

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 86 OF 2015

**The Zambia Institute of Advanced
Legal Education Act**
(Laws, Volume 4, Cap.49)**The Zambia Institute of Advanced
Legal Education (Accreditation of Legal
Education Institutions) Regulations, 2015**

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SCHEDULE

IN EXERCISE of the powers contained in section *twenty-three* of the Zambia Institute of Advanced Legal Education Act, the following Regulations are hereby made:

PART I
PRELIMINARY

- | | |
|--|----------------|
| 1. These Regulations may be cited as the Zambia Institute of Advanced Legal Education (Accreditation of Legal Education Institutions) Regulations, 2015. | Title |
| 2. In these Regulations, unless the context otherwise requires— | Interpretation |
| “ accreditation ” means the process of evaluation and certification of the competence of a legal education institution to ensure that it meets the training standards determined by the Accreditation Committee; | |
| “ Accreditation Committee ” has the meaning assigned to it in the Act; | |
| “ Council ” has the meaning assigned to it in the Act; | |
| “ Institute ” means the Zambia Institute of Advanced Legal Education; | |
| “ legal education or training ” means an education or training programme whose objective is to impart knowledge or skills in the area of law; | |
| “ legal education institution ” means an institution that offers legal education or training; | |
| “ practitioner ” has the meaning assigned to it in the Legal Practitioners Act; and | Cap. 30 |
| “ Secretary ” means the Secretary to the Council of the Institute. | |
| 3. These Regulations apply to an institution that is authorised under the Act or any other written law to offer legal education or training. | Application |

PART II
ACCREDITATION OF LEGAL EDUCATION INSTITUTIONS

- | | |
|--|---------------------------------|
| 4. The Accreditation Committee may establish such sub-committees or appoint such experts as it considers necessary for undertaking any of its functions under these Regulations. | Establishment of sub-committees |
| 5. (1) A legal education institution shall apply for accreditation in Form I set out in the First Schedule. | Application for accreditation |

(2) The Accreditation Committee may request for further information from an applicant, where the information provided by an applicant is not sufficient.

(3) The Accreditation Committee shall reject an application for accreditation if the applicant fails to comply with the requirements set out in these Regulations.

(4) The Accreditation Committee shall, where it rejects an application for accreditation, inform the applicant of its decision within seven days of the decision in Form II set out in the First Schedule.

Evaluation
of
programme

6. (1) The Accreditation Committee shall, within sixty days from the date of receipt of an application for accreditation, evaluate the programme submitted with the application.

(2) The Accreditation Committee may—

(a) engage the services of an independent evaluator to undertake the evaluation process on its behalf; or

(b) evaluate the programme of a legal education institution under any other written law for the purposes of the accreditation process.

(3) A member of the Council or Accreditation Committee who is a dean of a legal education institution, a member of staff of a faculty of a legal education institution or is otherwise connected to or interested in the affairs of the legal education institution that is the subject of an application for accreditation, shall not participate in the evaluation of the application for accreditation relating to that legal education institution.

Re-
evaluation of
rejected
application

7. An applicant whose application for accreditation is rejected under regulation 5 may, within ninety days of the rejection, resubmit the application for reevaluation by the Accreditation Committee.

Certificate of
Accreditation

8. (1) The Accreditation Committee shall, within sixty days of receipt of an application for accreditation, approve the application if the applicant meets the requirements of these Regulations and award a certificate of accreditation to the legal education institution in Form III set out in the First Schedule.

(2) The certificate of accreditation issued under sub-regulation (1) shall, unless revoked, be valid for a period of five years.

Operation
standards

9. An accredited legal education institution shall maintain and operate in accordance with, the operation standards set out in the Second Schedule.

10. (1) A legal education institution shall not alter an accredited programme without the prior approval of the Accreditation Committee. Review and alteration of accredited programme

(2) An application to alter an accredited programme shall be in Form IV set out in the First Schedule.

(3) The Accreditation Committee shall, within thirty days of receipt of the application to alter an accredited programme, approve the application if the proposed alteration meets the requirements of these Regulations and notify the legal education institution in writing.

11. (1) An accredited legal education institution shall prepare and submit to the Accreditation Committee— Institutional reports

(a) at the end of each year, an annual report of its activities in each year of operation, which shall include the resources set aside for the legal training and the maintenance of the legal library services; and

(b) after every five years, a detailed report for the degree programme and after every four years for other training programmes, indicating the progress made on the maintenance of standards and institution's objects with regard to legal education.

(2) The Accreditation Committee shall evaluate the reports received under sub-regulation (1) and make such recommendations as are necessary for the improvement of the training programmes and standards of the legal education institution.

12. (1) The Accreditation Committee shall, where an accredited legal education institution fails to comply with the standards set out in the Fourth Schedule, issue a notice of intention to revoke its accreditation in Form V set out in the First Schedule. Suspension and revocation of accreditation

(2) A notice issued under sub regulation (1) shall specify the details of the failure to comply with the standards.

(3) A legal education institution shall, within thirty days of receipt of a notice of intention to revoke accreditation, remedy the failure specified in the notice and make representations in writing, to the Accreditation Committee stating why the accreditation should not be revoked.

(4) Where the legal education institution fails to remedy the default, the Accreditation Committee may, revoke the accreditation issued to the institution and notify the legal education institution in Form VI set out in the First Schedule.

(6) The Accreditation Committee shall, where it revokes the accreditation of a legal education institution, publish a notice of revocation in a daily newspaper of general circulation in Zambia and the Institute's website.

(7) The Accreditation Committee shall cancel the notice of intention to revoke accreditation of a legal education institution if it is satisfied that the legal education institution has put in place necessary measures to comply with these Regulations.

(8) A legal education institution which is subject to a notice under this regulation shall meet the Accreditation Committee's administrative costs and other expenses incurred in the enforcement of this regulation.

Renewal of accreditation

13. (1) A legal education institution may apply for the renewal of accreditation to the Accreditation Committee in Form I set out in the First Schedule.

(2) The Accreditation Committee shall, where a legal education institution complies with these Regulations and maintains the prescribed standards renew its accreditation for a further period of five years.

Order of discontinuation of provision of legal education institution

14. (1) The Accreditation Committee shall order a legal education institution to discontinue providing legal education or training if—

- (a) the legal education institution requests to discontinue the accredited programme;
- (b) the Accreditation Committee determines that the legal education institution is no longer competent to offer the legal education or training;
- (c) the legal education institution is served with a revocation order; or
- (d) the legal education institution is not accredited by the Council.

(2) An order of discontinuation to a legal education institution shall be in Form VII set out in the First Schedule.

(3) The Council shall publish the order of discontinuation issued under sub-regulation (2) in a daily newspaper of general circulation in Zambia.

(2) The Council may by a notice in the *Gazette* or a newspaper of general circulation stop the legal education or training programme for a legal education institution that has not complied with this Regulation.

15. (1) A legal education institution shall, within sixty days of receipt of an order of discontinuation issued by the Council under regulation 14, submit a discontinuation plan to the Council for approval.

Discontinua-
tion plan

(2) A discontinuation plan submitted under paragraph (1) shall—

- (a) state the date on which the legal education institution shall discontinue providing legal education or training; and
- (b) become effective at the end of the academic year in which the order is issued.

(3) Once a discontinuation plan submitted under paragraph (1) as approved by Council, a legal education institution shall—

- (a) not admit new students to any of its legal programmes; and
- (b) assist its students to transfer to other accredited institutions to complete their legal education programmes.

(4) A legal education institution shall, until it discontinues a programme—

- (a) pursue the course programmes approved by the accreditation committee in the mode existing before the order of discontinuation;
- (b) maintain the library and other physical facilities required under these Regulations; and
- (c) maintain adequate faculty staff qualified to manage the course programme.

16. (1) The Accreditation Committee may on its own motion or on the request of the legal education institution or the public, inspect a legal education institution accredited under these Regulations.

Inspection

(2) The Accreditation Committee shall prepare an inspection report stating its findings and recommendations and submit the report to the institution.

(3) The Accreditation Committee shall, where it determines that a legal education institution has failed to maintain the standards set out under these Regulations, revoke the accreditation.

(4) Where a legal education institution requests the Accreditation Committee to inspect the institution, the institution shall meet the Accreditation Committee's reasonable administrative costs and other expenses incurred in connection with the inspection.

Register

17. (1) The Secretary shall keep and maintain a register of the accredited legal education institutions in which the Secretary shall enter the details and particulars relating to—

- (a) the accredited legal education institutions;
- (b) the applications rejected and the reasons therefor; and
- (c) any other information as the Accreditation Committee may determine.

(2) The register of legal education institutions shall be kept at the offices of the Institute, and shall be open for inspection by members of the public during normal office hours upon payment of the fee set out in the Forth Schedule.

(3) The Secretary may, upon application by any person, issue to the person a certified extract from the register or a copy of any accreditation, upon payment of the fee set out in the Fourth Schedule.

Publication
of
accredited
legal
education
institutions

18. (1) The Accreditation Committee shall, at the beginning of each year, publish a list of all the accredited legal education institutions in a newspaper of general circulation in Zambia and the Institute's website.

(2) The Accreditation Committee shall maintain and regularly update particulars of the accredited institutions on its register and the institute's website.

PART III

LEGAL EDUCATION TRAINING

Eligibility
for
admission to
legal
education
programme

19. (1) A student shall be eligible for admission to a legal education training programme if that student attains the required minimum qualifications set out in the Third Schedule.

(2) A student shall be disqualified from being enrolled as an undergraduate law student if the student does not possess the qualifications set out under paragraph(1).

Recognition
of academic
awards

20. (1) The Accreditation Committee may recognise academic awards in legal education of foreign institutions that are recognised by the Council or any other competent authority under any other written law.

(2) Notwithstanding the generality of sub-regulation (1), the Accreditation Committee shall equate every qualification from a foreign institution against its standards and make such recommendations as it considers necessary for the better carrying out of these Regulations.

PART IV
GENERAL PROVISIONS

21. (1) A person aggrieved by a decision of the Accreditation Committee may appeal, in writing, to the Council through the Secretary within thirty days from the date of receipt of the Accreditation Committee's decision. Appeal

(2) An application made under sub-regulation (1) shall set out the grievance or issues to be determined by the Council.

(3) The Council shall, within fourteen days of receipt of an appeal, determine the appeal.

(4) A person aggrieved by a decision of the Council may appeal to the High Court.

22. The fees specified in the Fourth Schedule shall be paid in respect of the matters specified in that Schedule. Fees

23. A person who contravenes these Regulations commits an offence and is liable, upon conviction, to a fine not exceeding two thousand five hundred penalty units or imprisonment for a period not exceeding two years, or to both. General offence and penalty

24. (1) An institution that offers legal education or training shall, within six months after the commencement of these Regulations, apply to the Accreditation Committee for accreditation. Transitional provisions

(2) Where an application for accreditation to the Accreditation Committee is in respect of any programme that existed before the commencement of these Regulations, the Accreditation Committee may permit the legal education institution to continue operating for a period not exceeding one year pending the accreditation of the legal education institution.

FIRST SCHEDULE
(Regulation 5, 8, 10, 12, 13, 14, 19, and 23)

Form I
(Regulation 5(1) and 13))



Zambia Institute of Advanced
Legal Education

The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)

The Zambia Institute of Advanced Legal Education
(Accreditation of Legal Education Institutions) Regulations, 2014

APPLICATION FOR ACCREDITATION/RENEWAL OF ACCREDITATION			
Shaded fields for official use only		Certificate code	
		Date	
Tick where applicable ("")			
Information Required	Information Provided	Accreditation no.	
1. Name of the Institution			
2. Physical address (location):			
3. Contacts: Physical Address: Tel: Fax: Email: Others:			
4. Programme level-(degree, diploma, etc.,)			
5. Curriculum and Course units taught:			
6. Minimum admission requirements:			
7. Teaching methodologies:			
8. Examination and pass mark:			
9. Academic award (LLB, Diploma in Laws etc):			
10. Details of staff employed for the programme (including qualification*, work load, part time and full time):			
11. Number of students per year of study:			

12.	Physical facilities (building, land, owned or leased):		
13.	Library (space dedicated for the programme and legal volumes):		
14.	Other facilities:		
15.	Budget set out for the development of legal education including purchase of books and research:		
<p>* The information required to be included in the various appendices * certified copies of certificates of academic qualifications of academic staff must be attached.</p> <p>DECLARATION</p> <p>I/we declare that the information given in this applicant is correct to the best of my knowledge and belief.</p> <p>_____</p> <p style="text-align: center;"><i>Applicant's name</i></p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p> <p>_____</p> <p style="text-align: center;"><i>Applicant's signature</i></p>			
<p>FOR OFFICIAL USE ONLY</p> <p>Received by: _____</p> <p style="text-align: center;"><i>Officer</i></p> <p>RECEIPT No. _____</p> <p>Date Received _____</p> <p>Amount Received _____</p> <p>STAMP _____</p> <p>Serial No. of application: _____</p>			

Form II
(Regulation 5(4))



Zambia Institute of Advanced
Legal Education

**The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)**

**The Zambia Institute of Advanced Legal Education
(Accreditation of Legal Education Institutions) Regulations, 2013**

REF No:.....

NOTICE OF REJECTION OF APPLICATION

(1) Here
insert the full
names and
address of
applicant

To (1)
.....

IN THE MATTER OF (2).....

(2) Here insert
type of
application

you are hereby notified that your application for (3) accreditation/renewal
of accreditation has been rejected on the following grounds:

- (3) (a).....
- (b).....
- (c).....
- (d).....

Dated.....this day of 20.....

.....
Director

Form III
(Regulation 8(1))



Zambia Institute of Advanced
Legal Education

**The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)**

**The Zambia Institute of Advanced Legal Education
(Accreditation of Legal Education Institutions) Regulations, 2014**

CERTIFICATE No.

CERTIFICATE OF ACCREDITATION

THIS IS TO CERTIFY THAT

Name of Institution:.....

Address.....

Has this day..... of20..... been accredited in accordance with Regulation 8(2) of the Zambia Institute of Advanced Legal Education (Accreditation of Legal Education Institutions) Regulation, 2013 and is HEREBY authorised to offer legal education or training leading to the award of a degree/diploma/certificate only.

Issued at.....this..... day of20

.....
Chairperson
(ZIALE Council)

ENDORSEMENT OF REGISTRATION

This accreditation has this..... day of
.....been endorsed in the Register.

.....
Secretary
(ZIALE Council)



Zambia Institute of Advanced
Legal Education

**The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)**

Form IV
(Regulation 10 (2))

**The Zambia Institute of Advanced Legal Education
(Accreditation of Legal Education Institutions) Regulations, 2014**

APPLICATION FOR ALTERATION OF ACCREDITED PROGRAMME			
Shaded fields for official use only		Certificate code	
		Date	
Tick where applicable (")			
Information Required	Information Provided	Accreditation no.	
1. Name of the Institution			
2. Physical address (location):			
3. Contacts: Physical Address: Tel: Fax: Email: Others:			
CURRENT PROGRAMME			
4. Programme level - (degree, diploma, etc..)			
5. Curriculum and Course units taught:			
6. Minimum admission requirements:			
7. Teaching methodologies:			
8. Examination and pass mark:			
9. Academic award (LLB, Diploma in Laws etc):			
10. Details of staff employed for the programme (including qualification*, work load, part time and full time):			
11. Number of students per year of study:			
12. Physical facilities (building, land, owned or leased:			
13. Library (space dedicated for the programme and legal volumes):			
14. Other facilities:			
15. Budget set out for the development of legal education including purchase of books and research:			

1.	Programme level - (degree, diploma, etc..)		
2.	Curriculum and Course units taught:		
3.	Minimum admission requirements:		
4.	Teaching methodologies:		
5.	Examination and pass mark:		
6.	Academic award (LLB, Diploma in Laws etc):		
7.	Details of staff employed for the programme (including qualification, work load, part time and full time):		
8.	Number of students per year of study:		
9.	Physical facilities (building, land, owned or leased:		
10.	Library (space dedicated for the programme and legal volumes):		
11.	Other facilities:		
12.	Budget set out for the development of legal education including purchase of books and research:		
13.	Programme level-(degree, diploma, etc..)		
14.	Curriculum and Course units taught:		
15.	Minimum admission requirements:		

* The information required to be included in the various appendices
 * certified copies of certificates of academic qualifications of academic staff must be attached.

DECLARATION

I/we declare that the information given in this applicant is correct to the best of my knowledge and belief.

Applicant's name

 Date

Applicant's signature

FOR OFFICIAL USE ONLY

Received by: _____
Officer

RECEIPT No.

Date Received _____

Amount Received _____

STAMP

Serial No. of application: _____

Form V
(Regulation 12(1))



Zambia Institute of Advanced
Legal Education

**The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)**

**The Zambia Institute of Advanced Legal Education
(Accreditation of Legal Education Institutions) Regulations, 2014**

CERTIFICATE NO.:

NOTICE OF INTENTION TO REVOKE ACCREDITATION

(1) Here insert the full names and address of holder of certificate

To (1).....
.....
.....

you are hereby notified that the Accreditation Committee intends to *revoke your accreditation on the following grounds:

- (a).....
- (b).....
- (c).....
- (d).....

You are requested to show cause why the accreditation should not be revoked and to take action to remedy the breaches set out in paragraphs(above), within THIRTY days from the date of receipt of this notice. Failure to remedy the said breaches shall result in the revocation of your accreditation.

Dated thisday of....., 20.....

(2) Signature of Committee Chairperson

(2).....
Chairperson

*Delete whichever is not applicable



Zambia Institute of Advanced
Legal Education

Form VI
(Regulation 12(5))

**The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)**

**The Zambia Institute of Advanced Legal Education
(Accreditation of Legal Education Institutions) Regulations, 2014**

NOTICE OF REVOCATION OF ACCREDITATION

(1) Here
insert the full
names and
address of the
holder

To (1).....
.....
.....

(2) Here
insert the
certificate
number

IN THE MATTER OF (2).....
you are hereby notified that your accreditation has been *revoked on the follow-
ing grounds:

- (a)
- (b)
- (c)
- (d)

Dated this.....day of....., 20.....

(3) Signature
of Chairperson
of
Committee

(3).....
Chairperson

*Delete whichever is not applicable



Zambia Institute of Advanced
Legal Education

Form VII
(Regulation 14(2))

**The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)**

**The Zambia Institute of Advanced Legal Education
(Accreditation of Legal Education Institutions) Regulations, 2014**

CERTIFICATE No.

ORDER OF DISCONTINUATION

TAKE NOTICE THAT

The Zambia Institute of Advanced Legal Education Council has this day of
.....revoked the Accreditation issued to:
..... (name of the institutional

Address:

and HEREBY ORDERS that
(Name of Institution) shall with immediate effect from this
day of discontinue offering legal education or training in Zambia.

This Order is issued in accordance with Regulation 14(2) of the Zambia Institute of Advanced
Legal Education (Accreditation of Legal Education Institutions) Regulation, 2014.

Issued at this day of20.....

.....
Chairperson
(ZIALE Council)

.....
Secretary
(ZIALE Council)

SCHEDULE
(Regulation 9)

OPERATION STANDARDS FOR LEGAL EDUCATION INSTITUTIONS

PART I

PHYSICAL STANDARDS

1. These standards shall apply to all physical facilities supporting the legal education programme.
2. A legal education institution shall have the following physical facilities to support the legal education programme—
 - (a) classrooms or lecture rooms;
 - (b) a library with a section demarcated for legal education or training;
 - (c) a moot court for a programme that requires a moot court; and
 - (d) recreational and sanitation facilities.
3. A building used or intended to be used as part of the physical facility shall comply with the requirements of the Town and Country Planning Act, the Public Health Act.
4. Every building shall be safe for public habitation and kept in good state, free from structural failures, cracking or dilapidation of building material, fabric and components.
5. A legal education institution shall provide classrooms, lecturer halls and moot court rooms that are adequate in size, well illuminated and ventilated.
6. A legal education institution shall provide writing surface for each seat and a place to set books and papers.

PART II

LIBRARY STANDARDS

7. Every legal education institution shall provide a functional library area with the following:
 - (a) adequate sitting area;
 - (b) stack area, with the section dedicated for legal education and training;
and
 - (c) an information and communication technology centre.
8. A legal education institution shall maintain a legal education library that complies with international library standards with respect to its classification, functionality and adaption to its users.
9. A legal education institution's library shall have a library policy and a library development strategy.
10. A legal education institution shall set aside every year at least five per cent of the total recurrent budget for the purchase of legal education materials.
11. A librarian of a legal education institution shall have as a minimum qualification a degree in library services.
12. The library shall stock at least five core titles (latest edition) per unit, being used and at least one copy for every five students per core title.

13. The library shall—
 - (a) stock journals, periodicals, encyclopaedia and other publications for general information;
 - (b) stock books for general knowledge with the object of giving its users a wide range of knowledge;
 - (c) have adequate sitting capacity for all students in the institution;
 - (d) have internet facilities and other online information resources; and
 - (e) have adequate lighting and ventilation.
14. The legal library shall have the following minimum law reports:
 - (a) Zambia Law Reports to the current edition;
 - (b) Zambia *Gazette* to the current edition;
 - (c) Common Wealth Law Reports to the current edition; and
 - (d) All England Law Reports to the current edition.
15. The legal library shall have the current complete set of the Laws of Zambia as amended and subsidiary legislation.

PART III

CURRICULUM STANDARDS

16. (1) A legal education institution shall maintain adequate qualified academic and support staff.
 - (2) The academic full time staff and student ratio shall be at most 1:15
17. A person shall be recruited as an academic or technical staff if that person possess the following minimum qualification:
 - (a) for undergraduate level, at least a masters in law;
 - (b) for postgraduate level, at least a masters in law with proven past masters level experience.
18. Unless otherwise stated, the Undergraduate Programme shall carry a minimum of 1680 contact hours.
19. Curriculum core courses for the purpose of accreditation are as follows:
 1. Legal process;
 2. Law of Contract;
 3. Law of Tort;
 4. Commercial Law;
 5. Criminal law;
 6. Constitutional Law;
 7. Law of Evidence;
 8. Land Law;
 9. Family law;
 10. Administrative Law;
 11. Jurisprudence;
 12. Company Law;
 13. Moot Court;
 14. Obligatory Essay; and
 15. three or more elective courses.

20. The curriculum submitted to the Council shall—
- (a) indicate the core courses;
 - (b) indicate the elective courses;
 - (c) specify in terms of lecture hours, the minimum load each unit offered in every academic year;
 - (d) Specify the minimum number of units that a student is expected to take;
 - (e) specify the conditions under which the student may—
 - (i) take special examination;
 - (ii) re-sit examinations;
 - (iii) repeat the entire academic year; or
 - (iv) be discontinued.

THIRD SCHEDULE
(Regulation 19))

EDUCATION TRAINING PROGRAMME

Eligibility for admission into an Undergraduate Degree Programme—

- (a) a degree from a recognised university;
- (b) at least five 'O' levels at credit or better which shall include English and mathematics;
- (c) a minimum of three 'A' levels which should include English; and
- (d) a full academic year in a humanities or social science programme which includes English.

FOURTH SCHEDULE
(Regulation 23)

PRESCRIBED FEES

<i>Item</i>	<i>Fee units</i>
1. Application fees (Non Refundable)	5,000
2. Accreditation fees	25,000
3. Filling fees (submission of annual returns)	5,000
4. Inspection of Register	25,000
5. Certified extract of Register	25,000

LUSAKA

26th October, 2015

[LD/SI.96/10]

DR N. SIMBYAKULA,
Minister of Justice

