

**UNIVERSITY OF THE COMMONWEALTH CARIBBEAN  
SCHOOL OF HUMANITIES AND LAW: DEPARTMENT OF LAW  
ASSOCIATE OF SCIENCE DEGREE IN PARALEGAL STUDIES**

**INFORMATION SHEET**

**DURATION:**

Full time: 2 years  
Part time: 2 Years and 1 Semester

**CLASS STRUCTURE:**

***Full-time /Part-Time***  
(9:00 am - 5:30 pm/6:00 pm – 9:00 pm)

**START DATE:**

**Fall (September) /Spring (January)**

**INSTRUCTIONS:**

Instructions will be provided by an eminent and highly qualified team of local faculty and other professionals.

**QUALITY OF PROGRAMME:**

The University of the Commonwealth Caribbean (UCC) has designed the Associates' degree in Paralegal Studies to assist students to obtain the necessary knowledge and practical skills to perform the daily tasks of a paralegal. This include students' proficiency in computer related software, legal terminologies, understanding basic legal system, interview, research, documents preparation, fundamental rules of citation format, as well as elements of law office management in the Jamaican and Caribbean context. The Associates' degree in Paralegal Studies is offered as a face-to-face/online programme with a minimum of 61 credits.

**International Link**

The UCC Associates of Science degree in Paralegal Studies will allow students to matriculate into the University of London three-year Bachelor of Laws programme.

**TEXTBOOKS:**

Study materials will be provided by lecturers and textbooks may be purchased from regular Book Shops in Jamaica.

## ENTRY REQUIREMENTS:

To qualify for entry into the Associates Degree in Paralegal Studies programme candidates must meet one of the following requirements:

- Minimum 5 GCE O'Level or CXC or CSEC subjects with passes at A, B or C / 1, 2 or 3 (including English Language and Mathematics) **NB:** CXC passes at level 3 since 1998 are eligible.  
**NB:** Traditional applicants without English and Mathematics must do Foundation courses.
- Minimum 3 GCE O'Level or CXC subjects with passes at A, B or C / 1, 2 or 3 (including English Language and Mathematics) plus Paralegal qualification from a recognized institution.
- **Mature Entry:** Age 25 and over with a minimum of 5 years work experience in a related field and educational qualifications assessed by UCC based on the qualifications and equivalency framework as established by the University Council of Jamaica (UCJ)

## TUITION FEES:

- UCC Non-refundable Application Fee - JA\$1,000.00 (apply online and it is free)
- UCC Tuition - JA\$926,590.00 (i.e. \$15,190.00 per credit) **Total Credits – 61** (fee increment annually. Visit the UCC's website <http://www.ucc.edu.jm/tuition-fees/all> for current fees)
- Miscellaneous Fees - \$20,000.00 (academic year)

## STUDENT LOAN:

Applicants may apply to the Student Loan Bureau or to any other local financial institutions. Ask about UCC's partnership loan options.

## APPLICATION PROCEDURE:

Individuals interested in applying for admission to the programme should:

- Apply online or submit UCC Application Form
- Provide official transcript(s) from every college/tertiary institution/ university attended
- Pay non-refundable UCC application handling fees (see tuition fees above)
- Provide one passport sized photograph

## DOCUMENTARY EVIDENCE:

Provide original document (s) of one of the following as proof of your full name and date of birth with your application. Photocopies are also required for your files:

- Birth certificate
- Passport
- Marriage certificate
- Deed poll
- Statutory declaration
- Alien's registration certificate

## PROGRAMME MODULES:

### GENERAL MODULES

UCC101 Orientation to University Life  
ITT107 Computer Information Essentials  
SOC100 Introduction to Sociology  
BUS100 Introduction to Business Administration  
ENG109 Academic Writing I  
ENG110 Academic Writing II

### SUPPORT MODULES

ENGL011 English for Legal Professionals  
MGT209 Law Office Management  
ETH202 Legal Ethics

### CORE MODULES

LAW102 Law and Legal Systems of Jamaica  
LAW109 Criminal Law & Procedure I  
LAW105 Elements of the Law of Contract I  
LAW202 Land Law  
LAW203 Law of Tort I  
LAW206 Conveyance  
LAW209 Estate Administration  
LAW212 Civil Court Procedure  
LAW214 Internship  
LAW215 Law of Associations  
LAW217 Employment Law  
LAW218 Family Law

**(Drafting:** Included in the delivery of core modules)

**(Foundation Modules:** Core Mathematics and English for Academic Purposes are required for traditional students without CXC English and Mathematics at grades 1 or 2)

**The University of the Commonwealth Caribbean reserves the right to withdraw/postpone a scheduled course if the registration is insufficient. In this event the University will refund all fees already paid towards the withdrawn course.**

***For further information please contact:***

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**\* Information on this document is subject to change at short notice.**