The Webcampus is now the primary mode of delivering Subject Guides and additional materials, submitting assignments, and advising students of results.

Subject Guides and general notices will remain publicly accessible, but other features require students to log in. Please be aware that the Law Extension Committee does not post out Subject Guides and Course Materials.

The Webcampus is designed to incorporate important educational and administrative aspects of a campus. It gives registered students extensive access to library facilities and discussion forums. The administration section contains timetables and calendars, evening and weekend school lecture venues, general information and contact details.

Our aim is to keep developing the site as a resource and communication centre. Over the next year major enhancements will be incorporated. Please note that our resources are designed to assist you in developing sound and efficient study skills. The growing availability of information from a variety of sources does not in any way lessen, and indeed heightens, the need for independent critical analysis which is the foundation of successful study in law.

The Webcampus is also the information centre of our teaching program. You should check regularly for updates, changes and additional materials. Important or urgent notices, such as unavoidable last-minute cancellations or venue changes, will be posted on the Student Message Board on the homepage: www.usyd.edu.au/lec

Register Online

As an enrolled student with the Board you must also register online with the Law Extension Committee. Unless you have registered in each subject for which you are enrolled to sit for an exam, you will not be able to complete the Law Extension Committee program satisfactorily.

To register with the Law Extension Committee you should follow these steps:

1. Visit the Webcampus at www.usyd.edu.au/lec and click on the link "WEBCAMPUSS"
2. An explanation page concerning the Webcampus will appear. After reading this, click on "ENTER LEC WEBCAMPUSS"

3. A log in box will be displayed. Complete your details in this box using a capital letter for the first letter of your last name only, and include your six-digit student number. Click "LOG IN"
4. Click on "REGISTRATION" and fill in the form. Click "SUBMIT"

Should you move house or change your telephone number during the semester, you can also change your personal details online. Please remember that you must also contact the LPAB and the Law Library concerning any changes to your personal details.

Course Materials and Forums

Two areas most students will visit often within the Webcampus are the Course Materials and the Forums. Under Course Materials you will find the Subject Guides and additional materials provided by teachers during the semester, which may include notes, copies of visual presentations, and general assignment comments. The Course Materials section is also designed to give you easy access to the relevant information available on the internet for each subject. There are direct links to legislation and cases held on the AustLII (the Australian Legal Information Institute) database, and other databases where possible.

As well, for each subject there are links to relevant legal, research, government and commercial sector sites from Australia and overseas.

Supplementary Materials are prescribed in some courses (see page 34). These materials may be accessed by clicking on the direct link under Course Materials on the Webcampus. The direct link will take you to the Law Library E-Reserve where all Supplementary Materials for the Diploma in Law courses are held. Please note that these materials are password protected (see page 34).

The purpose of the Forums is to promote constructive discussion and the exchange of ideas about issues and principles in law. They are not for personal comment about any student or teacher, nor are they the appropriate vehicle for making a complaint. Any comment in that regard should be addressed to the Director of the Law Extension Committee. Please see page 39 and "Webcampus Matters and Manners" on the Webcampus.
The Forums are meant to equate to self-directed seminars, and are a very useful way of compensating for the fact that many of you have little time to debate issues as you might as full-time students on campus. Note that, the Forum discussions are designed to be student-driven. Be aware that the comments and discussion on the Forums are provided by other students, with a similar level of knowledge and experience as your own.

The Tutors do not correct or get involved in discussions in the Forums. If you have an enquiry for the tutors you should email them on tutors@lec.pip.com.

Results
In the Results section you can check whether an assignment has been received and marked, the result, and whether through receiving a satisfactory grade you are eligible to sit for the Board’s examination.

Tutors’ Section
This section includes details of the tutors, Mrs Katherine Jolley and Mrs Susan Carter, contact details and the timetables for Legal Skills Workshops (see page 48). The tutors will post workshops questions designed to assist students in either Legal Institutions or Contracts on the Forum specific to the tutors. Through this Forum you will be able to access workshops questions and post comments for discussion.

Mrs Jolley and Mrs Carter can be contacted by phone between 10am-12pm on Tuesdays and Thursdays during the Winter Session on 9392 0320 or by email on tutors@lec.pip.com.au at any time.

Administration
The administration section houses timetables and information for lectures, weekend schools and the session calendar.

For information on Submit Assignments, please see pages 30 and 31 and consult the Guide to the Presentation and Submission of Assignments.

Research Links
This facility contains a substantial number of links to legal research and database sites on the Internet, from both Australia and overseas. There are links to most law schools and legal research centres in Australia, professional associations, publishers and booksellers, and government departments and agencies.

Employment Noticeboard
At various times through the year, employers may seek staff who are in the Diploma in Law course, and these requests will be posted on the employment noticeboard.

FUTURE DEVELOPMENTS AND YOUR INPUT
The development of the Law Extension Committee Webcampus is an ongoing project. We are exploring several options for further expansion of the site, and would welcome any suggestions or comments from you regarding the site to date and what you would find most useful for the future.

ADVICE, COMPLAINTS AND THE FUTURE
“Feedback” is a common word in education. It has come to mean a teacher’s comment on a student’s work. The original concept had more to do with sending a message to the source, in this case us. If you have a complaint or constructive suggestion to make in relation to the Law Extension Committee, we would like to hear it.

If you have a complaint about the Law Extension Committee Office or our program generally, please call us on (02) 9392 0320 to discuss the issue.

If your concern is about an individual teacher you should first take the matter up with the teacher if you are able to do so. If not, you should contact the Director of the Law Extension Committee, Mr Frank Astill.

To the extent that our resources permit we are happy to give advice on your present and future studies and career options. If for any reason you encounter difficulties it is better to let us know sooner rather than later. One piece of advice many students consistently wish they had taken:

Plan your study and assignment schedule at the beginning of semester and work consistently through the semester.

It is likely that you will see developments in our legal education during your course. The Webcampus is central to the delivery of resources. However, we believe strongly in maintaining as much face-to-face teaching as possible, and you should see yourself as an active participant in learning. If you move into practice, your learning will continue in formal and informal ways. Developing study groups now and making contact with fellow students can result in sound support networks later. We welcome your suggestions on the directions of the course and your continuing education.
ASSIGNMENTS AND ASSESSMENT

The Law Extension Committee’s primary methods of assisting in your preparation for the Board’s examinations are the lecture and weekend school programs in each subject and the assessment of assignments.

In accordance with Rule 73 of the Legal Profession Admission Rules 1994 (see page 40), the Law Extension Committee is obliged to inform the Board when a student has not completed the Committee’s course of instruction in a particular subject to the Committee’s satisfaction and is therefore ineligible to sit the examination in that subject.

To be eligible to sit for the Board’s examination, students must register online with the Law Extension Committee in each subject in which they are enrolled and satisfactorily complete any task prescribed in the Law Extension Committee’s teaching program for that subject.

Please see the assignment grading and assessment criteria on page 32 - 33 and refer to the relevant Subject Guide and the Course Materials section on the Webcampus.

Assignments

Assignments are prescribed to ensure that you take the opportunity to refine your techniques of analysis and expression, and that you receive some feedback on them. Even if you are undertaking a subject without a compulsory assignment, you should seriously consider submitting one or more for marking. Assignments should be seen as opportunities to sort out your approach to answering questions prior to the exam.

1 Purpose

The assignments are opportunities for you to develop your skills in answering problem questions, and in essay writing. Many are past examination questions, and allow you to practise your approach to analysing and arguing as you would in an examination.

There is also a research element to preparing an assignment, and you are encouraged to refine your techniques for searching for relevant material and incorporating it in your answer.

Each assignment submitted must be a serious attempt to answer the question and analyse the relevant issues and legal principles. To obtain as much benefit as possible from the assignments, you should view them as exercises in legal research, in the presentation of argument, and as practice for the examination questions. If you are not familiar with legal research and writing, some helpful publications are:

- Nemes & Coss, Effective Legal Research, LexisNexis Butterworths, 2001;

2 Compulsory Assignments

To be eligible to sit the examination you must achieve a satisfactory result (at least 50%) in the compulsory component of that subject. Subjects with compulsory assignments include:

- Legal Institutions
- Contracts
- Torts
- Criminal Law and Procedure
- Real Property
- Australian Constitutional Law
- Equity
- Commercial Transactions
- Administrative Law
- Law of Associations
- Evidence
- Taxation and Revenue Law

Please check your Subject Guides and the Webcampus for specific details regarding the...
compulsory requirements for each subject. The requirements may vary from subject to subject.

Please note that where an assignment has more than one part, all parts must be attempted. As a general rule, students who do not attempt to answer all questions in an assignment will not achieve a satisfactory result.

Those students who fail to complete the compulsory requirement in a subject where satisfactory completion is required will be notified through the Results screen on the Webcampus before the examination period of their ineligibility to sit the examination in that subject.

3 Assignment Questions

Assignment questions in all subjects can be found under Course Materials on the Law Extension Committee Webcampus. Once you have registered online with the Law Extension Committee, you will have full access to all the facilities on the Webcampus (see page 27 for instructions).

4 Format

Please read and follow the instructions set out in the Guide to the Presentation and Submission of Assignments before completing and submitting an assignment.

Assignments should be typed, not handwritten, and on A4 paper. Use one side of the paper only, and leave a left margin of at least 50mm for comments. You should use standard fonts no smaller than 12 point in size. In addition, please check your Subject Guides for word limits and due dates.

(a) Citation of cases

Cases reported in the law reports should be referred to by their full names, which should be italicised (eg Brown Products Ltd v Black).

A full law report reference, called the citation, should be given after each case name (eg McPhail v Doulton [1971] AC 424). Care should be taken with the use of square and round brackets in citations. Square brackets are used where the year is an essential part of a citation. Round brackets are used to indicate the year a case was decided where the year is an inessential part of the citation. Thus McPhail v Doulton [1971] AC 424 is to be found in the 1971 volume of the Appeal Cases (AC) at page 424; and R v Cohen (1981) 38 ALR 129 was decided in 1981, and is to be found in volume 38 of the Australian Law Reports (ALR) at page 129.

Abbreviations used for the different series of law reports are set out in law dictionaries. Familiarity with the common abbreviations develops with use.

(b) Citation of statutes

The short title of statutes should be italicised or underlined and the jurisdiction should appear in brackets after the date and before a section: Trade Practices Act 1974 (Cth), s 80. References to amendments need not be included: Crimes Act 1900 (NSW) is better than Crimes Act 1900-94 (NSW). Statutes with no short title should be referred to either by their common name (eg Magna Carta) or by means of a regnal description and chapter number (eg 4 Geo IV, c 96).

The following abbreviations are often useful in referring to statutory and other regulatory provisions: s (section), ss (sections), sub-s (subsection), sch (schedule), para (paragraph), sub-para (sub-paragraph), c or ch (chapter), cl (clause), sub-cl (sub-clause), pt (part), art (article), reg (regulation), r (rule), rr (rules), sub-r (sub-rule).

However, when referring to a particular sub-section, it is better to use the numerical representation, ie s 10(2), not s 10 sub-s 2.

(c) Footnotes

A footnote should appear at the bottom of the page to which it relates rather than at the end of an essay. It should be used to refer to cases, articles or books in which propositions are laid down or particular matters discussed. A footnote should not be used to make a substantive contribution to a main line of argument.

(d) Bibliography

A bibliography including references to all books, journals, articles and internet sources should be included in all assignments.

5 Submitting Assignments

Make sure you submit assignments to the Law Extension Committee by the due date in your Subject Guide and in accordance with the instructions in the Guide to the Presentation and Submission of Assignments, a copy of which was sent to you in your enrolment package. It may also be accessed and downloaded directly from the Law Extension Committee Webcampus.
6 Submit Assignments

All assignments **must** be submitted online through the Webcamps **Submit Assignments** and must be submitted by the due date. If unable to submit through the Webcampus then you must email your assignment to:

lecass@pip.com.au

All assignments must be submitted electronically.

The **Results** screen allows students to track the progress of assignments. Students are able to check:

- when an assignment was received,
- if the assignment is able to be read,
- the mark.

Please check the **Results** screen before contacting the Law Extension Committee with an assignment query.

It is your responsibility to notify the Law Extension Committee if, five days after submitting the assignment, you become aware that your assignment is not recorded as having been processed or shows as “unable to open”. If this is the case, please ring the office and have your tracking number and student number ready to provide the Law Extension Committee staff.

Further information regarding the submission of the assignments is provided in the **Guide to the Presentation and Submission of Assignments**.

7 Feedback

Markers will make every effort to mark your paper quickly. Comments by markers will address the aim of the question and the assessment criteria outlined on page 32 - 33.

8 Late Assignments

Assignments must be submitted by the due date. If this is not possible you must contact the Law Extension Committee before the assignment is due. Please consult the **Guide to the Presentation and Submission of Assignments** for the rules concerning extensions and the late submission of assignments.

9 Collaborative Learning and Avoiding Plagiarism

The Law Extension Committee encourages collaboration in learning. The active exchange of ideas is one of the most powerful teaching tools. In teaching, our teachers are encouraged to share their particular insights with students, and to be generous in the guidance they offer in bringing deeper understanding to the subjects they teach. Students are encouraged to ask relevant questions in class, to seek the opportunity to make serious comment, and to discuss the substance of lectures with fellow students.

The Law Extension Committee does not object to students making audio tapes of lectures for their own individual study and for their own study group purposes provided permission is requested of the teacher and the class is not disturbed. The Law Extension Committee does warn, however, against the sale or purchase of any notes purportedly transcribed from lectures or tapes of lectures.

It is vitally important that in examinations and in assignments the work submitted is your own. This does not mean that the ideas you put forward will be necessarily of your invention, but they should represent your considered response to a question with appropriate footnotes.

One of the most serious forms of academic misconduct is plagiarism, or seeking to use someone else’s material as your own. It is similar to the offences in commercial and professional life of passing off, of misrepresentation, of deceptive conduct. If in doubt, acknowledge the source of your information.

It is serious misconduct for a student to copy an answer to an assignment of another student, whether the student is a past or current student or a student doing a similar course at another institution. Students need to be especially careful not to appropriate the notes or electronic files of others.

The possible impact on a person’s study and career, as well as the deeper moral issue, should make avoiding the risk of plagiarism a fundamental priority. In relation to this, students’ attention is directed particularly to Rule 82 of the Legal Profession Admission Rules 1994, which provides in part as follows:
“The Examinations Committee and the Law Extension Committee shall be vigilant to detect any cases of cheating in examinations or in home assignments ...”

The consequences of an allegation of plagiarism can be dire. After inviting a response to the allegation, the Examinations Committee may hold a formal hearing, chaired by a Judge.

If plagiarism is established, exclusion from the course, at least for a period of time, is likely. For a person intending to practise, there is the professional issue of character.

An appreciation of the distinction between plagiarism and collaboration allows for a rich and resourceful period of study followed by the intense learning experience of constructing your own analysis, synthesis, and presentation, and the satisfaction and fulfilment of personal achievement.

10 Assignment Assessment Criteria

There are ways you can increase your chances of a good grade. First, make sure you answer the question. It is surprising how many people either misread the question, answer only part of what is asked, or answer the question they would like to see on the paper rather than the one that is there. Organise your time. Plan your answer.

While you will need a command of factual detail, many questions will want an argument from you. Identify issues. Explore the application of legal principles and doctrines. Weigh up competing claims.

Concise, coherent and clear writing should be a priority. The marker needs to see that you understand the issues you are writing about. Point form answers and executive summaries often don’t do this. Be fluent, be logical, be direct. Presentation is also important. A consistent and thorough referencing style should be learned early. The test is whether the reader can easily find the source you are using from your reference.

Since assignments and examinations are very different in nature, a direct correlation between assignment results and anticipated examination performance is not possible. However, identification of your strengths and weaknesses in assignment writing will assist your exam preparation both in terms of understanding the content of the subject and in presenting your answers.

The marking scale is not identical to the one used for examinations, and is designed to provide a more specific breakdown of deficiencies and attributes in work that is submitted. The grading and assessment criteria identified on the following page are cumulative - each level assumes that the characteristics of the one below have been satisfied.
### ASSIGNMENT GRADING AND ASSESSMENT CRITERIA

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark Grade</th>
<th>Mark Range</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85% and above</td>
<td>Exceptional. Original application of thorough research and analysis.</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75% to 84%</td>
<td>Very high standard of critical analysis, extensive research and persuasive argument.</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>65% to 74%</td>
<td>Logical and coherent analysis of issues and application of principles. High quality of expression.</td>
</tr>
<tr>
<td>PM</td>
<td>Pass with merit</td>
<td>60% to 64%</td>
<td>Fluent, clear writing. Exhaustive identification of issues. Selection of appropriate principles.</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50% to 59%</td>
<td>Demonstrates potential to pass examination. Recognition of scope of question. Identification of significant issues. Competent organisation and use of authorities.</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>40% to 49%</td>
<td>Some appreciation of the relevant facts but much work is needed in areas identified by the marker.</td>
</tr>
<tr>
<td>F</td>
<td>Serious Failure</td>
<td>Below 40%</td>
<td>If below 40% the work suggests the need for a thorough review of approach to assignment research and writing.</td>
</tr>
</tbody>
</table>
SUBJECT GUIDES AND MATERIALS

Subject Guides are only available to registered students through the Course Materials section of the Law Extension Committee Webcampus. The Webcampus homepage can be found at:

www.usyd.edu.au/lec

Each session a number of students, for various reasons, enrol late. If there is a delay in your enrolment being processed, you are encouraged to attend lectures in the meantime, download Subject Guides, and undertake assignments.

Please note that satisfactory completion of a subject with the Law Extension Committee and eligibility to sit for the Board’s examinations are dependant on valid enrolment with the Board and registration with the Law Extension Committee.

Supplementary materials are prescribed in several subjects including:

01 Legal Institutions
   (a Course Materials folder of printed materials is provided for new students)
04 Criminal Law and Procedure
06 Constitutional Law
09 Administrative Law
15 Practice and Procedure
16 Insolvency
17 Legal Ethics
18 Conflict of Laws
19 Family Law
20 Local Government and Planning
23 Public International Law
24 Jurisprudence

Most of these additional materials can be downloaded from the Law Library E-Reserve, accessed via the Course Materials section of the Law Extension Committee Webcampus.

These materials are password protected. To be issued with the password either email the Law Library at library@law.usyd.edu.au or ring the Law Library, phone (02) 9351 0216.

Prescribed Texts
A Law Extension Committee Text and Materials List will be available to download from the Law Extension Committee Webcampus and in hard copy on request from Law Extension Committee Reception. The Texts and Materials List is generally available approximately one month before the start of each session.

All texts listed in your Subject Guides are eligible for a GST discount under the Education Textbook Subsidy Scheme.

Booksellers specialising in law texts include:

University Co-operative Bookshop Ltd

   Sydney:
   Shop 2, 153 Phillip Street, Sydney
   Phone: (02) 9232 2250
   Fax: (02) 9233 8493
   Email: law@coop-bookshop.com.au

   Newcastle:
   4 Perkins St Newcastle
   Phone: (02) 4929 2544
   Fax: (02) 4929 2811
   Email: new@coop-bookshop.com.au

Secondhand texts
The Sydney University Student Representative Council operates a secondhand bookstore located on Level 5 of the Wentworth Building (across City Road from the Carslaw Building). Hours are Monday to Friday 10am to 4pm. They can also supply books by mail order and accept credit card payments by phone or email:

   Phone: (02) 9660 4756
   Email: books@src.usyd.edu.au

If you choose to purchase a superseded edition of a text book be aware that the law may have changed and you will need to check independently for any necessary updates.

The study of law is useful in a variety of points of view. It qualifies a man to be useful to himself, his neighbours, and to the public.

Thomas Jefferson
(1743-1826)
Letter to TM Randolph,
30 May 1790
LOCATION
The University of Sydney Law School Library is located at 173-175 Phillip Street, Sydney (corner King, Phillip and Elizabeth Streets). The entrance to the Library is on Level 8.

CONTACT DETAILS
DX Address: DX 983 SYDNEY
Phone: (02) 9351 0216
Fax: (02) 9351 0301
Email: library@law.usyd.edu.au
Web: http://www.library.usyd.edu.au/libraries/law/

Library opening hours: (ring (02) 9351 0216 to confirm):
From 6 March 2006
Monday to Thursday 8.30 am - 9.30 pm
Friday 8.30 am - 8.00 pm
Saturday 9.00 am - 4.45 pm
Sunday Closed

Except - Holiday closures 2006:
Easter
Friday 14 April to Monday 17 April Closed
Anzac Day
Tuesday 25 April Closed
Queens Birthday
Monday June 12 Closed

Loans and photocopying cease 15 minutes before closing time.

LIBRARY ASSISTANCE
Guides to the Law Library and details of the opening hours can be obtained at the Library Information Desk on Level 8 and via the Law Library Web site. Library opening and closing hours are displayed on the Library’s noticeboard. The Library is generally closed on public holidays. The Law Extension Librarian is Kate Molyneux, whose telephone number is (02) 9351 0302.

INFORMATION DESK
The information desk telephone number is (02) 9351 0216.

LAW LIBRARIAN
The Law Librarian is Ms Margaret McAleese. Her telephone number is (02) 9351 0220.

LIBRARY CARDS
A combined student / library card will be sent to you soon after you first enrol and should be kept and revalidated at the Law Library at the beginning of each session in which you are enrolled.

Your University of Sydney Library Card gives you full access to Library services and borrowing privileges at all University of Sydney Libraries. You should always have your Library Card with you when you are using the Library. The Library card is non-transferable, and must be presented when borrowing.

The Library Card also serves as your student card, for identification at examinations.

Lost Cards: a replacement card can be issued at the Law Library on receipt of a $5 replacement fee payable by cheque or money order, made out to the University of Sydney Library. For further information call (02) 9351 0217 or call into the Law Library.

STUDENT LIBRARY RECORDS
Any changes to personal details, including address, contact details and email address should be given directly to the Legal Profession Admission Board, the Law Extension Committee and the Library separately. As emailed reminder notices are provided by the Library as a courtesy service to students prior to borrowed items being due for return, the correct email address is essential.
Borrower records can be accessed online for information including personal information, date due of borrowed items and fines at:

http://www.library.usyd.edu.au/mylibrary

**LOANS**

Books are available for loan in the Law Library as follows:

(a) The Undergraduate collection on Level 7 of the Law School. This collection contains multiple copies of popular texts. Loans are for one week and cannot be renewed. Books on loan from this collection cannot be reserved.

(b) The Research collection on Level 9. Loans are for four weeks and books can be renewed for a maximum of five times if nobody has placed a hold on the item. Books on loan from this collection can be reserved.

(c) The Reserve collection behind the Information desk on Level 8. Loans for these high demand materials are for two hours inside the library.

Overdue books will attract fines. You will not be permitted to borrow if books are overdue or if fines are unpaid. Lost books will attract a replacement fee.

Law reports, legislation, loose-leaf services and journals cannot be borrowed.

**NEW DEVELOPMENTS**

Since 1st March 2004 the Law Library has no longer stamped the “date due” on borrowed Library items. Borrowers may check the date their loans are due back online at:

http://www.library.usyd.edu.au/mylibrary

Emailed reminder notices are provided by the Library as a courtesy service. Thus it is important to give the Library your correct email address.

Loan periods for items borrowed from the Law Research collection are subject to change as they can be recalled from loan and reserved by other borrowers. Thus it is important to update any changes to the email address you have given the Library as you will be notified by email if the due date changes. Fines apply if items are not returned by the new due date.

**CAN’T GET TO THE LIBRARY?**

**ULA - University Library Australia - an Australia-wide borrowing scheme**

If you live too far away or simply are unable to come into the city, as borrowers of the University of Sydney you are eligible for the ULA Borrowing Scheme. This scheme allows you to borrow from a university library closer to you. Applications are made directly to the library from which you wish to borrow.

Students of the University of Sydney are required to pay a $50.00 fee to the host library, where photo identification and proof of current enrolment is required.

This scheme also allows students of Sydney University, including Diploma in Law students, to borrow from other interstate University Libraries. This scheme replaces the Letter of Indemnity Scheme. For more information contact the university library from which you are planning to borrow, or ring the Law Library on (02) 9351 0216 or refer to the Library’s web site.

**Extended loan periods for remote students**

External students living beyond an area bounded by Newcastle, Wollongong and Katoomba may request a two week loan for books borrowed in person from the Law undergraduate collection. Requests must be made at the time of borrowing.

**Distance/Country lending scheme**

External students living beyond the Sydney metropolitan area as defined above may ask for books to be sent by post or via the Document Exchange. An extended borrowing period to allow for receipt and return of books is included. Please note that fines will accumulate if books are returned late, and lost books will attract a replacement fee. Please phone on (02) 9351 0221 for details. Requests can also be faxed on (02) 9351 0301 or sent via email to library@law.usyd.edu.au

**Photocopying service**

The Law Library provides a photocopying service for external students living outside the metropolitan area. This service is restricted to cases and articles required for private study. The charges are: for articles and cases - $6 up to 30 pages; with a minimum charge of $6.

The charges cover photocopying and postage. Please allow time for postal delivery, as the library does not fax these materials to students.
Photocopy request forms including a copyright declaration are available by phoning (02) 9351 0221.

**ELECTRONIC DATABASES AND REMOTE ACCESS**

The Law Library network contains many electronic databases, including full-text cases and journal articles. These databases can be accessed remotely by students who are currently enrolled in the Diploma in Law.

For more information see the Law Databases webpage at:

www.library.usyd.edu.au/libraries/law/databases.html

**Supplementary Materials**

Many courses have supplementary materials loaded via e-reserve in the Library’s online catalogue. To access these materials, you go to the Course Materials section of the Law Extension Committee Webcampus or go to:


and enter the name of your subject eg. LPAB Administrative Law.

**ACCESSING DATABASES AND SUPPLEMENTARY MATERIALS**

A number of legal databases on the Library’s Law Databases web site, as well as supplementary materials via the Library catalogue, can only be accessed remotely by password. A document listing these passwords is available on the Law Extension Committee’s Webcampus site. Note that most databases can be accessed by simply typing in your name and the borrower’s number on your library card at the prompts.

**LEGAL RESEARCH TRAINING**

At the beginning of each Law Extension Committee semester, the Library offers classes in using the web for legal research. In addition, Library tours are offered to orientate new students to the Library and our facilities.

**Basic Legal Research Texts:** The following books provide a general introduction to Legal Research, covering both online and hard copy resources:

- Effective Legal Research / Irene Nemes, Graeme Coss
- Concise Legal Research / Robert Watt
- Legal Referencing / Anita Stuhmcke
  Held Law Undergraduate 340.148 4 A
Diploma in Law legal research classes and tours

These classes are designed for:

- **Library tours** - these will be a 30 minute tour of the Law Library and explanation of the facilities offered. No booking is required for these tours. Meet at the Library Information Desk, Level 8.
- **Introduction to Legal Research via the Internet** - this will be a 50 minute class introducing the basics of legal research online, the Law Library’s web site and using the online Catalogue.

There are six types of legal research training offered:

1. **Finding legislation** - this class looks at finding and researching legislation using several different on-line databases. Approximately 50 minutes;
2. **Finding cases** - this class will concentrate on retrieving Australian and English cases from a variety of databases. Approximately 50 minutes;
3. **Finding journal articles** - this class will show you how to search a number of different databases to find journal articles and other materials for assignments and study;
4. **Lexis, Westlaw and CCH** - an introduction to searching the mega databases Lexis, Westlaw and CCH, large full-text databases providing access to cases, journal articles and legislation from Australia and overseas, including UK cases;
5. **Combined legal research classes** - these will be 3 hours classes (10-11.30 am, 11.45-1.00 pm) combining the above four classes, held on Saturdays (20 May and 10 June) to make attendance easier for students who are unable to get to individual classes;
6. **Distance/country students - Weekend School 1 Friday June 2**
   - # 12-2 pm - Combined Legal Research classes including general introduction, finding cases, legislation and journal articles;
   - # 3-4 pm - Lexis, Westlaw and CCH class. This should help you to navigate mega databases.
All classes are held in the Computer lab, level 7, Law School, 173-175 Phillip St, Sydney (entry via the Library on level 8).
We take bookings for the classes as there are only 16 computers in the lab. Please phone the library after 8 May to book, (02) 9351 0216.

### Winter 2006 Legal Research Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday 15 May</td>
<td>Library tour 1.00 &amp; 1.30 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Tuesday 16 May</td>
<td>Library tour 6.00 &amp; 6.30 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Friday 19 May</td>
<td>Library tour 1.00 &amp; 1.30 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Saturday 20 May</td>
<td>Legal Research session 10-11.30 am, 11.45-1.00 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Monday 22 May</td>
<td>Introduction to Legal Research 12.30-1.30 pm</td>
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<tr>
<td>Tuesday 23 May</td>
<td>Introduction to Legal Research 6.00-7.00 pm</td>
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<tr>
<td>Wednesday 24 May</td>
<td>Introduction to Legal Research 12.30-1.30 pm</td>
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<tr>
<td>Monday 29 May</td>
<td>Finding legislation 12.30-1.30 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Tuesday 30 May</td>
<td>Finding cases 6.00-7.00 pm</td>
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<td>Friday 2 June</td>
<td>Distance/Country Students’ session 12.00-2.00, 3.00-4.00 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Monday 5 June</td>
<td>Finding cases 12.30-1.30 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Tuesday 6 June</td>
<td>Finding journal articles 6.00-7.00 pm</td>
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<tr>
<td>Wednesday 7 June</td>
<td>Finding journal articles 12.30-1.30 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Saturday 10 June</td>
<td>Legal Research session 10-11.30 am, 11.45-1.00 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Tuesday 13 June</td>
<td>Lexis, Westlaw and CCH 6.00-7.00 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Wednesday 14 June</td>
<td>Lexis, Westlaw and CCH 12.30-1.30 pm</td>
<td>Level 7, Law School</td>
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<tr>
<td>Friday 16 June</td>
<td>Finding journal articles 12.30-1.30 pm</td>
<td>Level 7, Law School</td>
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CONDUCT, CHARACTER AND THE STUDY OF LAW

Now that you have read about the teaching program, the Webcampus, library facilities and assignments and assessment, it is appropriate to consider the environment of professional study in which we work.

Law demands a heightened awareness of proper conduct in a variety of circumstances. Unique features of our program include our relationship with the Legal Profession Admission Board and our close connection to practice through our practitioner-teachers. This is one reason why an allegation of plagiarism can have such serious consequences. Lawyers have the trust of their clients. They must be honest and be seen to be honest. It is not always obvious to students that cheating in assignments is doubly dishonest – there is the plagiarism and the false declaration that accompanies the assignment.

The personal traits required of a lawyer are traditionally described as “good fame and character”. While cheating gets all the publicity in the context of academic conduct, there are standards of behaviour that underpin a profession centred on representing clients and advising on their problems. Impartiality and civility are hallmarks of a good lawyer. A lot rides on the way we communicate, as well as what we communicate. Much of our work is done by telephone and email. Practice client communication skills at every opportunity, whether dealing with us, your employers or your colleagues. Make abuse unacceptable from the beginning, whether it is directed to you or you are tempted to use it. It doesn’t do anybody any good, and importantly from a lawyer’s perspective, reduces the chances of a mutually beneficial outcome.

The internet and mobile phones have forced new considerations of communication etiquette. Web forums are particularly vulnerable. It is easy to attack through them, but slander is not just personally injurious, it may be defamatory. There are very good reasons for insisting that comment on forums, for example, is never personal, but focuses on issues, concepts and constructive exchange of ideas. Similar sensitivity should apply to email and text messaging. As a practitioner, issues of confidentiality will also arise when using these media.

Aspiring lawyers should also be especially aware of property rights as they affect web usage and transmission of lectures and resource material, and with using the library and its resources. Lectures and materials provided by the LEC are for private study by enrolled students. Nothing spoken by teachers or made available on or through the webcampus should be reproduced anywhere else.

In the library and the classroom, respect the needs and rights of others. If students wish to make audio copies of lectures they should seek the permission of the teacher and make a copy on the understanding that it is for their use only. It is understandable that occasionally a friend might seek your notes to fill a gap, but is important not to become complicit, even innocently, in what can amount to an appropriation of the property of others. You should be very wary if lectures or a series of lectures are offered to you, in any form, and on no account should you be tempted to purchase lectures.

You will have read that we encourage study groups. These, and the ready availability of comment and opinion on the web, make it imperative that you are able to present and argue your own views on issues and assignment problems. It is easy for someone to appear to be expert. Many are genuinely generous in offering advice. Too often in assignments we see a group of people adopting a particular line without their own critical evaluation of it, to their detriment. Sadly, similar stories have emerged from people who have paid a substantial amount of money for private tutoring from fellow students. Whether you are tempted to part with money or take it, evaluate the situation carefully.

Good conduct, then, also demands an independence of thought. Here education and character reinforce each other. A lot of what is said above accompanies sound study habits. Maintain and develop these attributes from the beginning and your study of law will not only be in keeping with the aims of the profession, it will be satisfying and increase the likelihood of success.