

GOVERNMENT NOTICE NO. 616 published on 19/7/2024

THE LAW SCHOOL OF TANZANIA ACT,  
(CAP. 425)

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**RULES**  
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*(Made under section 20(1)(a))*

THE LAW SCHOOL OF TANZANIA (CONDUCT OF TRAINING AND FIELD PLACEMENT)  
RULES, 2024

**ARRANGEMENT OF RULES**

*Rules Title*

1. Citation.
2. Interpretation.

3. Mentors.
4. Recommended maximum number of students.
5. Attendance.
6. Course duration.
7. Instructional resources to be employed.
8. Module.
9. Evaluation criteria for programmes.

**PART III  
FIELD PLACEMENT**

10. Field placement.

11. Field placement conditions.
12. Field supervision.
13. Field activities.
14. Failure to report.
15. Submission of field documents.
16. Discharge of assignments.
17. Assessment of field placement.
18. Repetition of placement.
19. Places of field placement.
20. Conflict of interest.

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SCHEDULES



THE LAW SCHOOL OF TANZANIA ACT,  
(CAP. 425)

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RULES  
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*(Made under section 20(1)(a))*

THE LAW SCHOOL OF TANZANIA (CONDUCT OF TRAINING AND  
FIELD PLACEMENT) RULES, 2024

PART I  
PRELIMINARY PROVISIONS

- Citation 1. These Rules may be cited as the Law School of Tanzania (Conduct of Training and Field Placement) Rules, 2024.
- Interpretation 2. In these Rules, unless the context otherwise requires-
- Cap. 425 "Act" means the Law School of Tanzania Act;  
"Assessment" means evaluation of a student's academic performance during the course of study and includes assessment by coursework, or examination, or placement;  
"Award" means any award designated by the Board for grant or conferment upon students who qualify in accordance with these Rules;  
"Board" means the Governing Board of the School established under section 15 of the Act;  
"candidate" means any person duly registered and is eligible for examination;  
"conflict of interest" means an individual's personal interests, family, friendships, financial, or social factors which could compromise his decisions, or actions in the field placement;

- “examinable component” means a form of controlled assessment such as an examination or module assessment, which forms all or part of the final assessment result;
- “external field supervisor” means a qualified person who is responsible to mentor, guide and train student at the field placement;
- “firm” means a group of students who are allocated in a specific classroom for the purpose of training;
- “internal field supervisor” means an instructor or person appointed by the School who shall be responsible for mentoring, guiding and training student at the field placement;
- “mentor” means an internal trainer appointed by the school who guides and advice students on practical legal training;
- "Minister" means the Minister responsible for legal affairs;
- “module” means a self-contained component of a programme of study with defined learning outcomes, teaching and learning methods, and assessment requirements;
- “module coordinator” means an instructor assigned by the head of training program to coordinate and manage the activities of the module;
- "Principal" means the Principal of the School appointed under section 13 of the Act;
- "programme" means the training run by the School according to a specific curriculum;
- “portfolio” means a file containing all assignments performed by students in each module and all prescribed forms;
- "School" means the Law School of Tanzania established under section 4 of the Act; and
- "student" means a person registered by the School to pursue a program within a specified period of time and is eligible to sit for examinations.

PART II  
MENTORSHIP AND TRAINING

Mentors

3.-(1) Every student shall have a mentor who shall be appointed by the Director amongst School instructors.

(2) Mentors shall have the following responsibilities:

(a) advise and guide students in the practical legal training;

(b) follow up student's academic progress and assist to overcome academic challenges if any; and

(c) advise student on career progress.

(3) A mentor shall be given a list of students to supervise and guide in practical law training after being appointed.

(4) A mentor shall give his students form No. 1 set out in the Schedule, for them to fill in their information.

(5) All students shall fill in the mentorship form as provided under subrule (4) and submit the same to their mentors within two working days after orientation days.

(6) Every student shall submit portfolio in each module to the respective mentor within two working days after each module.

(7) Every mentor shall mark the portfolio and submit the results to the module coordinator after each module.

(8) Every mentor shall prepare and submit a report to the Director, on the students' mentorship at the end of each programme.

Recommended maximum number of students

4. A firm shall not exceed forty-five candidates at any given time with a staff student ratio of 1:15 unless the Principal determines otherwise.

- Attendance
- 5.-(1) Every student shall attend classes and field training as may be prescribed in the School's Almanac.
- (2) Every student shall be required to sign attendance register in person for every training activity as may be directed.
- (3) The Director shall keep and maintain an attendance register of students.
- (4) A student shall not sign the attendance register on behalf of another student in any academic activity.
- (5) Any student who assign or send another student to sign the attendance register on his behalf in any academic activity or attends in his place or use his credentials shall be deemed to have not attended the session for the entire period in which he was absent and disciplinary measures shall be taken against him.
- (6) A trainer may conduct roll call as a means of verifying and monitoring attendance and detecting fraudulent signing of the attendance register.
- (7) A student who damages, destroys or in any way tampers with equipment used to record and monitor attendance or attempts to damage, destroy or in any way tamper with the same shall be subjected to the disciplinary proceedings.
- Course duration
6. The duration of each programme shall be as specified in the respective curriculum.
- Instructional resources to be employed
7. Instructional resources shall be determined by the module instructors according to the training goals and objectives of the programme.
- Module
- 8.-(1) The modules to be taught in each programme shall be as prescribed in the respective curriculum of the programme.
- (2) Every student shall be required to attain a minimum attendance of seventy percent for every

module in the programme of study.

(3) A student who, without reasonable cause, fails or refuses to comply with subrule (2) shall be disqualified from sitting in the respective module assessment or examinations.

(4) Every module coordinator shall prepare a list of students referred to under subrule (3) and post the list on the student's notice-board.

Evaluation  
criteria for  
programmes

9.-(1) Every student pursuing the training programme shall be evaluated on the basis of the curriculum for the respective programme.

(2) Training assessment shall be done through ways which shall be prescribed in the curriculum of the respective programme and shall include Individual Continuous Assessment (ICA), Written Practical Assessment (WPA), OPA and End of the Course Practical Examination (ECPE) which shall form part of the final results of a student.

**PART III  
FIELD PLACEMENT**

Field  
placement

10.-(1) Every student enrolled for the programme shall undergo practical training in the form of placement in accordance with the curriculum of the respective programme.

(2) Field placement training shall be coordinated and managed by the office responsible for field placement.

(3) A student shall be required to undertake field training at places approved by the office responsible for field placement.

(4) The School shall provide introduction letter and other facilitation during field training.

(5) The duration of field placement training shall be in accordance with the curriculum of the respective programme.

(6) A student who fail to fulfill stipulated placement duration shall be required to repeat the field placement.

Field  
placement  
conditions

11.-(1) A student who has completed studies, assessments and examinations in the first semester shall be qualified to do field training.

(2) The student shall submit placement application to the Head of office responsible for field placement by through form No. 1 set out in the Schedule.

(3) Any student who has completed studies in the first semester but has failed to sit for any assessment or examination for reasonable cause shall be allowed to do field training with his Cohort, and will be required to complete the assessment or examination after the field training.

(4) Any student who has completed studies in the first semester but has failed to sit for any assessment or examination without reasonable cause shall be required to undertake field placement in the subsequent Cohort upon sitting for assessment or examination component:

Field  
supervision

12.-(1) Every student conducting field placement shall be supervised by the internal field supervisor and external field supervisor.

(2) Internal field supervisor shall have the following responsibilities:

- (a) advise the student on the best way to learn;
- (b) guide the student the right place to do field placement;
- (c) strengthen cooperation between schools and institutions where the student does field placement;
- (d) communicating with an external supervisor to determine the student's progress;
- (e) evaluate the student's training progress and



- prepare a report; and
  - (f) perform other duties as the School may direct.
- (3) External field supervisor shall have the following responsibilities:
- (a) discuss with the student of legal trends and challenges in dealing with legal issues;
  - (b) provide the student with legal documents for learning purposes;
  - (c) advise and teach the student;
  - (d) allow student to go to other legal offices to learn more;
  - (e) go through and review legal documents prepared by the student;
  - (f) evaluate the student's training progress and prepare a report;
  - (g) assist the student in learning to do legal research and the preparation of legal documents; and
  - (h) provide the student with a good learning environment.
- (4) Every student shall be visited at his place of placement at least once by the internal field supervisor.
- (5) A student shall be required to submit regularly progress reports to the internal field supervisor as may be prescribed.

Field activities

13. While on placement a student shall, on instruction and guidance of the field placement supervisor, perform the following activities:
- (a) attend court sessions including other quasi-judicial bodies;
  - (b) study and acquire skills on-
    - (i) maintain and operationalise clients and advocates accounts;
    - (ii) how clients are interviewed and how briefs and opinions for clients are prepared and kept;

- (iii) how in practice court briefs and dossiers prepared;
  - (iv) how the judicial system works in the dispensation of justice;
  - (v) how to handle corporate legal work;
  - (vi) how to do legal aid and human rights advocacy;
  - (vii) prepare court documents;
  - (viii) leading witnesses;
  - (ix) prosecuting;
  - (x) writing judgments;
  - (xi) how to draft legislation;
  - (xii) preparing international agreements; and
  - (xiii) settle cases out of court; and
- (c) acquire any additional skills necessary for legal practice.
- Failure to report 14. A student who fails to report at the place of placement without reasonable cause or absconds from placement shall be discontinued from the programme.
- Submission of field documents 15. Each student shall submit to the Head of office responsible for field placement after completion of placement period the following documents:
  - (a) placement report;
  - (b) form No. 3 which is student review form as set out in the Schedule;
  - (c) form No. 4 which is external field supervisor review form as set out in the Schedule; and
  - (d) log book.
- Discharge of assignments 16. Each student shall diligently carry out assignments given to him by field supervisor in fulfillment of the requirements of the clinical law module.

Assessment of field placement

17.-(1) Field placement assessment shall be marked on fail or pass.

(2) A student must get a pass in the clinical law module before qualifying for the award by the School.

(3) Assessment for Post Graduate Diploma in Legal Practice and other Programme shall be in accordance to the curriculum of the respective programme.

Repetition of placement

18.-(1) A student who does not complete field placement, but shows sufficient cause, may be permitted to repeat field placement.

(2) A student who does not complete field placement without sufficient cause shall be discontinued from the programme and shall be required to apply for new admission if he wants to attend training again.

(3) Subject to subrule (1) any student who wants to repeat field placement shall be required do so within three years from the date he was supposed to do placement with his Cohort.

Places of field placement

19. Students may do field placement in the following places:

- (a) Judiciary of Tanzania;
- (b) the Office of the Attorney General;
- (c) the Office of the Solicitor General;
- (d) the National Prosecutions Service;
- (e) advocates' chambers;
- (f) quasi-judicial bodies;
- (g) legal offices in corporate institutions;
- (h) law societies;
- (i) legal sector NGOs;
- (j) legal department of Ministries and semi-autonomous Government institutions;
- (k) legal aid organisations; and
- (l) and any other offices which may be determined by the School.

Conflict of interest of 20. A student shall not be placed in the legal department or office where there is likelihood of conflict of interest.

\_\_\_\_\_  
SCHEDULE  
\_\_\_\_\_

FORMS

FORM NO. 1

*(Made under rule 3(4))*

STUDENTS MENTORSHIP FORM 1

*(To be filled by Mentee)*

The purpose of student mentorship is to support and encourage students to manage their own learning and to enable the mentor to appropriately and effectively offer mentorship to you. Please fill the form honestly and accurately.

1. STUDENT'S DETAILS

- i. Firm: .....
- ii. Full Name: .....
- iii. Reg. No.: .....
- iv. Sex: .....
- v. Age: .....
- vi. Marital Status: .....
- vii. Mobile No.: .....

2. ACADEMIC AND PROFESSIONAL INFORMATION

- (i) Academic qualifications other than LL.B (State qualification, year and issuing institution)
  - (a) .....
  - (b) .....
  - (c) .....
  - (d) .....
- (ii) State any areas of expertise other than Law

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

Working experiences, if any (State Position, Employer, and Years starting with the current employment)

(a).....  
.....  
.....

(b).....  
.....  
.....

(c).....  
.....  
.....

(d).....  
.....  
.....

(e).....  
.....  
.....

(iii) DO YOU HAVE ANY SPECIAL NEEDS (PHYSICAL CHALLENGE)?

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.....

(iv) STATE ANY SPECIFIC ASPECT(S) WHICH YOU NEED ADVICE ON IN ORDER TO MAKE YOUR LEARNING MORE EFFECTIVE (PLEASE EXPLAIN)

(a).....  
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.....

(b).....  
.....  
.....

(c).....  
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(d).....  
.....  
.....

(v) STATE WHAT KIND OF HELP /ADVICE DO YOU THINK YOU NEED TO ADDRESS THE ABOVE ASPECT(S)?

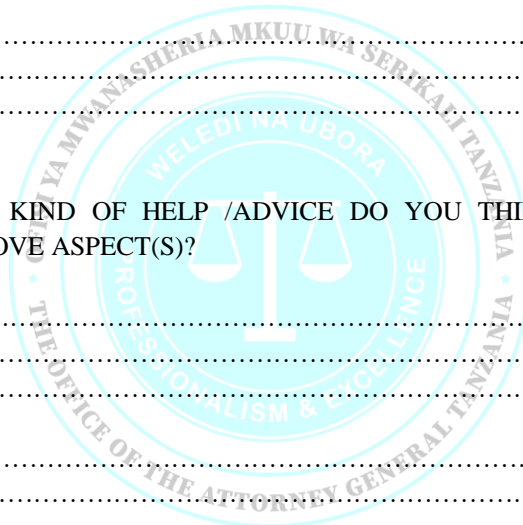
(a).....  
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(b).....  
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(c).....  
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(d).....  
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3. SIGNATURE



Date:

Signature:.....

FORM NO. 2

*(Made under rule 11(2))*

**STUDENT PLACEMENT APPLICATION FORM**

**1. STUDENT INFORMATION**

Name: .....

Cohort: .....

Reg. No.: .....

Current Semester Contact Information:

Address : .....

Phone .....

E-mail : .....

**2. PLACEMENT INFORMATION**

Desired Placement location (Region, City or Town)

1<sup>st</sup> Rotation .....

2<sup>nd</sup> Rotation .....

List two Placement choices by Organization or Practice Area and identifying information of supervisor, if known:

1<sup>st</sup> ROTATION: .....

Organization : .....

Address : .....

Phone : .....

Supervisor : .....

2<sup>nd</sup> ROTATION: .....

Organization : .....

Address: .....

Phone : .....

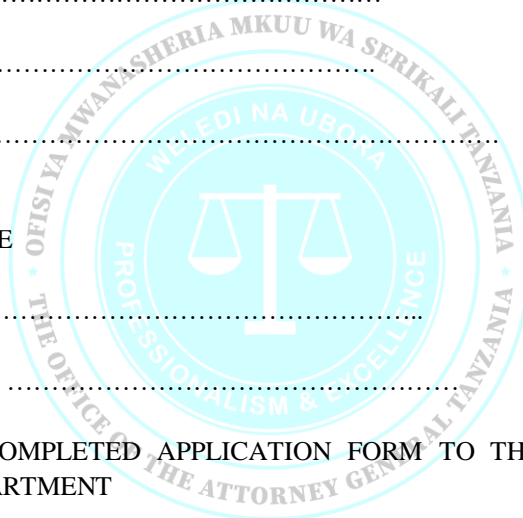
Supervisor : .....

3. SIGNATURE

Dated : .....

Signature of Student : .....

RETURN YOUR COMPLETED APPLICATION FORM TO THE HEAD OF FIELD PLACEMENT DEPARTMENT



FORM NO. 3

*(Made under rule 15(b))*

STUDENT REVIEWS FORM

Student name: .....

Supervisor Name: .....

Organization: .....



Review Date: .....

1. BACKGROUND INFORMATION.

In completing this form, you should carefully evaluate your placement experience based on the course description and the goals set by you during the placement. Please read the evaluating factors and definitions carefully, place a check mark next to the description (where applicable), and make the necessary comments that most accurately reflect and support your evaluation. Use an attachment if more space is needed.

2. DESCRIPTION OF PLACEMENT.

2.1 Substantive Areas. Describe the substantive areas of law that you encountered during your placement:

.....  
.....

2.2 Skills. Indicate the skills that you applied or enhanced during the placement:

- Legal Research
- Writing
- Negotiations.
- Client interviews/Counselling
- Trial Advocacy/Litigation
- Legal Presentations/Public Speaking
- Fact Investigation

Other — Please describe:

2.3. Physical Set-up, Please describe the physical area where you worked during the placement and the resources available (e.g. private office with a telephone, computer, and desk access to support staff; etc.):

3. EVALUATION OF SUPERVISOR.

3.1. Orientation .

The field placement supervisor is required to provide a detailed orientation to the organization's (1) work, history, structure or objectives, (2) office policies and procedures, (3) office resources, and (4) staff members.

- No orientation provided.
- Minimal orientation provided-
- Acceptable level of orientation provided.
- Thorough orientation provided.

Comment:-----

3.2. Setting of Goals.

The field placement supervisor is required to meet with the student to discuss the specific goals of the placement and how the practical placement experience will meet and complement the students learning goals and needs.

- No formal goal setting.
- Often confused about supervisor's goals for the placement.
- Minimal goal setting.
- Acceptable level of goal setting.
- Generally understood supervisor's
- Goals for the placement.
- Goal setting clear and understandable.

Comment:.....  
.....  
.....

3.3. Caseload Management.

The field placement supervisor is asked to provide the student with an overview of the matter (s) or case (s) in which the student will be involved and how the student's particular projects and assignments fit into the matter as a whole. The field placement supervisor is requested to explain clearly (i) the desired finished project; (ii) the amount of time the student should spend on the project; (iii) the due date; and (iv) other conditions or requirements of the project.

- (a) Assignments given with no explanation, student often combined about
- (b) Desired work assignments given with minimal explanation, student required to repeatedly asking for additional information
- (c) Acceptable level of explanation given, student generally under stood assignment.
- (d) Superior level of explanation provided in written form for complex matters

Comment: .....

3.4. Oversight Availability.

The field placement supervisor is supposed to meet with the student at least once in a week to review progress, answer questions, provide ongoing feedback on the student's performance, schedule assignments, and discuss any specific issues, including policy, professional or ethical considerations raised by the assignments. Ideally, the field placement supervisor should be available for informal, brief conferences on individual issues in addition to the weekly meeting.

- No oversight provided.
- Minimal oversight provided.
- Acceptable level of oversight provided.
- Superior level of oversight provided.

Comment: .....

3.5. Future Placement with Organization.

Would you recommend this organization to future students?

Comment:.....

3.6. Future Participation by Field Placement Supervisor.

Would you recommend that this supervisor be asked to participate as a field placement supervisor for the Placement Program in the future? why or why not? is there another attorney in organization that you would recommend as a better supervisor?

Comment.....

4. PROGRAM RECOMMENDATIONS.

Please indicate whether there are any ideas or changes that you believe the School should implement to make the placement function better for faculty of law students:

Comment -----

5. REQUIRED SIGNATURE.

Dated: -----

Student Signature-----

FORM NO. 4

*(Made under rule 15(c))*

EXTERNAL FIELD PLACEMENT SUPERVISOR REVIEW FORM

Supervisor Name : \_\_\_\_\_

Organization : \_\_\_\_\_

Student name : \_\_\_\_\_

Review Date : \_\_\_\_\_

1. BACKGROUND INFORMATION.

In completing this form, the supervisor should carefully evaluation the student's performance (1) based on the goals and expectation set forth in the Field Supervisor Guidelines and (2) additional goals set by supervisor during the placement. Please read the evaluation factors and definitions carefully, place a check mark next to the description, and make the necessary comments that most accurately reflect and support your evaluation. Use an attachment if more space is needed.

2. EVALUATION OF STUDENT.

2.1 Quality Assurance

\_\_\_\_\_ Work consistently but fails to meet quality requirement, improvement necessary

\_\_\_\_\_ Work is occasionally below normal quality requirement.

\_\_\_\_\_ Maintains quality to acceptable levels. Careful worker.

\_\_\_\_\_ Standard of quality is usually exceeded. Consistently willing to make commitments toward improving quality performance.

\_\_\_\_\_ All work and assignments are completed well above quality standards.

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2.2. Research Ability

\_\_\_\_\_ Research ability consistently fails to meet minimum standards

\_\_\_\_\_ Research ability is occasionally below standards

\_\_\_\_\_ Research ability reasonably meets standards

\_\_\_\_\_ Above expected research ability is demonstrated

\_\_\_\_\_ Research ability is always well above standard

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2.3. Writing Ability

\_\_\_\_\_ Writing ability consistently fails to meet minimum standards.

\_\_\_\_\_ Writing ability is occasionally below standard.

\_\_\_\_\_ Writing ability reasonably meets standards.

\_\_\_\_\_ Above expected writing ability is demonstrated.

\_\_\_\_\_ Writing ability is always well above standard.

Comment: \_\_\_\_\_

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2.4. Legal Judgment and Decision

\_\_\_\_\_ Exercise poor legal judgment. Make rash decisions or unwilling to make decisions

\_\_\_\_\_ Judgments are often inclined to be impulsive and poorly reasoned.

\_\_\_\_\_ Exercise good judgment. Decisions reasonably prompt and accurate

\_\_\_\_\_ Exercise excellent judgment. Decisions in the main prompt and accurate

\_\_\_\_\_ Judgment outstanding. Decisions prompts and accurate

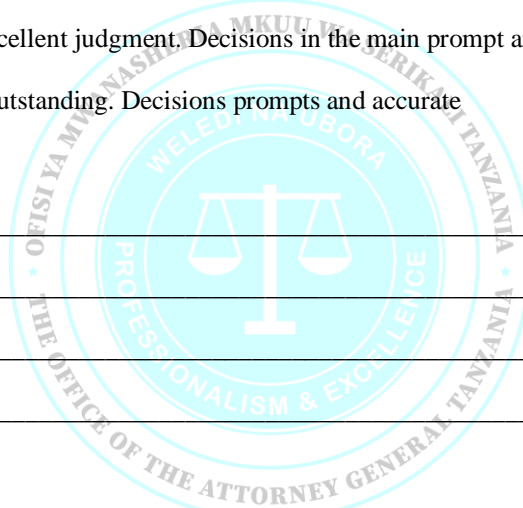
Comment:

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2.5. Acceptance of Responsibility

\_\_\_\_\_ Unwilling to be held accountable

\_\_\_\_\_ Often avoids responsibilities. Reluctant to be committed or to be held accountable

\_\_\_\_\_ Accepts responsibilities to a satisfactory degree. Willing to accept risk of authority and to be held accountable

\_\_\_\_\_ Willing to make commitments and to assume full responsibility for all activities under direct control

\_\_\_\_\_ Make commitments and assumes full responsibility including activities not under direct control.

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.6 Initiative

- \_\_\_\_\_ Lacks initiative: often needs urging
- \_\_\_\_\_ Somewhat lacking initiative: occasionally needs urging
- \_\_\_\_\_ Exercises satisfactory initiative required for the job.
- \_\_\_\_\_ A “self-starter” anticipates needs and meets them
- \_\_\_\_\_ Exceptionally resourceful originates and develops ideas.

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.7. Dependability

- \_\_\_\_\_ Erratic and unreliable: must be supervised closely and constantly
- \_\_\_\_\_ Sometimes unreliable: requires more than normal supervisor.
- \_\_\_\_\_ Satisfactory dependability
- \_\_\_\_\_ Very dependable and reliable
- \_\_\_\_\_ Justifies utmost confidence: requires minimum supervision.

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.8. Goal setting

\_\_\_ Fails to set goals

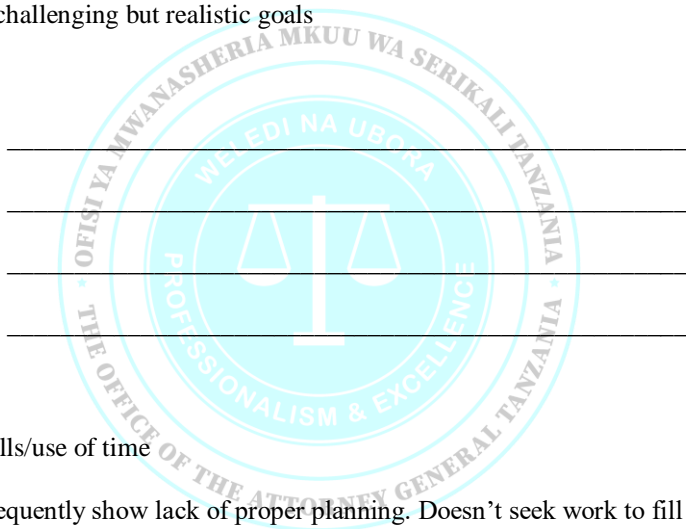
\_\_\_ Sets goals when directed.

\_\_\_ Sets readily attainable goals

\_\_\_ Set aggressive but attained goals

\_\_\_ Sets highly challenging but realistic goals

Comment:



2.9. Planning Skills/use of time

\_\_\_ Work frequently show lack of proper planning. Doesn't seek work to fill slack time

\_\_\_ Seems to understand value of planning but needs assistance with routine work. Easily side-tracked

\_\_\_ Plans routine work satisfactorily. Uses time well.

\_\_\_ Plans work in an excellent manner and is able to meet most emergency situations promptly.

\_\_\_ Outstanding. Competent in organizing and directing complicated procedures and operations, maximizes efficiency by exceptional use of time

Comment:

\_\_\_\_\_



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2.10. Ability to improve Methods

\_\_\_\_\_ Complacent does things as they have always been done. Not adaptable to changing needs in job

\_\_\_\_\_ Has difficulty adapting to change in job routine

\_\_\_\_\_ Improve methods when need is apparent.

\_\_\_\_\_ Resourceful.

\_\_\_\_\_ Reacts to change with little or no disruption in quality and quantity of output.

\_\_\_\_\_ Constantly improving ways to do things.

\_\_\_\_\_ Highly innovative Outstanding in adapting to change and improving methods regardless of obstacles.

Comment:

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2.11. Ability to cooperate and communicate with Others

\_\_\_\_\_ Obstructionist. Difficult to work with poor communication skills

\_\_\_\_\_ Difficulty to secure cooperation. At times causes friction.

\_\_\_\_\_ Will cooperate when the needs is great. Normally maintains satisfactory working relationships with others. Communication satisfactory.

\_\_\_\_\_ Cooperative. Willing to help out other activities. Promotes teamwork communicates well

\_\_\_\_\_ Exceptionally cooperative. Ability and willingness to work for others. Effective communication skills.

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.12 Supervisor's Comments on Overall Rating and Recommendations

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. PROGRAM RECOMMENDATIONS:

*Law School of Tanzania (Conduct of Training and Field Placement) Rules*  
*GN. No. 616 (Contd)*

Please indicate whether there are any ideas or changes that you believe the School should implement to make the placement function better for you or the student:

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_  
\_\_\_\_\_

Supervisor

Signature:

Dar es Salaam,  
....., 2024

**KENNEDY G. GASTORN**  
*Chairman of the Board*

