

1. INTRODUCTION

Welcome to the Faculty of Law in the University of Cape Coast (UCC). Congratulations on your success in gaining admission to Ghana's University of Competitive Choice. We are happy that you are a member of the Faculty of Law family and hope that you will enjoy your programme of studies here.

1.1. History

The University of Cape Coast was established in 1962 to train high quality manpower for the education sector. It fulfilled this mandate initially by providing courses mainly in Education and cognate disciplines. With time, the University decided to diversify by introducing new programmes such as Social Sciences, Biological and Physical Sciences, Business Studies, Medicine, Population and Health, among others, in response to the signs of the time and critical national needs. At the same time, some of the academics with advanced legal training taught law courses at the School of Business and the Institute for Development Studies (IDS). In 2005, the University administration started the process that led to the establishment of the Faculty of Law in 2011. The Academic Board of the University approved a three-year LLB programme in 2009, and Prof. Philip Ebow Bondzi-Simpson was appointed the Founding Dean of the Faculty of Law two years later. Accreditation to run the LLB programme was granted by the National Accreditation Board in April 2013. Then in August 2013, the first cohort of LLB students was admitted.

Plans are underway to introduce programmes leading to the award of the Master of Laws (LLM), Master of Science (MSc) in Criminal Justice and other postgraduate degrees in due course. These new programmes will be aimed at people who desire to specialise in one branch of law or in criminology.

The dynamic efforts of many people have made the dream of establishing the Faculty of Law possible, not least Rev. Prof. Emmanuel Adow Obeng who first considered the feasibility of running a law programme when he was Vice Chancellor of the University; Prof. Jane Naana Opoku Agyemang who set up the structures to search for and appoint an eminently qualified Founding Dean when she was Vice Chancellor; Prof. Domwini Dabire Kuupole who pursued and received accreditation to run the LLB programme when he took over as Vice Chancellor; Dr. Lennox Kwame Agbosu, who chaired the Committee that undertook the feasibility study on the prospects of establishing a Faculty of Law; Prof. R. N. Osei who served as the Local Chairman of the Law Programme Committee, and Justice (Prof.) Samuel Kofi Date-Bah who chaired the Search/Implementation Committee that recommended the appointment of the Founding Dean.

2. GENERAL INFORMATION

2.1. Introduction

This Students' Handbook is intended to help you to understand the requirements of the programme and to settle into the UCC and Faculty of Law environments. It not only provides key information about the courses of study but also helpful information about the Faculty. Regulations for academic studies derive from the University of Cape Coast *Students' Handbook* and *Academic Programmes, Policies and Regulations for Undergraduate Students*.¹

If you have any queries about the Faculty of Law that you cannot resolve by reading the information contained in this handbook, or the UCC Students' Handbook or website, then you should contact our Faculty Officer or our Dean.

2.2. Administrative Information

Faculty Contact Information

Faculty of Law
University of Cape Coast
Cape Coast
Central Region
GHANA

Key Faculty Staff

Founding Dean: Prof. Philip Ebow Bondzi-Simpson
Faculty Officer: Mrs. Sally Abena Baafi-Frimpong

Telephone: +233 (0)332 137903 or +233 (0)332137904

E-mail: law@ucc.edu.gh or ucclawdean@gmail.com

Website: <http://ucc.edu.gh/academics/law>

2.3. Core Values

The Faculty is driven by three core values in its teaching, research, community engagement and other activities. These self-explanatory values are:

- Integrity
- Diligence
- Service

¹ University of Cape Coast, *Students' Handbook*, Revised 2012 & University of Cape Coast, *Academic Programmes, Policies and Regulations for Undergraduate Studies*, Revised 2012.

2.4. Equality and Diversity

The Faculty of Law, as part of the University of Cape Coast, is committed to equal treatment of all our students, employees, alumni and visitors. We promote equality by ensuring that individuals of whatever ethnicity, sex, race, gender, religion or degree of disability can have equal access to studying opportunities offered by the institution as well as to equal treatment.

At the same time, the Faculty operates a gender-sensitive and a pro-youth policy subject to the profile of applications received. A typical class will have at least 40% of any gender with the majority of students expected to be 35 years or younger. As a Faculty that serves the nation and responds to both national and international needs, consideration may also be given to regional representation by ensuring that there is fair representation of qualified candidates from the various regions.

2.5. Fees

The Faculty operates full fee-paying programmes both at the undergraduate and postgraduate levels. Apart from the application fees which cover entrance examination and the interview, the Faculty fees cover tuition, sartorial, legal software, course books, research support, law clinic and community engagement, guest lectures, law library and estate. University wide fees are also payable by all students. The fees for the Faculty of Law students may vary from academic year to academic year.

2.6. Registration

In the first week of every semester, students are required to register for their programmes. Information about registration can be found on the University website and also in the admission letters of first-year students. At registration, students will be required to provide proof of admission to a programme of study at the University in order to receive the student identity card.

It is important that students register before lectures begin, as they will not be allowed to attend lectures and write examinations until they are registered students. A student ID card provides proof that you are a student of UCC. If you require information beyond what is on the student ID card, please see the Faculty Officer.

2.7. Personal Tutors

Each student is allocated a personal tutor, usually one of the lecturers/research fellows in the Faculty of Law. Students are encouraged to discuss anything that affects their ability to benefit academically with their personal tutors during the entire duration of study at UCC. It is important for students to keep personal tutors informed of any medical difficulties or illnesses that may prevent them from studying or may affect their general academic performance.

If a student has difficulties of a personal nature that he/she does not wish to discuss with the personal tutor, the person may wish to make use of the University Counselling Services. Their offices can be located in the building that houses Kingdom Bookshop at the Old Site. Students are welcome to speak with the Dean in confidence about changing a personal tutor.

2.8. Communication

Students are expected to become familiar with the structure and procedures of both the Faculty and the University. The Faculty notice board and the notice boards in and around the lecture rooms are the primary method of communication for the administration of the LLB and other programmes that may be introduced in the future. In addition, lecturers and tutors may, at their discretion, make additional arrangements for communication with students via e-mail. For those who desire to contact lecturers by telephone on official matters, it is always advisable to contact them through the Faculty general office rather than by themselves directly. The Faculty is to be informed of any change of address.

2.9. Gifts Policy

Students are prohibited from offering or giving gifts that are worth more than GH¢ 20.00 to lecturers, administrative staff, interns, national service personnel and other employees of the Faculty. This policy is to safeguard the integrity and professional ethics of all in the Faculty. However, gifts above that value, if made to mark a special occasion or religious event, may be made, provided they are first disclosed by the student to the Faculty Officer who then makes a record of it.

2.10. Divisions of the Faculty

The Dean's office, headed by the Dean, who is ably supported by the Vice Dean, the Faculty Officer and other administrative staff, is responsible for the academic and general administration of the Faculty. The Faculty is organised into the Department of Legal Studies, Department of Advanced Legal Studies, Department of Legal Extension, Centre for Legal Research, and the Law Library and Information Centre.

2.11. Requesting written references

Students sometimes ask lecturers to write reference letters for them. If you are asking a lecturer to write a reference letter for you, then keep the following guidelines in mind:

1. Give the referee at least three weeks' notice before the reference is due. It is in the interests of students to give the referees enough time to write reference letters;
2. Before you put down a particular lecturer's name as a referee, please ask the person in advance. Also, ensure that you have filled out your part of the forms you submit;
3. Be sure to include all the information the referee will need to write your reference letter. For example, it would be helpful to inform the referee of scholarships awarded or internships undertaken;
4. Sometimes an application may require a reference from the Dean. If so, please contact the Faculty Officer with all the information the Dean will need in a single e-mail, and he/she will bring the matter to the Dean's attention.

2.12. Law Students' Union (LSU)

The UCC Law Students' Union (LSU) was established in the 2014-2015 academic year, after the second cohort of students was admitted to the LLB programme. LSU is an integral part of the Students' Representative Council (SRC), which is the official organ of Junior Members of UCC. By virtue of your admission to a programme of study in the Faculty of Law you are an automatic member of LSU. Officers of the Union are elected annually through a democratic process as provided for in the LSU Constitution. The Union's general meetings are usually convened by the Executive Board a number of times during the academic year.

All Law students are required to participate in the activities of the Union and have the right to take up positions in the union by standing for elections which are normally organised in the second semester of the academic year.

3. DEPARTMENT OF LEGAL STUDIES

3.1. Introduction

The Department of Legal Studies (DLS) Department is responsible for developing and administering the LLB programme at the Faculty of Law. Specific decisions on academic issues, curriculum and teaching matters are made by this Department, which provides a resource and a focus for LLB students. It mounts relevant LLB courses, oversees the progression of students, and responds to the needs of students from the time they are admitted to the LLB programme until the time they finish.

3.2. Admission Requirements

Admission to any programme of study in the Faculty of Law, UCC is open to Ghanaians and other nationals with the requisite qualifications. For the LLB programme, applicants must be first degree holders in any discipline from a recognised university with a first class or a good second class degree. Qualified applicants take an entrance examination. Shortlisted candidates are then interviewed and those who pass are offered admission to the LLB programme.

3.3. Course Features

The features of the LLB programme include:

1. *Professional Development*: Through this segment of the programme, the Faculty aims at providing students learning experience to complement their legal studies and to equip them with learning and life skills and to prepare them for lifelong learning. The student is also armed with communication and reasoning skills, management, emotional intelligence, research training, ethics and advocacy. Areas covered in the Professional Development course, apart from Legal Methods are Logic, Business Studies, Criminology, Psychology, Guidance and Counseling and Vocational Skills. This course was planned to enable students appreciate and function effectively in the wider society. Guest lecturers are routinely invited from the Bar, Bench and Academia to interact with students. This is course done every semester of the programme.
2. *Community Engagement*: there are faculty-student-community engagement programmes by way of seminars, conferences, and workshops for the various sections of society. The

Faculty, through the Law Clinic, also offers supervised legal services to identifiable needy members of society such as remand prisoners.

3. *Unique Courses*: apart from the regular courses available in typical law programmes such as Contract Law, Property Law and Constitutional Law, elective courses such as Medical Law, Education Law, Local Government Law, Transport Law and Sports Law are offered. Other elective courses that are offered include Natural Resources Law and Environmental Law. There are elective concentrations in Business Law, Human Rights Law, Public International Law, Industrial Law, and Intellectual Property Law, among others.
4. *Information and Communications Technology (ICT)*: the students are introduced to legal software and databases. Class delivery is aided by ICT, and assignments are given to and presented by students in electronic format. Students are therefore required to have personal computers and some competence in the use of computers. They will be supplied with software containing Ghanaian legislation and reported cases.

Besides the typical lecture format, classes will be highly interactive, problem-based learning and learner-centered rather than teacher-centered. Tutorials will be compulsory and students' assignments, presentations, demonstrations, site visits, guest lectures and moot courts will be typical learning activities.

3.4. Course Structure

The LLB programme is designed as a full-time three year programme. The Faculty creates a study environment that maximises learning efficiency and fosters productivity in its students. All students are encouraged to take advantage of all the available resources at the Faculty and within the wider university.

The LLB curriculum is organised in such a way that students who pass all their courses will meet the course requirements for admission to the Ghana Law School, subject to the School's own entry requirements.

In the first year, students take five core courses. In addition to four core courses, second year students select at least one elective and at most three elective courses from a wide range of options in both semesters. Third year students take three core courses, and at least two or at most three elective courses per semester. In addition to the core courses, The Faculty of Law also

offers a compulsory non-credit Professional Development course for all its LLB students in all six semesters of the programme.

The objectives of the programme are to:

1. equip students with a sound understanding of the foundations of legal knowledge, enabling them to transition into the vocational training programme should they so desire;
2. offer students the opportunity to study law from an extensive catalogue of elective courses covering the entire range of legal knowledge;
3. develop students' analytical and research skills, thereby equipping them with the skills they will need in their future careers;
4. enable students develop the skills to carry out research deploying both electronic and library-based sources, of critical analysis and through independent and team learning;
5. expose students to a wide range of disciplinary approaches to legal study, encouraging them to reflect on the complexity of legal practice and of the variety of ways of understanding the role of the Law in contemporary society;
6. present students with opportunities to have a detailed understanding of the Constitution, legislation, case-law and 'soft law' applicable to the relevant areas of law;
7. enable students to gain an understanding of, and be able to critically assess the social, political, cultural and economic problems from the legal point of view;
8. enable students to develop the aptitude to respond with competence and confidence to contemporary problems and issues in the field of law.

3.5. Pedagogical Methods

The delivery of courses will be done through a combination of pedagogical methods, including:

1. material delivered in the form of course materials and lectures to help students to hone their skills in organising information;
2. class discussion and tutorials to develop critical thinking and analyses of legal issues, and
3. student-led seminars and group presentations based on material prepared by students in

advance in order to develop presentation and interpersonal skills and the spirit of teamwork.

3.6. Recordings

Recording of lectures and tutorials by audio, electronic or other devices is not permitted. Any student found to have flouted this rule will be subject to appropriate sanction or discipline.

3.7. Class Attendance

Students are required to attend all lectures and tutorials. Sanctions for absenteeism include being referred in a course and being made to repeat an academic year and/or withdrawal from the programme of study.

3.8. Assessments

Students will be assessed through tests/quizzes, essays, group presentations and examinations. The assessments will comprise the following:

- Continuous assessment — quizzes, debates, class presentations, moot court presentations, and assignments of not less than 1500 words: 40%
- Three-hour end of semester examination (unseen): 60%

The assessments could be in the form of:

- essay questions requiring critical analysis and discussion of identified issues;
- problem questions requiring students to demonstrate the ability to identify legal issues, apply their knowledge of law drawn from the Constitution, case law, jurisprudence, statute or the views of leading academics to hypothetical situations or actual legal puzzles;
- test questions assessing the understanding of basic or complex legal concepts.

3.9. Grading System

Students are required to obtain at least 50% of the total score in both the Continuous Assessment and the End of Semester Examination in order to pass a course.

Raw score	Grade	Grade point	Interpretation
80% and above	A	4.0	Excellent
75% - 79%	B+	3.5	Very Good
70% - 74%	B	3.0	Good
65% - 69%	C+	2.5	Average
60% - 64%	C	2.0	Fair
55% - 59%	D+	1.5	Barely Satisfactory
50% - 54%	D	1.0	Weak Pass
Below 50%	E	0	Fail

3.10. Curriculum

Core Courses

Electives

Level 200

Semester 1

Professional Development -

Ghana Legal System -

Law of Tort I -

Law of Immovable Property I -

Law of Contract I -

Constitutional Law & History I -

Semester 2

Professional Development -

Legal Research & Communications	-
Law of Tort II	-
Law of Immovable Property II	-
Law of Contract II	-
Constitutional Law & History II	-

Level 300

Semester 1

Professional Development	Public International Law I
Criminal Law I	Transport Law
Law of Equity & Trusts	Local Government Law
Administrative Law I	Education Law
Commercial Law I	Natural Resources Law

Semester 2

Professional Development	Public International Law II
Criminal Law II	Sports Law
Law of Succession	Intellectual Property Law
Administrative Law II	Environmental Law
Commercial Law II	Medical Law

Level 400

Semester 1

Professional Development	International Trade Law
Jurisprudence I	Industrial Law I
Company Law I	Petroleum Law
Taxation I	Human Rights Law
	Securities Regulation
	Law Reporting I
	Private International Law I

Semester 2

Professional Development	International Investment Law
Jurisprudence II	Banking Law
Company Law II	Insurance Law
Taxation II	Medical Law
	Industrial Law II
	Law Reporting II
	Private International Law II

* Students are required to choose at least one elective or at most two elective courses in Level 300 and at most three in Level 400.

3.11. Progression

To progress from one level to another in the LLB programme, students must pass all core courses. The Cumulative Grade Point Average (CGPA) will be computed on 15 credit hours per semester, excluding Professional Development but each student must endeavour to obtain a pass mark in this non-credit course.

The best elective grades will be selected and added to the core grades to make up the 15 credit hours in calculating the CGPA for each semester. The CGPA to progress beyond the first year is 2.5. which is a minimum of a C+ in all courses.

3.12. Paid employment during the LLB programme

The LLB programme is full-time and students taking it are unlikely to be able to take on paid employment without some detriment to their academic progress. The Faculty recognises that students are sometimes left with little financial alternatives than to take on some paid employment. However, holding down a paid job during the academic year will not be accepted by lecturers as a legitimate mitigating circumstance for missing lectures/tutorials or for poor performance in assessments/examinations.

3.13. Undergraduate Students' Long Essays

Undergraduates will be required to write a long essay or 'project work' in the final year of the programme. This written work will be assessed as the equivalent of a whole course. The 'project work' is an integral part of the LLB programme. It offers students an important opportunity to study in depth a topic of special interest and to apply knowledge as well as skills gained on other parts of the LLB programme.

Whatever your choice of topic, the long essay should be well researched, logically structured and clearly written. It must have a law theme. Time and effort should be allocated accordingly since the long essay is given premium in the programme.

Supervision will be provided by your personal tutor, who may refer you to expert advisers, with specialty in your area of interest. Meetings with expert advisers will be one-off sessions only. If there are individual experts whom you wish to consult, you are advised to discuss such possibilities with your personal tutor.

You should plan your work in order to give your personal tutor adequate time to offer you needed counsel. However, note that the long essay is expected to be your own work and you should work independently to produce a valuable research paper.

3.14. Exit profile of students

Upon graduation, students will be extremely proficient in the law, ICT application, legal and social science research, problem solving approaches, and would also have perfected the affective capacity for community and public service, and volunteerism. In addition, they would have integrated the key competencies of legal education and the knowledge necessary for the transition into the vocational programme in law at the Ghana Law School and entry into the work place.

4. DEPARTMENT OF ADVANCED LEGAL STUDIES

4.1. Introduction

The Department of Advanced Legal Studies (DALs) oversees the curriculum, teaching and other academic matters regarding the postgraduate programmes in the Faculty of Law. Apart from implementing the policies and procedures relating to teaching and assessments of postgraduate courses, it also oversees postgraduate students' research as well as progression.

Preparations are underway to introduce postgraduate programmes such as the LLM, MSc in Criminal Justice and PhD in due course. Some of the postgraduate programmes are intended to be sandwich courses for professionals in law enforcement, security services, intelligence service, administrative justice and allied sectors. Such professionals may not be lawyers or holders of first degrees in law, but their work would benefit from exposure to law.

The LLM and MSc (Criminal Justice) programmes will offer students high quality of teaching provided by leading academics both from the Faculty and from abroad. The approach to the teaching of the postgraduate programmes will combine experience from the practice of law, for example, with sound academic research. This will ensure that the learning and research are relevant to legal study and practice in any jurisdiction.

The courses will be offered primarily through lectures and seminars. The courses will be challenging, thought-provoking and ultimately a rewarding experience. Some of the courses that will be offered through lectures may also be accompanied by tutorials, where the lecturer will review and elaborate on issues discussed in the lectures. This intellectually stimulating LLM programme would offer the opportunity for active participation in class discussions and interactions with fellow students and the teacher.

The postgraduate programme in Criminal Justice at the Faculty of Law is innovative, situating the study of criminal justice in a wider interdisciplinary and comparative perspective. The general objectives of the LLM in are to provide students with both advanced and specialised knowledge of the law, domestic and international law, regional and global judicial bodies as well as the rules of practice and procedure of courts.

4.2. Objectives of the programmes

The postgraduate programmes seek to achieve the following goals:

1. impart in-depth, cutting edge knowledge to students in the areas of law and criminal justice;

2. deepen understanding of the laws governing the domestic and international jurisdictions especially Ghana, with appropriate comparative references to different jurisdictions, and of the laws protecting and encouraging the rights of marginalized constituencies
3. a critical understanding of the reciprocal interaction of laws and their joint impact on the development of knowledge in the law, in legal practice and in criminal justice
4. equip students with knowledge of rules and procedures followed before international public law bodies including regional courts, human rights bodies and international criminal tribunals
5. hone the research and writing skills of students both in and outside their respective programmes.

4.3. Admission requirements

Admission to any programme of study in the Faculty of Law is open to Ghanaian and international students. For the LLM programme, applicants must be Bachelor of Laws (LLB) holders, or persons who hold a first class or a good second class degree in a related area of studies from a recognised university. For the MSc in Criminal Justice, applicants must hold a first class or second class degree in the social sciences or humanities from a recognised university. The programme is suitable for people with degrees in sociology, law, psychology, political science, history or other courses relevant to criminology.

Professionals in law enforcement, security services, intelligence service, administrative justice and other allied sectors with a degree and at least ten years of experience may also apply. Qualified applicants will write an entrance examination and shortlisted candidates will be interviewed, and those who pass offered admission.

4.4. Features of the programme

An overview of some of key features of the postgraduate programmes at the Faculty of Law:

1. this level of studies will be substantially different from studying at the undergraduate level, and will expose students to critical engagement with theoretical perspectives, policy analysis, possible lacunas in research areas, and analysis of extant legislation;
2. independent learning, critical thinking and a self-directed mind set;

3. high standards of academic performance in which students research and submit a substantial and original research work or dissertation, in addition to meeting basic course requirements through lectures, seminars and other assessments;
4. an active approach to learning which will mean engaging critically with colleagues as well as with the lecturers;
5. deepen the understanding of academic conventions in research and in writing in order to communicate clearly and to demonstrate proficient use of writing and referencing conventions.

4.5. Course structure

The postgraduate programmes will have a number of core courses and at the same time give students the opportunity to select elective courses from a wide range of options with the prospects of specialisation. The elective courses will allow for flexible and easy adaptation to meet the interests and career goals of individual students. Furthermore, all postgraduate students will need to complete course in Legal Research and a Dissertation courses on any topic of their choice in order to graduate.

4.6. Assessments

All postgraduate programmes will be assessed through written coursework, essays, end of semester examinations and the dissertation.

4.7. Grading System

Students are required to obtain at least 50% of the total score in both the Continuous Assessment and the End of Semester Examination in order to pass a course.

Raw score	Grade	Grade point	Interpretation
80% and above	A	4.0	Excellent
75% - 79%	B+	3.5	Very Good
70% - 74%	B	3.0	Good

65% - 69%	C+	2.5	Average
60% - 64%	C	2.0	Fair
55% - 59%	D+	1.5	Barely Satisfactory
50% - 54%	D	1.0	Weak Pass
Below 50%	E	0	Fail

4.8. LLM in Corporate and Commercial Law

The LLM in Corporate and Commercial Law is designed to give students the opportunity to focus on a particular subject area in Law, or alternatively engage with diverse legal areas in order to widen the horizon of legal study and research. Apart from a number of compulsory core courses and electives, each student will be required to take the course on Legal Research and Writing. The general objectives of the LLM in Corporate and Commercial Law are to provide students with both advanced and specialised knowledge of the law, domestic and international law, regional and global judicial bodies as well as the rules of practice and procedure of courts.

The courses will prepare students to write a 15,000 word dissertation, which will be supervised by a Faculty member who is an expert in the relevant area.

4.8.1. The LLM Dissertation

There is a research and writing component to the LLM programme. This will comprise of a 15,000 word dissertation, which will be assessed toward the end of the LLM programme. The Legal Research and Writing course will offer both taught and writing components to assist students to gain a deeper understanding of:

- i. the distinctive features of legal research and the nature of research in general;
- ii. the range of research methodologies and approaches in legal scholarship;
- iii. doing legal research, including how to formulate research questions and design;
- iv. identifying resources and searching for relevant materials;
- v. learn about legal referencing and develop citation skills;

- vi. writing skills, relating to both the process of writing and the end product; presenting findings to different audiences.
- vii. A central objective is therefore learning by doing. The taught component of the course will be delivered in the first semester, while the dissertation will be due for submission toward the end of the second year. The specific for submitting the dissertation will be determined by the Faculty.

4.9. MSc in Criminal Justice

The MSc in Criminal Justice provides students with the opportunity to apply theoretical perspectives from criminology, sociology, psychology and law to the subject of crime and criminal justice institutions at the national and international levels. The programme will give students intellectual tools from empirical research, policy analysis, and theoretical perspectives to engage with current debates within criminology and criminal justice. This programme is innovative, situating the study of criminal justice in wider interdisciplinary and comparative perspectives, and will afford students a diversity of ways to engage critically with criminal justice issues.

The core courses in this programme will include theories of crime and criminal justice, research design and methodology, and elective courses from a wide range of subject areas, including policing, sentencing, prisons, the sociology of punishment, restorative justice, crime and the family, human rights, victims, youth justice, risk and security, and the death penalty.

4.9.1. The MSc Dissertation

Students will be required to write a 15,000 word dissertation toward the end of the programme. The taught component of this component of the programme will be in the Research and Writing Skills course. Through this course, students will deepen their understanding of research, including identifying/searching for relevant research resources, referencing and citation skills, research methodologies/approaches, and research design and question formulation.

4.10. Choice of Dissertation Topic and General Support

The LLM and MSc dissertations are supported by lectures and seminars as well as tutorials on identifying relevant resources. This will be done through the Legal Research and Writing Skills'

course. Students are encouraged to begin thinking about possible dissertation topics at the start of the programme. Guidance on choosing the research topic will be available in advance through personal tutors and lecturers in the interest areas.

Once students have chosen their research topics, lecturers will be allocated as supervisors based on their relevant areas of expertise and there will be three meetings with this person, usually during their designated advice and feedback sessions. The first meeting will normally be the time to confirm the choice of topic and discuss the proposed approach. The subsequent meetings will offer the opportunity to discuss the structure of the dissertation, methodology issues and the ongoing research. The dissertation should involve empirical research where students carry out research independently, with some guidance from supervisors. The role of the supervisor is to provide guidance, and not to give feedback on drafts of a student's work.

Students are to ensure that their research topics for the dissertation are substantially different from other works submitted for assessment in the course of the program. Hence, it is each student's responsibility to ensure that there is no substantial overlap between the dissertation and other assessed written work.

4.11. Exit Profile of our Postgraduate Students

Students graduating from our postgraduate programmes will meet the contemporary definition of the ideal graduate: someone who is adaptive, responsible, reflective, and possesses high level analytical and problem-solving skills. Postgraduate study is associated with a number of key skills, which have been identified as having intrinsic value as well as being regarded by employers as vital for the workplace:

1. The ability to bring information together, analyse it and display critical judgment,
2. Problem-solving and fact management,
3. Communication (verbal and written),
4. The ability to engage in independent research,
5. The use of information technology,
6. Time management.

5. ASSESSMENT GUIDELINES

5.1. Introduction

The Faculty of Law attaches great importance to high ethical standards in the written work and research undertaken by students. In the 'assessment section' of each LLB course pack, there are details of the particular requirements of quizzes, examinations, and essays.

Along with the title and abstract of their dissertation, the students in consultation with their personal tutors are required to review and complete a Research Ethics Checklist. Ethics guidance will be given in your Legal Research and Communication course.

5.2. Procedure for writing and submission of long essay or dissertation

Any general queries about supervision, support, deadline and marking would be addressed in the Legal Research and Communication course.

The procedure for research and submission is divided into four phases:

- i) Your personal tutor is responsible for the initial phase of helping you to identify a suitable topic, and guiding you to possible expert advisers. You should arrange to speak to your tutor about these matters toward the end of first year of your programme of studies.
- ii) Research topics and brief details of your provisional dissertation topic must be submitted to the Faculty Officer by no later than week two of the first semester of the second year of your programme. The said document should be a one-page summary. These summaries will form the basis for the first dissertation workshop. Attendance is compulsory for every student.
- iii) There will be a dissertation workshop in week three or week four of the first semester of the second year of the programme. This will provide further guidance about the general requirements for the dissertation. Through workshop groups, students will have the opportunity to think about developing their individual topics into a suitable thesis question/problem.

Within the small groups, students will be required to make short presentations about both their dissertation plans and their proposed approaches. This will be an opportunity for

other students to make suggestions and offer constructive criticism to each presenter or presentation. Members of staff are also required to be present at this workshop in order to contribute to the discussion on students' dissertation plans and help fine tune the student dissertations.

- iv) You are required to submit a working title and a brief abstract of your intended dissertation to the Faculty Officer by 12:00 noon in the fifth week of the second year of your programme of study. This should be two to three pages in length.

The abstract should:

- a. Identify a subject for your research or define a problem
- b. Identify areas of literature you need to consult
- c. Describe how you are going to collect evidence (for example, qualitative or quantitative or both, or primarily library-based research)
- d. Describe how you are going to organise and analyse the information
- e. Provide a timetable outlining when key stages of the research will be completed

The deadline for the submission of the dissertations shall be determined annually by the Dean and members of the Faculty.

5.3. Format and style of written work

When preparing written work, students should bear in mind that great importance is attached to proper noting, grammar, punctuation, spelling and referencing, and they should adopt a consistent set of conventions. The Faculty recommends that students use the Oxford Standard for the Citation of Legal Authorities (OSCOLA) style for referencing. This style of referencing would be explained to students in the Legal Research and Communication course and dissertation workshop.

In academic and professional writing, it is very important to provide evidence for your claims by citing your sources in footnotes or endnotes. Citing sources could be done through direct quotations, paraphrasing or referring to idea(s) from books, theses, legal documents, cases and articles. Footnotes or endnotes should be numbered consecutively within each chapter.

5.4. Late submission

The Faculty of Law has agreed to the following guidelines concerning the submission of course work and project work/dissertation.

- i. Where a course includes written work as part of its assessment, all students will be given clear instructions on what is required and the deadline for its submission.
- ii. If a student believes that he/she has good cause (for example, ill health) not to meet the deadline, the student should first discuss the matter with the personal tutor and seek a formal extension from the course lecturer. Normally, extensions should be granted only where there is a good reason backed by supporting evidence such as a medical certificate.
- iii. If a student misses the deadline for submission but believes he/she had a good cause which could not have been anticipated, he/she should first discuss the matter with the personal tutor and seek a formal extension from the course lecturer. Normally, extensions should be granted only where there is a good reason backed by supporting evidence such as a medical certificate.
- iv. Any extension should be confirmed to the student.
- v. If a student fails to submit a written work by the set deadline (or extended deadline) the student shall be considered to have failed and would be awarded a mark of zero.

Students using word-processing equipment during the preparation of their work are strongly advised to make frequent back-up copies of their work. Computer, pen drive or printer failure will not be regarded as a legitimate excuse for late submission of a piece of written work.

5.5. Plagiarism

Any work you submit for assessment must be your own. It is acceptable to draw on the published ideas of others and to include direct copies of short sections from published work in your written work as long as the sources are properly referenced. It is not acceptable to copy sections of text from a published source without acknowledging this in your references. Unreferenced copying of this kind would be regarded as plagiarism and will be penalised. In other words, a student who passes off another person's work as his/her own is committing plagiarism. Any quotation from the published or unpublished works of others must be clearly identified as such, being placed inside quotation marks and a full reference to their sources must be provided in proper form. All paraphrased material must also be clearly and properly acknowledged. Written work submitted for assessment will be trailed using software to detect instances of plagiarism.

Other academic infringements include collusion, fabrication of data of falsified evidence:

- Collusion is when work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one candidate is submitted in the name of another. Where this is done with the knowledge of the originator both parties can be considered to be at fault.
- Fabrication of data is making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.
- Presentation of evidence of special circumstances to an examiner or an Examination Board, which is false or falsified or which in any way misleads or could mislead the examiner or Examination Board is also an infringement.

For each piece of assessed work, students will be required to complete and sign a form entitled 'Submission Form and Plagiarism Statement.' Plagiarism is an academic offence and carries heavy penalties. The form you will be asked to sign states the following:

I declare that, apart from properly referenced quotations, this is my own work and contains no plagiarism; it has not been submitted previously for any other assessed unit on this or other degree courses.

I have read and understand the Faculty's rules on assessment offences as stated section 5.5 of the Faculty of Law Students' Handbook.

This statement may not be signed but it must be securely bound within the submitted work, for example between the title page and the contents page. For your own records, you are advised to prepare and retain a copy of your work.

All work submitted must be original to the student. Suspected assessment offences will be investigated and can result in severe penalties. Students are required to consult the *University of Cape Coast Academic Programmes, Policies and Regulations for Undergraduate Studies* (Revised 2012), paragraph 7.15 for further details.

It is important that every student understands the various academic conventions expected to be followed in order to ensure the work maintains its academic integrity and so that a student does not leave himself/herself open to accusations of plagiarism, collusion, fabrication or other infringements.

It is for these purposes that students ought to:

- ensure that they are familiar with the academic conventions regarding citation of the works of others (acknowledgment and referencing);
- only hand in their own original work for assessment;
- correctly reference all the sources for the information included in their work;
- never use another student's work as if it were their own; and
- never let other students use or copy their work.

6. DEPARTMENT FOR LEGAL EXTENSION

6.1. Introduction

The Faculty has a strong team of academics who are experts in different branches of law, thus offering the students a good learning and support environment. The Department of Legal Extension devises, conducts and organises all the outreach and community-based activities of the Faculty. Its core mandate is twofold: to bring together all stakeholders in the formulation and implementation of legal policy and to facilitate constant communication between planners, administrators, civil society organisations and citizens.

The Department runs a number of programmes by which it aims at engaging all Faculties within the University and the community at large. In that capacity, its commitments are:

5. *Organising and running the Professional Development component of the LLB programme*: the Department will run training courses in which students will undertake internships with selected outreach communities and organisations. Its chief objective is not only to avail students of potential research opportunities but also enable them to exchange ideas with professionals on the ground.
6. *Holding and hosting periodic conferences, seminars and workshops*: the Department will engage specialists drawn from all disciplines, both within and outside the University, in order to address high level policy and legal issues with the aim of influencing policy makers of national development in matters of planning and administration. It is hoped that these fora will generate high quality inter-disciplinary articles for publication and dissemination.
7. *Providing legal consultancy services*: this will draw on the expertise available across the University to offer cross-disciplinary legal consultancy services for a fee to local, international, public and private organisations as well as industrial and business institutions. Areas of work offered will include company and commercial, finance and banking, agriculture, international and shipping, property and construction, mining and energy, telecommunication and broadcasting, travel and tourism, manufacturing and fishing, distribution and retail, entertainment and media, transfer of technology, development and donor-sponsored programmes.
8. *Training workshops for African human rights practitioners*: this programme will deploy the expertise of Faculty members to run periodic training programmes for African human rights law practitioners. It will provide working sessions and training manuals on both the substantive and procedural aspects of progressing cases under the African Charter on Human and Peoples' Rights.

6.2. The Law Clinic

The Law Clinic is a Faculty-Student-Community engagement aimed at tapping the pool of the Faculty's legal expertise to offer legal services to those in the local community who are unable to afford legal services. The Law Clinic will also organize seminars, conferences, and workshops for the various sections of society. Through the provision of, for example *pro bono* legal services, social capital, sense of trust and shared responsibility would develop that, if transferred to the political and social sphere, will foster social cohesion in communities.

6.3. Moot Court

The Department of Legal Extension will also be responsible for organising moot court sessions for students. This will form an integral part of the legal education for our students in which students will take part in simulated court proceedings, involving drafting of briefs and participation in oral arguments. Under the supervision of some Faculty members, students will usually spend some time researching and writing the memorials, and then some months practicing their oral arguments before the moot court sessions.

6.4. Public and Guest Lectures

Throughout the academic year, there are Faculty level lectures given by guest speakers. These lectures are open to all Law students and lecturers. Upcoming lectures are announced through Class Representatives, our Faculty Officer or the Secretariat of the Law Students' Union. Students are obliged to attend Faculty-level lectures. In addition, there are special university lectures, which are open to everyone. These are usually advertised on the university website, through posters, and via the university radio station. Students are encouraged to patronise the special university lectures.

6.5. Academic and Industry Linkages

The Faculty is committed to academic excellence, the lawyer's craft and the highest standards of legal education comparable to any law institution in the world. We provide quality legal education to our students, preparing them adequately to transition into the vocational programme at the Ghana Law School or its equivalent abroad, to study for postgraduate degrees in law or in other disciplines and to take up key roles and leadership positions in society eventually.

The Faculty, through its teaching, research and community engagements, responds to the emerging trends in legal education at the national and international levels. At the same time, it maintains strong ties with wider society by responding to relevant national and international issues, and offering short courses in legal education and other relevant fields.

6.5. Internships

A distinctive feature of the LLB programme at the University of Cape Coast is its combination of quality legal education with a hands-on engagement with judicial institutions and legal practitioners. For example, students in the second year and third year of the programme are given the opportunity to intern with public sector legal and quasi-legal institutions such as the Judicial Service, the Commission on Human Rights and Administrative Justice (CHRAJ), the Regional House of Chiefs, the Legal Departments of the District Assemblies, the Legal Aid Board, Ghana Police Service, the Metropolitan Assembly, Attorney-General's Department and Ghana Prison Service.

The Faculty has initiated internship placements for students in the second and third year during the academic year. Such internships are short-term commitments on specific projects with legal and quasi-legal institutions. Also, during the long break, second and third year students with a grade point of 3.0 and above are recommended to the Judicial Service for internships. A number of our first batch of students interned at the Supreme Court during the long break of the 2014-2015 academic year. Such internships offer wonderful opportunities for gaining a hands-on practical experience.

7. DEPARTMENT OF LEGAL RESEARCH

7.1. Introduction

The Department of Legal Research is the research hub of the Faculty of Law. The mission of the Centre for Legal Research is to support the research agenda of the Faculty of Law in the University of Cape Coast. It serves as a knowledge platform that bridges the gap between scholarship, publication and policy development both at the national and international levels. The Centre is committed to interdisciplinary research, teaching and public service and realises its aims by providing helpful mechanisms for securing external recognition for the research of the Faculty of Law. Research and other activities aim to strengthen the research reputation of the Faculty, reinforce teaching and learning through dynamic research, and explore possibilities for research funding.

Collaboration with other researchers within the University of Cape Coast and outside, not least national and foreign research institutions, is a very important objective of the Centre.

The aims of the Centre include the following:

- advance the quality of research in the Faculty of Law in collaboration with other stakeholders;
- facilitate effective management of research-funding bidding that reflect the research expertise of members of the Faculty;
- encourage wider participation in research through the provision of subject-related and thematic research activities;
- generate knowledge through critical research work that engage with national and international legal as well as policy issues;
- develop the external profile and other esteem indicators of the Faculty through research and publications.

7.2. Faculty Research Agenda

The Department will also advance the Faculty research agenda by engaging in individual and collaborative research of legal, policy and public-interest issues. The vision of this Department is to become a centre of excellence in legal research, publication in different aspects of law, and to

produce a databank that will inform the formulation and implementation of legal policy in Ghana and Africa.

7.3. Faculty Seminars

The Department organises seminars for Faculty members and students, giving them a collegial environment to present ongoing research and papers on topical issues. The seminar series may also host speakers from outside the Faculty on aspects of their own research. Some seminar presentations may be edited for publication in the Faculty bulletin or some other writing projects.

7.4. Handbook, Bulletin and Website

The Department of Legal Research is also responsible for the production and supply of the Faculty of Law Students' Handbook to students, editing and production of the Faculty bulletin, and in collaboration with the University's Computer Centre the updating of material on the Faculty website.

8. LAW LIBRARY

8.1. Introduction

The Law Library, presently based on the third floor of the main University Library, is the key teaching and learning resource of the Faculty. The Law Library when fully established will:

- stock legal material in both electronic and hard-copy formats;
- task the Law Librarian to bring to the attention of lecturers and students relevant and current material in their respective areas of interest and specialization;
- schedule the Librarian to teach those aspects of courses touching on legal research, communication and writing skills.

8.2. Available Materials

Lecturers will provide students with lists of required textbooks, casebooks, academic articles and reference works for their courses at the beginning of each semester. It will, however, be the responsibility of each student to acquire the materials for the courses.

The “Digital Attorney” and/or “Ghana Law Finder” softwares will be installed on individual student’s personal computers by the Faculty for free. These resources are invaluable for Law students requiring information about current jurisprudence and case law in Ghana and around the world.

Existing library stocks include the following:

- Textbooks
- Monographs
- Academic Journals (Photostat copies will be available in the library of selected articles from notable law journals such as the *African Journal of International and Comparative Law*; *Cambridge Law Journal*; *Law Quarterly Review*; *Modern Law Review*; *Oxford Journal of Legal Studies*; *University of Ghana Law Journal* and *Review of Ghana Law*.

8.3. Useful website

African Centre for Justice and Peace Studies <<http://www.acjps.org/>>

British and Irish Legal Information Institute <<http://www.bailii.org>>

Human Rights Library <<http://www1.umn.edu/humanrts/>>

Oxford Journal of Legal Studies <<http://ojls.oxfordjournals.org/>>

West Law <<http://legalresearch.westlaw.co.uk/>>. This is hosted by the British and Irish Legal Information Institute and offers a free service that contains judgments from a wide range of sources (including the All England Reports).

9. STAFF PROFILES

Sample

Name of staff (in bold)

Qualifications and universities, starting with undergraduate degree;

Courses assigned

Research interests/activities

Dean

Professor Philip Ebow Bondzi-Simpson

BL, LLB, LLM, SJD, PGDE

Faculty Officer

Mrs Sally Abena Baafi-Frimpong

BEd, MPhil

Prof Edmund Ato Kwaw

Mrs Julia Selman-Ayetey

Mr. Kwame Owusu Agyeman

Mr. Constantine Kudzedzi

Dr. Bolanle Erinosh

Rev. Dr. Isidore Bonabom, S.J.

Mr. Ernest Ako (On study-leave)

Mr. Felix Awuah

Mr. Richard Ametefe