# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Strategic Objectives</td>
<td>3</td>
</tr>
<tr>
<td>Administrations</td>
<td>5</td>
</tr>
<tr>
<td>Procedure for forwarding Application Forms: LLB and Cert.HE</td>
<td>8</td>
</tr>
<tr>
<td>Procedure for submitting GATE Forms</td>
<td>9</td>
</tr>
<tr>
<td>Procedure for Examinations</td>
<td>9</td>
</tr>
<tr>
<td>Guidelines on English Proficiency</td>
<td>10</td>
</tr>
<tr>
<td>Academic Support</td>
<td>11</td>
</tr>
<tr>
<td>University of London – Inclusive Practice Policy</td>
<td>12</td>
</tr>
<tr>
<td>College Affairs and Discipline Enforcement</td>
<td>16</td>
</tr>
<tr>
<td>Procedure for Appeals</td>
<td>21</td>
</tr>
<tr>
<td>General Health and Safety Policy Statement</td>
<td>22</td>
</tr>
<tr>
<td>The Library</td>
<td>23</td>
</tr>
<tr>
<td>Leave of Absence &amp; Withdrawal</td>
<td>27</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>27</td>
</tr>
</tbody>
</table>
INTRODUCTION
The College of Legal Studies is a relatively young tertiary institution embolden by the dream of making a stellar contribution to the social capital of Trinidad and Tobago and the wider Caribbean region by training a cadre of judicious and competent professionals in the area of legal studies.

“Training minds to build the future” our strategic plan recognizes that though the College of Legal Studies is a young institution we are moving towards becoming a leader in the area of legal training. We have pledged to embrace growth within the institution to ensure that we achieve our vision and mission.

At the College we believe that each and every day brings with it a new learning experience and with these new lessons which are learnt we are able to lead a life filled with knowledge. We pride ourselves in the passion we hold for education, teaching and the legal profession and in combining them both we are able to provide a service filled with great dreams for the future of our country and the legal profession.

STRATEGIC OBJECTIVES

Vision Statement
To Position the College of Legal Studies as a renowned tertiary level institution that promotes justice in the national community by developing skilled lawyers.

Mission Statement
We will harness excellence in education through the provision of individualized and innovative teaching methods that builds a cadre of professionals who will contribute to the development of a just and equitable society

Core Values
- Producing excellence in academic achievement
- Utilizing the emerging technologies to promote innovation in our educational approaches.
- Making a difference in the education system of Trinidad and Tobago.
- Contributing to the development of a just and equal society

Quality Policy
- We are committed to providing accessible and relevant education targeted to labour market needs, and delivered through innovative and pioneering technology.
- Executive Management of the College of Legal Studies is dedicated to providing all our students with High Quality Educational services, which will make them employable and successful in the market place.
- These services will be undertaken with integrity, professionalism, timeliness, reliability and efficiency and will be provided through a high calibre of lecturers, and personal attention.
- We pledge to all our students and stakeholders that we will strive to continually improve the effectiveness of our learning and teaching methodologies and our quality management system to ensure compliance with applicable regulatory requirements.

**Equality Policy**
We are fully committed to eliminating discrimination and actively promoting equality of opportunity for our staff and students in line with our College Strategy. We believe that where equality of opportunity exists all staff and students work in a more rewarding and less stressful environment, one where prejudice and harassment are not accepted, and one more likely to enhance performance and achievement.

We will seek to promote and maintain an inclusive and supportive work and study environment that respects the dignity of staff and students and assists all members of our College community to achieve their full potential.

We recognize it is the responsibility of every member of our College to help achieve this inclusive and supportive environment, and to promote good relations between groups by being tolerant and having respect for diversity.

Where there are instances of activity which may undermine good relations, and to assist staff and students in maintaining a balance between individual freedoms and expectations of conduct, the College has policies in place to address such matters.
ADMINISTRATION

Statement on Admissions
1. The College welcomes applications from men and women of all social and ethnic backgrounds, without reference to their political or religious beliefs. In this way the College is active in its support of equal opportunities.
2. The Board of the College has affirmed that it is important for ethical and educational reasons that the College should be attractive and welcoming to all groups of potential applicants. The College does not favour one group compared with another, nor are there schemes of positive discrimination for any group.
3. The students of the College come from all regions of Trinidad and Tobago and the Caribbean. Although the majority of undergraduates come as school leavers, the College welcomes mature students and candidates with non-standard qualifications whose applications are carefully considered on their experience by the University as well as the whole range of their qualifications.
4. All applicants are judged primarily on the basis of their qualification, enthusiasm and ability to study, and also their motivation to benefit from the range of academic opportunities available within the College. The selectors will be interested in their breath of interest and in the contribution that a student can make to College life including the College community to which he or she belongs.
5. In the selection process, the various academic criteria of achievement in examinations, development of study skills, and independence of thought will be of paramount importance together with a satisfactory performance at interview (if held) and with all other evidence in the application form about the applicant's potential for further development during the period of study for a College qualification.

Specific Circumstances
1. Overseas Candidates
It is College policy to encourage the Administration of properly qualified students who will pay the overseas student fees, i.e. students not eligible for GATE.
2. Graduate Applicants
Applicants with a first degree applying at the College,
3. School Leavers
Applicants leaving secondary education to enter tertiary studies
4. Students Applying from other Institutions
Students of another Institution who wish to transfer to the College into the first or any other year of the same or a different course must apply through the College Application Form
5. Late Applicants
The College may not consider candidates whose application form was received after the official closing date set by the University or other foreign institutes
6. Students with Special Needs
The College has a stated obligation towards its students with disability, as set out in the College Disability Statement, and this also applies to applicants registering a disability.

7. Applicants who do not meet the requirements of the Matriculation Regulations
   1. All members of staff involved in Administration work should be familiar with the College's, University's, and Foreign institutions Regulations for Matriculation.
   2. Applicants who do not meet the requirements of the Regulations for Matriculation, but who, in the opinion of the Chief Academic Officer, still hold the academic knowledge and potential to succeed on their chosen degree programme, may still be admitted to the College subject to the approval of the University.

8. Fraudulent Applications
Any cases of suspected fraudulent application should be brought to the attention of the PRINCIPAL as soon as they are detected. No offer of admission should be made to any applicant suspected of being fraudulent.

Principles of the Admission Process
   1. Every applicant who is interested in a course will be seen by the College.
   2. The Chief Administrator (CA) Officer will be responsible for deciding whether or not to admit a candidate to the College.
   3. The Chief Administrator (CA) should only make sufficient offers required to fill quotas.
   4. All academic and non-academic Admission decisions must be made with reference to the University guidelines.
   5. It will not be acceptable for Administration to have made sufficient offers to fill its quota at any stage before the date of processing the last batch of College Application Form.
   6. The College is responsible for communicating with candidates and for making interview arrangements, where applicable.
   7. The College must be seen to be understanding and sensitive to the wishes of candidates for decisions to be made within a reasonable time limit.

The College of Legal Studies Admission Scheme in Detail - Home candidates
1. Receipt of Applications
Application forms are received by Administration. Administration will maintain a record of all application forms following grading by the Chief Administrator (CA)
2. Offer Factors
Offer factors need to be agreed for the following groups: conditional/unconditional offers and home/overseas students.

It is College policy to regard academic standards as the main criteria in the consideration of a disabled student. Disabled students (and applicants) in general, do not wish to make an issue of their disability. However, the College is committed to compliance with the Constitution of Trinidad and therefore we should ensure that every application registering disability is treated fairly and without discrimination or disadvantage due to disability, medical or mental health condition. It is therefore vitally important that staff involved in Administration act at all times to ensure that no student or applicant is disadvantaged because of their disability and that all reasonable steps are taken to provide any support necessary.

As soon as the College knows an applicant is definitely coming to the College, suitable preparations are made and any necessary advance support is set up.
Points to note:
1. In order that information regarding disabled applicants is correctly dealt with, all relevant information referring to disability should be attached to the College Application Form and regarded as a complete package.
2. If a disabled person is to be interviewed it is very important that a member of staff interviewing a disabled applicant should be aware of the situation and is a sympathetic and good communicator. A disabled applicant, particularly one who is deaf or dyslexic with speech difficulties, is likely to feel more nervous and awkward than most and needs time to adjust to a new face and voice before a serious discussion can take place.
3. It is advisable that good records are made of interviews in case the rare but occasional situation arises where an applicant is not made the offer expected and subsequently claims discrimination by the College.
4. Although there is no discrimination shown in the level of offers made to disabled applicants, there are usually queries about any allowances subsequently made for candidates who fail to achieve the required grades because of language difficulties (due to dyslexia or deafness - for example), rather than academic weakness. If necessary, such cases may be referred to the CHIEF ADMINISTRATOR. Awareness of this particular issue should be made known, especially to the Faculty.

Administrations Procedures in respect of Applicants with Criminal Convictions
1. Introduction
The College has a responsibility to consider all applications primarily on academic grounds; however, the College also has a duty to ensure the safety and well being of other members of its community. The task is to reconcile the often conflicting demands of an individual's "right to education", as enshrined in the Constitution, and the right of the College community to live and study in a safe environment. As such, the College has the right to reject candidates if it is deemed necessary in the interests of public safety, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

In addition, if an offer is to be issued, certain conditions may be included which will form an official part of the offer, e.g. that the applicant once registered may not live in or visit College residential accommodation.

The College also has responsibilities to external bodies through which students may complete aspects of their programmes of study. In respect of these programmes the College also aims to work in cooperation with the relevant external bodies to ensure that their requirements in respect of assessment of applicants with criminal convictions are satisfied.
PROCEDURE FOR FORWARDING APPLICATION FORMS – BACHELOR OF LAWS (LLB)

1. Application – On or before registering with the College students are required to complete the ULIP online application process which is submitted to the international body together with all necessary documents and fess. For University applications for the LLB the relevant documentation as evidence of qualifications must be collected by Administration and is verified by the Chief Administrator.

2. Registration – Upon receipt of the offer letter students are required to complete the registration process with the College. Please ensure that you have all that is necessary to register with CLS (see Checklist). Administration will post notices indicating the deadline for submitting the relevant fees for forwarding to the University. This process is done online through the student’s Virtual Learning Environment. The College will also act as the centre to receive any correspondence on behalf of students from the university.

Checklist:

1. □ Copy of ID  Or  Copy of Passport
2. □ Copy of Birth paper
3. □ Copy of Results - CSEC/A’ Levels / Diploma/ Degree /Transcript
4. □ CLS Registration Fee Paid
5. □ Down Payment on Tuition Paid

PROCEDURE FOR FORWARDING APPLICATION FORMS – Certificate of Higher Education in Common Law.
The following procedure takes place if a person is interested in pursuing the Certificate of Higher Education in Common Law.

1. Application – The applicant will be required to complete an Application Form provided by the College and the relevant application fee must be paid. The applicant must also provide the College with all the documentary evidence required. (See Checklist)

2. Assessment – An applicant is required to sit an Administration Test Provided by the University of London International Programmes, which is marked by the Chief Administrator (CA) of the College.

3. Interview – Upon correction of the Assessment, the applicant is contacted to set up an interview at an appropriate date.

4. Registration – Upon successful completion of the interview, candidates will then be required to complete the registration process with the College. The College is responsible for the Pre registration process with the University of London. Once this is completed the University will contact the student via email to complete the process and pay the necessary fees to the University.
PROCEDURE FOR SUBMITTING GATE FORMS

On acceptance of Home students by the College the following procedure takes place in relation to payment of fees. It must be noted that this procedure only applies to Trinidad and Tobago nationals.

1. When a home candidate is informed of an acceptance by the College, Administration will inform the candidate of the requirements for completing GATE clearance and GATE forms.

2. The first step in the procedure entails the students applying to the Ministry of Education (VIA TT Connect) for an individual ID number which is unique to each student.

3. Once this is done the student would be required to visit the GATE e service website and complete the Clearance Form. Each student upon submitting the form would have to upload the necessary documents required by MOE. Students would be informed whether they are cleared for payment for the programme. If a student is denied GATE they would have to pay tuition to the College.

4. Once a student has been cleared for GATE the Form would appear in the College’s GATE eservice account for completion by the College and then submitted for payment.

5. Attendance by the Student is an important requirement if tuition expenses are being covered by GATE.

PROCEDURES FOR UNIVERSITY OF LONDON EXAMINATIONS

Students can register to enter to sit examinations either in May or October. Students will be informed of the necessary dates and deadlines.

As part of the exam procedure exams forms must be filled out by each candidate via the VLE and the validation code must be obtained by The British Council. The British Council is now offering the University of London Examinations – Effective June 2017:

The fees depend on the number of exams being written. The exam fees are:

Checklist:
1. ☐ Copy of ID  Or Copy of Passport
2. ☐ Copy of Birth paper
3. ☐ Copy of Results - CSEC/CXC Results
4. ☐ CLS Registration Fee Paid
5. ☐ Down Payment on Tuition Paid
£54 PER EXAM for 1-2 exams;
£38 PER EXAM for 3 or more exams

Students are requested to deposit the equivalent TTD, to Account #150 491 813 201 in the name of the British Council, at any branch of Republic Bank Ltd.

Students will need to fill out the exam form provided online and provide a copy of the signed form along with a scanned copy of the bank receipt to the British Council via email. (Email to be provided) The Validation Code for exams registration will then be issued via email.

This code is sent to the University of London and the Examination Fees are paid.

Time tables are sent to the students individually and their results are accessed.

**GUIDELINES ON ENGLISH PROFICIENCY**

1. The College encourages the recruitment of academically well qualified and highly motivated international and home students whose full potential can be realised with a limited amount of English Language training through pre-sessional and/or in-sessional courses.

2. It is the normal expectation that candidates for Administration should be able to demonstrate satisfactory English proficiency before the start of a programme of study.

3. The College's preferred English Language proficiency test is CXC or GCE.

4. For taught qualifications it should be assumed that candidates will not have the time available to develop English Language skills during their programme. Candidates for a taught qualification will be required to submit assessments early on in their registration and therefore must satisfy the minimum acceptable English Language requirements prior to entry on such programmes.
ACADEMIC SUPPORT

The Academic Support Centre is designed to provide the guidance and to support students' need to succeed academically, from their initial quarter of enrolment through graduation. Individualized guidance is available from the time students attempt to select a program of study to the time they receive their certificate, diploma or degree. Services offered include career counselling, career assessment, short term remediation, tutoring services and academic counselling.

Career Counseling
Career counseling is available upon request to both potential and current students. Counseling sessions provide individuals with the information necessary to make more realistic and informed choices about careers. Career counselors meet with students to review all program options (including wage data), discuss the students' interests, academic history, work history and other areas of concern. Information available to students includes:

- Extensive information on individual programs of study
- Current job placement information
- Employment trends and salary ranges from regional and national sources
- Career assessment (interest and/or aptitude testing)

Student Counselling
A student counselor is available to all students to assist in dealing with psychological issues that may affect students in there every day life. The Counselor will be available according to dates posted on the notice board at the beginning of the academic year.

Career Assessment
Standardized career assessment is available to assist students in exploring career opportunities by discovering their interests, aptitudes and abilities in different types of employment.

Student Guild
At College of Legal Studies, Student Organizations act as ambassadors by hosting student activities, participating in community service projects, and recognizing outstanding faculty, staff and students, while enhancing the overall college experience. At present the recognised College organisation is CLS Student Guild Association.
UNIVERSITY OF LONDON-Inclusive Practice Policy (EXTRACTED FROM UOL WEBSITE)

Introduction

In the context of the University of London International Programmes’ strategic vision of life-changing, high quality university education for those who will benefit, and its access mission, the International Programmes welcomes applications from those with specific access requirements. Our aim is to develop a proactive approach to ensure that services are accessible for all, that we respect individual choice and that we create an inclusive environment which recognises the diversity of individuals within a flexible and supportive educational framework.

The International Programmes has many students who choose to study with us because their needs cannot be met elsewhere. Often these needs are related to when and how the applicant is able to study rather than a disability or other special circumstance. Examples include workers on board ships, those based on oil platforms and rigs, and students whose work demands that they travel extensively or who are unable to travel and thus access education through conventional attendance. The International Programmes also has a small population of students who are prisoners, for whom study may be part of an effort to reform, and others, interned for political reasons, who place a high value on academia.

Definitions
For the purposes of this document the term ‘specific access requirements’ is interpreted broadly and covers specific access requirements of any applicant, student or graduate, especially in relation to a disability. It therefore applies to those who:

- have a disability or learning difficulty
- have special examination requirements
- are currently in prison
- have legally imposed travel restrictions.

Admission to our programmes is granted strictly on the basis of eligibility and we seek to ensure that our policies do not disadvantage any applicant or student. Programme assessment is primarily through examination, so it is therefore particularly important that we are fully informed of any special examination requirements and establish how we can meet those needs.

In the UK disability is defined as any physical or mental impairment which has a substantial adverse effect on the person’s ability to carry out normal day-to-day activities and is likely to last more than 12 months.

Disability by this definition includes physical or mobility impairments, visual impairments, hearing impairments, learning difficulties (e.g. dyslexia, dyspraxia or dyscalculia), ADHD, mental health difficulties, autistic spectrum conditions, medical conditions and ‘unseen disabilities’ (e.g. asthma, epilepsy, heart conditions, diabetes, cancer, HIV/AIDS and multiple sclerosis).

Purpose
The purpose of this policy is to ensure the International Programmes remains committed to providing access and enabling students with specific access requirements as defined above to achieve a University of London award. The policy aims to comply with current legislative requirements.
Scope
We are committed to providing the appropriate support to enable any student, who meets the academic criteria to cope with the requirements of the course, to have an equal chance of success.

To achieve this the International Programmes:

1. recognises that everyone is an individual, and will work with students to identify barriers to studying and make reasonable adjustments to remove them;

2. is committed to ensuring wherever possible that no student is disadvantaged in their programme of study by disability or other specific access requirements;

3. is committed to developing a culture of inclusion in which people feel comfortable to disclose a disability and to discuss any reasonable adjustments;

4. is committed to the development and improvement, as appropriate and possible, of services and procedures;

5. is committed to the development of knowledge and understanding of staff to meet the needs of students with a disability and other identified specific access requirements.

This policy therefore relates to four distinct areas: disclosure; admissions and registration; the study experience; and examination arrangements.

1. Disclosure
Educational institutions are expected to make reasonable enquiries to find out whether you have a disability. However, if an institution has made reasonable attempts to find out but you have chosen not to disclose your disability, the institution cannot be responsible for any failure to make specific individual adjustments. The International Programmes has in place a series of measures which enable an applicant or student to disclose their specific access requirements at the key points of application for admission and examination entry.

Any information provided about a disability or other specific access requirements is likely to be classified as sensitive personal data for the purposes of the Data Protection Act. The International Programmes will treat such information as confidential and will make it available only to those who need to know. Such information is used only to ensure the necessary support and any required adjustments.

Any medical reports provided are strictly confidential and only specific access requirements are communicated.

No information about disability will be disclosed to any third parties without the explicit consent of the student.

2. Admissions
Any applicant to the University of London International Programmes should be confident that their application is considered on the same academic grounds as those from other candidates.

Discussions relating to any special requirements are quite separate from the academic selection processes. Applicants are encouraged to declare their disability or any other specific access requirements on the application form to ensure we can assist the student to make the most of their studies.
A student may declare a disability and/or any specific access requirements to the International Programmes at any time during their studies with the University and if disclosed after enrolment we will endeavour to provide reasonable support from the date of disclosure. However, late disclosure may limit the extent of any assistance and adjustment we are able to make.

3. The Study Experience
The International Programmes provides introductory study materials for the majority of its undergraduate qualifications. Full distance learning materials and tutorial support are supplied for most postgraduate degrees and diplomas. Any applicant or student who would like to receive materials in other than the standard printed form is advised to contact the International Programmes’ Inclusive Practice Manager. Applicants are strongly encouraged to answer the question on materials in alternative formats on the application form. We strive to support individual students with disabilities in order to meet their particular needs.

Although the University does not itself provide direct tuition support for International Programmes students, tuition is available from other sources. Students with specific access requirements who would like to receive tuition, as either a full-time or part-time study option, from an institution or to enrol with one offering online support are advised to contact the Inclusive Practice Manager. The University is not responsible in any way for the management of external institutions which offer tuition for the International Programmes. Students should contact the institution directly in order to find out if their specific needs can be met.

Increasingly the International Programmes are making use of Virtual Learning Environments (VLEs) and improving the accessibility of this element of the study experience is a central element of the Inclusive Practice Policy.

4. Special Examination Arrangements
The University has procedures in place for considering requests relating to special examinations arrangements. The University will attempt to ensure that a student with specific access requirements is not disadvantaged in examinations compared with other students.

Applicants and students with a requirement for special examination arrangements are advised to contact the University to discuss them. We strongly encourage students to answer the question on special examination arrangements on the application form and in submitting an examination entry. Examples of the ways in which we have been able to assist students in the past include:

- question papers in Braille;
- large print question papers;
- special seating;
- extra time;
- use of an amanuensis;
- use of a word processor
- breaks during the examination;
• permission to take food into the examination hall.

The requirements of the examination process mean that examinations can take place only in examination centres. It should be noted that adjustments in examination arrangements are not intended to compromise the qualification itself. The University will not modify the particular academic standard which it applies to determine whether or not students have a particular level of competence or ability.

The University does not charge students an additional fee for the provision of special examination arrangements; however, local examination centres may levy extra fees to cover such services. Disabled students who are residents in the UK may be eligible to apply for a Disabled Student’s Allowance (DSA).

Overall, the International Programmes aims to provide an equal opportunity to all students. This policy describes what a student with specific access requirements should consider during their student life cycle and the International Programmes approach.

Although we recognise that everyone is an individual it is not possible to cover individual cases in this document.

This policy will be updated when necessary to reflect any changes to the legislation or any University practices / procedures.
COLLEGE AFFAIRS AND DISCIPLINE ENFORCEMENT

- Attendance Policy

The establishment of a consistent and acceptable pattern of attendance is a necessary and integral part of the academic experience at CLS. This is required to achieve the required course competencies as well as establish a habit pattern of attendance mandated by employers. Attendance is an integral component of the entire learning process. The following policy and procedure is intended to provide a standard, uniform set of rules and sanctions that will apply across the spectrum of class offering methodologies that may vary -between day, evening and Saturday classes.

General Rules

Absence from more than 10% of the class meeting time will result in an Academic Progress Notice being issued. Tardy is defined as reporting after the class start time and up to ten minutes late for a normal, one and a half hour class. Tardiness in excess of 10 minutes will be counted as an absence for a normal, one and a half hour class.

- Academic Progress Procedure Principles

1. Students registered on taught programmes of study at undergraduate levels are required to make satisfactory academic progress in their studies and fulfill their academic commitments. Making satisfactory progress usually involves completing work assignments and attending compulsory classes.

2. A student may fail to make satisfactory progress for a number of reasons: as a result of personal problems which are preventing him/her from concentrating on the work, poor time management or simple laziness. If a student fails to fulfill his/her academic commitments it is important that the reason for this is established as quickly as possible so that appropriate action can be taken: this may mean advising the student to seek medical or other help or it may involve disciplinary procedures. In many cases a mixture of approaches is required, combining support with firmness.

3. The Academic Progress procedure is intended to:

   - identify those students who are not making appropriate academic progress; by the 8th week of classes
   - ascertain why these students are at risk of not completing their programme, make appropriate support available where available and practicable, and set clear milestones for the return of these students to making satisfactory academic progress;
   - and where it was not possible for the student to - make this satisfactory progress, and/or it was clear that it was not in the best interests of the student or the University for him/her to continue with his/her programme, to require such a student to withdraw.

4. The following is the designated officer for the Academic Progress procedure: The Chief Administrator (CA)
5. Lectures teaching for a programme are responsible for monitoring the progress of all students on the module.

6. If a student is not making appropriate academic progress, lecturer shall issue in writing (which may include email) a warning noting that if the student does not start to make appropriate academic progress by a specified date then the principal will be requested to issue an Academic Progress Notice (APN) to the student and copied to the Ministry of Science Technology and Tertiary Education.

7. The warning will also invite the student to meet with the Chief Administrator (CA) and the lecturer issuing the warning. Careful records must be kept of all contact with the student in respect of his/her failure to fulfill academic commitments.

8. If the student does not meet the requirements of the warning, the lecturer that has issued the warning will send a written request that an APN be issued. This request should be made using the proforma (to which a copy of the departmental warning issued to the student should be attached). This will state:
- the grounds for raising concerns about the student’s academic progress;
- the academic requirements which the student must fulfill according to a stated timetable within a period of normally not less than four weeks. The purpose of this is to ensure that the student has caught up any work missed and/or has regained the habit of regular study. The APN period may not extend over the pre-examination period of the Easter Term for undergraduates.

9. The latest date by which the lecture may request the principal to issue an APN is for undergraduate student the end of the 10th week of the Commencement of classes;

10. On receipt of the request the Chief Administrator (CA) will, normally within the next working day, check with other relevant lecturers, whether they have concerns about the student which would lead them to wish to be associated with the APN. If they do, this must be confirmed immediately in writing to the PRINCIPAL stating clearly:
- the grounds for wishing to be associated with the process:
- the academic requirements which the student must fulfill within the stated period.

11. The Chief Administrator will issue a letter to the student normally within three working days of receiving the request. For undergraduate students this letter will be sent to their parents or guardian where necessary.
Code of Conduct/Disciplinary Policy

Enforcement
Report of Excessive Absence form will be issued to students by the instructor if absences exceed 10% of scheduled classes for the quarter. This warning form is placed in the student’s file.

Cellular Phones and Pagers
Students carrying cellular phones and/or pagers must turn them off or to vibrate mode before entering classrooms and other areas of the college, such as the library. In addition, students must not answer or initiate telephone calls while in class or the library or during any other organized school activity.

Drug Free Environment
In accordance with the Laws of Trinidad and Tobago the College has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Institution standards of conduct clearly prohibit the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on the College compound. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state funding.

Tobacco Use
College of Legal Studies is a smoke-controlled environment. This means that smoking and smokeless tobacco use is strictly prohibited within the building. Violations of this policy should be reported to any instructor or administrator for further action. The use of tobacco is a personal privilege, not a right. When tobacco is abused or used excessively in the presence of both tobacco users and non-users, it can be offensive and even harmful to health. The purpose of this policy is to minimize the ill effects of tobacco use.

Weapons In School
The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of law. No person shall carry, possess, or have under such person's control any weapon or explosive compound within the building or its surrounding grounds, on school premises, at any school sponsored function or activity, including football games, cricket games, track contests and other similar or related functions;
1. "Weapon" means and includes
a. Any firearm, i.e. any weapon, including a starter gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device", defined to include:
(1) Any explosive, incendiary, or poison gas;
(a) Bomb,
(b) Grenade,
(c) Rocket having a propellant charge of more than four ounces,
(d) Missile having an explosive or incendiary charge of more than one-quarter ounce
(e) Mine, or
2. a. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of two or more inches; or  
b. straight-edge razor, razor blade; or  
c. spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, shuriken, or fighting chain; or  
d. any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind; or  
e. any stun gun or taser

A student found to be carrying any of the above items whilst on the college’s compound or at any event hosted by the college will be immediately suspended and reported to the law enforcement agency.

Table X provides a summary of the applicable violations and relevant disciplinary actions.
### Table x Progressive Disciplinary Guidelines Matrix

<table>
<thead>
<tr>
<th>#</th>
<th>Violation</th>
<th>How Confirmed</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor attendance</td>
<td>Evaluation</td>
<td>C</td>
<td>V</td>
<td>W</td>
<td>S/E</td>
</tr>
<tr>
<td>2</td>
<td>Excessive or unexcused tardiness without authority</td>
<td>Evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Misuse of sick leave.</td>
<td>Evaluation</td>
<td>C</td>
<td>V</td>
<td>W</td>
<td>S/E</td>
</tr>
<tr>
<td>4</td>
<td>Failure to follow procedures.</td>
<td>Evaluation</td>
<td>C</td>
<td>V</td>
<td>W</td>
<td>S/E</td>
</tr>
<tr>
<td>5</td>
<td>Poor performance (incompetence, inefficiency, negligence, neglect).</td>
<td>Evaluation</td>
<td>C</td>
<td>V</td>
<td>W</td>
<td>S/E</td>
</tr>
<tr>
<td>6</td>
<td>Failure to carry out a work assignment or instruction.</td>
<td>Evaluation</td>
<td>C</td>
<td>V</td>
<td>W</td>
<td>S/E</td>
</tr>
<tr>
<td>7</td>
<td>Discourteous, offensive or abusive treatment of the public, students,</td>
<td>Investigation/Evaluation</td>
<td>C</td>
<td>V</td>
<td>W</td>
<td>S/E</td>
</tr>
<tr>
<td></td>
<td>or other employees (e.g. rude behavior, workplace harassment)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Sexual harassment, immoral or indecent conduct (i.e. lewd and obscene</td>
<td>Investigation/Evaluation</td>
<td>V</td>
<td></td>
<td></td>
<td>S/E</td>
</tr>
<tr>
<td></td>
<td>comments)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Fighting on compound</td>
<td>Investigation</td>
<td>W</td>
<td></td>
<td></td>
<td>S/E</td>
</tr>
<tr>
<td>10</td>
<td>Stealing college property</td>
<td>Investigation</td>
<td>S/E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Malicious damage to college property</td>
<td>Investigation</td>
<td>S/E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Consumption and or distribution of drugs and alcohol on college</td>
<td>Investigation</td>
<td>S/E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>compound</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROCEDURE FOR APPEALS

The Functions of the Appeals Committee is to:-

1. Make decisions to the best of their ability taking into consideration principles of accountability, integrity accountability, law and fairness;

2. Be responsible for dealing with all complaints against the college, staff members and lecturers; in all aspects of College life.

3. Any decision made by the AC will be final;

Procedure for Making Complaints

General
The emphasis in this Procedure is on informality, with the object of solving problems quickly, simply and fairly. It is hoped that the great majority of issues can be settled amicably at the First Stage.

1. First Stage (Mention of Grievance)

1.1 A Student should initially raise the grievance with the member of staff concerned. If the Student feels unable to approach that person, s/he should raise it with the Chief Administrator (CA)

1.2 The object of this First Stage is to resolve problems quickly and simply with the minimum of formality.

2. Second Stage (formal Complaint)
If the matter cannot be resolved satisfactorily at the First Stage, the Student may refer it to the Appeals Committee as a formal complaint by writing to the Appeals Committee No. 37 Eleanor Street Chaguanas. This letter should be left at the Administration Office of the College. The Committee has discretion as to how the complaint is investigated and determined. The Chair of this Committee will keep a formal record of each complaint - the name of the complainant, the nature of the complaint, and how it has been resolved.

Disciplinary Action
There shall be no disciplinary or other adverse implications for a Student who makes a complaint or allegation providing the Student acts in good faith, within the law, and not vexatious, or with malice, and in accordance with established procedures including those above. Victimization of a complainant and deterring anyone from making a proper complaint are serious disciplinary offences.
**GENERAL HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of the Board of Directors of CLS, so far as is reasonably practicable:

- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors.

- to maintain any place of work under CLS control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;

- to provide and maintain a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;

- to provide such protective equipment as is necessary for the health and safety at work of employees and students; (if it becomes necessary)

- to encourage staff to set high standards of health and safety by personal example, in order that students leaving the College should take with them an attitude of mind which accepts good health and safety practice as normal;

- to monitor the effectiveness of health and safety provisions within the College;

- to keep the College’s Health and Safety Policy under regular review and to duly publish any amendments.

There is also a duty under the Occupational Health and Safety Act 2004 as amended, for everyone engaged in CLS activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work.
THE LIBRARY

Rules of the Library
When entering the Library, please ensure that all bags and water bottles are placed on the table provided before proceeding to further use of the Library facilities.

Conduct within the Library
1. Noise, disturbance or unseemly behaviour is prohibited, including abusive or threatening behaviour to Library staff or to other Library users.
2. No food or drink is permitted in the Library.
3. Smoking is not permitted in the Library or outside near external doorways.
4. Disruptive mobile phone use is prohibited: Mobile phones should be switched off or set to silent mode in the Library building. Talking on the phone or letting it ring or beep is prohibited. Texting is permitted but only in silent mode. Outgoing calls may only be made in designated phone zones, currently the toilet lobbies and the entrance Lobby area.
5. Library users are asked to treat other users with consideration, in particular those with a disability.
6. No material other than official notices from the Library or the School may be distributed within the Library, without the Librarian's permission.
7. Library furniture, fittings or equipment must not be misused or their arrangement altered.
8. Library users should not attempt to reserve study places by leaving personal belongings at desks when they have left the building. Belongings may be cleared to allow others to use study places.
9. Note that unattended belongings are left at the owner’s risk and users are advised not to leave valuables even if they will be away from their desks for a short time.
10. Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying.
11. Any damage or defacement of Library materials is strictly prohibited and users found damaging material will be subject to disciplinary procedures (see Enforcement below). Library users are asked to report any instances of such defacement to Library staff.
12. Photography is not permitted unless permission is sought- via staff in the first instance.

Administration to the Library
13. The Library is open for the purpose of study and research to current members of the School only.
14. Children under 12 are not allowed in the Library building.

Borrowing Policy
15. All Reserved Books are not to leave the Library.
16. Current members of the School and certain categories of external users may borrow from the Library.
17. Books listed in the Library’s catalogues are normally available for borrowing, with some exceptions, detailed in Library printed guides

18. Loans may normally be renewed if the book is not required by the Library for another user. Special rules apply for items in high-use categories.

19. Borrowing from the Course Collection is normally restricted to STAFF ONLY

20. Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.

21. All Library materials borrowed must be returned within the stipulated loan period. Failure to do so will result in a fine.
   **FULL-TIME STUDENTS** are allowed to borrowed books for **THREE** days.
   **PART-TIME STUDENTS** are allowed to borrowed books for **SEVEN** days.
   Please note that **no more than two books** can be borrowed at the same time by any student.

22. Items on loan may be recalled at any time if required for the use of another lender. Failure to return recalled books on time will result in Library fines being charged.

23. An over due fee of **FIVE Dollars ($5.00)** per day including Sundays and Holidays will be charged per book(s) outstanding. Fines shall be charged at rates determined from time to time by the Librarian. Late return of materials borrowed, or failure to pay a fine imposed for late return, may result in suspension of borrowing privileges.

24. Where an item is lost, returned damaged or not returned after a reasonable period of time, the borrower will be charged for the item at replacement cost. An item charged for in this way remains the property of the Library. If an item is not returned because reported stolen, a crime report will be required.

**Use of material within the Library**

25. No book or other Library property may be taken from the building at any time without authority.

**Copyright**

26. Copyright law must be observed in all copying of Library material and in all copying carried out in the Library, whether by reprographic or any other means. Current copyright licensing rules are displayed next to Library photocopiers.

**Enforcement**

27. Failure to observe any of the foregoing provisions may, in the first instance, be dealt with by the Librarian or an authorised representative, who may take such action or apply such penalty as is reasonable in the circumstances.

28. Any user who is aggrieved by a decision of the Librarian may appeal to the Appeals Committee.

**Internet and Computer Access:**

Technology plays an integral part in the infrastructure of the College. More specifically, computers and computer network systems are vital, both directly and indirectly, to the instructional programs of the college.
In addition, these computer resources are used to accelerate administrative functions, aid in expediting the mission of the college, enhance communication between faculty and students, and advance communication among faculty and students with the local, state, and world communities.

Purpose:
The purpose of college-provided internet access is to facilitate communications in support of research, training, and education.

Rights and Responsibilities:
While the College promotes the rights of academic freedom and freedom of expression and creativity, users are expected to comply with the responsibilities and limitations associated with those rights. Computer and internet access is a privilege, not a right. To exercise this privilege, use by students and employees College must be in support of and consistent with the educational objectives of the College. Students, faculty, and staff are expected to maintain the highest level of ethical behavior and avoid activities that are inconsistent with the mission and policies of the college. The Primary responsibility for maintaining high standards of conduct resides with the faculty and staff.

General Rules:
Computers and other technology resources are primarily intended for academic use at the College. The size of the student body, demand for resources, and high-impact instructional time leave no time for leisure computer activities in library. Students' leisure usage of the internet is restricted to emails. Users are expected to abide by the established rules and procedures of the library (see library rules and procedures for more details). Users should not expect files stored on technical college-based computers to always be private. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly.

- Computers may not be used to gain unauthorized access to remote computers, prohibited resources, or another individual's password, materials, information or files.
- Users must not create, install, or knowingly distribute a computer virus or any other destructive programme. Make sure all flash drives are scan before using.
- Modifying or reconfiguring the software, hardware, or peripherals of computer systems is forbidden.
- Pornography, racist, terrorist and other inappropriate sites may not be accessed via Internet.
- Exchange of communication that includes sexual harassment, obscenities, insults based on race, gender, sexual orientation, age, disability, national origin, or religion is strictly prohibited.
- Users must not engage in internet activities during instructional time unless the activity is part of an assignment and supervised by an instructor.
- Chat room activities are forbidden in all computer locations.
- Downloading software and/or copying files and images is prohibited unless the activity is part of an assignment and supervised by an instructor.
- Using software other than that purchased by Valdosta Technical College is prohibited.
- NO FACEBOOK, Hi5, Twitter, My Space or any other related sites, only the checking of emails are permitted.
**Enforcement:**
Failure to adhere to this acceptable use policy will result in the following:

**Students:**
1. Upon the first violation of this policy, the individual(s) will be warned of the violation and an incident report will be completed and placed in the student's file which outlines the nature of the offense, the individual(s) involved, and the action taken. In the case that a student has been made aware of this policy during initial class orientation, the first violation will result in student(s) being asked to leave the class and counted absent.
2. Upon the second violation of this policy, with proper documentation, the individual(s) will be referred to the appropriate authority for disciplinary measures appropriate to the offense.
**LEAVE OF ABSENCE AND WITHDRAWAL**
Any student withdrawing from the LLB Law degree or Diploma in Law programme must adhere to the following procedures:

1. On making the decision to withdraw from the Programme of study a formal letter should be sent to the Administration informing the College of the reason for withdrawal and whether the student will be resuming the programme.

2. If the student is a local student and is receiving GATE assistance a copy of the said letter should also be sent to the Director of Funding and Grant.

3. The student must also formally write to the Administration department of the University informing them of the intention of withdrawal.

4. The College will then respond in writing to the student granting approval to withdraw from the said programme and informing the student of any outstanding fees if any.

**REFUND POLICY**

**GATE STUDENTS**

1. The registration fee of $1000 payable at registration is non-refundable and not transferable.

2. There will be no refund on tuition fees after the commencement of classes. A rebate will be granted once notice of withdrawal (in writing) from classes is given two weeks prior to the commencement of classes. This rebate is subject to the condition that a processing fee of $500.00 will be withheld and the rebate will be granted within a minimum of two weeks from the date of request. This refund will be made by cheque.

3. A student not cleared for GATE will be required to pay full tuition immediately upon such notification once they have attended at least six weeks of classes. The student is liable to pay 100% tuition via a certified cheque to the College of Legal Studies.

4. A student who attended less than six week of classes and is not cleared for GATE will be required to pay 20% tuition immediately upon such notification, via a certified cheque to CLS.

5. If a student drops out of a programme the Ministry of Education and the College of Legal Studies must be informed by the student in writing.

6. If a student withdraws, abandons, or drops out of a programme after attending six (6) weeks of classes the student is liable to pay 100% tuition via a certified cheque to the College of Legal Studies immediately.

**PAYING STUDENTS**

1. The registration fee of $1000 payable at registration is non-refundable and not transferable.
2. There will be no refund on tuition fees after the commencement of classes. A rebate will be granted once notice of withdrawal (in writing) from classes is given two weeks prior to the commencement of classes. This rebate is subject to the condition that a processing fee of $500.00 will be withheld and the rebate will be granted within a minimum of two weeks from the date of request. This refund will be made by cheque.

3. If a student drops out of a programme the College of Legal Studies must be informed by the student in writing.

4. If a student withdraws, abandons, or drops out of a programme the student is liable to pay 100% tuition via a certified cheque to the College of Legal Studies immediately.