

GHANA SCHOOL OF LAW

HANDBOOK FOR ALL STUDENTS

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GENERAL INFORMATION ON GHANA SCHOOL OF LAW

Postal Address - P.O. Box GP 179, Accra

Fax - 0302 66 48 22/66 47 75

E-mail - director@gslaw.edu.gh /registrar@gslaw.edu.gh

MEMBERSHIP OF THE GENERAL LEGAL COUNCIL

Her Ladyship Mrs. Justice Georgina T. Wood, Chief Justice - Chairperson

Hon. Justice W. Atuguba, Justice of the Supreme Court - Member

Hon. Justice Julius Ansah, Justice of the Supreme Court - Member

Hon. Justice Sophia Akuffo, Justice of the Supreme Court - Member

Mrs. Marietta Brew Appiah-Opong, Attorney-General - Member

Professor E.K. Quashigah, Dean, Univ. of Ghana School of Law, Legon - Member

Mr. Benson Nutsukpui, President, Ghana Bar Association - Member

Mr. Anthony Forson Jnr, Vice President, Ghana Bar Association - Member

Mr. Justin Amenuvor, Secretary, Ghana Bar Association - Member

Mr. Emmanuel Kofi Diaba, President, Western Regional Bar - Member

Professor E.H. Ofori Amankwah, Senior Legal Practitioner - Member

Mr. Justice Alex B. Poku-Acheampong, Judicial Secretary - Secretary

IN ATTENDANCE

Mr. Kwasi Prempeh-Eck, Director of Legal Education
Prof. P.E. Bondzie-Simpson, Founding Dean, UCC Faculty of Law, Cape Coast
Prof. Emmanuel Quansah, Dean of Law, Mountcrest University College
Dr. Mrs. Lydia Apori Nkansah, Dean, Faculty of Law, KNUST, Kumasi
Mr. David Asumda, Dean, Faculty of Law, Zenith University College, Accra
Mr. Ernest Kofi Abotsi, Dean, Faculty of Law, GIMPA, Accra
Mrs. Franklina G. Adanu, Ag. Legal Counsel, Disciplinary Committee

MEMBERSHIP OF THE BOARD OF LEGAL EDUCATION

Her Ladyship Mrs. Justice Georgina Wood, Chief Justice Chairperson
Hon Justice William Atuguba - Member
Hon. Marietta Brew Appiah-Opong Attorney General & Min. of Justice - Member
Mr. Benson Nutsukpui, President of the GBA - Member
Mr. Kwasi Prempeh-Eck, Director, Ghana School of Law - Member
Mr. Paul Adu Gyamfi, Former President of GBA - Member
Mr. A.K Bannerman-Williams, Senior Legal Practitioner - Member
Nana Osei-Bonsu, Registrar, Ghana School of Law - Secretary

GHANA SCHOOL OF LAW MANAGEMENT TEAM

Director, Legal Education	- Mr. Kwasi Prempeh-Eck
Registrar	- Nana Osei Bonsu
Deputy Registrar	- Mrs. Franklina Gesila Adanu
Coordinator, KNUST Campus	- Mr. Michael Gyang Owusu
Chief Accountant	- Mr. Samuel Odoom-Asuamah
Librarian	- Mrs. Janet Odetsi Twum

COORDINATORS

KNUST Campus	- Mr. Michael Gyang Owusu
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HEADS OF FACULTY

Law of Evidence – Mr. Maxwell Opoku-Agyeman
Interpretation of Deeds and Statutes – Justice Sir Dennis Adjei
Criminal Procedure – Mrs. Yvonne Atakora Obuobisa
Civil Procedure – Justice Anin Yeboah
Practical Conveyancing and Drafting – Mrs. Afua Adotey
Advocacy & Legal Ethics - Nene Amegatcher
Company and Commercial Practice – Mr. Seth Asante
Law Practice Management and Legal Accountancy – Mr. David Ofofu-Dorte
Family Law and Practice – Mrs. Frederica Ahwireng-Obeng
Alternative Dispute Resolution (ADR) – Mr. Michael Gyang Owusu

GHANA SCHOOL OF LAW FACULTY MEMBERS

Mr. Asante Krobea - Company and Commercial Practice, Kumasi Campus
Mrs. Afua Adotey- Practical Conveyancing and Drafting, Greenhill-Legon Campus
Mrs. Eudora Dadson - Family Law and Practice, Kumasi Campus
Mr. Hubert Sevor – Practical Conveyancing & Drafting, Accra Main and Kumasi Campus
Justice Amoono-Monney- Criminal Procedure, Greenhill-Legon Campus
Justice S. A. Brobbey - Evidence, Greenhill-Legon Campus
Justice Marful- Sau - Civil Procedure, Greenhill-Legon Campus
Justice Anin Yeboah - Civil Procedure, Accra Main Campus
Mr. Kwame Boafo - Civil Procedure, Kumasi Campus
Mr. Kwasi Asante - Legal Accounting, Greenhill-Legon Campus
Mr. M. Opoku Agyemang - Law of Evidence, Accra Campus
Mr. Martin Nwosu - A.D.R, Greenhill-Legon Campus
Mr. Moses Foh-Amoaning - Civil Procedure, Greenhill-Legon Campus
Mrs. Frederica Ahwireng-Obeng - Family Law and Practice, Accra Main Campus
Nene Amegatcher - A.D.R, Accra Campus
Mr. Maxwell Opoku Agyemang - Interpretation, Kumasi Campus
Mr. David Ofofu-Dorte - Law Practice Management
Mr. Felix Ntrakwah - Company and Commercial Practice, Accra Main
Prof. E. K. Quansah - Law of Evidence, Greenhill-Legon Campus
Mr. Paul Adu Gyamfi - Advocacy and Legal Ethics, Kumasi Campus
Mr. Sam Okudzeto – Advocacy and Legal Ethics, Accra Main Campus
Mr. Seth Asante - Company and Commercial Practice, Greenhill-Legon Campus
Ms. Vivien Lamptey- Family Law and Practice, Greenhill-Legon Campus
Mr. William Kpobi - Criminal Procedure, Accra Main Campus
Mr. Abdulai Alhassan - Legal Accountancy, Accra Main Campus
Mr. Albert Adaare - Interpretation, Accra Main Campus
Mrs. Yvonne Obubisa - Criminal Procedure, Greenhill-Legon Campus
Mr. Kwame Agyemang - Interpretation, Greenhill-Legon Campus
Justice Sir Dennis Adjei - Interpretation, Accra Main Campus

Justice Mabel Agyemang - Advocacy and Legal Ethics, Kumasi Campus
Justice Amadu Tanko - Advocacy and Legal Ethics, Green-Hill Legon Campus
Justice B.T. Aryetey - Advocacy and Legal Ethics, Accra Main Campus
Dr. Isaac Annan – Practical Conveyancing - Accra Main Campus
Mr. Michael Gyang Owusu - A.D.R, Kumasi Campus
Mrs. Nana Kegya Appiah-Adu - Company and Commercial Practice, Accra Main
Mrs. Evelyn D-Keelson - Criminal Procedure, Greenhill-Legon Campus
Mr. Michael Gyang Owusu - Evidence, Kumasi Campus
Mr. Emmanuel Amofa - A.D.R, Accra Main Campus
Rev. Dr. Joseph Osei - Legal Accountancy Kumasi Campus
Rev. Ampiah- Bonney - Civil Procedure, Accra Main Campus
Mrs. Patricia Afarley Dadson - A.D.R, Greenhill Campus
Mrs. Victoria Barth - Advocacy, Accra Main Campus
Charles Puozuing - Civil Procedure, Greenhill-Legon Campus
Capt. James Odartey Mills - Criminal Procedure.
Mr. Kwasi Owusu-Takyi - Legal Accountancy, Greenhill-Legon Campus
Dr. Justice Richmond Osei-Hwere - Criminal Procedure, Kumasi Campus
Ms. Dzifa Gakpleazi - Conveyancing, Greenhill-Legon Campus
Mr. Kimathi Kuenyehia - Company and Commercial Practice, Greenhill-Legon Campus
Ms. Esine Okudzeto - Advocacy, Greenhill-Legon Campus

GHANA SCHOOL OF LAW STUDENTS FACILITIES AND SOCIETIES

LIBRARY

The Ghana School of Law Library aims at bringing library services to the point of users need. The Library houses one of the country's finest collections of printed legal materials, secondary legal resources and provides access to online services and free internet sources. The Library supports legal researchers by integrating access to print and online sources. The primary function of the Library is to provide efficient and effective services that meet the needs of Faculty, Students, Staff and Library patrons. Some resources have been allocated for students at Green-Hill Legon Campus and KNUST Campus.

COMPUTER LABORATORY

The School has a 30-seater Computer Laboratory. The setup of the computer laboratory is to enable students walk in and plug in their laptops to the School's computer network. Alternatively, students who wish to remain in their lecture halls can connect to the School Computer network via WIFI.

ALUMNI OFFICE

The Alumni Office aims at bringing together all past students of the Ghana School of Law to enable them work for their mutual benefit and that of the School.

STUDENTS' REPRESENTATIVE COUNCIL

The Students' Representative Council (SRC) represents the interests of students. It provides a connection with other organizations outside the School. Its officers are elected annually by a ballot of all students during the First Semester. The structure of the SRC as laid down in its constitution is three-fold namely the Executive Council, the Congress and the Judiciary. Annual activities the SRC embarks on include SRC Law Week Celebration, Carols Night Service and the Legal Outreach and Career Fair. Other important Committees and Societies of the SRC include the Editorial Board, the Welfare Committee and the Moot Court Society that organizes intra-campus as well as national and international moot competitions.

LAW CHRISTIAN FELLOWSHIP

The Law Christian Fellowship (LCF) is a non-denominational family of Christians which is concerned about the spiritual development of students on campus. It has the Human Rights Centre that does pro bono for the underprivileged in the society especially prisoners.

HISTORY OF THE GHANA SCHOOL OF LAW

On the attainment of independence in 1957, the Government of Ghana at the time, decided to provide facilities for legal education in Ghana. This was occasioned by the vast and varying demands by Ghanaians for legal services. To achieve this goal, the Legal Practitioners Act, 1958 was enacted by Parliament. This Act created the General Legal Council and charged it with the responsibility for organizing, inter alia, legal education in Ghana. As a first step, the General Legal Council established the Ghana School of Law and mandated it to start professional legal training. The first meeting of the General Legal Council was held in the Supreme Court Building on the 3rd September 1958, and it was chaired by the first Ghanaian Chief Justice, His Lordship Sir Arku Korsah. The Legal Practitioners Act of 1958 also created the Board of Legal Education. The General Legal Council delegated the following functions to the Board of Legal Education:

1. The immediate administration and supervision of legal Education;
2. The establishment of such courses of instruction as the Board might deem necessary or expedient.
3. The conduct of examinations and the publication of examination results.

In December 1958, the Ghana School of Law was officially opened in temporary premises in the Supreme Court with 97 students. Those 97 students had been selected from about 600 students who were desirous of pursuing legal education in the then young independent Ghana. Some of the 600 students failed the first class examination. Others abandoned the Course. The students moved into the present premises when the buildings as we see them now, were completed and a plaque unveiled by the first President of the Republic of Ghana, the late Dr. Kwame Nkrumah on 5th March 1959. Interestingly, the over 600 students included some members of the 1958 Parliament, civil servants, school teachers and senior employees of some commercial establishments. Some of the 97 students abandoned the Course midway, and happily the first 9 students, some of whom have departed this life, were enrolled as lawyers on the 22nd June 1963.

They were:

- » **G. E.K. Aikins**
- » **D.M. Akotiah**
- » **S.H. Anancy**
- » **A.K. Bannerman-Williams**
- » **F.E. Creepy**
- » **J.E. Essiem**
- » **W.E. Offei**
- » **W. Osafo-Buabeng**
- » **P.K. Senayah**

No human society is static or immutable and unsurprisingly, over the course of time, imbued with what no doubt was a strong desire to achieve excellence. A number of amendments were made to various decisions and programmes of the General Legal Council. This led, ultimately, to what became known as the Preliminary Law Course for non-law graduates and the Professional Law Course for admittance to the Bar. The Ghana School of Law has over the past 58 years trained and produced lawyers who today work as magistrates, judges, solicitors, politicians, senior management executives and legal advisors in public and private establishments. The School is the only professional law training institution in Ghana and has undoubtedly contributed a great deal to the development of our Nation.

VISION

The vision of the Ghana School of Law is to become a centre of excellence in Africa and the world for professional legal training and research. The School at present is non-residential.

MISSION

The General Legal Council exists to ensure fair and efficient operation of legal education through improved human and institutional capacity. The Council aims at securing the public interest, a legal profession with the highest standard in the practice of law in Ghana.

Legal Education

The main objectives of the School include:

- I. Training of suitable persons to become professional lawyers*
- II. Pupilage of newly enrolled lawyers*
- III. Provision of facilities to enable professional lawyers to specialize in various areas of the law*
- IV. Provision of continuing legal education for professional lawyers and paralegals*
- V. Placing of law students on internship with Law Offices, Law Firms and the Courts to enable them gain practical experience and lawyering skills.*

PROGRAMMES OFFERED AND ADMISSION REQUIREMENTS

The School offers the following main programmes:

1. PROFESSIONAL LAW COURSE (PLC)

This is designed for Bachelor of Laws graduates from the University of Ghana, the Kwame Nkrumah University of Science & Technology (Kumasi) and other universities approved by the Council. Currently, the School runs a Semester Programme. The following compulsory subjects are studied during the First Semester:

- » Law of Evidence
- » Interpretation of Deeds and Statutes
- » Criminal Procedure
- » Civil Procedure
- » Conveyancing and Legal Drafting
- » Advocacy & Legal Ethics

The Compulsory subjects studied during the Second Semester are:

- » Law Practice Management and Legal Accountancy
- » Company and Commercial Practice
- » Family Law and Practice
- » Alternative Dispute Resolution (ADR)

In addition to the academic work, students are mandated to undertake a 6-month compulsory internship in selected Law Firms, Legal Departments and the Courts. Students will be assessed at the end of the internship. Only passed and referred students shall participate in the Internship Programme.

To qualify for admission to the Ghana School of Law for the Professional Law Course, applicants must be successful both at the Entrance Examination and Interview. The categories of applicants listed below are eligible to write the Entrance Examination:

- a. ALL LLB graduates from the Faculties of Law of Public Universities in Ghana, including KNUST, Kumasi; University of Ghana(Legon) and GIMPA approved by the National Accreditation Board (NAB) and the General Legal Council (GLC).
- b. ALL LLB graduates from the Faculties of Law of Private University Colleges in Ghana approved by the NAB and GLC.
- c. ALL Ghanaian LLB graduates or holders of equivalent law degrees from Universities in the United Kingdom, Canada, United States of America and other common law jurisdictions who have obtained passes in all the prescribed subjects/courses for admission to the Professional Law Course.
- d. For the avoidance of doubt, applicants from overseas/foreign Universities who possess LLB certificates or certificates for equivalent law degrees shall be eligible to write the Entrance Examination if such applicants have passed the subjects below at the LLB or equivalent level:
 - a. Ghana Constitutional Law
 - b. Ghana Legal System and Methods
 - c. Criminal Law
 - d. Law of Equity and Succession
 - e. Law of Torts
 - f. Law of Contract
 - g. Law of Immovable Property
 - h. Company Law
 - i. Commercial Law

In addition to the nine (9) subjects listed above, applicants must have studied and passed **any one** of the following subjects:

- j. Law of Natural Resources
- k. Environmental Law
- l. Intellectual Property Law
- m. Law of Taxation

Applicants who are admitted to undertake the Professional Law Course are enrolled as Barristers at Law and Solicitors of the Supreme Court upon their successful completion of the Course.

2. POST CALL LAW COURSE

This Course is designed for Ghanaians who have qualified in Common Law countries outside Ghana as barristers and/or Solicitors, which operate a legal system analogous to Ghana. Non-Ghanaian applicants are considered only if their countries also admit Ghanaian lawyers to their Bar on terms similar to what pertains at the Ghana School of Law.

With effect from October 2013 the General Legal Council decided that the Course duration should be one academic year. Post-Call students study the following subjects:

- » Criminal Procedure
- » Civil Procedure
- » Law of Evidence
- » Family Law & Practice
- » Law of Interpretation of Deeds and Statutes
- » Ghana Constitutional Law
- » Ghana Legal System

Final examinations are held at the end of the Course which begins in October and ends in June each year. Successful candidates are also enrolled as Barristers at Law and Solicitors of the Supreme Court.

3. GHANA LEGAL SYSTEMS COURSE & GHANA CONSTITUTIONAL LAW

This short Course is for Ghanaians who have obtained the UK/External LLB Degree and LLB from foreign recognised universities or common law countries and are desirous of studying the Professional Law Course to qualify as Lawyers. The Course is a prerequisite for writing the Entrance Examination to the Professional Law Course. It is a three-month programme from April to June each year.

CODE OF CONDUCT

GENERAL COMPORIMENT

1. Every student of the Ghana School of Law (“GSL”) shall dress decently and respectably in the prescribed attire for lectures and the various functions.
2. The dress code for lectures is black (plain black or with thin stripes) and white. Checking materials are not allowed. Appropriate suiting materials must be used at all times. Lycra and stretch fabrics are not encouraged. Wearing three quarter trousers, jeans and corduroy are not appropriate dressing.
3. Students of the GSL are to wear court shoes or flat shoes. Sandals, flip flops and slippers are not permitted.
4. Hair must be kept neat; jewellery must be kept to the minimum and make-up toned down.
5. Dressing provocatively is strictly prohibited in the GSL. Specifically, mini dresses and skirts are not allowed. Skirts and dresses must be kept below the knee level.
6. It is misconduct and a violation of this Code for a student of the GSL to dress in a manner inconsistent with the GSL dress code.
7. Students are required to have their meals, snacks, as well as relaxation and other activities at the officially appointed places.
8. Every student shall, at all times, conduct himself/herself in an orderly manner, with dignity and self-respect.
9. Students shall show particular respect for authority and uphold law and order. Accordingly, it shall be a violation of this Code for any student :

- to conduct himself/herself in such a manner as would amount to rudeness , disrespect or insulting behaviour towards any officer of the School.
- to intentionally or willfully disobey or disregard any regulations and orders as may be made for orderly running of the School and
- to be under the influence of alcohol or narcotic substances while in class or School.

ACADEMIC SESSIONS

10. The academic session for Professional Law Course Students shall comprise two Semesters, as follows:
 First Semester – October –May
 Second Semester – June - September
11. All Professional Law Students shall undertake an internship from January to June.
12. The academic session for Post-Call Law Course shall commence from October and end in June.

REGISTRATION

13. All Professional Law Course and Post-Call Law Course students shall properly register to undertake the requisite Course within three weeks from the commencement of the academic year, after which period no registration shall be allowed.
14. A student shall be allowed to register upon paying half of the approved School fees for the appropriate Course of study.
15. A student who fails to register during the three week period shall forfeit his/her right to write examination for the entire academic year.

DURATION OF COURSE

16. The minimum period for completion of the Professional Law Course shall be two years and that of the Post-Call Law Course shall be one year.
17. A repeating student has three attempts at each examination to pass after which his/her studentship shall be cancelled. Such a student may, however be allowed to re-apply to the General Legal Council for admission.

DEFERMENT OF COURSE OF STUDY

18. A Professional Law Course student shall not be allowed to defer his/her Course of study except under extreme medical conditions certified by a medical practitioner from a reputable health institution. The GSL reserves the right to investigate any Medical Report submitted by a student. The maximum period allowed shall be one year.
19. A Post-Call Law Course student may be allowed to defer his/her Course of study for a maximum period of one year.
20. A student who wishes to defer his/her Course of study shall apply within at least four weeks after the commencement of the academic year through the Director of Legal Education stating reasons why his/her Course of study needs to be deferred.
21. A student who defers his/her studies beyond a period of one year shall have his/her studentship cancelled. Such a student may, however be allowed to re-apply for admission.
22. Any student who fails to go through the approved procedures before deferring his/her studies shall be deemed to have abandoned his/her studentship. The Registrar shall cause the name of such student to be removed from the student roll.

ATTENDANCE

23. Regular attendance at lectures and tutorials are compulsory and students are required to be present and take part in any sessional examinations or tutorials that may be conducted by any lecturer.
24. Students who absent themselves from lectures for a total of 28 days or more in any academic year without reasonable excuse, proof of which shall be on him/her, shall be deemed not to have satisfied the attendance requirements for the year and shall be prevented from participating in any examination conducted by the School and may be required to repeat the year in question.

ELIGIBILITY FOR EXAMINATIONS

25. All registered students shall be required to sit for the appropriate exams as shall be indicated on the GSL Academic Calendar on condition that the student has settled all outstanding fees in full.
26. Payment of half the requisite approved fees only entitles a Professional Law Course student to write the First Semester exams. Payment of School fees must be made in full to enable such a student write the Second Semester Examination.
27. All students who have settled the requisite fees shall be granted an EXAMS PASS CARD by the Accounts Department one month before the commencement of the appropriate examination.

28. A student without an EXAMS PASS CARD shall not be allowed entry into the Examination Centre.
29. All students shall be required to attend lectures and tutorials punctually. A student who absents him/herself from lectures and tutorials for a cumulative period of 28 days shall not be eligible to write any examination in the GSL.
30. Any student who absents him/her self from writing any examination without approval properly sought and given shall be graded “F” in that particular Course.
31. A student who commits an examination malpractice or offence shall be awarded grade “X” denoting disqualification.

REPEAT EXAMINATION

32. An appropriate date for the re-registration of failed subject (s) will be determined by the School from time to time.
33. A student who passes a re-sit paper shall be graded “B” irrespective of the actual marks obtained in the examination.
34. A Professional Law Course student who fails three or more subjects cumulatively for both Semesters shall re-register and repeat both semesters the following academic year upon payment of the appropriate School fees.
35. **RE-MARKING**
36. Any student aggrieved or dissatisfied with the results as published shall within seven (7) days of the publication of the examination results petition the Director for a re-mark of the script.
37. An appeal for re-marking shall be addressed to the Director, Legal Education, who in turn, shall forward same to the Chairperson of the IEB.
38. The petition shall be accompanied by a non-refundable fee of Three Thousand Ghana Cedis (GHS3,000.00) or such sum as may be determined by the General Legal Council from time to time per script.
39. In a situation where a candidate earns a Pass after re-marking, the fee covering the appeal for re-marking shall be refunded to the said student.
40. A decision on re-marking will be communicated to the student within five (5) weeks from the date the student petitioned.

GRADING SYSTEM

41. A student performance in a Course shall be graded as follows:

LETTER GRADE	MARKS	INTERPRETATION
A	70-100	Excellent

B+	60-69	Very Good
B	50-59	Good
C	40-49	Fail
D	30-39	Fail
E	20-29	Fail
F	20-0	Fail
X	-	Absent
i	-	Incomplete result

42. Grade “X” shall be awarded to a student who registers to write an examination but is unable to write the said examination for reasons acceptable to the School and IEB. Such a student shall be required to re-register and re-sit the said examination.

AWARD OF PRIZES

43. Prizes are awarded for the best student in each subject and a grand prize (known as the “**John Mensah Sarbah Award**”) given to the overall best graduating student.

TRANSCRIPT OF ACADEMIC RECORD

44. At the end of a student’s Course of study, GSL shall, on the payment of an appropriate fee, issue to the student a complete transcript of his/her academic record.

USE OF VEHICLES

45. Any student who wishes to use or keep a vehicle on the premises of the GSL must obtain permission from the Registrar through the Accounts Department.
46. The GSL accepts no responsibility for such vehicles or for any damage that may occur to them or to their owners, drivers or passengers or theft to vehicles or vehicle contents. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.

NON-ACADEMIC MISCONDUCT

No GSL student shall:

- 46.1 cause or threaten any other person with bodily harm.
- 46.2 assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person.
- 46.3 cause by action, threat or a disturbance that the student knows obstructs any activity organized by the GSL
- 46.4 steal, knowingly take, destroy or damage premises of the GSL or any physical property that is not his or her own.
- 46.5 knowingly possess property of the GSL without authorization.
- 46.6 knowingly use any equipment, facility or service of the GSL without the express authorization of a person or persons authorized to give such permission.
- 46.7 sexually assault or rape a person.
- 46.8 sexually harass another student by engaging in unwelcome or unwanted behaviour of a sexual nature including attempting to fondle or fondling, attempting touch or touching, attempting to caress or caressing.
- 46.9 Produce or distribute any pornographic material on the premises of the GSL
- 46.10 smoke in the library, reading rooms, lecture halls or on the premises of the GSL.
- 46.11 make undue noise within the GSL premises.
- 46.12 engage in petty trading.
- 46.13 any student whose conduct amounts to a criminal offence may be dealt with as if that conduct amounts to a violation of this Code. This is without prejudice to the Republic instituting any criminal proceedings against him/her.

DISCIPLINARY ACTIONS AND PROCEDURE

47. Any student who violates any of the rules of this Code shall be liable to the appropriate disciplinary action.
48. There shall be a Disciplinary Committee comprising three members of the academic faculty. The Director shall in all cases appoint one of the members as the Chairperson of the Committee.
49. The Disciplinary Committee shall investigate an allegation of misconduct referred to it by the Director of Legal Education and shall recommend appropriate sanctions.
50. The Director of Legal Education shall refer all academic related misconduct to the Disciplinary Committee.
51. A student shall have the right to appear before the Disciplinary Committee with a lawyer of his/her choice.

52. The recommendations of the Disciplinary Committee shall be forwarded to the Director of Legal Education who shall present it to the Academic Board of the GSL for further recommendations to the General Legal Council.
53. The decision of the General Legal Council on the sanctions imposed shall be final.

SANCTIONS

54. Depending on the nature of the violating conduct, a student may :
- be reprimanded orally or in writing; or
 - be reprimanded and suspended from the School; or
 - have his/her call to the Bar deferred; or
 - be disapproved for an eventual call to the Bar; or
 - be dismissed from the School altogether without the right to re-apply.

GENERAL LEGAL COUNCIL INDEPENDENT EXAMINATION BOARD RULES AND REGULATIONS FOR THE CONDUCT OF PROFESSIONAL EXAMINATIONS

1. INTRODUCTION

These rules and regulations are designed to govern the conduct of all examinations, except for the Entrance Examination at the Ghana School of Law, including, but not limited to the Professional Law and the Post-Call Law Courses. These rules and regulations, as modified from time to time, shall take precedence over any pre existing practice or procedure on the subject of Examinations. Only a candidate who is officially enrolled on a programme of study at the Ghana School of Law School or referred or failed and is registered as such and has met all financial obligations to the School is eligible to sit the appropriate examinations.

2. DUTIES AND RESPONSIBILITIES OF CANDIDATES

- 2.1 A candidate for an Examination conducted by the Independent Examination Board of the General Legal Council must have followed the approved course over the required period, and must have registered for the examination.
- 2.2 It shall be the duty of the candidate to consult the daily time-table, where applicable.
- 2.3 Strict silence must be observed at all times in the examination room. The examination is deemed to be in progress from the time a candidate enters the room and until the scripts have been collected at the end of the examinations.
- 2.4 A candidate must not speak to or otherwise communicate with any other candidates throughout the examination.
- 2.5 A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination.
- 2.6 It shall be the candidate's responsibility to provide for himself /herself a pen, pencil, an eraser or other approved material as needed. It is also the candidate's responsibility to ensure that he/she is given the right question paper and other material needed for the examination.
- 2.7 A candidate shall not bring to the Examination Centre or to the wash-room of the Examination Centre or the immediate vicinity any book, paper, written information or cellular/mobile phones, tablets or any other material, device or instrument not expressly authorized for the purpose of the examination. **Any such material shall not be deposited at the entrance of the Examination Room or in the wash-room or within 50-metres radius of the Examination Room.** Any such material shall be deposited only in the area designated by the Chief Invigilator and must not be taken to the Examination Room or into the wash-room.
- 2.8 A candidate who is suspected of hiding an unauthorised material on his/her person may be asked by the Invigilator to submit to a body search.
- 2.9 Smoking and / or drinking of alcoholic beverages is not allowed in the Examination Room.
- 2.10 No candidate shall enter the Examination Room until he/she is invited and/or requested to enter the examination room by the Chief Invigilator and /or his/her representative.
- 2.11 A candidate shall uphold the highest standard of civility and courtesy in an examination room, and shall not flout the instruction(s) of the Chief Invigilator or Invigilator.
- 2.12 A candidate shall for the purpose of identification by the Chief Invigilator/ Invigilator, carry on him/her a valid GSL identity card which shall be placed on the examination table to enable the invigilator ascertain the identity of the person writing the examination. A defaced student identity card shall not be deemed valid for the purpose of identification.

2.13. The Chief Invigilator shall refuse any candidate without a valid Ghana School of Law identity card entry to the examination.

2.14 No communication between candidates is permitted in the examination room and accordingly

- i. A candidate shall not pass, attempt to pass or receive any information, material, device or instrument from another candidate during an examination.
- ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- iii. A candidate shall not in any way disturb or distract any other candidate during the examination.
- iv. A candidate shall not have any writing on any part of his/her body or clothing.
- v. A candidate shall not plagiarize by presenting another person's work as though it were his/her work.
- vi. A candidate may attract the attention of the invigilator by raising his/her hand for the purpose of making a complaint or request.

2.15 A candidate may leave the Examination Room temporarily, only with the express permission of the Invigilator. In such cases, the Invigilator shall satisfy himself/herself that the candidate does not carry on his/her person any unauthorised material.

2.16 A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the Invigilator.

2.17 A candidate who finishes an examination ahead of time may leave the Examination Room but not earlier than 30minutes from the commencement of the examination and not later than 15 minutes to the end of the examination, and only after surrendering his/her answer book(s) and signing the attendance register. The candidate shall not be allowed to return to the examination room thereafter.

2.18 At the end of each examination, a candidate shall ensure that he/she does not take away any answer books, whether used or unused, from the examination room.

2.19 A candidate shall not in anyway mutilate or interfere with the stapling in the answer books/sheets. Any complaints about the answer books should be brought to the attention of the Invigilator.

2.20 A candidate who fails to be present at an examination without any satisfactory reason shall receive a failure grade in that paper. Reasons which may not normally be accepted as excuses for being absent from any paper include but are not limited to:

- i. mis-reading the time-table
- ii. forgetting the date or time of examination
- iii. inability to locate the examination room

- iv. inability to rouse oneself from sleep in time for the examination
- v. failure to find transport
- vi. any medical condition which has not been certified as such by a professional medical practitioner

2.21 Pregnancy and bereavement shall generally not be an excuse for exemption from Examination.

2.22 At the close of examinations, candidates in the Examination Hall shall remain seated until all answer scripts have been collected and the Invigilator gives the signal to leave the room.

2.23 Under no circumstances should a candidate write or sign his/her name on any part of the answer sheet, doing so will be an offence.

3. MALPRACTICES OR OFFENCES

3.1 An examination malpractice or offence shall include any attempt on the part of a candidate, conspiring with another candidate, or aiding or abetting or facilitating any candidate to gain an unfair advantage in the examination, and any breach of the instructions to candidates.

3.2 An examination offence shall include but not be limited to the following:

- Writing name in any part of the exam sheet.
- Cheating, by any means, attempting to cheat or assisting another candidate to cheat.
- Impersonating an examination candidate, or allowing one self to be impersonated.
- Opening the examination paper before the examination has commenced.
- Having any writing on any part of a candidate's body or on his or her clothing.
- Carrying unauthorised material to the examination room and /or having unauthorised material on his /her person.
- Communicating or attempting to communicate with other candidates or any other person without permission of the invigilator or other authorized person while inside the Examination Room.
- Attempting to gain an unfair advantage in the examination.
- Plagiarising another person's work as though it were the candidate's work.
- Continuing to write after the examination has officially ended.
- Attempting to conceal identity by willfully writing the wrong index number on the answer booklet as against the one indicated on the Attendance Sheet.

4. SANCTIONS FOR MALPRACTICES AND OFFENCES

4.1A breach of any of the Instructions to candidates herein may result in one or more of the following sanctions:

- i. A reprimand
- ii. Loss of mark
- iii. Cancellation of a candidate's marks for the examination paper in issue (in which case zero shall be substituted for the marks earned)
- iv. Cancellation of a candidate's marks in all of the candidate's courses for that particular level of study, with the possibility of being disqualified from sitting any future examination by the General Legal Council.
- v. Withholding of results for a period
- vi. Award of a failed grade
- vii. Notification of relevant professional bodies of the offence which may lead to inability to practice in a particular profession.

5. PROCEDURES FOR HANDLING MALPRACTICES AND OFFENCES

5.1 The Chief Invigilator shall submit a report on cases of examination malpractices and offences to the Independent Examination Board of the General Legal Council.

5.2 A determination as to the validity or otherwise of the complaint shall be made expeditiously by the Independent Examination Board of the General Legal Council.

5.3 In the determination of the validity or otherwise of a complaint, the Independent Examination Board of the General Legal Council shall be guided by the rules of Natural Justice.

5.4 The IEB shall report its findings to the General Legal Council.

AMENDMENT OF HANDBOOK

The School reserves the right to change the rules and regulations without prior notice.

DATED THIS 24TH DAY OF JANUARY 2017