



Zambia Institute of Advanced  
Legal Education

**CODE OF CONDUCT FOR THE ZAMBIA  
INSTITUTE OF ADVANCED LEGAL  
EDUCATION STUDENTS**

## **CODE OF CONDUCT**

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**PART I  
PRELIMINARY**

- Title**
- 1. This Code shall be called the Code of Conduct For the Zambia Institute of Advanced Legal Education and shall take effect from -----**
- Interpretation**  
**Cap 49**
- 2. In this Code unless the context otherwise requires -**
- “Act” means the Zambia Institute of Advanced Legal Education Act,**
- “Act of misconduct” means any conduct stipulated to be an act of misconduct in Part III of this Code.**
- “Committee” means the Complains Committee constituted by the Council under section 10(2)(3) of the Act.**
- “Council” means the Council of the Zambia Institute of Advanced Legal Education established under the Act.**
- “Director| means the person appointed Director under the Act.**
- “Deputy Director” means the person appointed Deputy Director under the Act.**
- Cap 30**
- “Legal Practitioner” has the meaning assigned to it in the Legal Practitioners’ Act.**
- “member” means a member of the Complaints Committee.**
- “Secretary” means the Secretary to the Council and**
- “Preps” means the period of study stipulated in Section 43.**

## **PART II**

### **CONSTITUTION OF COMPLAINTS COMMITTEE**

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|---|---|
| Constitution of<br>Complaints Committee     | 3. There is hereby constituted the Complaints Committee of the Council which shall consist of three members appointed by the Council for such term as the Council may determine.  |
| Election of Chairperson<br>Of the Committee | 4. The member of the Committee shall elect the Chairperson of the Committee from amongst themselves.  |
| Secretary to Committee                      | 5. The Secretary to the Council shall serve as Secretary to the Committee.  |
| Remuneration of members                     | 6. Members of the Committee shall be paid such allowance or remuneration as the Council may determine.  |
| Functions of Committee                      | 7. The functions of the Committee shall be to –<br><br>(a) receive and hear any appeal concerning any disciplinary action taken against a student under this Code;<br><br>(b) submit its findings and recommendations to the Council; and<br><br>(c) consider any other matter assigned to it by the Council. |
| Procedure for appeal                        | 8. A student who wishes to appeal against the   |

Disciplinary action taken by the Director shall lodge in  
With the Secretary of the Committee.

Appeal to be in writing

9. An appeal shall be in writing stating the grounds of the appeal and shall bear the signature of the student.

Confidentiality of  
Appeal

10. An appeal shall be treated as confidential.

Acknowledgement of  
Receipt of appeal

11. Upon receipt of an appeal lodged by a student, the Secretary shall send an acknowledgment to the student Who lodged the appeal.

Investigation of appeal

12. The Committee shall on receipt of an appeal investigate the grounds of the appeal within seven days.

Proceedings of Committee

13. The Committee may regulate its own procedure.

Committee to meet at

14. The Committee shall meet for the performance of its functions at such places and times as the members May determine.

Various places

Quorum of meeting

15. Two members of the Committee shall form a quorum at any meeting of the Committee.

Chairperson to preside  
Over meeting

16. The Chairperson shall preside at every meeting of the Committee.

Decision by majority

17. A decision of the Committee shall be by a majority of the members present and voting at a meeting.

Committee may invite  
Other persons

18. Where the Committee is of the opinion that a person who is not a member of the Committee is required to attend a meeting, the person may be invited to attend the meeting, but that person shall not have a vote.

Director not be member  
Of the Committee

19. The Director shall not be a member of the Committee.

Prohibition of disclosure  
Of information

20. No person or member shall without the written consent of the Committee, publish or disclose to any other person in the course of that person's or member's duty, the contents of any document, communication or information which relates to, and which has come to that member's or person's knowledge in the course of his or her duties under this Code.

Independence and  
impartiality of Committee

21. The Council shall uphold the integrity, independence and impartiality of the Committee.

Members not to  
Discriminate

22. A member of the Committee shall perform duties of that Committee without bias or prejudice and shall not in the performance of his or her duties by word or conduct, manifest bias, discrimination or prejudice, based on race, tribe, sex, place of origin, marital status, political opinion, colour or creed.

No legal representation  
Permitted

23. The Committee shall not allow a Legal Practitioner or other officer of the Court to represent any part to any proceeding before the Committee.

Member not to be  
Influenced

24. A member of the Committee shall not, when determining a matter before it be influenced by –

- (a) partisan interest, public clamor or fear of criticism,
- (b) personal, social, political or other interest, or
- (c) any other factor than the guidelines provided by the Council.

Member not to take part  
In any matter in which  
Member has interest

25. (1) A member of the Committee shall not take part in any consideration or discussion of any matter in which the member has a personal, legal or pecuniary Interest whether directly or indirectly.

(2) A member of the Committee who is disqualified under sub paragraph (1) shall at the commencement of the proceedings or consideration of the matter, disclose to the other members his or her interest in the matter, and the Committee shall consider, in the absence of the member, whether or not to waive the disqualification.

(3) The disclosure of interest under this paragraph shall be recorded in the minutes of the meeting at which it was made.



## **PART III**

### **STUDENTS AFFAIRS AND DISCIPLINE**

Students expected to

Attend all classes

26. A student following a course of study shall be expected to attend lectures everyday from Monday to Friday, unless excused with the permission of the Director. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action:

- (a) first breach - verbal warning;
- (b) second breach – written warning
- (c) third breach – suspension from class for five days; and
- (d) fourth breach – expulsion from the Institute

Cell phones

27. Cell phones shall be deposited at a place designated for that purpose by the Director during lectures. A breach of this rule shall be termed misconduct and will attract the following action –

- (a) first breach – confiscation of the cell phone for a period of twenty four hours;
- (b) second breach – confiscation of the cell phone for a period of three days;
- (c) third breach – fine of fifty thousand kwacha; and

- (d) fourth and subsequent breach – fine of one hundred thousand kwacha for each breach.

Leaving of Institute  
Premises

28. A student shall not leave the Institute premises during lecture hours except with the permission of the Director. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action;

- (a) first breach – verbal warning;
- (b) second breach – written warning;
- (c) third breach – suspension from class for five days ;  
and
- (d) fourth breach – expulsion from the Institute

Student to do practicals  
and keep diary

29. A student shall be expected to do practicals from Monday to Thursday and shall keep such diary as may be determined by the Director. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action:

- (a) first breach – verbal warning;
- (b) second breach – written warning;
- (c) third breach – suspension from class for five days; and
- (d) fourth breach – expulsion from the Institute.

**Student expected to dress  
according to practice  
direction**

30. A student shall be expected to dress according to practice direction governing a lawyer's attire. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action:

- (a) first breach – verbal warning;

- (b) second breach – written warning;
- (c) third breach – suspension from class for five days; and
- (d) fourth breach – expulsion from the Institute.

Student not to dress in  
loud colours

31. A student shall not dress bright red, yellow, green or any other loud colour at the Institute premises. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action :

- (a) first breach – verbal warning;
- (b) second breach – written warning;
- (c) third breach – suspension from class for five days; and
- (d) fourth breach – expulsion from the Institute.

Student to show proper  
Respect to Judges

32. A student shall show proper respect to Judges who are lecturers at the Institute by addressing them as “Judge” or “My Lord”. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action:

- (a) first breach – verbal warning;
- (b) second breach – written warning;
- (c) third breach – suspension from class for five days; and
- (d) fourth breach – expulsion from the Institute.

Student to accord due  
respect

33. A student shall accord due respect to all lecturers, senior lawyers visiting the Institute and all staff of the Institute. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action:

- (a) first breach – verbal warning;
- (b) second breach – written warning;
- (c) third breach – suspension from class for five days; and

(d) fourth breach – expulsion from the Institute.

Student not to use  
abusive language

34. A student shall be expected to behave in a dignified manner and shall not use language that is abusive or offensive. A breach of this rule will be termed an act of misconduct and will attract the following disciplinary action:

- (a) first breach – verbal warning;
- (b) second breach – written warning;
- (c) third breach – suspension from class for five days; and
- (d) fourth breach – expulsion from the Institute.

General acts of misconduct

35. A student who ;

- (a) gives false information to the Committee in relation to a complaint;
- (b) insults, interrupts or obstructs any member of the Committee or the Secretary in the performance of that member's or Secretary's function; or
- (c) disobeys any instruction made under this Part;

will commit an act of misconduct and will attract the following disciplinary action:

- (i) first breach – verbal warning;
- (ii) second breach – written warning;
- (iii) third breach – suspension from class for five days; and
- (iv) fourth breach – expulsion from the Institute.

**PART IV**  
**ENFORCEMENT OF DISCIPLINARY CODE**

Enforcement of discipline 36. All disciplinary measures shall lie with the Director and in the absence of the Director, the Deputy Director shall be responsible for disciplinary measures.

Director to investigate act of misconduct 37. Where the Director receives a complaint that an act of misconduct has been committed by a student the Director shall immediately institute investigations and upon being satisfied that an act of misconduct has been committed, the Director shall take the necessary disciplinary action on the student in accordance with this Code.

Director to communicate decision to student 38. The Director shall communicate his or her decision to the affected student and furnish a copy of the decision to the Committee.

Matter considered closed if student satisfied 39. If a student is satisfied with the disciplinary action taken against her or him the matter shall be considered closed.

Student not satisfied to appeal within seven days 40. If a student is not satisfied with the disciplinary action taken, the student may appeal, within seven days in writing to the Committee, clearly stating his or her case and the reasons why the student is not satisfied with the actions taken by the Director.

Director to furnish 41. The Director shall furnish the Committee with all

committee with  
correspondence

correspondence and any other materials on the disciplinary  
action taken.

**PART V**  
**MISCELLANEOUS**

Register of appeals

42. The Secretary shall keep a register of appeals which shall state:

- (a) the name of the student making the appeal;
- (b) the nature of the appeal; and
- (c) the date and time when the appeal was lodged.

Appeals

43. (1) An appeal from a decision of the Director shall be made to the Committee.

- (2) If a student is not satisfied with the Committee's decision, the student may appeal to the Council who will be the final authority on the matter.

Preps

44. A student shall attend preps at the Institute premises as follows –

- (a) Monday to Thursday – 16.15 hours to 17.00 hours and
- (b) Fridays – 08.00 hours to 10.30 hours

Examination

45. It shall be an offence for a student to be in possession of an examination paper before an examination.

A breach of this rule shall be termed misconduct and will attract any of the following actions:

- (a) Suspension from the Institute
- (b) Expulsion from the Institute

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