

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



**STUDENT INFORMATION
AND GUIDELINES**

2017-2018

Welcome to the Norman Manley Law School. We have carefully compiled the information and guidelines in this booklet 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 2017/18, 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 2016. The Regulations contain important information that will affect you as a student of the 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 their stream. Mandatory attendance at the School's Legal Aid Clinic, for

Year II students is likely to be scheduled outside of the times allocated for the stream to which a student may be assigned.

The assignments to each stream are done based on space availability. Students are expected to adhere to the current attendance policy as outlined at page 9 and must therefore make adequate arrangements to ensure their full participation in the required course of study.

Courses are conducted by way of one-hour lectures and one-hour tutorials or two-hour seminars. Students will be advised as to the mode of delivery for each course.

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 and to submit a report on their observations at each hearing.

Assessment of courses is by assignment (in certain subjects) and, or 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 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 and on TWEN. 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. This is also posted on TWEN.

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, who is in good standing in the profession. 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. LECTURES, TUTORIALS AND SEMINARS

Lectures, tutorials and seminars are held weekly. Students are expected to be fully prepared for, and participate in the classes.

8. STATUTES

Students should be aware that, while every effort is made to constantly update the holdings of Caribbean legislation held by the School's 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. 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 per 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 the 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 AND REPORTS

Students will be provided with a list of the of the courts they should attend during Years I and II of the programme of study. Guidelines will also be issued on the reports that they will be required to produce and submit to the Senior Tutor for assessment.

The deadline for handing in completed Court Attendance reports for students entering the programme in the 2017-2018 academic year is **Friday, September 28, 2018.**

The deadline for handing in completed Court Attendance reports for students promoted to Year II in the 2017-2018 academic year of the programme must be submitted no later than **Friday, July 13, 2018.**

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 – 2017/18; Senior Tutor Year II 2011/18 and Six Months 2017/18.

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 as such 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 20 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 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. DO NOT DROP THE ASSIGNMENT IN THE DROP BOX**

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 AND POLICY

Regulation 38(2) of the Regulations 2016 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 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 can be downloaded from TWEN, 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 made by way of a letter addressed to the Assistant Registrar with responsibility for Student Affairs. The request must come from the student whose information is being sought.

The letter 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. Please seek further information on express services available.

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 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. must be presented before you are allowed to use these libraries.

18. IDENTIFICATION (I.D) CARDS

All students are required to have Norman Manley Law School I.D. card. A 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 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 with the requirements and to facilitate the installation of the appropriate

print drivers. **Notices will be posted to inform you of the scheduled dates.**

21. PHOTOCOPYING/PRINTING

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

All payments for printing cards should be made to the Accounting Unit. Minimum purchase is \$500.

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. STUDENT COUNSELLING SERVICES

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 School by serving on committees of the Students' Association and the 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 student life.

27. DRESS CODE

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

28. ANNUAL FEES AND ECONOMIC COST 2017/18

Two-Year Programme

<u>Tuition: Year I</u>	<u>J\$</u>
Jamaican	1,081,934
Non-Jamaican from contributing territories	630,730**
Non-Jamaican from non-contributing territories	1,878,793

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

<u>Incidentals:</u>	<u>J\$</u>
Caution Money	500
Identification Card	500
Students' Association Dues	1,500
Health Insurance	4,164*
Printing	1,000
Westlaw Lexis Nexis Usage	6,000
Set of Manuals	8,000*
Total Mandatory Incidentals	<u>21,664</u>

*Subject to change

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

The tuition fee of **J\$630,730 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\$1,878,793**, unless the School receives a letter from the Government of Belize indicating the level of sponsorship of the student.

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

Six-Month Programme

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

<u>Tuition:</u>	J\$
Jamaican	1,036,698
Non-Jamaican from contributing territories	320,579
Non-Jamaican from non-contributing territories	1,036,698
<u>Incidentals:</u>	
Caution Money	500
Identification Card	500*
Students' Association Dues	1,500
Health Insurance	4,164*
Printing	1,000
Westlaw Usage	6,000
Manuals	6,000
Total Mandatory Incidentals	<u>19,664</u>

*Subject to change

The tuition fee of **J\$320,579** 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\$1,036,698** unless the Norman Manley School receives a letter, from the Government of Belize, indicating the level of sponsorship of the student.

Please note: students are expected to provide evidence of government sponsorship.

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

29. REGISTRATION AND PAYMENT OF FEES

Registration for the Academic Year 2017-18 is scheduled for Tuesday, Wednesday and Thursday September 12-14, 2017, 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 12, 2017

G – M Wednesday, September 13, 2017

N – Z Thursday, September 14, 2017

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 12 to Thursday, September 14, 2017. Late fees are payable if a student is not registered by September 14, 2017.

Payment of fees done through the bank should be made by manager's cheque or cash. Persons paying with a U.S. dollar draft should visit the Accounting unit before proceeding to the bank. The draft should be stamped and signed before it is lodged. It is advised that you purchase a draft, rather than cash, as the bank has restrictions on lodgement of U.S. dollar cash.

Please be advised that for persons paying tuition fees via wire transfer, the process may take a few days for the funds to be reflected in our bank account.

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 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, provided that you enter the programme in the academic year applicable to the offer made.

30. PAYMENT 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 Accounting Unit at the Law School who will then stamp and scan a copy for our records, as soon as possible after payment has been made.

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 Accounting Unit 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.

The hours of operation for the Accounting Unit are 8:30 a.m.-4:00 p.m., Mondays-Fridays., unless otherwise stated.

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 School during the course of an academic year is:

	J\$
Settling in expenses	80,000*
Rental	360,000 to 840,000 p.a.
Photocopying	7,000

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

*students outside of Jamaica

33. STUDENTS' LOAN BUREAU (SLB) AND OTHER LOAN INSTITUTIONS

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

Applications should be sent to:

The Students' Loan Bureau
1st and 2nd 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 respective administrative assistants 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 2017.

REGISTRAR
JUNE 2017

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

MONA CAMPUS

2017/18

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: 17/000. (Please note that "17" indicates the year of entry to the school.)**