COUNCIL OF LEGAL EDUCATION

INSPECTION CRITERIA AND GUIDELINES FOR LEGAL EDUCATION PROGRAMMES

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The following inspection criteria and guidelines shall be applied in the assessment and evaluation of legal education programmes as set hereunder. Institutions are advised to carefully read and supply information and data on every component covered by these criterial and guidelines. It is noteworthy that:

(i)   Each legal education programme shall be assessed and evaluated individually and not as part of any other programme; and

(ii)   Every campus offering legal education shall similarly be assessed and evaluated individually and MUST therefore supply independent and verifiable information and data respecting itself.

The Institution MUST clearly state the legal education programme against which the application relates in each case.

PLANNING PROCESS AND GOVERNANCE STRUCTURE

(i)   Vision, Mission and Strategic Objectives

Objective: To assess the preparedness of the university, college and the institution in sustenance of legal education programme.

Table 1: vision, mission and strategic objectives

	Description	0	½	1	Score
(i)	Does the university, college and institution have an overall strategic plan that outlines the vision, mission and key strategies?		∫		
(ii)	Has the Institution been approved by relevant Government authority to conduct this segment of training?		∫		
(iii)	Are there specific strategic objectives aimed at guiding the establishment, management and sustenance of the legal education programme within the university or college's overall strategic plan?			∫	
(iv)	Has the Institution developed its own strategic plan in the context of the university's or college's overall plan?			∫	
(v)	Has the Institution supplied the Council with its Strategic Plan for the relevant period?		∫		
(vi)	Has the institution developed strategies to ensure incremental growth of the legal education programme?		∫		
(vii)	Are the objectives of the legal education programme and the strategies developed in line with CLE quality objectives and the development of the legal profession generally?			∫	
				Total Score	

Key: (on a scale of 0-1, where 0 - non-existing strategic plan, 1-fairly developed and operationalized strategic plan

Total score for Vision, Mission and Strategic Objectives: 5

(ii)   Governance Structure

Objective: To evaluate the governance, management structures and systems of the university, college, and institution in order to determine their capacity to effectively deliver the legal education programme.

Table 2: Governance structure

	Description	0	½	1	Score
(i)	Has the university or college developed an overall governance and management structure that is in line with the requirements of the applicable laws (reference to the Universities Act, 2012/ Basic Education Act/ Charter, etc.)?			√	
(ii)	Has the university or college developed a governance structure for the Institution that is aligned to the overall university's or college's governance and management structures?		√		
(iii)	Has the university or college developed policies and procedures to guide the operationalization of the governance and management structures? (eg. an ALMANAC/Board Manuals, Guidelines for Board Proceedings)?		√		
(iv)	Does the Institution have a quality control mechanism to review its internal system?		√		
(v)	Has the university or college effectively decentralized its governance and management structures to the Institution to allow for its autonomous operation?		√		
(vi)	Does the Institution have a Dean who is at least of the rank of an Associate Professor of Law?			√	
(vii)	What other administrative structures exist at the Institution and what are their functions?		√		
				Total Score	

Key: (on a scale of 0- undeveloped and non-operating systems and structures, 1-fairly developed and or operational structures.   Kindly rate the institution's effectiveness of the governance and management structures).

Total score for Planning Process and Governance Structure: 5

ADMISSION REQUIREMENTS, CLASS SIZE AND ENROLMENT DATA

Objective: To assess the extent to which the institution has complied with the admission requirements set out in the Legal Education Act and the Regulations.

   (i)   Table 3: Data on student admitted to the programme per year and their qualifications (Guide: Institution to provide the data)

KCSE /mean grade/year	KCSE mean grade/English/ Kiswahili	A	A-	B+	B	B-	C+	C	C-	Others (specify and give number)
2010	Mean grade									
	English									
	Kiswahili									
2011	Mean grade									
	English									
	Kiswahili									
2012	Mean grade									
	English									
	Kiswahili									
2013	Mean grade									
	English									
	Kiswahili									
2014	Mean grade									
	English									
	Kiswahili									

   (ii)   Table 4: Student enrollment data projections per year

Description	Year of study	2012	2013	2014	2015	2016	2017
	Programme						
Total number of law students registered	1st yr						
	2nd yr						
	3rd yr						
	4th yr						
Total No. of students in session at Inspection	1st yr						
	2nd yr						
	3rd yr						
	4th yr						
Total number of students per year	1st yr						
	2nd yr						
	3rd yr						
	4th yr						

(iii) *Table 5: Student enrollment Data*

	Description	0	1	2	3	4	Score
(i)	Has the Institution supplied Council with the admission data for all students admitted to the programme?					√	
(ii)	Has the Institution complied with the admission requirements set out under the Legal Education Act and the Regulations?					√	
(iii)	Has the Institution supplied the student enrolment data for all categories of students?		√				
(iv)	The Institution shall state the total number of students in the programme		√				
	Total Score						

<u>Key</u>: (on a scale of 0-3, where 0- absent or unsatisfactory, 2- Satisfactory, 3 –Good)

Total score for Admission Requirements: 10

CURRICULAR AND MODES OF DELIVERY

Objective: To assess the relevance and value of the programme in contributing to the legal education and training and the legal profession in its entirety;

Table 6: Curriculum and Modes of Delivery

	Description	0	1	2	Score
(i)	Does the institution have a curriculum development policy that is clearly defined?			∫	
(ii)	Has the Institution carried out a feasibility study/market supply to establish the need for the programme?			∫	
(iii)	Has the curriculum been approved by the University's or College's ultimate governing body?			∫	
(iv)	Has the institution defined its key stakeholders and were stakeholders involved in curriculum development and review of the programme?			∫	
(v)	Has the Institution clearly communicated its academic standards and requirements for graduation to the students?			∫	
(vi)	Are objectives and strategies of the programme in line with the Institution's vision and mission?			∫	
(vii)	Has the institution clearly defined its curriculum "niche" area and is the "niche" area sufficiently embedded in the programme?			∫	
(viii)	Has the curriculum taken cognizance of the core units stipulated by the CLE?			∫	
(ix)	Has the curriculum embraced appropriate and innovative modes of delivery for each unit??			∫	
(x)	Has the curriculum provided for periodic review to update and modernize the programme?			∫	
(xi)	Is the Curriculum adapted to changing technological, economic and other social needs?			∫	
(xii)	Are the total number of units rationalized to provide a reasonable student workload? *(Will not apply to Certificate & Diploma Courses)*			∫	
(xiii)	Has the Institution provided for a diversified mode of delivery of the programme?			∫	
(xiv)	Are tutorials and seminars specifically employed as delivery modes?			∫	
(xv)	Does the Institution have a legal clinic or conduct clinical studies? *(Will not apply to Certificate & Diploma Courses)*			∫	
	Total Score				

Note: Institution must attain at least 50% under these guidelines to qualify for accreditation.
Key: (on a scale of 0-2, where 0- absent 1- unsatisfactory, 2 –Good)

Total score for Curricula and Modes of delivery: 30

EXAMINATIONS AND EXAMINATION ADMINISTRATION

Objective: To assess the level of integrity and objectivity of the examinations system in testing the attainment of the objectives of the legal education programme.

Table 7: LLB grading and completion rates

Year/ Classific ation	1st class/ distincti on	2nd Upper division/	2nd Lower division/	Pass	Completion rate
2010					
2011					
2012					
2013					
2014					
2015					

Table 8: Examinations and Examination Administration

	Description	0	1	2	Score
(i)	Has the Institution developed an examination policy which is well defined?			∫	
(ii)	Has the Institution developed examination regulations to guide the examination process?		∫		
(iii)	Has the Institution supplied data on examination and the administration of examinations?		∫		
(iv)	Has the Institution created structures for administering examinations?		∫		
(v)	Has the Institution appointed an independent examination's officer to manage the examination process?		∫		
(vi)	Are the examinations moderated both internally and externally to assure quality?		∫		
(vii)	Has the Institution developed a dedicated examinations' management and disposal system?		∫		
(viii)	Has the Institution employed assessment methods appropriate to the curriculum?		∫		
(ix)	Does the Institution have an appraisal system for both lecturers and students to evaluate both the programmes and training methods?		∫		
	Total Score				

Key: (on a scale of 0-2, where 0- absent   1- unsatisfactory   2- Good)

Total score for Examinations and Examinations Administration: 10

ACADEMIC STAFF AND QUALIFICATIONS

Objective: Assess the capacity of the institution to deliver the programme and to determine the staff: student ratio and the workload of academic staff

i)   *Table 9: Staff engagement (including library staff)*

Year of study		2013	2014	2015	2016
Total number of staff	**Degree**				
	Master degree				
	Doctoral				
	professors				
Number of staff on sabbatical leave, study leave and leave of absence	**For a degree**				
	For masters				
	For Doctoral				
	Professional and others				

(ii)   Table 10: Staff engagement at the Institution as at inspection and staff load. (Note to include the law library staff)

Name of staff	Nature of contract (full time or part time or others)	Academic and professional qualifications	Areas of specialization and teaching experience	Name and number of units taught	Total number of students enrolled in the unit	Remarks

(iii)   Table 11: Staff Costs per year

Year	Recurrent budget/projection	Percentage of Recurrent budget

(iv)   *Table 12: Assessment of implementation of staff policies*

	Description	0	1	2	Score
i	Has the institution developed a staff development, recruitment and retention policy?			√	
ii	Has the Institution supplied information on staff deployment?			√	
iii	Has the Institution supplied information on workloads?			√	
iv	Has the Institution supplied information on staff costs?			√	
v	Does the Institution train its academic staff on pedagogy skills?			√	
vi	Are academic staff at the Institution qualified to conduct training on the legal programme as stipulated under CLE Regulations?			√	
vii	Are staff at the Institution accorded sabbatical leave with pay?			√	
viii	Are staff at the Institution accorded study leave with pay?			√	
ix	Has the Institution set aside two and half (2½%) per cent of it's recurrent budget for staff development activities?			√	
x	Has the institution developed a mechanism for addressing staff grievances?			√	
xi	What is the ratio of full-time to part-time staff (Recommended rate should be 2:1)			√	
xii	Does the Institution have adequate staff at professorial level to provide leadership to the programme?			√	
xiii	Rate the staff: student ratio (recommended and ideal ratio is 1:15)			√	
xiv	Is the staff workload favourable? *(favourable Staff workload to range from 6-8 hrs per week for LL.B. Programme)*			√	
xv	Do lecturers specialisations and subjects taught match?			√	
				Total Score	

Note: Institution must attain at least 50% of these guidelines to qualify for accreditation.

Key: 0 – Absent, 1- satisfactory, 2 – good.

Total score for Academic Staff and Qualifications: 30

RESEARCH AND PUBLICATIONS

Objective: To assess the level to which academic staff contribute to the development of knowledge through research

(i)   Table 13: Research/Publications output per lecturer

	Name of staff	**Academic Rank**	**Areas of specialization**	**Research publication by title in the last three years**	**Other research activities in the last three years**	**Year of publication**
1.						
2.						
3.						
4.						
5.						

(ii)   Table 14: Research and Publications Allocation in the last three years

Year	*Allocation*	*Projected allocation*	*Percentage*

(iii)   Table 15: Research and Publications

	Description	**0**	**½**	**1**	**2**	**Score**
i	Has the Institution developed a research and publications policy?				√	
ii	Has the Institution supplied information and data on research and publications?		√			
iii	Has the Institution supplied date on research allocation in the last three years?			√		
iv	Does the institution support research by both students and lecturers?			√		
v	What publications has the institution contributed to in the last three years?			√		
vi	What other research activities has the Institution supported in the last three years?		√			
vii	Lecturers to list the number of publications in their name in the last three years (to be awarded where at least half the lecturers have contributed one article in referred Journal)			√		
viii	Does the Institution run a Journal?			√		
ix	Has the Institution set aside five (5%) of its recurrent budget to support research and publications?				√	
				Total Score		

Note: Institution must attain at least 50% under this parameter to qualify for accreditation.
       Key: 0 – Absent, 1- satisfactory, 2 – good.

Total score for Research and Publications:10

INFRASTRUCTURE AND RESOURCES

Objective: Assess the availability and adequacy of the infrastructural resources to support the legal education programme.

(i)   Table 16: Capital Development Allocation for the last three years

Year	Allocation	Projected allocation	Percentage

*(ii)   **Table 17: Adequacy of Infrastructural Resources***

	Description	0	1	2	3	4	5	Score
i	What is the kind of ownership of the land/ premises houses the Institution (Ideal. owned land or leased premises for a period at least 10 years)?				√			
ii	Are there suitable and adequate lecture rooms for legal education programme given the current student numbers?						√	
iii	Are there suitable and adequate rooms for conducting seminars, tutorials, student discussion groups and meetings?					√		
iv	Is the furniture in the lecture rooms, tutorial rooms and staff offices appropriate and adequate for academic use?			√				
v	Is there access to internet for staff and students and is the bandwidth adequate for academic purposes?		√					
vi	Has the institution provided a moot court and is it utilized?				√			
vii	Has the Institution provided adequate recreational facilities?			√				
viii	Are the facilities sensitive and appropriately configured to serve people with disabilities?		√					
ix	Are buildings and other infrastructure in compliance with the building code and Public Health Act?			√				
x	Assess the ambience of the Institution in overall terms			√				
xi	Has the Institution set aside ten (10%) per cent of its recurrent budget for infrastructural and development purposes?						√	
							Total Score	

Note: Institution must attain at least 50% under these guidelines to qualify for accreditation.
      Key: **(on a scale of 0-5, where 0- absent 1- unsatisfactory, 2- Satisfactory, 3 –Good)**

Total score for infrastructure and resources: 30

LIBRARY AND LIBRARY RESOURCES

Objective: To assess the available research resources to support the legal education programme.

(i)   Table 18: List of the print materials.

Unit	Core text	Other references	Edition

(**Guide: The institution to provide information**)

(ii)   Table 19: Law Reports & statutes

Title	Year

(**Guide: Institution to provide the information**)

(iii)   Table 20: List of journals and other general materials available to the law students

	Title	Year
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Guide: The institution to provide the information.

(iv)   *Table 21: List of library e-resources*

	Title	Subscription Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Guide: The institution to provide information.

(v)   *Table 22: Library acquisition projected for the next two years*

	Title	Edition
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

Guide: The institution to provide information.

(vi)   ***Table 23: Library Budget per year***

Year	Allocation/Projection	Percentage
2012		
2013		
2014		
2015		
2016		
2017		

(vii)   ***Table 24: Library and library Resources***

	Description	0	1	2	3	4	Score
i	Has the institution developed a Library policy?					√	
ii	Has the Institution supplied information and data on library resources?		√				
iii	Does the library stock comply with the CLE requirements (five core text per unit and other reference materials: one copy per every ten students)?				√		
iv	Does the library have law reports and Statutes to support the law programme?					√	
v	Is the library managed by qualified staff (at the level of a Master's Degree in Library and Information science)?			√			
vi	Does the library have an up-to-date e-resources to support the legal education programme?					√	
vii	Does the library have a student support programme (literacy programs, capacity building, and user support?				√		
viii	Is the library well organized in an orderly fashion depicting functional areas (student access, service desks, photocopying section, staff office, books processing section, computers, etc)?			√			
ix	Does the library have adequate sitting capacity (ideal is 1/3 of the total student enrolment), comfortable furniture, proper lighting, good ventilation to provide a conducive learning environment and ambience?				√		
x	Has the Institution set aside five (5%) of its budget to support library services?					√	
					Total Score		

**Note: Institution must attain at least 50% under these guidelines to qualify for accreditation.
Key:**

Total score for Library and Library resources: 30

STUDENT SERVICES AND SUPPORT

Objective: To determine whether the Institution has set aside adequate student support services and resources to achieve learning outcomes for the legal education programme.

(i) *Table 25: Allocation for Student services and support per year*

Year	Allocation/Projected	Percentage
2012		
2013		
2014		
2015		
2016		
2017		

(ii) *Table 26: Student Services and Support*

	Description	0	½	1	2	Score
I	Has the Institution developed a student Services and Support policy that has been communicated to students?			∫		
ii	Has the Institution supplied information and data on Student Services and Support activities?		∫			
iii	Does the institution have a student counselling and mentorship programme?			∫		
iv	Does the institution have structured and operational student organizations?			∫		
iv	Does the institution have adequate recreational and sporting facilities to support the registered number of students?			∫		
v	Does the institution have a mechanism to address student grievances and complains?		∫			
vi	Does the institution have a feedback mechanism for assessing the absorption of its graduates in the labor market?			∫		
vii	Does the Institution provide scholarships and other awards to students?			∫		
viii	What other amenities and services does the institution provide to students?			∫		
ix	Has the Institution set aside five (5%) of its recurrent budget for student support services?				∫	
				Total Score		

Key: **0 – Absent or unsatisfactory, 1- satisfactory, 2 – good.**

Total score for student services and support: 10

Table 27: OVERALL ASSESSMENT

s/n	Description	Marks awarded	Total per unit	Average recorded
1.	Planning Process and Governance Structure		**10**	
2.	Admission Requirements, class size and Enrolment		**10**	
3.	Curriculum and Modes of Delivery*		**30**	
4.	Examinations and Examination Administration		**10**	
5.	Academic Staff and Qualifications*		**30**	
6.	Research and Publications *(not applicable to the Certificate and Diploma Programmes)*		**10**	
7.	Infrastructure and Resources*		**30**	
8.	Library and Library Resources*		**30**	
9.	Student Services and support		**10**	
	Total		**170**	

Note:

1. The pass mark for an Institution to be accredited under the Legal Education Act. No.27 of 2012 shall be 67%. In addition, the Institution must attain at least 50% in the following individual guidelines:

   (i)   Curriculum and Modes of Delivery;
   (ii)   Academic Staff and Qualifications;
   (iii) Infrastructure and Resources; and
   (iv)   Library and Library Services.

2. Council may review where necessary the unit scores in respect of the Masters in Law (LL.M.) and Ph.D Programmes and inform Institutions the rationale for the review.

3. The tick (√) denotes the maximum score in the specific parameter.