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. You must register during the period 30 April to 4 May 2007 inclusive.

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 “WEBCAMPUS”
2. An explanation page concerning the Webcampus will appear. After reading this, click on “ENTER

LEC WEBCAMPUS”
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 contact details for the tutors and the timetables for Legal Skills Workshops (see page 49). The tutors will post notes from the workshops on the Webcampus after each workshop.

Telephone consultation is available between 10am-12pm on 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 the Legal Profession Admission Rules, 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. See page 40.

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:


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

Please:

- Check your Subject Guides for the compulsory requirements in the subjects you are studying, and ensure you are able to complete them by the due date.
- Check your copy of the Guide to the Presentation and Submission of Assignments before completing and submitting an assignment.
- Submit your assignments online to the Law Extension Committee, not the Legal Profession Admission Board.
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 the 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 (sub-section), 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. It may be accessed and downloaded directly from the Law Extension Committee Webcampus.
6 Submit Assignments

All assignments must be submitted online through the Webcampus 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” or “wrong file format”. 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 and all dates are published prior to the start of the session.

No Extensions will be given unless the Law Extension Committee is contacted PRIOR TO THE DUE DATE with a valid request for an extension. Extensions will only be granted in exceptional circumstances. The Law Extension Committee will use its discretion to grant extensions, however as a general rule, an extension may be granted based on serious and unforeseen medical grounds (accompanied with a medical certificate) or in other extenuating circumstances accompanied by a statutory declaration or other evidence of the problem.

A request for an extension MUST be made in writing through the LEC Webcampus Submit Assignments section under Extensions. Alternatively, you may send an email to enquiries@lec.pip.com.au. Please note a valid reason must be supplied with such a request.

The pressure of work, holidays or family commitments generally are not valid reasons for an extension.

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 comments, 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 Rule, 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>