COUNCIL OF LEGAL EDUCATION
NORMAN MANLEY LAW SCHOOL

STUDENT INFORMATION AND GUIDELINES 2014 - 2015

REVISED JUNE 2014
Welcome to the Norman Manley Law School! We have carefully compiled this information to assist your preparation for your course of study at the School.

1. **PRINCIPAL’S ADDRESS**

As part of the orientation week programme the Principal will address and welcome new students and introduce the Academic and Senior Administrative Staff at the beginning of the academic year.

2. **REGULATIONS**

You will receive a copy of The Council of Legal Education Regulations (2012) for Professional Law Schools at the time of Registration. 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 and reviews, among other matters, that you will find useful. 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 e-mail as all notices are circulated via e-mail using WESTLAW TWEN. All registered students must 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 Evening Stream which runs from 3:00 p.m. – 9:00 p.m. Monday to Friday and Saturday 9:00 a.m. – 4:00 p.m. However, from time to time all students will be required to attend classes outside of the times allocated for your stream. Forensic Medicine, Alternative Dispute Resolution and Legal Aid attendance may be scheduled outside of the times allocated to your stream.

The allocations to each stream are done based on space availability. If you are registered on the Evening Stream please note carefully the days and times that you are likely to be scheduled for classes. 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 lectures and tutorials or seminars. Students in the Two-Year Programme, in addition to pursuing full time studies, are required to participate in the clinical and trial advocacy programmes, a 10 week in-service training programme, and to attend the several Courts within the judicial system. Assessment of courses is by assignment in certain subjects and written examinations as indicated under the Regulations. Year II students will be 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 where applicable would 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 certificate, as applicable.

The method of assessment of courses for the Six Month Programme is outlined in the Regulations.

The emphasis at the Law School is geared towards developing a professional approach to practice and professional conduct. To be successful, the student will need to develop –

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

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

5. **ASSESSMENT OF COURSES AND EXAMINATION**

A schedule for the issue and submission of assignments for Assessment Courses 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 in both the assignment component (where applicable) and the written examination. A computation sheet of the grades will be made available on registration.

Assignments are to represent the students own work.

6. **IN-SERVICE TRAINING**

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

Students on the Six-month Programme are also required to undergo a period of in-service training. It is also the responsibility of the students to locate a suitable place for this 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 being made to constantly update the Caribbean legislation held by the Norman Manley Law School Library, recent updates may not yet have been acquired.

Students are encouraged to acquire, prior to their arrival, the legislation, specific to courses, as outlined in the 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 seminars and lectures.

10. **LEGAL AID CLINIC**

All Year II students are required to attend the Legal Aid Clinic and participate in the services offered to the clients and other member 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 each client 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 Certificate of Legal Education.

Students should pay careful attention to PART VI (Rules 50-53) and Schedule II of the School's Regulations 2012, which outline their duties at the Clinic.
11. **COURT ATTENDANCE**

The deadline for handing in completed Court Attendance forms for Year I students is at the beginning of the Year II programme in October. For Year II the deadline is the end of July.

Six-month students are required to complete a programme of court attendance. The dates will be specified.

12. **SUBMISSION OF ASSIGNMENTS**

- The information and guidelines contained herein apply specifically to the individual assignment component of courses which are assessed both by way of written assignments and examinations ("Assessment Courses"). Further information and guidelines will be communicated to you in relation to group assignments which are given in some of Assessment Courses.

- Regulation 37 (3) of the Council of Legal Education Professional Law Schools Regulations 2012 (the "Regulations") 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 therefore refer to the schedule of assignments for Assessment Courses, which has been posted on the School's Notice Board and on TWEN at the following locations:

**Senior Tutor Year I – 2014/2015; Senior Tutor Year II – 2014/2015; and Six Months 2014/2015.**

- 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 attached.

**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 in 1 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.

• 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”.

• 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.

• Your identification number only should be on the cover page **and** on each page of the assignment. **Please do not insert your name or the name of any other student on the assignment.**

• 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.

• 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.

• **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, and, if made on or after the submission deadline date and time, 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 the following:

“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 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 requests, 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 letter is available in the Registry.

16. REQUEST FOR LETTERS AND TRANSCRIPTS

Status letters such as those to be taken to the Students’ Loan Bureau, Embassies, Immigration or the Bank, etc. are to be applied for in writing and addressed to the Assistant Registrar at least seven (7) days before they are required. Transcripts should be requested, using the requisite form, at least two (2) weeks in advance. See the NMLS Website for more information.

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. **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 term. The contact person for matters relating to I.D. cards is the Registrar’s Secretary.

19. **TELEPHONE CALLS**

In an emergency only, students may be permitted use of the school’s telephone.

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:

2. Jumpshot
3. Webroot Secure Anywhere Complete 2013
4. Kaspers KY
5. AVG
6. Avast! Pro
7. Lavasoft Adware

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 $2,400.00 Jamaican dollars.

The school is authorized to check a student’s electronic device to ensure compliance with the above requirements.

21. **PHOTOCOPYING**

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

22. **HEALTH CENTRE**

The University 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 encouraged 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. The aim is that you dress in a business casual manner and when required, in business professional attire.

28. ANNUAL FEES AND ECONOMIC COST 2014/2015

Two-Year Programme

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

\[
\begin{array}{|l|c|}
\hline
\text{Tuition} & \text{J}\$ \\
\hline
\text{- Jamaican} & 556,630.00 \\
\text{- Non-Jamaican} & 324,496.00 \\
\hline
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### Incidents

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<tr>
<td>Identification Card</td>
<td>500.00*</td>
</tr>
<tr>
<td>Students’ Association Dues</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>4,008.00*</td>
</tr>
<tr>
<td>Westlaw Usage</td>
<td>3,000.00</td>
</tr>
<tr>
<td>SET OF MANUALS</td>
<td>5,000.00*</td>
</tr>
</tbody>
</table>

**Total Mandatory Incidentals**  **14,508.00**

* Subject to change

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

The tuition fee of **$324,496** 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. Certified proof of nationality must be submitted by all applicants.

Non-nationals of Caribbean states and nationals of states which do not support the Council of Legal Education financially, who are offered admission, will be required to pay **J$833,263**.

This amount 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:

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Tuition - Jamaican</td>
<td>699,600.00</td>
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<tr>
<td>- Non-Jamaican</td>
<td>216,338.00</td>
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</table>

**Incidentals**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Caution Money</td>
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<td>3,000.00</td>
</tr>
<tr>
<td>SET OF MANUALS</td>
<td>5,000.00*</td>
</tr>
</tbody>
</table>

**Total Mandatory Incidentals**  **14,508.00**

* Subject to change
The tuition fee of $216,338 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. Non-nationals of Caribbean states and nationals of states which do not support the Council of Legal Education financially, who are offered admission, will be required to pay J$699,600. 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 2014-2015 is scheduled for Tuesday, Wednesday, and Thursday September 9-11, 2014, between the hours of 9:30 am - 12:00 noon and 1:00 pm - 3:00 pm. Registration days are scheduled according to surname alphabetic sequence as follows:

A – H Tuesday, September 9, 2014
I – Q Wednesday, September 10, 2014
R – Z Thursday, September 11, 2014

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 9 to Thursday, September 11, 2014.

Late fees are payable if a student is not registered by September 11, 2014.

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 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 2nd week of the 2nd 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 organisation stating the extent of the assistance granted is required if payment is not finalised 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. 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 lodgement at:
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 Officer at the Law School who will then issue a receipt for the payment.

Please ensure that the Account Name-Norman Manley Law School as well as the above Account # are entered correctly. Should you need additional clarification please ensure that you check with the Accounting Officer at the Law School prior to proceeding to the bank.

Your account cannot be credited with the payment unless the proper information is recorded on the bank deposit slip and the receipt is issued.

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
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:

<table>
<thead>
<tr>
<th>J$</th>
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<tbody>
<tr>
<td>Settling in expenses</td>
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<tr>
<td>Photocopying</td>
</tr>
<tr>
<td>Rental</td>
</tr>
</tbody>
</table>

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

*(students outside of Jamaica)

33. STUDENTS' LOAN BUREAU
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. 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.

Applications should be sent to:
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.
2014/2015

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: 14/000. (Please note that “14” indicates the year of entry to the school.)