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THE LAW SCHOOL OF TANZANIA ACT (NO. 5 OF 2007)

BY-LAWS

(Made under Section 27 (2)(b)

THE LAW SCHOOL OF TANZANIA (STUDENTS' PERFORMANCE ASSESSMENT AND AWARDS) BY-LAWS, 2008

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PART I PRELIMINARY PROVISIONS

Citation

1. These By-Laws may be cited as the Law School of Tanzania (Students' Performance, Assessment and Awards) By-Laws 2008 and shall be deemed to have come into operation on the 19th March, 2008.

Interpretation

- **2.** In these By-Laws, unless the context otherwise requires-
- "academic year" means a two-semester period relating to the programme as the Board may determine;

Act No.5 of 2007

"Act" means the Law School of Tanzania Act;

- "assessment" means evaluation of a student's academic performance during the course of study and includes assessment by coursework, or examination, or placement;
- "award" means any award designated by the Board for grant or conferment upon students who qualify in accordance with these Regulations;
- "Board" means the governing body of the School established under section 15 of the Act;
- "cheating in examination" means copying from unauthorized source, communicating with unauthorized person and includes any form or kind of dishonesty or destruction or falsification of any evidence or irregularity that may reasonably be linked with the examination in question and during the examination process, irrespective of whether such act or conduct is discovered within or outside the examinations room;
- "Committee" means the Practical Training Examinations Committee established under Section 9 of the Act;
- "examinations irregularity" means possession of unauthorized material

during the examination process or unauthorized absence from the examination or cheating during the examination process or any act or conduct during the examination designed to defeat or interfere with the smooth administration of the examination on a particular subject;

- "GPA" means Grade Point Average;
- "Minister" means the Minister responsible for Legal Affairs;
- "Principal" means the Principal of the School appointed under section 13 of the Act;
- "programme" means the Postgraduate Diploma in Legal Practice;
- "School" means the Law School of Tanzania established under section 4 of the Act:
- "student" means a person enrolled for the programme conducted by the School; and
- "unauthorized absence from examination" includes going out of the examinations room temporarily or otherwise, or staying out of the examinations room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators during the examination in question;
- "unauthorized material during the examination" means any written or printed material that is generally or specifically prohibited from being in possession of the student during the examination process, phones, radios, audio cassette players, computers, and any other material intended to defeat the purpose of the examination or which may be specified from time to time by the Principal to be unauthorized material.

PART II AWARDS AND MODE OF ASSESSMENT BY THE SCHOOL

Awards

3.-(1) The School shall have power to grant awards as may be approved by the Board.

(2) The Board may, with the prior approval of the Minister, designate and set conditions for other awards.

Classification of awards

- **4.-**(1) Every award other than the Certificate of Attendance shall be classified by averaging the final grade using a three-point system.
- (2) The letter grades earned for each course shall be assigned points as follows-

A	В	C	F
3	2	1	0

- (3) All approved courses of the School given for the programme shall be appropriately weighted in terms of units.
- (4) The units provided under sub-paragraph (2) shall be multiplied by the weights provided in accordance with sub-paragraph (3).
- (5) The total score for the award shall be the total of all countable courses taken by the student for the programme, computed in accordance with sub-paragraph (4).
- (6) The average score for the programme shall be computed by dividing the total score in sub- by-law 5 with the total weight obtained under sub-paragraph (3).
- (7) The final classification of the programme awards shall be as follows-

Classification	Range
First Class	3.0 - 2.7
Second Class	2.6 – 2.0

Pass 1.9 – 1.0

Mode of Assessment

5.-(1) Every student in the programme shall be assessed in respect of every examinable subject or examinable component except for placement as follows-

Assessment Component	Total	Pass Mark
	Marks	
Individual Con Assessment	tinuous 100%	50%
Practical Exercises		
(i) Written Exerc	eises 50%	25%
(ii) Oral Exercise	s 50%	25%
Final Examination	100%	50%

(2) Assessment for placement shall be in accordance with the Rules Governing Placement.

Non-eligibility for assessment GN. No. of 2008

6. Where a student is discontinued from a programme of study on disciplinary grounds in accordance with the Law School of Tanzania (Students' General Welfare, Conduct and Disciplinary Matters) Rules, and the execution of such discontinuance is not stayed, he shall not be eligible for any form of assessment under these By-law.

Evaluation criteria for programmes

- 7.-(1) Every student pursuing the programme shall be evaluated on the basis of the syllabus for the course upon which the examination is based.
- (2) A student shall be considered to have passed the examination if he scores at least fifty percent for every examinable subject or examinable component.
- (3) The key for grading of all subjects including research and/or placement reports shall be as follows-

70-100	A
60-69	В
50-59	C
0-49	F

Placement

- **8**.-(1) A student enrolled for the programme shall undergo practical training in the form of placement and this form shall be one of the components for the assessment of the student.
- (2) A student shall be considered to have passed his placement if he scores at least fifty percent in the overall rating.
- (3) A student who fails in his placement shall be required to repeat his placement.

Provided that repetition of placement shall not be allowed more than once.

- (4) A student who repeats and fails in his placement shall be discontinued from studies.
- (5) The administration of field attachment is vested in the Clinical Law Committee, which shall be guided by the provisions of the Third Schedule to these By-laws.

Fees for each certificate of transcript

9. The principal shall, with approval of the Board prescribe fee to be charged for each certificate or transcript issued by the school.

PART III

CONDUCT OF EXAMINATIONS

Registration and eligibility for examinations **10**.-(1) Every person registered as a student shall be deemed to have been registered for the appropriate examinations in the relevant programme of study.

- (2) There shall be no special registration of students for examinations.
- (3) A student shall be required to attain a minimum attendance of eighty percent of all the formal classroom periods scheduled by the School for the programme of study.
- (4) A student who, without reasonable cause, fails or refuses to comply with sub-paragraph (3), shall be disqualified from sitting for the final examinations at the end of the semester during which non-compliance occurred.

Discontinuation and supplementary examinations

- 11.-(1) A student who fails to earn a GPA of at least 1.0 during the academic year shall be discontinued.
- (2) A student shall be eligible to supplement a failed course only if he has a GPA of at least 1.0.
- (3) Placement shall not be counted for the purposes of sub-paragraph (1) and (2).
- (4) Supplementary examinations shall be conducted within such time after the date of declaration of the overall year's results as the Principal may determine.
- (5) Where a student passes a supplementary examination(s), the mark shall be recorded as a pass equivalent to fifty percent or grade "C".
- (6) Where a student sits for any supplementary examination under this paragraph and fails, he shall be required to repeat the programme.
- (5) Student shall not be allowed to repeat the programme more than once.

Special examinations

12.-(1) Where a student pursuing the programme at the School fails to attend the whole or part of an examination under circumstances which are beyond his control he may, subject to production of authentic evidence and the approval of the Committee, be allowed to

sit for special examinations in the subject he did not do or complete.

- (2) A student who sits for special examination under this paragraph shall be considered to be sitting for that examination for the first time.
- (3) A student who sits for special examination at the time of supplementary examination as his first sitting shall sit for his supplementary examination in the next examinations session.

Readmission

- **13**.-(1) A student who is discontinued from studies under paragraph 11 may be considered for re-admission after two years from such discontinuation.
- (2) The re-admission under this paragraph shall not apply to students expelled on non-academic grounds.

Examination irregularities

- **14**.-(1) The rules governing the conduct of examinations shall be as prescribed in the First Schedule to these By-Laws.
- (2) Any student, who is proved to have involved himself in any of the examination irregularities as defined under these By-Laws, shall be discontinued by the Committee subject to the approval of the Board.
- (3) A student who is discontinued by reasons of examination irregularities may be considered for re-admission after five years from such discontinuation.

Appeals against examination results

- 15.-(1) A student may appeal under sub-paragraph (1) against examination results on any ground that may reasonably raise suspicion of unfair marking on the part of examiner(s) or on the ground of wrongful computation of marks.
- (2) Rules governing examination appeals shall be as prescribed in the Second Schedule to these By-Laws.

(3) Appeals shall be lodged in the form of a letter stating grounds of complaint to the Registrar within fourteen days after the declaration of examinations results by the Board.

Provided that the Principal may on sufficient cause extend the period of appeal.

- (4) No appeal shall be accepted unless a non refundable fee of ten thousand Shillings has been paid.
- (5) Appeal results shall be declared provisionally by the Principal subject to the approval of the Board.
- (6) A further and final appeal may be made to the Board against the decision of the Committee within fourteen days from the date of the decision of the Committee is communicated to the appealing student.

Internal and external examiners

- **16.-**(1) Each examination shall be conducted under the control of the Office of the Director of Practical Legal Training.
- (2) The Committee shall nominate instructors of the School, academics and professionals to be internal and external or examiners of the programme.
- (3) The nominated instructors of the School, academics and professionals shall form examination panels and transact their business in accordance with instructions of the Committee.
- (4) The appointment of external examiners shall be limited to three consecutive academic years. Provided that a person, with the approval of the Board may be reappointed after a lapse of three academic years subsequent to serving three consecutive terms in that capacity.
- (5) Subject to instructions by the Committee, the office of the Director of Practical Training shall ensure that as soon as practicable all examination scripts are sent to the appointed external examiners for moderation and, shall, thereafter, make available the comments of the

external examiners or moderators to the internal examiners.

(6) Each external examiner shall prepare a report after marking all answer books for the subject in the programme.

Date of examinations

- 17.-(1) All Examinations in a semester shall be held at a date prescribed under the School's Almanac.
- (2) Notwithstanding sub-paragraph (1), where circumstances so demand, the Committee may alter the examinations date and communicate the same to the Principal for implementation.

Release of examinations results

18. The Registrar shall, soon after the meeting of the Committee, declare the provisional results of students in every examination, arranged in a manner prescribed by the Committee, but the results shall not be regarded as final until the Board approves them.

Preservation of scripts

19. The School shall preserve the students' answer scripts for the purpose of reference for a period of five years, after which they may be destroyed.

Postponement of studies or examinations

- **20**.-(1) Any student may postpone studies or examinations for reasons of proven ill-health supported by a doctor's medical certificate, or for any other reason which in the opinion of the Principal is strong enough to prevent one from pursuing studies effectively.
- (2) The period allowed for the postponement of studies or examinations is one academic year only.
- (3) A student shall not be allowed to proceed to the next second semester unless he has passed all subjects of the first semester.
- (4) Any student who absconds from any examination or placement shall be deemed to have failed in that examination or placement as the case may be.

Graduation Ceremony

- **21.-**(1) There shall be held a graduation ceremony in every calendar year, which shall be held on such a date and place as the Board may determine.
- (2) A Graduate shall be required to confirm participation in the graduation ceremony at least one month before the ceremony.
- (3) The Board may invite any person to be a guest of honour to grace the ceremony.

FIRST SCHEDULE

RULES GOVERNING THE CONDUCT OF EXAMINATIONS [Made under paragraph 14]

- 1. (a) An invigilators shall be present in the examinations room at least fifteen minutes before the commencement of the examination.
 - (b) Student shall be allowed into the examinations room at least ten minutes before the commencement of the examination and shall ensure that he takes their right places.
 - During the ten minutes while all students are seated at their right places, the invigilator shall make all necessary announcements including the following:
 - (i) That there is an obligation by students to sign the Attendance Register, which shall be circulated by invigilators not later than 30 minutes after the commencement of examination;
 - (ii) That the students have the correct examination question paper;
 - (iii) That the students have to read the instructions on the answer books and on the particular examination question paper; and
 - (iv) That the students have to write their examination numbers on the appropriate space on the answer books.
- 2. The internal examine of the appropriate subject shall attend in the examinations room at the commencement of the examination to assist the invigilators clarify any issues that are not clear in the examination paper.
- 3. The basic learning aids which students are allowed to bring with them into the examinations room are: a pen, a pencil, a ruler, and an eraser. Any additional aid must be provided for in the instructions.
- 4. Invigilator shall not admit students to the examinations room after half an hour from the commencement of the examination or allow them to leave the room before one hour has expired after the commencement of the examination.

- 5. A student leaving the examinations room temporarily shall be checked before being allowed to resume the examination and his absence shall be supervised to the extent that is possible.
- 6. During the first half hour of the examination, students shall fill in the Attendance Register.
- 7. No student shall, during any part of the examination session, communicate with any other student in any manner except through the invigilator.
- 8. (a) Copying from another student or from any other source, unless authorized in the examination instructions, shall be construed as cheating.
 - (b) Once a student is found with unauthorized materials, the invigilator shall ask the student to sign on the materials for confirmation that they belong to such student.
 - (c) A student who has contravenes these By-laws shall be informed accordingly, and, unless the contravention involves cheating, the student shall not be prevented from continuing with his paper. A written report shall be sent to the Principal who is the Secretary to the Committee, including full details of the alleged contravention.
 - (d) The Principal upon receipt of the report shall convene the Committee meeting which shall deliberate on the alleged irregularity and make the appropriate decision or recommendations to the Board.
- 9. Any student involved in cheating shall immediately be discontinued from the whole examination.
- 10. Where any student is proved to have been in possession of or to have unlawfully copied from any source brought or found in the examination room at any stage of the examination process he shall be discontinued forthwith from studies subject to the confirmation of the Board.
- 11. Notwithstanding the provisions of paragraph 8(c) of this Schedule, in the case of an examination irregularity other than cheating, the invigilator may, at his discretion take any action which, in his view, is necessary and reasonable under the circumstances.
- 12. The invigilator shall not permit students to leave their places before their scripts have been collected. Any student who wishes to leave the examinations room before the time specified for the examination in question shall hand in his scripts to the invigilator before leaving the examinations room.
- 13. A student may remove from the examinations room only those articles he was authorised to take into the room at the commencement of the examination.
- 14. Having collected all the scripts and a signed register of students, the invigilator shall hand over the scripts, register, and the invigilation report to the Examinations Officer and sign the appropriate handover forms.

SECOND SCHEDULE

RULES GOVERNING EXAMINATIONS APPEALS [Made under paragraph 15(1)]

- 1. Examinations appeals shall be lodged in form of a letter stating grounds of complaint to the Registrar within fourteen days after the publication of the provisional examinations results by the Committee.
- 2. On receipt of an appeal, the Registrar shall submit the appeal to the Committee, which shall satisfy itself whether the conditions stipulated in paragraph 15 of these By-Laws have been fulfilled.
- 3. After reading through the appellant's letter, the Committee may, where it finds that any of the mandatory conditions set out in paragraph 15 of these By-Laws was not fulfilled, summarily dismiss the appeal.
- 4. For appeals which meet the mandatory conditions set out in paragraph 15 of these By-Laws, the Committee shall have the power to adopt its own procedure to handle them and where necessary, summon any witnesses whom they consider useful in the matter or appoint another independent internal or external examiner to assess the appeal.
- 5. The Committee shall have the power to require any appellant to bear the cost of any investigation into the matter.
- 6. The Committee shall reach its decision based upon simple majority of its members. Provided that the Chairperson shall have the casting vote.
- 7. The Committee's Chairperson shall send the appeal's results to the Registrar who shall cause them to be declared provisionally subject to the approval of the Board.
- 8. Records, proceedings and decisions thereof of all appeals shall be compiled and submitted to the Board for approval or any other directives.

THIRD SCHEDULE

RULES GOVERNING PLACEMENT [Made under paragraph 8]

- 1. All students enrolled for the School's programmes shall undergo practical training in the form of placement conducted under the control of the Clinical Law Committee.
- 2. All students shall undertake their fieldwork in placement areas approved by the Clinical Law Committee before the commencement of such practical training.
- 3. Placement shall seek to-

- (a) expose students to the various legal activities being carried out in different parts of the country;
- (b) enable the students to apply their legal knowledge in practice;
- ensure that, on leaving the School, graduates have acquired appropriate professional experience and skills;
- establish and maintain contact between prospective employers and the School in order to ensure that students are given the appropriate skills and knowledge for the jobs they are likely to be called upon to perform after graduation;
- (e) enable prospective employers and employees to become acquainted with one another in the working situation; and
- (f) prepare students to become legal practitioners on completion of the placement.
- 4. The School shall arrange placement for each student and two supervisors shall be appointed for each student, one being an internal supervisor and the other field placement supervisor.
- 5. Proceeding to placement attachments by a student shall be undertaken only with the approval of the Principal and in accordance with a calendar that has been approved by the student's supervisors.
- 6. Every student shall be visited at his place of attachment at least once by the internal supervisor.
- 7. While on attachment a student, on instruction and guidance of the field placement supervisor, shall perform the following activities:
 - (a) attend court sessions including other *quasi* judicial bodies;
 - (b) attend mediation and other out of court settlement sessions:
 - study and acquire skills used to maintain and operationalise Clients and Advocates accounts;
 - (d) study and acquire skills on how clients are interviewed and how briefs and or opinions for clients are prepared and kept;
 - (e) study and acquire skills on how in practice court briefs and dossiers are prepared;
 - (f) study and acquire skills on how a legal practitioner's office is managed;
 - (g) study and acquire skills on how the judicial system works in the dispensation of justice;
 - (h) study and acquire skills on how public legal offices like the Attorney General's Chambers operate;
 - (i) study and acquire skills on how to handle corporate legal work; and
 - (j) generally acquire skills necessary for legal practice.
- 8. Each student shall hand in his placement report and log book to the Clinical Law Committee not later than two weeks after return from placement.
- 9. While on placement each student shall also carry out assignments given to him in part fulfilment of the requirements of the Clinical Law Course.
- 10. A student who fails to report at the place of placement without sufficient reason or absconds from placement shall be discontinued from studies.

- 11. Assessment of Clinical Law shall be based on the satisfactory performance of the student in the following elements:
 - (a) Student's Log Book countersigned and verified by the field placement supervisor;
 - (b) the assessment report of the internal supervisor;
 - (c) the assessment report of the field placement supervisor;
 - (d) the student's final report.
- 12. A student must get a pass in the Clinical Law course before qualifying for the award of the Diploma.
- 13. A student who fails to complete Clinical Law, but shows sufficient cause, may be permitted by the Board to complete the missing segment.
- 14. A student who fails in Clinical Law may be allowed to repeat the programme during the next academic session.
- 15. A student who conducts himself at his place of placement in a manner that disgraces the School shall be deemed to have failed Clinical Law and appropriate disciplinary measures shall be taken against him.
- 18. To participate in the placement program, the student must:
 - have no outstanding examinations from the first semester which he is required to complete or supplement; and
 - (b) submit a placement application by the deadline.
- 19. The following guidelines are intended to assist supervisors
 - (a) Role of the Field Supervisor

Field placement supervisors play a key role in the placement program. By supervising the day-to-day work of student students, these practitioners provide the direct clinical training that complements the training provided by the School. In addition to being a legal practitioner with at least five years experience, the School requires that field placement supervisors pursue and abide by certain goals and guidelines as detailed below.

(b) Supervisor Goals

In a nutshell, the goals of each participating field placement supervisor should be-

 to expose students to a broad range of lawyering skills, which may include client interviews, counselling, negotiation, court appearances, administrative proceedings, settlement conferences, discovery, legal research and analysis, and formulation of case strategy;

- to encourage development of legal research and writing skills through work on legal documents such as motions, complaints, briefs, memoranda, agreements and opinion letters;
- (iii) to further students' understanding of, and ability to apply, legal principles learned in the classroom to actual problems; and
- (iv) to foster, through experience and critical reflection, a greater understanding of the importance of the fundamental values of fairness, justice and competent representation; and ongoing professional growth, professional responsibility, and self-assessment.

(c) Orientation for the Student

Students should be assigned to field placement supervisors on a one-to-one basis. At the beginning of the placement, the field placement supervisor should provide a detailed orientation to -

- (i) the organization's work, history, structure and objectives;
- (ii) essential office policies and procedures;
- (iii) guidelines on the use of office resources; and
- (iv) members of the office staff.

(d) Setting of Goals

The field placement supervisor and the student should meet to discuss the specific goals of the placement and how the practical placement experience will meet and complement the student's learning goals and needs. The student should not be expected to do large amounts of menial task/work such as photocopying, filing and updating records. The student's caseload should include projects that cover a range of substantive legal issues and are representative of the field placement supervisor's caseload.

(e) Caseload Management

The field placement supervisor should provide the student with an overview of the matter(s) or case(s) in which the student will be involved and how the student's particular projects and assignments fit into the matter as a whole. The nature and extent of the projects should be commensurate with the number of hours the student will be working at the organization. The field placement supervisor should explain clearly:

- (i) the desired finished project;
- (ii) the amount of time the student should spend on the project;
- (iii) the due date; and

(iv) other conditions or requirements of the project.

If possible, the field placement supervisor should communicate this by means of a brief written memo, and the student should respond with a confirming memo.

(f) Weekly Meetings between the Student and Supervisor

The field placement supervisor should meet with the student at least once a week to:

- (i) review progress;
- (ii) answer questions;
- (iii) provide ongoing feedback on the student's performance;
- (iv) schedule assignments; and
- (v) discuss any specific issues, including policy, professional or ethical considerations raised by the assignments.

Ideally, the field placement supervisor should be available for informal, brief conferences on individual issues in addition to the weekly meeting. Routine oral feedback can provide great educational value to the student, above and beyond the substantive and practical experience gained during the placement. The feedback process should also allow dialogue that encourages the student to assess the student's progress and identify areas in which the student needs improvement.

(g) Contact with the Head of Practical Legal Training

The Clinical Law Committee will be available during the course of the semester to confer with the field placement supervisors regarding placement issues and problems. If there is a problem or dispute regarding the placement that cannot be resolved directly with the student, the field placement supervisor is encouraged to contact the Clinical Law Committee or the Principal for assistance.

The field placement supervisor should be available to meet with the student and a member of the School at least once during the semester. During the site visit, the field placement supervisor should plan to spend some portion of time alone with the student's internal supervisor and some portion of time with the student's internal supervisor and the student.

(h) Evaluation of the Student

In the middle and end of the placement, the field placement supervisor is required to provide the student with an overall oral assessment of the student's performance, including both strengths and weaknesses. In addition, the field placement supervisor must complete the midterm and final evaluation forms to provide a comprehensive assessment of the student's work. In evaluating the student's performance, the field placement supervisor should pay particular attention to the student's-

(i) research ability;

- (ii) legal analytical skills;
- (iii) intellectual capacity and creativity;
- (iv) negotiation, counseling and interview ability
- (v) writing skills;
- (vi) oral expression;
- (vii) common sense, judgment and ability to set priorities;
- (viii) initiative and responsibility;
- (ix) ability to relate well and effectively with clients and co-workers; and
- (x) enthusiasm, temperament, office demeanor and behavior.

To the extent that the student works closely with other legal practitioners or employees within the organization, the field placement supervisor is encouraged to secure the input and assistance of such persons in completing the evaluation of the student.

(i) Forms

Forms for use for placement are as follows:

- (i) student Placement Application Form (LST 1)
- (ii) placement Form (LST 2)
- (iii) student Log-sheet (LST 3)
- (iv) student Review Form (LST 4)
- (V) field Placement Supervisor Review Form (LST 5)
- (vi) internal Supervisor Review Form (LST 6)

The School may amend these forms from time to time.

STUDENT PLACEMENT APPLICATION FORM

1. STUDENT I	NFORMATION.
Name:	
Current Semeste	r Contact Information:
Address:	
Phone: E-mail:	
Proposed Placem	ent Residence Contact Information (if known):
Address:	
Phone: E-mail:	
2. PLACE	MENT INFORMATION.
Year:	
Desired Placeme	nt Location:
List up to three Pl Supervisor, if kno	acement choices by organization or practice area and identifying information of wn:
1st Choice:	
Supervisor: Organisation: Address:	
Phone:	
Date Initial Conta	cts made: Contact Person:
2nd Choice:	

Organisation:		
Address:		
Phone:		
Date Initial Contacts made:	Contact Person:	
3rd Choice:		
Supervisor:		
Organisation:		
Address:		
Phone:		
Date Initial Contacts made:	Contact Person:	
3. SIGNATURE.		
Dated:		
		(Signature of Student)

RETURN YOUR COMPLETED APPLICATION FORM TO THE HEAD OF PRACTICAL LEGAL TRAINING

PLACEMENT SUPERVISION FORM

I.ORGANIZATION INFORMATION.	
Name:Address:	
Phone:Contact:	
2.FIELD PLACEMENT SUPERVISOR INFORMATION.	
Name: Fitle: Qualification: Address:	
Phone: E-mail:	
Number of years practicing law (5 years minimum)	
3.NUMBER OF STUDENT STUDENTS.	
Indicate the number of students you or your organization	is willing to accept:
4.DESCRIPTION OF ORGANIZATION'S PLACEMENT PROGRA	AM.
4.1. Plan of Supervision. On an attached sheet, please describe the student. Include your procedures for orientation, training, evaluation,	
4.2. Student Duties. On an attached sheet, please describe educational objectives associated with them.	the student's duties and
4.3. Substantive Areas. Describe the substantive areas of law that encounter:	the student may expect to

4.4. Skills.	Indicate the skills that the student may expect to encounter:
	Legal Research Writing Negotiations Client Interviews/Counselling Trial Advocacy/Litigation Legal Presentations/Public Speaking Fact Investigation Other – Please describe:
the resources avastaff; etc.):	cal Set-up. Please describe the physical area where the student will be located and ailable (e.g. private office with a telephone, computer, and desk; access to suppor
5.SIGNATURE Dated:	
	(Signature of Supervisor)

STUDENT LOG-SHEET

	For Week of		
1. GENERAL INI	FORMATION		
Name:			
Workplace: _			
2. TIME CALCU	LATION		
Date	Description of Work (use more sheets if necessary)		Hours
TO A LC III I			
Total for Week			
3. SIGNATURES			
Dated		Student S	ignature
Dated		Student S	ignature
Daleu		Superviso	or Signature

STUDENT REVIEW FORM

Student name:	
Supervisor Name:	
Organization:	
Review Date:	
1.BACKGROUND INF	ORMATION.
the course description and factors and definitions can	is form, you should carefully evaluate your placement experience based on a the goals set by you during the placement. Please read the evaluating refully, place a check mark next to the description (where applicable), and nents that most accurately reflect and support your evaluation. Use an is needed.
2.DESCRIPTION OF P 2.1.Substantive Are your placement:	PLACEMENT. eas. Describe the substantive areas of law that you encountered during
2.2.Skills. Indicate	the skills that you encountered during the placement:
	Legal Research Writing Negotiations Client Interviews/Counselling Trial Advocacy/Litigation Legal Presentations/Public Speaking Fact Investigation

Other	– Please describe:	
	ase describe the physical area where you worked ailable (e.g. private office with a telephone, computer	
3.EVALUATION OF SUPERV	VISOR.	
	placement supervisor is required to provide a detailed history, structure or objectives, (2) office policies and members.	
	No orientation provided.	
	Minimal orientation provided.	
	Acceptable level of orientation provided.	
	Thorough orientation provided.	
Comment:		

3.2.Setting of Goals. The field placement supervisor is required to meet with the student to discuss the specific goals of the placement and how the practical placement experience will meet and complement the student's learning goals and needs.

nlaaamant	No formal goal setting. Often confused about supervisor's goals for the
placement.	
	Minimal goal setting.
	Acceptable level of goal setting. Generally understood supervisor's goals for the placement.
	Goal setting clear and understandable.
Comment:	
with an overvie student's partic supervisor is re	oad Management. The field placement supervisor is asked to provide the student ew of the matter(s) or case(s) in which the student will be involved and how the ular projects and assignments fit into the matter as a whole. The field placement equested to explain clearly (1) the desired finished project; (2) the amount of time the spend on the project; (3) the due date; and (4) other conditions or requirements of the
desired work.	Assignments given with no explanation. Student often confused about
	Assignments given with minimal explanation. Student required to repeatedly ask for additional information.
assignment.	Acceptable level of explanation given. Student generally understood
matters.	Superior level of explanation provided – in written form for complex
Comment:	

professional or ethical co	hedule assignments, and discuss any specific issues, including policy, onsiderations raised by the assignments. Ideally, the field placement able for informal, brief conferences on individual issues in addition to the
	No oversight provided.
	Minimal oversight provided.
	Acceptable level of oversight provided.
	Superior level of oversight provided.
Comment:	
3.5.Future Placement students?	nt with Organization. Would you recommend this organization to future
Comment:	
supervisor be asked to part	tion by Field Placement Supervisor. Would you recommend that this icipate as a field placement supervisor for the Placement Program in the Is there another attorney in organization that you would recommend as a
Comment:	

3.4.Oversight Availability. The field placement supervisor is directed to meet with the student at least once a week to review progress, answer questions, provide ongoing feedback on the

4.PROGRAM RECOMMENDATIONS.	
Please indicate whether there are any ideas or changes that you believe th implement to make the placement function better for Faculty of Law students:	e School should
Comment:	
5.REQUIRED SIGNATURE.	
Dated:	
	tudent Signature

FIELD PLACEMENT SUPERVISOR REVIEW FORM

Supervisor Name:	
Organization:	
Student name:	
Review Date:	
1.BACKGROUND IN	NFORMATION.
(1) based on the goals additional goals set by definitions carefully, pl	this form, the supervisor should carefully evaluate the student's performance and expectations set forth in the Field Supervisor Guidelines, and (2) any the supervisor during the placement. Please read the evaluating factors and lace a check mark next to the description, and make the necessary comments effect and support your evaluation. Use an attachment if more space is
2.1.Quality Assur	rance – 10 points
	Work consistently but fails to meet quality requirements. Improvement necessary.
	Work is occasionally below normal quality requirements.
	Maintains quality to acceptable levels. Careful worker.
	Standard of quality is usually exceeded. Consistently willing to make commitments toward improving quality performance.
	All work and assignments are completed well above expected quality standards.
Comment:	

2.Reso	earch Ability – 10 points
	Research ability consistently fails to meet minimum standards
	Research ability is occasionally below standard.
	Research ability reasonably meets standards.
	Above expected research ability is demonstrated.
	Research ability is always well above standard.
mant:	
	ting Ability 10 points
	ting Ability – 10 points
	ting Ability – 10 points Writing ability consistently fails to meet minimum standards.
	ting Ability – 10 points Writing ability consistently fails to meet minimum standards. Writing ability is occasionally below standard.
	ting Ability – 10 points Writing ability consistently fails to meet minimum standards. Writing ability is occasionally below standard. Writing ability reasonably meets standards.

2.4.Legal Judgment and Decision – 10 points
Exercises poor legal judgment. Makes rash decisions or unwilling to make decisions.
Judgments are often inclined to be impulsive and poorly reasoned.
Exercises good judgment. Decisions reasonably prompt and accurate.
Exercises excellent judgment. Decisions in the main prompt and accurate.
Judgment outstanding. Decisions prompt and accurate.
Comment:
2.5.Acceptance of Responsibility – 10 points
Unwilling to be held accountable.
Often avoids responsibilities. Reluctant to be committed or to be held accountable.
Accepts responsibilities to a satisfactory degree. Willing to accept risk of authority and to be held accountable.
Willing to make commitments and to assume full responsibility for all activities under direct control.
Makes commitments and assumes full responsibility including activities not under direct control.
Comment:

2.6.Initiative – 10 points	
	Lacks initiative; often needs urging.
	Somewhat lacking initiative; occasionally needs urgin
	Exercises satisfactory initiative required for the job.
	A "self-starter;" anticipates needs and meets them.
	Exceptionally resourceful, originates and develops ide
nment:	
2.7.Dependability – 10 po	
consta	Erratic and unreliable; must be supervised closely and untly.
superv	Sometimes unreliable; requires more than normal vision.
	Satisfactory dependability.
	Manual and Addison Analysis.
	Very dependable and reliable.

Comment:	
2.8.Goal Setting -	- 10 points
	Fails to set goals.
	Sets goals when directed.
	Sets readily attainable goals.
	Sets aggressive but attainable goals.
	Sets highly challenging but realistic goals.
Comment:	
2.9.Planning Skill	ls/Use of Time – 10 points
	Work frequently shows lack of proper planning. Doesn't seek work to fill slack time.
	Seems to understand value of planning but needs assistance with routine work. Easily sidetracked.
	Plans routine work satisfactorily. Uses time well.

	Plans work in an excellent manner and is able to meet most emergency situations promptly.
	Outstanding. Competent in organizing and directing complicated procedures and operations. Maximizes efficiency by exceptional use of time.
Comment:	
2.10. Ability to Im	nprove Methods – 5 points
	Complacent. Does things as they have always been done. Not adaptable to changing needs of job.
	Has difficulty adapting to changes in job routine.
	Improves methods when need is apparent.
	Resourceful. Reacts to change with little or no disruption in quantity and quality of output. Constantly improving ways to do things.
	Highly innovative. Outstanding in adapting to change and improving methods regardless of obstacles.
Comment:	

2.11. Ability to Cooperate and Communicate with Others/Clients - 5 points

	Obstructionist. Difficult to work with. Poor communication skills.
	Difficult to secure cooperation. At times causes friction.
	Will cooperate when the need is great. Normally maintains satisfactory working relationships with others. Communication satisfactory.
	Cooperative. Willing to help out other activities. Promotes teamwork. Communicates well.
	Exceptionally cooperative. Ability and willingness to work for others. Effective communication skills.
Comment:	
Overall Rating: (Circle appropriate evaluation.
	Inadequate = $[0 - 39]$
	Below Standard = $[40 - 49]$
	Standard = [50 - 64]
	Above Standard = $[65 - 74]$
	Very Good = [75 - 84]
	Exceptional = $[85 - 100]$
2.12.Supervi	sor's Comments on Overall Rating and Recommendations:
Comment:	

2	
3.PRO	GRAM RECOMMENDATIONS.
implem	Please indicate whether there are any ideas or changes that you believe the School should ent to make the placement function better for you or the student:
Comme	nt:
Dated: _	
	Supervisor Signature

Dar es Salaam 2008	SAZI B. SALULA Chairman of the Board
I	APPROVE
Dar es Salaam,	MATHIAS M. CHIKAWE
2008	Minister for Justice and Constitutional Affairs