

Rule of Law for Development Program

New Student e-Bulletin March 2021

WELCOME TO PROLAW!

Congratulations on your admission to the Master of Laws (LLM) or Master of Jurisprudence (MJ) in Rule of Law for Development – colloquially referred to as the PROLAW program. I am very pleased to welcome you to the Loyola University Chicago School of Law on behalf of everyone. My name is Helena Lundgren Doyle, PROLAW Managing Director. I work with Vanessa Caruso, PROLAW Administrative Specialist, to offer student services and help make your PROLAW experience memorable. These guidelines have been drafted to facilitate the preparation of your PROLAW studies.



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1. ACADEMIC SCHEDULE

The program starts on **Monday, 30 August 2021**. The key dates for the program are detailed on our website: [PROLAW Academic Calendar](#).

In academic year 2021-22, courses will be offered online and asynchronously, enabling students to take classes at times that best suit individual schedules. An optional intensive immersion segment in Rome, focused on key cohort learning aspects, will be offered in Spring 2022 subject to easing of COVID-19 restrictions.

Students will complete a capstone project requirement in Summer 2022, through online interaction with an assigned project advisor. The deadline for submission of the capstone project is 15 July 2022. Official program completion and degree conferral is scheduled for the month of August 2022.

2. E-MAIL AND LOCUS ACCOUNT AND REGISTERING FOR COURSES

A few days after you accept Loyola's admission offer, you will receive an email with your Loyola Universal ID and Password that gives you access to the Loyola e-mail system and to LOCUS, Loyola's Online Connection to University Services. You will find the [link to LOCUS](#) on the main Loyola website, in the upper far right corner. In LOCUS, you can register for classes, check your grades, pay your tuition and student fees, and manage other items regarding your student account.

You will need to register for all of the mandatory courses before the start of each semester. Registering for courses at Loyola through LOCUS is very easy, and a helpful guide can be found under the LOCUS help menu, see this [link](#).

FALL TERM 2021 (LLM: 12 credit hours/ MJ: 15 credit hours)

Course Title	Course Number	Credit Hours	Notes
Legal Systems and Methods	PLAW 108	3	MJ only
History, Theory and Practice of Law for Development	PLAW 102	3	LLM & MJ
Comparative and Ethical Lawyering for the Rule of Law	PLAW 101	3	LLM & MJ
International Development Architecture	PLAW 104	3	LLM & MJ
Research and Writing on the Rule of Law	PLAW 250	3	LLM & MJ

SPRING TERM 2022 (13 credit hours for both LLM and MJ program)

Course Title	Course Number	Credit Hours	Notes
Principles of International Economic Law	PLAW 110	3	LLM & MJ
Sustainable Development through International Commerce and Investment	PLAW 105	2	LLM & MJ
Rule of Law in Conflict Prevention and Peacebuilding	PLAW 107	2	LLM & MJ
Theory and Practice of Assessments in Rule of Law Advising	PLAW 103	2	LLM & MJ
Design of Rule of Law Programs and Proposal Preparation	PLAW 106	2	LLM & MJ
Rule of Law Project Management	PLAW 907	2	LLM & MJ

SUMMER TERM 2022 (2 credit hours for both LLM and MJ program)

Course Title	Course Number	Credits	Notes
Rule of Law Capstone Project	PLAW 253	2	LLM & MJ

3. LOYOLA ONLINE LEARNING PLATFORMS

Loyola has much experience and a well-developed distance learning infrastructure which the School of Law uses in several of its graduate law programs. Loyola's Learning Management System, [Sakai](#), acts as an electronic extension of classroom teaching and allows students to be part of a highly interactive virtual global community.

To accommodate PROLAW students worldwide, the curriculum is accessible 24/7 from any part of the globe. Faculty use Sakai to post course lectures and materials, facilitate discussion between students via electronic message boards, and administer exams, tests and quizzes remotely. Students complete writing assignments and other coursework similar to that required in a campus-based program, but with the convenience of submitting their work online. Students can schedule their studies at a time and place convenient to them. Visit the [Sakai Student Guide](#) for self-help instructions.

See the Loyola [New Students Technology Roadmap](#). The short videos or PDF's will orient you to various Loyola systems you will use as a graduate student at Loyola. Be sure to review and get well acquainted with the various tech tools at your disposal before the start of classes.

- ✓ [LOCUS](#) – see “Help Links for Students”
- ✓ [Sakai](#)
- ✓ [Zoom for Students](#)
- ✓ [Panopto for students](#)
- ✓ [Microsoft Office 365 & OneDrive](#)

Additional online program details and resources will be made available prior to the start of classes, during the PROLAW New Student Orientation.

4. FINANCIAL AID

If you are a US student or permanent resident and are planning to apply for federal financial aid to fund your graduate education, you will need to complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. You can contact [Loyola's Financial Aid Office](#) for additional information at (773)508-7704 or lufinaid@luc.edu. Because you are only eligible for student loans through the FAFSA as a graduate student, you may also want to explore external scholarship funding that may be available to you via fastweb.com and findtuition.com.

Further information on financial support can be found on the [PROLAW Student Resources website](#).

5. TUITION AND STUDENT FEES

Breakdown of tuition and fees per term

The tuition and student fees for the programs can be found on the website of the Office of the Bursar: [Rule of Law for Development Program: Tuition and Fees](#). The breakdown of total tuition and fees per semester in academic year 2021-22 is:

LLM in Rule of Law for Development:

Semester	Credit Hours	Tuition	Fees	Total Tuition & Fees
Fall 21	12	\$19,740	\$125	\$19,865
Spring 22	13	\$21,385	\$125	\$21,510
Summer 22	2	\$3,290	\$0	\$3,290

MJ in Rule of Law for Development:

Semester	Credit Hours	Tuition	Fees	Total Tuition & Fees
Fall 21	15	\$22,200	\$125	\$22,325
Spring 22	13	\$19,240	\$125	\$19,365
Summer 22	2	\$2,960	\$0	\$2,960

Billing and payment

Upon course registration each semester, your LOCUS account will generate an e-bill. Your bill will be adjusted accordingly each semester to reflect any financial aid or scholarship award received.

Please refer to the website of the [Office of the Bursar: Billing/Payment](#) for information on how to pay your tuition and student fee e-bills and the [official payment due dates](#), which are the following for academic year 2021-22:

Semester	e-Bill Generated	e-Bill Due Date
Fall 21	15 July 2021	5 August 2021
Spring 22	15 December 2021	5 January 2022
Summer 22	15 April 2021	5 May 2022

Note that The Office of the Bursar maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account. For more information on late payment fees, [click here](#).

International payments

Loyola advises international students to pay their e-bills via wire transfer through our partner **Flywire**, or international wire transfer using Loyola's swift code if you cannot use Flywire. Loyola recommends international students to use Flywire as it is the most streamlined and cost-efficient process and allows you to pay from any bank in your country, generally in your local currency. Note that Loyola will also accept payments via major credit cards, although the convenience fee for credit card payments is 2.85%. An electronic check payment is not possible from an overseas bank.

The link to and information on how to pay via Flywire can be found [here](#).

International students that are interested in paying all of the e-bills in one payment at the beginning of the program should contact the PROLAW office at prolaw@luc.edu for further information on how to proceed.

6. FREQUENTLY ASKED QUESTIONS (FAQs)

WHO ARE MY CLASSMATES? Loyola's PROLAW program attracts a diverse student population. It is comprised of professionals with experience in the rule of law field. The program follows a cohort model, where you take your courses in a prescribed order with the same group of students. Typically, each cohort has representation from fifteen countries with men and women with 0 to 30 years of professional work experience. As part of the mandatory New Student Orientation session, you will have the chance to introduce yourselves and meet your fellow students.

WHAT IS THE PROLAW NEW STUDENT ORIENTATION? Just prior to the start of classes, PROLAW students will have access to an online Sakai site entitled "PROLAW Student Resources" which will include a New Student Orientation - an online welcome and informational section that will walk you through academic policies and procedures, and various administrative matters you are responsible for knowing and understanding. As part of the mandatory New Student Orientation, you will have to complete some short assignments, forms and quizzes.

I PLAN TO JOIN THE ROME IMMERSION EXPERIENCE. WILL I NEED A VISA, AND HOW MUCH SHOULD I EXPECT TO PAY FOR VISA AND LIVING EXPENSES? Students joining the Rome experience may require a study visa for Italy. Visit the [Italian Ministry of Foreign Affairs visa information website](#) to see if a visa, and associated application fee, is applicable for your country. You should choose as reasons for your stay: "Study - POSTGRADUATE". You must demonstrate proof of sufficient means of subsistence for your stay in Italy as part of your visa application. Loyola has estimated that the basic monthly living expenses in Rome amount to EUR 1,160 (approximately US\$ 1,400), see [Estimated Living Expenses in Rome](#).

WHAT ARE THE PROLAW ROME IMMERSION AWARDS? For those attending the Rome immersion experience, PROLAW offers a limited number of awards to assist admitted students with expenses relating to housing, meals, health insurance and the Italian permit to stay. All admitted PROLAW students who demonstrate outstanding merit and financial need are welcome to apply. Awards will be prioritized by need. The Rome Immersion Award application will be made available to all admitted PROLAW students starting August 1, 2021. For more details, see [Financial Support](#) opportunities.

DOES THE LAW SCHOOL OFFER HOUSING OPTIONS IN ROME? Loyola offers negotiated rates with several residences close to campus in Rome for the duration of the immersion period in Spring 2022. Most PROLAW students choose to share a room with other students in a private apartment close to campus. The PROLAW office will provide support to admitted students with respect to various options for accommodation close to campus in Rome.

NEW STUDENT CHECKLIST: PREPARING FOR YOUR PROGRAM START

- ✓ **Confirm your acceptance.** To confirm your intent to enrol, please respond to the admissions response form found on the “Applicant Status Page” of your online application
- ✓ **Apply for financial aid or other scholarships**
- ✓ **Register for the Fall 2021 semester courses in LOCUS**
- ✓ **Check your Loyola email and review the New Students Technology Roadmap**
- ✓ **Pay the Fall 2021 semester tuition and fees**

If you have any questions, don't hesitate to send an e-mail to prolaw@luc.edu.

We look forward to seeing you online very soon!



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