

# The Institute of Legal Practice and Development

PROSPECTUS

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## *A MESSAGE FROM THE RECTOR:*

Welcome to ILPD!

The Institute of Legal Practice and Development (ILPD) plays a vital role in the development of the Rwandan Justice and Legal Systems. ILPD is less than five years old, but already many hundreds of lawyers, judges and prosecutors have attended its courses. It runs two major postgraduate Diplomas; on Legal practice (DLP) for judges, prosecutors and lawyers, and on Legislative Drafting (DLD) for government lawyers and others responsible for drafting.



ILPD runs a wide range of continuing legal education (CLE) courses to ensure that all legal professionals are kept up to date and have opportunities to refresh and develop their skills.

These courses run both in Nyanza and Kigali and are given by ILPD's external faculty of trainers who are experienced legal professionals, and by international trainers. Many of the CLE courses lead to recognised Certificates.

ILPD is now the research centre of the justice sector, conducting

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# INTRODUCTION

The Institute of Legal Practice and Development (ILPD) is based in Nyanza district, Southern province in the Republic of Rwanda. It is one hour and forty-five minutes away from Kigali on a good road. ILPD has excellent teaching, IT and residential facilities in its modern campus.

It was established by law as an institution of higher learning and has been in operation since 2008. The establishment of this Institute was part of the implementation of the judicial reforms that the Government of Rwanda embarked on in 2001. To meet the demand for a legal workforce with enhanced skills, ILPD was assigned the task of providing the relevant training.

## Vision

“To become the leading practice institution for legal professionals in the spirit of excellence, independence and service to the community, drawing from the diversity and richness of civil and common law traditions.”

## Mission

“ILPD’s mission is to improve the quality and delivery of justice and legal services in Rwanda and neighboring parts of Africa by the provision of high-quality training, research and contributions to policy.

ILPD is an institution of higher learning supervised by the Ministry of Justice. Its courses are approved and supervised by the Higher Education Council of Rwanda.

## East Africa and a Global perspective

ILPD’s objective is to become an “IHURIRO”, i.e. a meeting place

for legal professionals from Rwanda, the region, and Africa, as well as the rest of the world. ILPD is active in organizations that link the East African judicial training institutes. It is also a member of the International Organization for Judicial Training (IOJT), a global body linking judicial training institutes around the world. It is attracting students from other East African countries to its courses.

## Practical Skills Training and Courses

ILPD offers two residential postgraduate programmes in its premises in Nyanza:

### The Diploma in Legal Practice (DLP)

The DLP is for judges, prosecutors, and lawyers. When the law on the Rwandan Bar Association comes into force, the DLP will become compulsory for new members entering the legal profession within the first five years of practice. It is recognized by the EAC for cross border practice in East Africa. Over the course of 9 months, students spend 6 months at the ILPD covering 9 modules specifically designed to align with legal practice. The students spend the final 3 months on an internship specific to their practice area to consolidate their learning. Finally, they work with their ILPD supervisor to complete a thesis on a topic of their choice.

### DLP Fast Track Mode (FTM)

In response to the growing demand for places in the DLP, ILPD has developed an additional work-based learning mode for its DLP. Beginning in January 2013, the FTM will enable students to continue working in legal practice as they complete the DLP's modules. Each student is supported by a mentor who supervises the practical application of course skills. Because of the integrated working and learning mode, it is not

necessary for FTM students to complete an internship as with the residential DLP. However, FTM students will produce a thesis at the conclusion of the course.

### The Diploma in Legal Drafting (DLD)

The DLD program was developed in response to the need for improvement in the quality of legislative drafting in East Africa. It is a 6-month residential course based at the ILPD facilities in Nyanza. It covers 17 topics, including Policy Development and the Problem-Solving Approach, Understanding the Legal Context for New Legislation, Legislative Style, Matters of Translation, and Principles of Good Governance. It is taught by an international team of experts.

### Supplementary Programs

In addition to the Diploma programmes, there is a comprehensive programme of Continuing Legal Education (CLE) courses for prosecutors, judges and lawyers, such as alternative dispute resolution, victim and witness protection, and human rights and juvenile justice. Alternatively, ILPD offers certified courses for Executive Secretaries, bailiffs, and paralegals.

### Research

ILPD is the centre of legal research for the Rwandan Justice sector. It is currently managing 4 research projects, which will supply vital new data for the justice sector as a whole. In conjunction with the law school of the National University of Rwanda, ILPD is preparing to launch the Rwanda Law Journal.

ILPD is also playing an increasing role in policy formulation for the justice sector through its participation in the Justice, Reconciliation, Law and Order Sector (JRLOS) and its work with NGO partners.

# PROSPECTIVE STUDENT OVERVIEW

## ILPD Courses

COURSE	DURATION	COST IN FRW
<b>Residential Courses</b>		
Diploma In Legal Practice	9 months	1,000,000 (Non-residential)
		3,800,500 (Residential)
Diploma in Legislative Drafting	6 months	-1,000,000
<b>Continuing Legal Education</b>		
Administrative Law Course	10 days	529,630
Bailiffs and Auctioneer Course	25 days	794,445
Interviewing Techniques	9 days	476,667
Pleading Techniques	5 days	264,815
Techniques of Negotiation	9 days	476,667
Techniques of Pleading	9 days	476,667
Judging	9 days	476,667
Professional Practice for Judges	9 days	476,667
Professional Practice for Prosecutors	9 days	476,667
Professional Practice for Lawyers	9 days	476,667
Alternative Dispute Resolution	5 days	264,815
Gender-Based Violence	5 days	264,815

<b>Continuing Legal Education</b>		
Principles of Forensic DNA for Officers of the Court	5 days	264,815
International Economic Crimes	3 days	158,889
Anti-Money Laundering	3 days	264,815
Initial Training for Judges	15 days	794,445
Initial Training for Prosecutors	10 days	529,630
Investigation Techniques	3 days	158,889
Mediation and other Alternative Dispute Resolutions	5 days	264,815
Victim and Witness Protection	3 days	264,815
Negotiation and Management of Contracts	10 days	529,630
International Economic Law	10 days	529,630
Internet Legal Research	3 days	264,815
Cyber Crimes	3 days	264,815
Human Rights and Juvenile Justice	4 days	211,852
Good Governance, Corruption and Money Laundering	5 days	264,815
Commercial Law Courses	10 days	529,630

# Admission Requirements

The Diploma in Legal Practice at the ILPD is offered to judges, prosecutors, judiciary police officers, attorneys and all law graduates.

The Diploma in Legislative Drafting is offered to drafters from government agencies, as well as from the private bar.

## Registration

Documents required for registration, to be presented to the officer of the DLP Coordinator:

- 3 passport photos;
- A certified copy of bachelor's degree in law;
- A copy of the National Identity card/Passport.

Upon admission and after registration the institute will provide you with a student card. Your student card is multi-purpose. It will allow you to access:

- Institute premises;
- Examinations;
- Research materials;
- The library and computer rooms of the institute.

ILPD does not discriminate in its admission or operation on grounds of nationality, race, religion, gender or disabilities. wlt also has a free speech policy governing all its teaching.

## Student Services

### Orientation

On your first day at ILPD, the staff will provide you with all the information you require about the staff and services. Do not

hesitate to ask the staff; they are at your service.

### Computer Laboratories

The ILPD provides well-equipped computer laboratories that are available to students for internet research, assignments and other study-related purposes. The computer labs also serve as classrooms for ICT courses. The IT officer will provide you with all information needed for use of computers.

### Library

ILPD's library holds over 6,000 titles in diverse areas of law. Additionally, it has subscriptions to a variety of local and foreign newspapers and magazines, such as The Economist, Newsweek, The East African, and Jeune Afrique. The library has a reading room with 50 seating places. Alternatively, students may check out 3 books at a time in two-week increments. It is intended that the library will expand into a legal e-resource centre for the whole country.

### Sports and Culture

The Institute has various sports facilities, including basketball and volleyball pitches. Activities can be arranged in the district stadium adjacent to the ILPD, which is open to any student wishing to do sports.

## THE DIPLOMA IN LEGAL PRACTICE

### THE DIPLOMA IN LEGAL PRACTICE

The post-graduate Diploma in Legal Practice (DLP) is an essential course for enhancing a legal career. It offers practical experience and tuition in fundamental legal skills from interviewing, negotiation and pleading to drafting judgments.

MODULES	OBJECTIVES
<b>Module 9 Professional Practice for Lawyers</b>	The practical module aims at giving a hands-on experience in the everyday practice of the work as an advocate. The module is to be held at the Bar. Topics to be dealt with are: Professional Practice - setting up a law firm, case flow management, administrative and financial management, human resources etc.; Searching for, Building and Evaluating the Evidence; Preparing the Witnesses; Advanced Pleading techniques; Ethics.

## Sample Academic Calendar (January 2012 In-take)

Dates	Module	Other Academic Activities
Jan. 16- 27th, 2012	Module 1	Jan. 25th
Jan. 10- 30th, 2012	Module 2	Feb 1st, Hero's Day
Feb. 13- 24th, 2012	Module 3	
Feb. 27- 28th, 2012	Revision	
Feb. 29th - March 2nd, 2012	Exams for Modules 1, 2 &3	
March 5- 6th, 2012	Module 4	March 14th
March 19- 30th, 2012	Module 5	March 28th
April 6- 2nd, 2012	Module 6	
April 7-14th, 2012	Break (Mourning Week)	

Dates	Module	Other Academic Activities
April 16- 20th, 2012	Module 6 (Continuation)	April 18th
April 23- 24th, 2012	Revision	
April 25- 27th, 2012	Exams for Modules 4, 5 & 6	
April 30th - May 11th, 2012	Module 7	May 1, 2012 Labour Day
May 14- 25th, 2012	Module 8	May 23rd
May 28th- June 8th, 2012	Module 9	June 9th
June 11- 12th, 2012	Revision	
June 13- 15th, 2012	Exams for Modules 7, 8 & 9	
June 15th, 2012	End of DLP Modules Training	
June 18th - July 18th, 2012	One Month on Research	
July 23- Sept. 23rd, 2012	Internship Period	
September 24th, 2012 Submission of internship report and last day for research paper submission		

## Fast Track Mode

The DLP currently runs as a full time six-month course in Nyanza with an internship period of three months. From January 2013, there will be an additional mode for the DLP, the Fast Track Mode (FTM). The FTM will have the same content as the full time mode but it will be aimed at a different type of student and delivered in a different way. The target group will be experienced lawyers, judges and prosecutors who will take the DLP while remaining in employment with reduced workloads to enable them to study. The pilot FTM will run in Kigali.

The FTM will be delivered by a combination of formal tuition and work-based learning. The students on the FTM will learn and develop their professional skills and knowledge by working with experienced mentors who will both assist and assess them.

## THE DIPLOMA IN LEGISLATIVE DRAFTING

The Diploma in Legislative Drafting (DLD) first accepted students in September of 2012. This residential course covers 17 modules over the course of six months.

## THE DIPLOMA IN LEGISLATIVE DRAFTING

### Course Overview

An important aspect of the DLD is the assessment of student performance during the programme (continuous assessment), rather than testing knowledge and skills at the end of the whole programme. The assessment strategy includes a pre-test or opening essay/exercise, followed by a mid-term assessment either in the form of a test or a project, and concludes with a final exam/project and also a substantial written assignment or dissertation. All assessments, whether tests, essays or projects, will take into account the knowledge and skills that are the teaching goals of the diploma programme, focusing on the skills acquired during the training.

the accused using said questioning and listening techniques;

- Identify the legal issues raised by the witness and any requirement for further evidence;
- Identify the client's goals, and the law and facts relevant to reaching them;
- Formulate post interview plan with a client to achieve the client's goals;
- Use knowledge of civil and criminal proceedings to give clients appropriate legal advice based on a reasoned approach to the law and evidence;
- Familiarize clients with the procedure of the upcoming hearing;
- Test and explore the evidence by questioning witnesses or by drafting questions for the judge to consider putting toward the witness;
- Manage a case effectively and efficiently including keeping proper case notes, case files, etc.

Duration of the Course:

9 days

Cost: 476, 667 RWF

Beneficiaries: Judges, lawyers, prosecutors, and judicial police (National police-Ombudsman)

#### 4. PLEADING TECHNIQUES

##### ***Objective***

Students of this course will be equipped with the knowledge to identify the key legal issues of the case, to research the appropriate statutes and procedures relevant to these issues, and to present a persuasive and coherent argument in court.

##### ***Learning Outcomes***

At the end of this module students will be able to:

- Analyse evidence in a case;
- Identify the legal issues in the case;
- Research relevant law and procedure;
- Give practical and appropriate advice to a client;
- Prepare a well-structured, persuasive plea to the court;
- Demonstrate advocacy skills in practical courtroom simulations.

Duration of the Course:  
5 days  
Cost: 264,815 RWF  
Beneficiaries: Advocates,  
prosecutors

## 5. TECHNIQUES OF NEGOTIATION

### **Objective**

Students taking this course will be able to recognize different types of negotiation. They will also be able to analyse and employ mediation and arbitration appropriately to meet the needs of a client.

### **Learning Outcomes**

By the end of this course, students will be able to:

- Analyse the interests of the parties to a negotiation;
- Plan a negotiation;
- Select the appropriate negotiation technique from among the following:
  - Spiralling agreements

Duration of the course:  
9 days  
Cost: 476, 667 RWF  
Beneficiaries: Advocates,  
Legal Advisors in Public  
Institutions, Directors of  
Private Companies and  
Company Secretaries

- Changing of position
  - Gathering information
  - ‘Making the cake bigger’
  - Commitments;
- Understand how to be sensitive and quick to adapt to changing situations while not losing sight of the overall objective of the negotiation.

## 6. JUDGING

### **Objective**

This course aims to equip trainees with legal research skills, as well as drafting skills for different languages and jurisdictions.

### **Learning Outcomes**

At the end of this module, students will be able to:

- Understand the craft of judging;
- Explain the rules of natural justice and how they might be considered in proceedings;
- Describe the importance of judicial independence and reflect on its implications in practice;
- Demonstrate the ability to research, analyse, and interpret sources of law and legal commentary;
- Demonstrate sound legal reasoning skills;
- Describe the components of a judgment;
- Draft a judgment in different languages;

Duration of the course:  
9 days  
Cost: 476,667 RWF  
Beneficiary: Judges

- Draft special judgments;
- Draft dissenting judgments.

## 7. PROFESSIONAL PRACTICE FOR JUDGES

### **Objective**

The aims of this course are to help trainees establish a working knowledge of court management and judicial leadership.

Trainees will demonstrate the knowledge and skills required to be an effective and efficient judge, including evaluating evidence, reasoned decision making, and impartiality in proceedings. Trainees will also gain a comprehensive understanding of civil, criminal, and commercial practice.

### **Learning Outcomes**

At the end of this module, students will be able to:

- Understand the theory and practice of judicial work;
- Demonstrate a working knowledge of court management, including case management, ICT, and management of staff;
- Explain the principles of judicial ethics and their application in the courtroom;
- Demonstrate a working knowledge of civil, commercial, and criminal procedure;
- Conduct proceedings with authority, courtesy, and fairness in accordance with the law;
- Describe gender-sensitive procedures and the reasoning behind them;
- Describe appropriate procedure for minors;
- Listen to and evaluate written and oral evidence, including witness responses;

Duration of the course:  
9 days  
Cost: 476,667 RWF  
Beneficiary: Judges

- Understand the procedure and practice involved in the examination of a witness under common law;
- Make reasoned decisions based on the evidence;
- Explain the function of the Supreme Court in the supervision of the lower courts, as well as its leadership function in terms of staff teamwork, work allocation, and best practice in legal proceedings.

## 8. PROFESSIONAL PRACTICE FOR PROSECUTORS

### **Objective**

Trainees who complete this course will be able to demonstrate the knowledge and skills required to be an effective and efficient prosecutor, including working in partnership with the police, investigative skills, evaluating evidence, reasoned decision-making, and impartiality in proceedings. Students will gain a comprehensive understanding of criminal procedure, and they will become familiar with key offences.

### **Learning Outcomes**

By the end of the course, students will be able to:

- Understand the theory and practice of prosecution work;
- Demonstrate the ability to evaluate evidence;
- Demonstrate the ability to conduct investigative work, in partnership with the police service where appropriate;
- Explain the implications of gender issues in prosecutorial work;
- Make reasoned decisions in respect to the merit of cases presented to the prosecution service and the likelihood of

Duration of the course:  
9 days.

Cost. 476,667 RWF

Beneficiaries: Prosecutors  
and assistant prosecutors

- achieving a conviction;
- Explain the ethical principles of prosecutorial work and how they apply in practice;
- Demonstrate a working knowledge of criminal procedure;
- Explain the key features of some offences, e.g. financial crimes, terrorism, and domestic violence;
- Understand the procedure and practice involved in the examination of a witness under common law;
- Prepare a case for trial effectively and efficiently;
- Manage workload effectively, including in situations requiring teamwork and delegating to complete a task.

## 9. PROFESSIONAL PRACTICE FOR LAWYERS

### **Objective**

Students in this course will be able to demonstrate the knowledge and skills required to be an effective and efficient lawyer, including taking instruction effectively, offering robust advice, evaluating evidence, and making decisions reasonably. Students will gain a comprehensive understanding of the practice of civil, commercial, and criminal procedure, especially in the context of key offences.

### **Learning Outcomes**

By the end of the course, students will be able to:

- Understand the theory and practice of criminal defence work, as well as commercial and civil law and procedure;
- Demonstrate the capacity to establish a rapport with a client;
- Show appropriate responses to client care issues and fees;
- Take witness evidence effectively using appropriate

Duration of the Course:  
10 days  
Cost: 529,630 RWF  
Beneficiary: Lawyers

- questioning and listening techniques;
- Explain the implications of gender issues in legal practice;
- Demonstrate the ability to evaluate evidence, including identifying the requirement for further evidence and examining weaknesses in the client's case;
- Give robust advice on law and procedure, especially by providing a strategic approach to achieving the client's goals, including reference to costs and alternative means of resolving a case;
- Explain how ethical principles of legal work apply in practice;
- Explain the key features of some offences, e.g. financial crimes, terrorism, and domestic violence;
- Prepare a case for trial effectively and efficiently;
- Demonstrate effective advocacy skills;
- Understand the procedure and practice involved in the examination of a witness under common law;
- Manage workload effectively, especially where teamwork and delegation are required to complete a task.

## 10. ALTERNATIVE DISPUTE RESOLUTION

### ***Objective***

The purpose of this course is to clarify the roles of mediation and arbitration in dispute resolution, and to examine under which conditions these techniques would be in the best interest of the client.

### ***Learning Outcomes***

By the end of the course, students will be able to:

- Describe the principles involved in alternative dispute resolution;
- Determine when alternative dispute resolution might be advised in a given case;