



COUNCIL OF LEGAL EDUCATION GUIDANCE NOTES FOR PERSONS APPLYING TO THE SIX- MONTH PROGRAMME

1.0 INTRODUCTION & LEGISLATIVE FRAMEWORK

- 1.1 The Six-Month Programme is designed as a transitional programme for persons who are holders of a qualification obtained in a Common Law jurisdiction for admission to practise in that jurisdiction.
- 1.2 The legislative framework is to be found in Article 4.2 of the Treaty establishing the Council of Legal Education which provides that a person who:
- (a) “has obtained a degree of a University or Institution which is recognised by the Council as equivalent to The University of the West Indies LL.B. degree, and
 - (b) (i) is the holder of a qualification which, had it been obtained prior to 1st October 1972 would have been recognised by all of the participating territories as a qualification to be admitted to practise as a barrister or solicitor in those territories:
or
 - (ii) is the holder of a qualification obtained in a Common Law jurisdiction for admission to practise law in that jurisdiction and which qualification is approved by the Council; and
 - (c) has completed to the satisfaction of the Council, a six-month course of training organised by the Council, shall be awarded, by the Council, a Legal Education Certificate.”
- 1.3 Applicants must have completed both the academic and the professional aspects of their training.
- 1.4 The professional qualification for admission to practise law must be obtained in the jurisdiction in which the Applicant is admitted.

2.0 PROGRAMME ADMISSION EXCEPTIONS

Notwithstanding the provision in section 1.2b (ii) above the following are not qualified for admission to the six-month programme.

- 2.1 A graduate student in any area other than law who has completed the Common Professional Examination/Graduate Diploma in Law or its equivalent, and has been admitted to practise in the United Kingdom (UK) does not satisfy the equivalency requirement and is not eligible to apply to the Six Month Programme.
- 2.2 An applicant with a Master's Degree in Law and who has been admitted to practise does not satisfy the equivalency requirement and is not eligible to apply to the Six Month Programme.
- 2.3 An applicant who holds the Legal Practise Certificate but who has not completed training contract or the equivalent in the UK as required by the Solicitors Regulation Act and is therefore not admitted to practise in the UK is not eligible to apply to the Six Month Programme.

3.0 DOCUMENTATION

- 3.1 All applicants must complete the application form in Appendix 1. The following documents are required to be submitted with the completed application form and are to be addressed to the Registrar of the Law School to which the application is made:

- Certified Copy of Birth Certificate;
- Certified Copy of Passport;
- Deed Poll and, or Marriage Certificate if there have been name changes;
- Two identical passport size photographs depicting your true likeness taken within the last 6 months;
- Non-refundable and non-transferable application fee of US\$50.00. This should be paid via Bank Draft/Manager's Cheque in US\$, should be made payable to the Law School to which the application is made. **(Cash, personal or company cheques and money orders will not be accepted).**
- Two references from qualified persons certifying the fitness of the applicant to attend the Law School - to be submitted to the Registrar directly from the referees. A certifying person should be one of the following:
 - A Judge of the Supreme Court;
 - An attorney- at-law of at least seven years standing;
 - A Magistrate who has served for not less than three years;
 - A Principal/Dean of an educational institution;
 - A medical practitioner of at least seven years standing.

3.2 The following documents are required to be sent directly from the respective institution and addressed to the Registrar:

- Original Transcript;
- Original Certificate of Admission to practise law;
- Original Certificate of Good Standing.
- A *curriculum vitae* must be included with the application. This document should summarise the applicant's educational background and qualifications, relevant work experience and, in particular, legal work experience (if any).

4.0 ASSESSING EQUIVALENCY TO THE LLB DEGREE OF THE UNIVERSITY OF THE WEST INDIES (UWI)

4.1. After an application is received, it is referred to the Admissions Board of the Council of Legal Education for a comprehensive review of the applicant's qualifications. Each application is decided on its merits after consideration of the applicant's documents.

4.2. In evaluating an application, a number of factors are assessed in order to determine whether a degree should be accepted as equivalent to the UWI LLB, both at the institutional (degree structure) and individual (transcript levels.) The test is not a mechanical one and each case is assessed holistically, taking account of all the relevant factors. The assessment form and the criteria which guide the Admissions Board in its assessment of equivalency are attached together as Appendix 2.

5.0 DEADLINES

5.1 Application forms are required to be submitted to the law schools by January 31, of the year in which the applicant is seeking enrollment. The application fee is US\$50.

5.2 Applicants who have completed the academic and professional training requirements by the registration dates but who have yet to be admitted to practise in the jurisdiction in which they obtained the professional qualification may be granted conditional registration on the basis that the formal admission in a jurisdiction is completed no later than October 31 in the year of the conditional registration.



**COUNCIL OF LEGAL EDUCATION
APPLICATION FOR ADMISSION 20___/20___
to the NORMAN MANLEY LAW SCHOOL
TRANSITIONAL PROGRAMME**



N.B.: READ ALL INFORMATION BEFORE COMPLETING THIS FORM.

INSTRUCTIONS:

Complete **ONE (1) copy** of this form and return it to the Registrar, NORMAN MANLEY LAW SCHOOL by **NO LATER THAN JANUARY 31** of the year of proposed entry. **Incomplete or Illegible Forms or accompanying certificates and documents which have been altered WILL NOT BE PROCESSED. Type or use a ball-point pen. ONE (1) PASSPORT-SIZE PHOTOGRAPH** and the **APPLICATION FEE** SHOULD ACCOMPANY THE COMPLETED APPLICATION FORM. Please **PRINT AND SIGN YOUR NAME AT THE BACK OF THE PHOTOGRAPH.**

PLEASE ASK THE REFEREES (TWO ARE REQUIRED) TO COMPLETE THE ENCLOSED FORMS AND RETURN THEM TO THE REGISTRAR **NO LATER THAN THE LAST WORKING DAY IN FEBRUARY.** ORIGINAL REFERENCES **MUST BE SUBMITTED** EVEN IF SENT VIA FAX OR EMAIL. **REFEREES MUST KNOW THE APPLICANT FOR AT LEAST THREE (3) YEARS.**

HAVE YOU PREVIOUSLY APPLIED FOR ENTRY TO THE SIX-MONTH OR TWO-YEAR LEGAL EDUCATION CERTIFICATE COURSE?
YES () NO () DATE APPLIED: _____

RESPONSES ARE REQUIRED FOR ALL QUESTIONS WHERE APPLICABLE

SECTION A - Details of Applicant

PLEASE PRINT YOUR NAME EXACTLY AS IT APPEARS ON THE DOCUMENT PROVIDING PROOF OF YOUR FULL LEGAL NAME

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME(S): _____
DR. () MR. () MRS. () Miss () Ms. ()

PREVIOUS LAST NAME (IF CHANGED, PLEASE PROVIDE EVIDENCE OF LEGAL NAME CHANGE) _____

E-MAIL ADDRESS _____

<p>MAILING ADDRESS</p> <p>STREET: _____</p> <p>CITY: _____</p> <p>COUNTRY: _____</p> <p>POST CODE: _____</p>	<p>PERMANENT ADDRESS (if different from mailing address)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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TELEPHONE NUMBERS WHERE APPLICANT CAN BE CONTACTED (PLEASE INCLUDE COUNTRY CODE FOR EACH):

OFFICE: ()_()_() HOME: ()_()_() (1) MOBILE: ()_()_()

(2) MOBILE: ()_()_() FAX: ()_()_()

GENDER: MALE FEMALE DATE OF BIRTH: _____ / _____ / _____
YEAR MONTH DAY

MARITAL STATUS: SINGLE MARRIED SEPARATED DIVORCED

COUNTRY OF BIRTH: _____ COUNTRY OF PERMANENT RESIDENCE: _____
YEARS: FROM _____ TO _____

CITIZENSHIP: _____ CITIZENSHIP OF SPOUSE: _____

ARE YOU A CITIZEN OF ANY OTHER COUNTRY? YES () NO ()

IF YES, PLEASE LIST BELOW

(A) : _____

(B) : _____

(C) : _____

CITIZENSHIP TO BE CONSIDERED FOR PURPOSE OF REGISTRATION: _____
(Applicant *MUST* submit documentary evidence to support CLE school registration citizenship))

PARENTS' CITIZENSHIP: FATHER _____ MOTHER _____

NAME OF NEXT OF KIN/EMERGENCY CONTACT AND RELATIONSHIP _____

TELEPHONE NUMBERS: OFFICE: _____ HOME: _____ MOBILE: _____

ADDRESS: _____

I AUTHORISE THE LAW SCHOOL TO CONTACT THE PERSON NAMED ABOVE IN THE EVENT OF AN EMERGENCY.

APPLICANT'S SIGNATURE

SECTION B - Additional Information

Medical Conditions/Disabilities

Please state any physical, mental or other disability/medical condition including any which might necessitate special arrangements or facilities.

(Note: All students will be required to submit a medical report if offered a place in the programme)

SECTION C - Educational Background

INSTITUTION ATTENDED	YEARS ATTENDED (GIVE DATES)	QUALIFICATIONS OBTAINED OR QUALIFICATIONS EXPECTED (GIVE DATES)
	FROM - TO	Undergraduate Level (Law)
	FROM - TO	Other Degrees
	FROM - TO	Postgraduate Graduate Qualification

I CONFIRM THAT THE QUALIFICATIONS STATED ABOVE AND THE CERTIFICATES ATTACHED HERETO ARE TRUE AND CORRECT. _____
 APPLICANT'S SIGNATURE

SECTION D - Other Information

List any significant articles which you have published: _____

SECTION E - Employment

Employment in the Legal Field

Names and Addresses of up to Four (4) most recent Employers (<i>beginning with the most recent</i>)	Nature of Employment	From	To

Other Employment

Names and Addresses of up to Four (4) most recent Employers <i>(beginning with the most recent)</i>	Nature of Employment	From	To

SECTION F - Admission to Practice in Other Jurisdictions

HAVE YOU EVER BEEN ADMITTED TO THE PRACTICE OF LAW IN ANY JURISDICTIONS OR COURT? YES NO
 IF YES, KINDLY INDICATE BELOW THE PERIOD IN EACH JURISDICTION/COURT TO WHICH YOU HAVE BEEN ADMITTED.

JURISDICTION/COURT _____ DATE: _____

JURISDICTION/COURT _____ DATE: _____

JURISDICTION/COURT _____ DATE: _____

JURISDICTION/COURT _____ DATE: _____

JURISDICTION/COURT _____ DATE: _____

JURISDICTION/COURT _____ DATE: _____

PLEASE NOTE THAT AN ORIGINAL CERTIFICATE OF ADMISSION AND A CURRENT CERTIFICATE OF GOOD STANDING ARE REQUIRED FOR EACH JURISDICTION TO WHICH YOU HAVE BEEN ADMITTED. THE CERTIFICATE MUST BE AN ORIGINAL, SENT DIRECTLY FROM THE ISSUING INSTITUTION(S) TO THE REGISTRAR OF THE LAW SCHOOL. PHOTOCOPIES OR FAX COPIES ARE NOT ACCEPTABLE. THESE ORIGINAL CERTIFICATES WILL NOT BE RETURNED TO YOU.

SECTION G - Good Character

APPLICANTS FOR ADMISSION TO PRACTICE LAW ARE REQUIRED TO BE OF GOOD CHARACTER. THE FOLLOWING QUESTIONS ARE DESIGNED TO ENABLE THE LAW SCHOOL TO DETERMINE WHETHER THE APPLICANT IS OF GOOD CHARACTER. IF THE ANSWER TO ANY QUESTION IS AFFIRMATIVE, GIVE FULL PARTICULARS ON A SEPARATE SHEET OF PAPER WITH YOUR SIGNATURE AND YOUR NAME IN PRINT.

- HAVE YOU EVER BEEN FOUND GUILTY OF ANY OFFENCE UNDER ANY STATUTE IN ANY JURISDICTION?
 YES NO
 (PLEASE EXCLUDE TRAFFIC OFFENCES.)
- HAS JUDGMENT EVER BEEN ENTERED AGAINST YOU IN ANY ACTION INVOLVING FRAUD?
 YES NO

3. ARE THERE ANY OUTSTANDING CIVIL JUDGEMENTS AGAINST YOU?
 YES NO
4. HAVE YOU EVER DISOBEYED ANY ORDER OF ANY COURT REQUIRING YOU TO DO OR TO ABSTAIN FROM DOING ANY ACT?
 YES NO
5. HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT?
 YES NO
6. HAVE YOU EVER BEEN SUSPENDED, DISQUALIFIED, CENSURED OR DISCIPLINED AS A MEMBER OF ANY PROFESSIONAL ORGANISATION?
 YES NO
7. HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM ANY POST-SECONDARY EDUCATIONAL INSTITUTION?
 YES NO

SECTION H - Application Fee

THERE IS A NON-REFUNDABLE APPLICATION FEE OF **US\$50.00**. PAYMENT CAN BE MADE BY **CASH** OR A **MANAGER’S CHEQUE/DRAFT** MADE PAYABLE TO THE **NORMAN MANLEY LAW SCHOOL**. THIS FEE INCLUDES THE COST OF PROCESSING OF THE APPLICATION AND PREPARATION MATERIAL AND **MUST** ACCOMPANY THE COMPLETED APPLICATION FORM. **PERSONAL CHEQUES OR COMPANY CHEQUES WILL NOT BE ACCEPTED.** APPLICATIONS SUBMITTED WITHOUT THE RELEVANT FEE **WILL NOT** BE PROCESSED.

SECTION I - Declaration

I CONFIRM THAT I HAVE READ THE INFORMATION SHEET AND CERTIFY THAT THE INFORMATION GIVEN BY ME IS, TO THE BEST OF MY KNOWLEDGE, TRUE, COMPLETE AND CORRECT. I UNDERSTAND THAT ANY MISREPRESENTATION OR MATERIAL OMISSION OF FACT ON THIS OR ANY OTHER DOCUMENTS REQUIRED FROM ME BY THE COUNCIL OF LEGAL EDUCATION MAY BE CONSIDERED AS CONSTITUTING GROUNDS FOR DISCIPLINARY MEASURES INCLUDING SUMMARY EXPULSION.

APPLICANT’S SIGNATURE: _____ DATE: _____

NOTE: THE COUNCIL OF LEGAL EDUCATION REQUIRES THAT **ONLY AN OFFICIAL FINAL** TRANSCRIPT OF ALL PREVIOUS AND CURRENT COLLEGE OR UNIVERSITY WORK **TOWARDS A LAW DEGREE**, BE SENT **DIRECTLY TO THE REGISTRAR, NORMAN MANLEY LAW SCHOOL** BY THE AWARDING INSTITUTION. **CERTIFIED PROOF OF NATIONALITY IS REQUIRED OF ALL STUDENTS** E.G. BIRTH CERTIFICATE

I _____ HAVE ENCLOSED THE FOLLOWING DOCUMENTS WITH MY APPLICATION.

TICK BOX THAT APPLIES:

- ONE (1) PASSPORT-SIZE PHOTOGRAPH
- NON-REFUNDABLE AND NON-TRANSFERABLE APPLICATION FEE OF US\$50.00
- CERTIFIED PROOF OF NATIONALITY
- DEED POLL AND/OR MARRIAGE CERTIFICATE IF THERE HAVE BEEN NAME CHANGES
- AN AUTHENTICATED COPY OF THE SYLLABUS PURSUED; (If applicable)
- AN ORIGINAL CERTIFICATE OF ADMISSION TO PRACTICE LAW TOGETHER WITH A DESCRIPTION OF THE COURSE OF PROFESSIONAL TRAINING FOR ALL JURISDICTIONS WHERE I HAVE BEEN ADMITTED;
- AN UP-TO-DATE *CURRICULUM VITAE*
- REFERENCES ONE TWO
- OTHER (PLEASE SPECIFY) _____

I _____ HAVE REQUESTED DOCUMENTS AS BELOW FROM THE RELEVANT INSTITUTIONS TO BE FORWARDED TO THE REGISTRAR.

- EVIDENCE OF COMPLETION OF QUALIFYING LAW PROGRAMMES - TRANSCRIPT & CERTIFICATE
 - AN ORIGINAL CERTIFICATE OF GOOD STANDING FOR ALL JURISDICTIONS WHERE I HAVE BEEN ADMITTED;
-

FOR OFFICIAL USE:

DATE RECEIVED: _____

DECISION/REMARKS: _____

DOCUMENTS RECEIVED: _____

_____ DATE: _____

ACTION: _____

REGISTRAR: _____

REFERENCE

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an important part of the selection process. It would be of great assistance if you could provide a reference in the space overleaf, certifying the applicant's fitness for admission to a Law School. Referees must know the applicant for **at least three (3) years**.

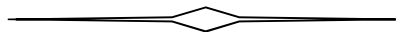
The Regulations require that a person so certifying must be one of the following:

- (i) a Judge of a Superior Court; or
- (ii) an Attorney-at-Law who has been admitted to practise for at least seven years; or
- (iii) a Magistrate with a minimum of three years' experience; or
- (iv) a Principal/Dean of an Educational Institution; or
- (v) a Medical Officer who has been registered to practise for at least seven years.

Any information provided will be held in confidence and used only for admission purposes.

Once you have completed this reference form, please send it directly to:

**The Registrar
Norman Manley Law School
P.O. Box 231
Mona
Kingston 7
JAMAICA, W.I.**



REFERENCE

PLEASE COMPLETE BY WRITING IN BLACK INK, BALL-POINT OR BY TYPING

PLEASE INDICATE YOUR OFFICE BY TICKING THE APPLICABLE BOX BELOW.

- Superior Court Judge
- Attorney-at-Law
- Magistrate
- Principal of an Educational Institution
- Medical Officer

NAME OF APPLICANT: _____
(PLEASE PRINT)

LENGTH OF TIME IN POSITION: _____

SIGNATURE: _____

NAME:
(PLEASE PRINT) _____

AUTHORISATION

POSITION: _____

DATE: _____

STAMP OF



REFERENCE

PLEASE COMPLETE BY WRITING IN BLACK INK, BALL-POINT OR BY TYPING
PLEASE INDICATE YOUR OFFICE BY TICKING THE APPLICABLE BOX BELOW.

- Superior Court Judge
- Attorney-at-Law
- Magistrate
- Principal of an Educational Institution
- Medical Officer

NAME OF APPLICANT: _____
(PLEASE PRINT)

LENGTH OF TIME IN POSITION: _____

SIGNATURE: _____

NAME:
(PLEASE PRINT) _____

AUTHORISATION

POSITION: _____

DATE: _____

STAMP OF





Council of Legal Education
Assessment Form for Determining Equivalency with the UWI LLB

Name of Applicant: _____

Name of University: _____

Type of Degree Obtained: _____

1 Institutional Recognition

Is the degree conferring institution and/or the programme internationally recognised?

Assessment Criteria	Notes
<p>US Law Schools</p> <ul style="list-style-type: none">• Accreditation by national authority (e.g., American Bar Association)? https://www.americanbar.org/groups/legal_education/resources/aba_approved_law_schools/• Membership in recognised national body (e.g., American Association of Law Schools)? https://www.aals.org/member-schools/	
<p>Canadian, UK, and International Law Schools</p> <p>Is the school ranked on national/international websites? For example:</p> <ul style="list-style-type: none">• Canada – Maclean’s law school rankings https://www.macleans.ca/education-hub/;• UK – Guardian http://www.guardian.co.uk/; Times *Higher Education https://www.engmorph.com/University-Rankings/the-wur-2019#!;• International – no authoritative or accepted site has been found; several commercial sites purport to rank international law schools. These sites should be used for rough guidance only.	

2 Degree Assessment of Individual Candidate

Does the degree have a similar breadth and depth to the UWI LLB degree in terms of number of courses, breadth of study (basic and advanced courses), total hours of tuition, and coverage of the five traditional core subjects?

Assessment Criteria	Notes
<p data-bbox="203 583 513 619">Comparative Checklist</p> <p data-bbox="203 657 1008 835">For the UWI LLB a student is required to take either thirty (30) one semester courses over a period of three full academic years (normal degree) or a total of twenty-six (26) courses, including all level I and II courses, over a period of two full academic years (Direct Entry).</p> <p data-bbox="203 873 1008 1087">The Direct Entry degree requires the student to complete six (6) courses a semester for the first year, and then seven (7) courses a semester for the second year. Admission to this programme is conditional upon possession of a high quality previous undergraduate University degree and exemption from all three UWI Foundation courses.</p> <p data-bbox="203 1125 649 1161">Structure of the UWI LLB Degree</p> <p data-bbox="203 1199 305 1234"><u>YEAR I</u></p> <p data-bbox="203 1272 342 1308">Semester I</p> <ul data-bbox="253 1310 1008 1562" style="list-style-type: none">• LAW1010 Law and Legal Systems• LAW1110 Criminal Law I• LAW1231 Legal Methods, Research and Writing I• FOUN1002 Language Argument• FOUN1101 Caribbean Civilization• FOUN1210 Science, Medicine and Technology in the Commonwealth Caribbean <p data-bbox="203 1604 350 1640">Semester II</p> <ul data-bbox="253 1642 951 1822" style="list-style-type: none">• LAW1020 Constitutional Law• LAW1120 Criminal Law II• LAW1232 Legal Methods, Research and Writing II• LAW1410 Law of Contract I• LAW1310 Law of Torts I	

YEAR II

Semester I

- LAW2010 Law of Torts II
- LAW2110 Law of Contract II
- LAW2210 Real Property I
- LAW2310 Public International Law I
- LAW2510 Jurisprudence

Semester II

- LAW2220 Real Property II
- LAW2420 Public International Law II
- LAW2710 Administrative Law
- LAW2810 Equitable Remedies
- LAW2910 Commonwealth Caribbean Human Rights Law

YEAR III

- Ten advanced courses from the list of optional Level III courses.
- These include advanced courses in such areas as:

Employment Law, Corporate Law, Revenue (tax) Law, Trusts, Family Law, Gender and the Law, International Mooting, Independent Research Paper, International Law, International Trade Law (including a clinic), EU Law, Environmental Law, Insurance Law, Private International Law, Law of International Organisations, Caribbean Integration Law, Offshore Law, Competition Law, International Human Rights Law, Intellectual Property, Alternative Dispute Resolution, Sports Law, and International Commercial Arbitration.

- These Level III courses add to the breadth and depth of the UWI degree. They add to the depth of the degree by allowing a student to further develop topics studied in a compulsory course with advanced studies in the same area.