

COUNCIL OF LEGAL EDUCATION



NIGERIAN LAW SCHOOL

HEADQUARTERS, BWARI

P.M.B. 170, GARKI

ABUJA - NIGERIA

CODE OF CONDUCT FOR STUDENTS OF THE NIGERIAN LAW SCHOOL

Whereas-

- i. There is need that persons seeking to become members of the legal profession possess the requisite character and integrity and also be fit and proper.
- ii. There is need to maintain the integrity of the examinations organized and conducted by the Council of Legal Education;
- iii. To provide for a code to guide the behaviour and conduct of Students of the Nigerian Law School and the penalties for breach of the code.
- iv. To clearly set out the standards, rules and regulations for examination; and
- v. To discipline persons who are in breach of the rules.

The Council of Legal Education hereby sets out the following standards, rules and penalties.

PART A: EXAMINATIONS

Rule 1 – Examination Process

Students shall:

1. Always ensure that they acquaint themselves with the examination regulations and instructions handed out to them;
2. Be punctual at the time scheduled for their papers. No student shall be allowed to enter an examination venue earlier than 30 minutes before the commencement of the examination. Misreading of Examination Time-Table is not an acceptable excuse for lateness to the examination venue and students who arrive thirty (30) minutes after an examination has started, shall be admitted only at the discretion of the Deputy Director General/Director General to which that lateness shall be reported in writing by the Chief Invigilator. Such student(s) shall not be given extra time and they shall be given a written reprimand by the Deputy Director General/Director General to which that lateness shall be reported in writing by the Chief Invigilator.
3. Bring with them to the examination venue their writing materials and other materials which may be permitted. Lecture notes, textbooks, jotters, bags and other prohibited items, are not to be brought anywhere closed to an examination venue.
4. Keep strictly to the seating arrangements in the examination hall. Chairs arranged in the halls for examination purposes shall not, under any circumstance, be moved or removed;

5. Not be allowed to leave the examination venue without being accompanied by a staff member after question papers have been distributed. Time allowed a student to ease himself/herself shall not be more than what ordinarily can be considered reasonable. Even so, no student (except in very special circumstances) shall be allowed to leave the examination venue within the first thirty (30) minutes of the examination and thirty (30) minutes to the end of the examination;
6. Use only answer booklets and supplementary answer sheets which contain the stamp or seal of the Nigerian Law School;
7. Write their Examination Numbers clearly on the answer booklets immediately they are seated and before the commencement of the examination;
8. Place on the table, their I.D cards for invigilators' inspection at any time during the examinations;
9. Observe silence in the examination venue. The only permissible way of attracting the attention of the invigilator is by a show of hand. While the examination is in progress communication of any kind between students is strictly prohibited. Any student found to be giving or receiving irregular assistance commits a misconduct of which he/she may be penalized;
10. Not smoke or drink alcoholic beverages in the examination venue;
11. Not use scrap paper(s). All rough work shall be done in the answer booklets and neatly crossed out. Supplementary answer sheets shall not be supplied until the main booklet earlier distributed has been fully used. Such supplementary sheets shall be tied inside the main answer booklets even if they contain only rough work. Such must have the Examination Number of the student using them legibly written therein;
12. Not be allowed to submit their answer scripts in the first thirty (30) minutes of any examination. Students may leave the examination hall before the end of an examination and the invigilators shall ensure that all examination answer scripts are collected from students before they leave the examination venue;
13. Not take his/her examination answer script outside the examination hall. If a student claims to have mistakenly taken his/her examination answer script outside the examination hall, such an incident shall be reported to the Deputy Director General/Director General and this shall, *prima facie*, constitute an examination misconduct which shall attract appropriate disciplinary measure.
14. Satisfy themselves within the time allowed for the examination before handling in their scripts that they have inserted at the appropriate places, their Examination Numbers and the numbers of the questions answered. Except for the question paper and any other materials they may have legitimately brought with them ,students shall not be allowed to remove or mutilate any paper or materials supplied by the Nigerian Law School,
15. Not bring cell phones, iPads, and other devices into the examination hall.

Failure to observe any of the rules in Rule 1 shall constitute an examination misconduct, which may attract the appropriate disciplinary measure.

Rule 2 – Misconduct and Penalties for Examinations Related Misconduct.

Failure to observe of these rules shall constitute an examination misconduct, which shall attract appropriate disciplinary measure set out under each of the rules. Any student found to be involved in an examination malpractice/misconduct shall have imposed on him/her the sanction(s) relating to nature/type of offence (s) committed as indicated under case. Where a particular form of examination misconduct which does not contain a specific penalty is committed, a student shall have imposed on him/her such nature of sanction(s) that the Students' Examination Related Misconduct Committee (SERMC) (to be constituted by the Director General) may consider appropriate.

1. Non-display of ID card by a student
 - (i) Reprimand
2. Refusal to display ID Card
 - (i) Disqualification from writing the particular examination
3. Appearing for the examination after the first 30 minutes
 - (i) Disqualification
4. Smoking or taking alcoholic beverages in an examination venue.
 - (i) Disqualification from examination
5. Noise making during an examination
 - (i) Reprimand
6. Refusal to submit oneself for search by an invigilator of the same sex
 - (i) Disqualification.
7. Possession of any written materials related to the examination
 - (i) Disqualification for 10 years
8. Possession of Nigerian Law School Examination Answer Sheets (used or Unused) outside of examination venue
 - (i) Disqualification for 10 years.
9. Mutilation or removal of any paper or answer script supplied
 - (i) Disqualification for 5 years
10. Failure to submit answer script to the Invigilator after an examination
 - (i) Disqualification from the examinations.
11. Oral or any non-written communication between students in the hall/room during an examination
 - (i) Disqualification from the examination.
12. Communication involving passing of notes or other accessories to aid performance in an examination venue/room.
 - (i) Disqualification for 10 years.
13. Use of any material such as notes, scrapes etc. to aid performance in an examination venue/room
 - (i) Disqualification for 10 years.
14. Refusal to sit for and/or preventing other students from sitting for an exam
 - (i) Disqualification from the examination
15. Smuggling of prepared answer sheet scripts into an examination venue or submission of same under the false pretence that they were written in the examination venue.
 - (i) Disqualification for life.

16. Acquisition of live question paper in typed, photocopy, handwritten, or any other form before an examination is held
 - (i) Disqualification for life.
17. Stealing of another students answer scripts with the intention of submitting in as own scripts
 - (i) Disqualification for life
18. Mutilation of another students answer script
 - (i) Disqualification for life
19. Impersonation in order to write an examination
 - (i) Ban for life
20. Threat to invigilators, Supervisors or Officers in charge of examination
 - (i) Disqualification
21. Established cases or reproduction, copying exchange of information during (for all the parties involved) the examination (which could be evident during marking of scripts)
 - (i) Disqualification for 10 years
22. Smuggling of dangerous weapons such as daggers, knives, guns, spears, axes, blades, in to examination venues/examination premises
 - (i) Disqualification for 5 years.
23. Possession of cell phones/handsets in the examination venue
 - (i) Reprimand and forfeiture of cell phones.
24. Use of unauthorized mini-computer, pocket calculators, organizers, cell phones, and other equipment to pre-record answers.
 - (i) Ban for life
25. Writing of examination-related notes on body or clothes, or table.
 - (i) Disqualification for life
26. Disorganizing the seating arrangement for the examination by the removal or movement of any piece of furniture or item in an examination venue.
 - (i) Reprimand
27. Leaving the examination venue without being accompanied by a staff after question papers has been distributed.
 - (i) Disqualification form continuing with the examination
28. Failure to comply with and observe dinner etiquette and manners
 - (i) Strong warning for a first offender.
 - (ii) Deferment of call to the bar for a repeat or subsequent offender.

29. Where a student was adjudged in the University as liable for any examination-related misconduct, but was never expelled, his application for admission to the Nigerian Law School will be deferred for a period, and he may only be admitted upon express permission by the Council of Legal Education.

Provided however that the Council may refuse the application for admission.

30. Where a student was expelled from a University for any examination-related misconduct, his application for admission to the Nigerian Law School will be deferred for a period, and he may only be admitted upon express permission by the Council of Legal Education.

Provided however that the Council may refuse the application for admission.

31. For the avoidance of doubt, any other misconduct concerning, connected with or pertaining to an examination or during an examination (not being one of those listed above) which is inimical to or subversive of the integrity of the Nigerian Law School examination process or the legal profession, shall be a misconduct which may be punishable with appropriate sanctions ranging from reprimand to outright ban for life as may be determined by the Students' Examination Related Misconduct Committee (SERMC).

PART B: GENERAL DISCIPLINE AND MISCONDUCT

Rule 3- Indiscipline, Misconduct and Penalty

Students shall obey the rules and regulations of the Council of Legal Education and Nigerian Law School. Students may be liable for the penalties set under any of the following acts which constitutes misconduct-

1. Being rude to, molesting, intimidating or harassing any Law School staff or students.
 - (i) Warning, where the students is a first offender.
 - (ii) A second or subsequent offender shall be rusticated.
2. Dressing inappropriately in contrast with the dress code of the Nigerian Law School.
 - (i) Offenders shall be escorted out of or refused entry into the Lecture hall/classrooms. In addition, he shall be reprimanded.
 - (ii) A second or subsequent offender shall be rusticated.
3. Generating nuisance in the hostels and rooms.
 - (i) Warning for a first offender
 - (ii) Rustication for one academic session for a second or subsequent offender.
4. Engaging in betting and gambling in the School premises.
 - (i) Rustication.
5. Involvement in cases of theft, extortion, fraud, misappropriation, threat, forcing against the will or blackmailing other people.
 - (i) Expulsion.
6. Engaging in smoking cannabis, using narcotic or possession of drugs.
 - (i) Rustication
7. Drunkenness and cigarette smoking in hostel, library, class, and café and other areas designated for learning.
 - (i) Strong warning, where students is a first offender
 - (ii) Rustication for one academic session, where the student is a second offender.
8. Engaging in sexual assault, rape and abuse, misbehaving against good morality, sexual harassment or any sexually-related wrong act resulting in disgrace to the Nigerian Law School.
 - (i) Rustication for one academic session.

9. Possession of a gun or dangerous substance which may constitute a threat to the life or capable of harming other people's life and property.
 - (i) Expulsion
10. Being a member of any cult or proscribed organisation.
 - (i) Expulsion.
11. Participating in any cult or secret meeting organised by societies/fraternities.
 - (i) Expulsion
12. Participating in disorderly religious worship in the hostel and outside of designated areas for religious worship.
 - (i) Strong reprimand.
13. Making noise in rooms or anywhere on the Law School premises.
 - (i) Strong reprimand
14. Investigation, trial or prosecution for any act that constitutes an offence against the State.
 - (i) Deferment of Call to the Bar until acquittal by a court. However, if such student is subsequently convicted then the student shall be barred unless otherwise directed by the Body of Benchers.
15. Non-participation in all small and large group sessions for all courses.
 - (i) Warning for a first offender.
 - (ii) Rustication for one academic session for a second or subsequent offender.
16. Signing attendance register for another student under any circumstance.
 - (i) Warning, where student is a first offender
 - (ii) Rustication for one academic session, where the student is a second offender.
17. Walking on or across the lawns, washing clothes on the veranda; disturbing ornamental plants or pouring water from top floors; littering the environment; urinating in open or non-designated places; spitting, nose-blowing or other unsanitary behaviour.
 - (i) Warning, where the student is a first offender;
 - (ii) Where student is a second offender, expulsion from the school; in addition, the payment of any cost of reinstatement of the damages.
18. Inducing staff for any service and failure to report any demand from staff;
 - (i) Rustication

19. Engaging in plagiarism, using pirated materials and violation of any copyright laws.
 - (i) Rustication for one academic year if a first offender
 - (ii) Expulsion, where the student is a second or a repeat offender. For both penalties, the copyright item violated shall be confiscated.
20. Engaging in any private study organised by staff for fee or other advantages and failure to report any request to do so to the authorities of the Nigerian Law School.
 - (i) Rustication.
21. Obtaining accommodation through unauthorised means
 - (i) Expulsion from the Hostel.
22. Selling accommodation to another student
 - (i) Rustication for one academic session.
23. Keeping non-students in hostel rooms.
 - (i) Ejection of the non-student from the Hostel and strong reprimand to the student.
 - (ii) Expulsion of the student from the hostel, where the student repeats the offence.
24. Unauthorised use of electrical appliances or heating elements, or tampering with or altering electrical installations in the rooms or anywhere on the School premises.
 - (i) Strong reprimand; and in addition
 - (ii) Expulsion from the hostel and payment for damaged items.
25. Damaging or destroying any hostel or School property.
 - (i) Strong reprimand; and in addition
 - (ii) Surcharge for the damaged items.
26. Taking away door keys during vacation/closures.
 - (i) Reprimand
27. Stealing properties of the Nigerian Law School
 - (i) Immediate expulsion and ban for 10 years.
28. Engaging in any form of demonstration however;
 - (i) Rustication

29. Cooking in rooms and along the corridors;
- (i) Strong warning for a first offender
 - (ii) Rustication for one academic session for a second or subsequent offender.
30. Verbal or physical altercation.
- (i) Warning for verbal altercation
 - (ii) Expulsion for physical altercation.
31. Keeping pets in the hostel.
- (i) Strong warning
32. Entering the rooms of the opposite sex
- (i) Strong warning for a first offender
 - (ii) Rustication for one academic session for a second or subsequent offender.
33. Keeping guest(s) and visitors in rooms outside the official visiting hours.
- (i) Strong warning.
34. Where a student was adjudged in the University as liable for any misconduct, but was never, but was never expelled, he may only be admitted upon the express permission by the Council of Legal Education having regard to the nature and seriousness of the misconduct.
- Provided however that the Council may refuse the application for admission.
35. Where a student was expelled from a University for any misconduct, his application for admission to the Nigerian Law School will be deferred for a period, and he may only be admitted upon express permission by the Council of Legal Education.
- Provided however that the Council may refuse the application for admission.
36. Any conduct in the hostel or school which brings the integrity and honor of the legal profession into disrepute and dishonour or which results in damages and loss to the school.
- (i) Warning, where the student is a first offender; in addition the payment of any cost of reinstatement of the damages.
 - (ii) Expulsion from the school where the student is a second offender; in addition the payment of any cost of reinstatement of the damages.

PART C: MISCELLANEOUS

Rule 4

1. A student who has been expelled for any reason shall:

- i. vacate the premises of the Nigerian Law School;
- ii. neither attend lectures nor live in the Hostel;
- iii. forfeit the school fees paid;
- iv. forfeit the accommodation fees paid; and
- v. not write any examinations.

2. WARNING

(i) A warning shall be used only in minor cases of discipline.

(ii) Offenders may face the Student Disciplinary Committee depending on the seriousness of the misconduct.

3. For the avoidance of doubt, any other act or misbehaviour concerning, connected with or pertaining to (not being one of those listed above) which is inimical to, subversive, or dishonourable to the Nigerian law School or the legal profession, shall be a misconduct which is punishable with an appropriate sanction ranging from ordinary reprimand to outright expulsion. Penalty to be imposed will depend on the seriousness or otherwise of the act constituting the misconduct.

4. DISCIPLINARY COMMITTEES

(i) The Director General may constitute a Students' Examination Related Misconduct Committee to investigate cases of alleged examination misconduct under part A which occurs in any of the campuses of the Nigerian Law School.

(ii) The Director General may constitute a Students' Disciplinary Committee to investigate cases of general indiscipline and misconduct under part B which occurs in the Headquarters of the Nigerian Law School, while the Deputy Director General may constitute such committee in the campuses where the need arises.

(iii) The terms of reference of any committee established and the period within which it is to submit its report shall be stated in the letter constituting the committee.

(iv) The recommendation made by any of the committees shall be subject to approval of the Director General of the Nigerian Law School.

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HEADQUARTERS, BWARI

P.M.B. 170, GARKI

ABUJA - NIGERIA

Statement of Undertaking

I hereby affirm that I have received and read the contents of the Code of Conduct of the Nigerian Law School and undertake that I will comply with the provisions of the code.

Name: _____

Registration Number: _____

Campus: _____

Session: _____

Signature: _____