer to the grade computation sheet which has been posted on TWEN.

Assignments are to represent your own work. Copying the work of other persons will be treated as an academic offence under the Regulations and may also affect a student’s eligibility for admission to the practice of law.

ALL assignments **must** bear your Identification Number, **only**. An Identification Number is assigned to each duly registered student. Please ensure that you correctly insert the Identification Number assigned to you. The use of the name of any student in an assignment (whether yours or that of another student), including the use of the student’s name as client, attorney-at-law, firm or in any other way reflected on any document in the assignment, will be treated as an attempt to breach the anonymity rule applicable to all assessments and examinations and will be dealt with under the Regulations.

Each page of the assignment **must** be numbered as follows: Page 1 of 12, Page 2 of 12, etc.

The cover sheet of all assignments **must** be in the form outlined at page 19 of these guidelines.

#### **SUBMISSION OF ASSIGNMENTS**

Assignments are to be submitted **electronically via TWEN AND by hard copy on or before the due date and in any event no later than 6:00 p.m. on the due date.**

### **SUBMISSION VIA TWEN**

You are to ensure that you are registered on TWEN and that you are signed up to **Assignment Year I, Assignment Year II** or **Assignment Six Months** as applicable.

You are to access the **Assignment Drop Box** for the relevant Assignment Year by clicking on it. The **Assignment Drop Box** is located on the left side of the page of the applicable Assignment Year as directed above. You will then follow the instructions given for uploading your assignment.

The entire assignment, including the cover page and any appendices, **must** be contained in one document. You will only be allowed to upload **one document** for each assignment submitted and you are only allowed to upload **once** for each assignment submitted.

You will receive an electronic receipt for each assignment submitted on each occasion that you submit.

### **SUBMISSION OF HARD COPY**

The hard copy of your assignment **must be handed in at the Registry only** on or before the due date by dropping same in the relevant box provided **AT THE REGISTRY** for this purpose (the **"DROP BOX"**) clearly marked **"DROP BOX YEAR I"** or **"DROP BOX YEAR II"** etc.

The hard copy of your assignment must be dropped in the relevant DROP BOX **no later than 6:00 p.m. on the due date.**

The hard copy of your assignment is to be submitted **in a sealed envelope and the ID number only is to be written on the face of the envelope and along the sealed area of the envelope.**

Assignments must **not** be submitted and **will not be accepted** in envelopes marked Council of Legal Education/Norman Manley Law School or and other institution, agency, firm or company.

Write your identification number **only** and not your name on the cover page **and** on each page of the assignment. **Please do not insert your name or the name of any other student in the assignment for any purpose.**

The envelope **must not** be less than 13" x 10" in size.

The assignment **must** be stapled. Please **do not** bind your assignment for submission.

**The Registry takes no responsibility for any loose pages of the assignment and/or unsealed envelopes submitted.**

Unless otherwise instructed, all assignments are to be submitted on 8" x 11" paper.

Submission of both the electronic and hard copies are required to satisfy completion of the process.

Failure to follow all of the steps outlined above **for electronic AND hard copy submission** of your assignment means, that your assignment will be deemed as **not submitted** by the submission due date and time, unless permission has been granted by the Senior Tutor to do so.

**ANY ATTEMPT TO SUBMIT THE ELECTRONIC AND HARD COPY OF YOUR ASSIGNMENT VIA ANY OTHER MEANS MAY BE DEEMED INVALID AND YOUR ASSIGNMENT MAY BE TREATED AS HAVING NOT BEEN SUBMITTED.**

**SUBMISSION OF ASSIGNMENTS AFTER THE DUE DATE AND TIME :**

A letter directed to the Senior Tutor must be presented at the Office of the Senior Tutor, seeking permission to submit the assignment for assessment after the deadline.

The application for permission must state clearly the reason(s) for failing to meet the deadline for submitting the assignment, or fully satisfying the submission process. The application must be accompanied by the assignment to be submitted.

Notwithstanding any permission granted by the Senior Tutor or her nominee to accept an assignment for assessment after the deadline for submission, and, notwithstanding any grade awarded by the Examiners of the assignment, **please note that the final grade awarded is within the sole authority of the Examination Committee to determine.**



### **13. EXAMINATIONS**

**Students whose fees have not been paid will not be allowed to sit examinations, unless appropriate arrangements are made with the Principal.**

The examination papers are set to test the aptitude and ability of the students to deal with matters which are likely to arise in practice.

### **14. ATTENDANCE REGISTER**

Regulation 38(2) of the Regulations 2012 states as follows:

“The Registrar shall refuse to admit a student to an examination at a School on being notified by the Principal:

- (a) that the Principal is not satisfied that the student’s attendance at the courses of the School has been satisfactory; or
- (b) that the utilization by the student of the available opportunities for practical professional training and experience has been unsatisfactory”.

Every student is required to sign the Attendance Registers provided for the purpose of recording attendance at lectures, tutorials and seminars at the Law School, and at the Legal Aid Clinic.

Every student must satisfy the current policy which requires no less than 75% attendance at lectures, tutorials, seminars and at the Legal Aid Clinic.

Where a student’s attendance raises concerns as to his/her ability to satisfy the attendance requirements, a letter will be issued in January of Term II by the Senior Tutor. A final assessment of a student’s attendance will be made at the end of Term II with a view to determining whether a student will be admitted to the May examinations.

### **15. ABSENCE**

- (i) Absence from class, for whatever reason, must be reported to the Registrar within two days of the commencement of the period of absence.
- (ii) During term time, no student is to leave the country without the

express permission of the Principal. A standard request to leave the jurisdiction form is available in the Registry and must be completed prior to departure.

#### **16. REQUEST FOR LETTERS AND TRANSCRIPTS**

Requests for documents, which include, but are not limited to completion of status forms and letters, are to be written in a letter addressed to the Assistant Registrar with responsibility for Student Affairs.

Correspondence must clearly state the reason for the request and the name, title and address of the recipient. Only letters which have been signed by the requester will be considered as providing authorization for the release of student record information. All requests should normally be processed within six (6) working days of receipt of same. Documents may be collected at the NMLS Reception Desk.

*Service Charges: A full list of students/alumni services and costs are available on the NMLS website.*

#### **17. USE OF THE U.W.I. MAIN LIBRARY AND SUPREME COURT LIBRARY**

In addition to the use of the Law School's library, students of the Law School are permitted to use the facilities of the Main Library of the U.W.I. and the Supreme Court Library, subject to the rules and regulations of those libraries. Your I.D. has to be presented before you are allowed to use these libraries.

#### **18. IDENTIFICATION (I.D) CARDS**

All students are required to have an I.D. card from the Norman Manley Law School. The photographing session will take place shortly after the commencement of the academic year. The contact person for matters relating to I.D. cards is the Registrar's Secretary.

#### **19. TELEPHONE CALLS**

Students may be permitted use of the school's telephone, in an emergency only.

As students are not always easily located, **urgent incoming** messages

received by the School for students, will be noted and passed to the student, or posted on the Notice Board.

## **20. INFORMATION TECHNOLOGY REQUIREMENTS**

All students are required to have up-to-date anti-virus software installed on all electronic devices, including laptops, tablets and phablets which are used to access the Law School's internet service. The following is a list of approved anti-virus software:

1. Bitdefender Antivirus Plus (2014)
2. Jumpshot
3. Webroot Secure Anywhere Complete 2013
4. Kaspers KY
5. AVG
6. Avast! Pro
7. Lavasoft Adware
8. Norton Endpoint 2014

Alternatively, students will be required to have software uploaded to their devices by the Law School's computer technician. The cost of this service is \$3,000.00 Jamaican dollars.

The school is authorized to check a student's electronic device to ensure compliance with the above requirements. Therefore, kindly submit your laptops to our computer technicians in order to verify conformity and to facilitate the installation of the appropriate print drivers. ***Notices will be posted to inform you of the scheduled dates.***

## **21. PHOTOCOPYING**

The School is equipped with photocopying machines available for use by students in the Library. Students requiring photocopies are requested to acquire photo copying cards from the Library.

## **22. HEALTH CENTRE**

The U.W.I. Health Centre provides health services for students using the COMPULSORY health insurance paid for in Incidental fees. The Health Centre is closed on weekends, Public Holidays and other occasions and health services may be obtained from the University Hospital of the West Indies on those occasions. **The health card cannot be used at any other health facility.**

*Service at the Public Hospitals is also available at nominal or no cost.*

The Health Centre is located on Gibraltar Road, opposite the Social Welfare Centre, near to Irvine Hall.

### **23. OFFICE OF HUMAN RESOURCES AND DEVELOPMENT**

Two employees trained in counseling are available to assist any student needing advice on personal, financial or academic problems. Appointments should be made directly with them. They are:

Mrs. Sandra Salmon - Assistant Registrar

Mrs. Sandra Jones - Senior Human Resource Assistant

### **24. COMMITTEES – STUDENT PARTICIPATION**

Students are encouraged to participate in the activities of the Law School by serving on committees of the Student Association and the Law School. The Students' Association will provide further details during Orientation Week.

The Council of Legal Education committees are the Academic Committee, Library Committee, the Joint Consultative Committee, the Legal Aid Committee and the Disciplinary Committee.

### **25. PERSONAL DEVELOPMENT PROGRAMME IN PROTOCOL AND BUSINESS/SOCIAL ETIQUETTE**

Students are offered a personal development programme at the Law School. The areas covered in the programme are:

- Protocol and Business Etiquette
- Writing Business Correspondence
- Writing resumes
- Preparing for and attending the Job Interview
- Grooming and Dressing for the Interview and the Job

You are required to attend and participate in the programme.

### **26. CONDUCT**

A student is expected to behave in a professional manner in all aspects of his/her studies.

## 27. DRESS CODE

Students must not wear shorts, tank tops, low cut or other revealing attire or slippers to the Law School. You are required to dress in a business casual manner and when required, in business professional attire.

## 28. ANNUAL FEES AND ECONOMIC COST 2016/2017

### Two-Year Programme

Annual fees payable at the Norman Manley Law School are as follows:\*

<u>Tuition:</u>	<u>J\$</u>
Jamaican	940,812.00
Non-Jamaican from contributing territories	548,461.00**
Non-Jamaican from non-contributing territories	1,496,040.00

### Incidentals:

Caution Money	500.00
Identification Card	500.00
Students' Association Dues	1,500.00
Health Insurance	4,164.00*
Westlaw Usage	3,000.00
Set of Manuals	5,000.00*
<b>Total Mandatory Incidentals</b>	<b><u>14,664.00</u></b>

\*Subject to change

**Caution money and identification card charges are paid by First Year students only.**

\*\*The tuition fee of **\$548,461.00** is applicable only to nationals of Caribbean states which support the Council of Legal Education financially and represents the amounts to be paid by individual students. This is subject to the governments of these territories being in good financial standing with the Council. The contributing territories from which students are zoned for the Norman Manley Law School are: Anguilla, Antigua and Barbuda, Belize, Montserrat and St. Kitts and Nevis. **The exception to this is Belize.** Belizean nationals are required to pay the economic cost of **J\$1,496,040**, unless the Norman Manley Law School receives a letter from the Government of Belize

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indicating the level of sponsorship of the students.

This does not include the charges for Caution Money, Identification Cards, Students' Association Dues, West Law Usage, Health Insurance and books.

**Six-Month Programme**

Annual fees payable at the Norman Manley Law School are as follows:

<b><u>Tuition:</u></b>	<b><u>J\$</u></b>
Jamaican	901,476.00
Non-Jamaican from contributing territories	278,764.00
Non-Jamaican from non-contributing territories	901,476.00
<b><u>Incidentals:</u></b>	
Caution Money	500.00
Identification Card	500.00*
Students' Association Dues	1,500.00
Health Insurance	4,164.00*
Westlaw Usage	3,000.00
<b>Total Mandatory Incidentals</b>	<b><u>9,664.00</u></b>

\*Subject to change

The tuition fee of **\$278,764.00** is applicable only to nationals of Caribbean States which support the Council of Legal Education financially and represents the amount to be paid by individual students. This is subject to the governments of these territories being in good financial standing with the Council. The contributing territories from which the students are zoned for the Norman Manley Law School are: Anguilla, Antigua and Barbuda, Belize, Montserrat and St Kitts and Nevis. The exception to this is Belize. Belizean nationals are required to pay the economic cost of J\$901,476, unless the Norman Manley Law School receives a letter, from the Government of Belize, indicating the level of sponsorship of the student.

This amount does not include the charges for Caution Money, Identification Cards, Students' Association Dues, West Law Usage, Health Insurance and books.

## **29. REGISTRATION AND PAYMENT OF FEES**

Registration for the Academic Year 2016-2017 is scheduled for Tuesday, Wednesday, and Thursday September 6-8, 2016, between the hours of 9:30 a.m. - 12:00 noon and 1:00 p.m. - 3:00 p.m. Registration days are scheduled according to surname in alphabetic sequence as follows:

**A – F Tuesday, September 6, 2016**

**G – M Wednesday, September 7, 2016**

**N – Z Thursday, September 8, 2016**

***Persons registering outside of the period designated for registration will be subject to a late registration fee of J\$3,000.00. The period designated for registration is Tuesday, September 6 to Thursday, September 8, 2016. Late fees are payable if a student is not registered by September 8, 2016.***

**Tuition and all miscellaneous fees are payable in advance.** The Regulations, however, allow for tuition to be paid in two installments, where the Registrar is satisfied that the circumstances warrant such a request for deferral of payment. The options available to students, on the **Two-Year Programme**, paying in installments are as follows:

- 50% of tuition fees, plus the mandatory incidentals before registration.
- 50% of tuition fees to be paid by the second week of the second term.

The options available to students on the **Six-Month Programme**, paying in installments are as follows:

- 75% of tuition fees, plus the mandatory incidentals before registration.
- 25% of tuition fees to be paid by the second week of the second term

**Until all fees have been paid, a student will not have completed all registration formalities and therefore will not be eligible to sit examinations.**

**Payment of the first installment of the tuition fee will allow a student “conditional registration” status. A student who does not have either full or conditional registration status will not be permitted to access TWEN, submit assignments, sit examinations or participate in extra-curricular activities.**

All prospective students are requested to note that the regulations with respect to the payment of fees will be strictly enforced.

Where financial assistance is being obtained from an approved funding source, a binding undertaking from that organization stating the extent of the assistance granted is required if payment is not finalized at the time of registration.

Persons benefiting from assistance from the SLB **will not be registered** until the School has been officially informed by the SLB that processing arrangements have been satisfactorily concluded including finalization of loan documentation, guarantors’ undertakings and payment of insurance premiums, i.e. you are at ‘D’ or ‘E’ status. **Please ensure that this is done in order to avoid delays in registration.**

Students will not be registered unless they produce - (i) evidence that fees have been paid; or (ii) an approved funding arrangement.

**Your Identification Number is the number assigned to you and given to you in your Offer of Admission Letter. Please keep this number secure as this is the number by which you will be identified for the duration of your period of study at the School.**

### **30. LODGEMENT OF FEES**

Payment of Tuition Fees are to be made by debit/credit card at the School **or** by lodgement at the:

**National Commercial Bank, U.W.I. Branch  
Account # 401 406 468, Norman Manley Law School**

It is very important that persons write the student name, registration number and year of study (i.e. Yr 1, Yr 2 or 6 month) on the bank’s deposit voucher.

Your copy of the paid bank voucher **must be taken** to the Accounts Department at the Law School who will then stamp and scan a copy for



our records.

**Please ensure that the Account Name- *Norman Manley Law School*, as well as the above Account number are entered correctly.** Should you need additional clarification please ensure that you check with the Accounts Department at the Law School prior to proceeding to the bank.

***Your account will not be credited with the payment unless the proper information is recorded on the bank deposit slip.***

### **31. SCHOLARSHIPS**

A student who is on scholarship must bring with him/her at the time of registration, a letter from his/her government or benefactor stating that all fees payable will be forwarded to the Law School.

### **32. ACCOMMODATION AND OTHER EXPENSES**

The school does not provide housing accommodation for its students. An estimate of the expenditure likely to be incurred by a student at the Norman Manley Law School during the course of an academic year is:

#### **J\$**

Settling in expenses	80,000.00*
Rental	360,000.00 to 840,000.00 p.a.
Photocopying	7,000.00

This estimate does not include expenses such as food, clothing, transportation, books and contingencies.

\*students outside of Jamaica

### **33. STUDENTS' LOAN BUREAU (SLB)**

Jamaican students who have gained entry to the Norman Manley Law School and who are in need of financial assistance may wish to apply to the Students' Loan Bureau (SLB). Students who wish to secure a loan should make application prior to entry to the Law School in order to ensure that the loan approval process is finalized, prior to Registration. *The SLB website is [www.slbja.com](http://www.slbja.com).*

Applications should be sent to:

The Students' Loan Bureau  
1<sup>st</sup> and 2<sup>nd</sup> Floors, Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

**34. IMMIGRATION – STUDENT VISA**

Students from non-Commonwealth countries must obtain a student visa prior to arrival in Jamaica. Commonwealth students will be given a letter to be taken to the Immigration Office for student visa.

Non-nationals of Jamaica are hereby advised that you will be required to pay a processing fee of J\$10,000.00 to the immigration authorities for extension of stay in Jamaica while participating in the course. This fee is subject to change.

**35. GENERAL**

If you wish to discuss any matter, you are welcome to do so. Appointments may also be made through the Secretaries to see the Principal, Academic or Senior Administrative staff. Problems relating to administrative matters should be referred to the Registrar.

We look forward to welcoming you in September 2016.

REGISTRAR  
JUNE 2016

COUNCIL OF LEGAL EDUCATION  
NORMAN MANLEY LAW SCHOOL

MONA CAMPUS

2016/2017

CANDIDATE I.D. # :  
TITLE OF COURSE :  
ASSIGNMENT # :  
YEAR : (Year I/Year II/Six-Month as applicable)  
DATE :  
COURSE DIRECTOR :  
JURISDICTION :

**\* Your ID number should be written in the following format: 16/000. (Please note that "16" indicates the year of entry to the school.)**

