From: The LEC Office

Dear LPAB/LEC student

Welcome to the Law Extension Committee’s teaching and learning program for the Winter Session (May to September) 2008. Our website is currently being updated with Subject Guides and supplementary resources in preparation for the commencement of teaching.

Approximately two weeks before you enrol with the Board, all new and continuing students will receive an Enrolment Package. Read carefully all the accompanying documents, and particularly the Course Information Handbook.

Once you have enrolled with the Board, a common question is: WHAT DO I DO NEXT?

Here is a check list:

1. REGISTRATION WITH THE LEC: THURSDAY 24 APRIL – FRIDAY 2 MAY 2008

To be eligible to sit for the Board’s examinations you must comply with the LEC’s registration and assessment requirements.

**First**, all students enrolled for the Board’s examinations must also register online with the LEC in each subject for which you are enrolled with the Board. This must be done each session.

The online registration period is from 24 April – 2 May 2008.

Detailed guidelines for LEC registration are included in your enrolment package.

**Second**, in subjects with compulsory components, achievement of a mark of at least 50% is required to be eligible to sit for the Board’s examinations.

The LEC online registration process allows the Board’s students to gain access to their assignments and course materials (where applicable) by the commencement of their lectures. Students must note that registering online is not a confirmation of their enrolment with the Board and that any changes to their enrolment must be notified to the LEC as soon as they are known.

If you have not registered between 24 April and 2 May in each subject for which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program.

If you have an application pending with the Board you must still register and indicate on the form that you are awaiting confirmation of your enrolment with the Board. You should attend lectures and prepare compulsory assignments. Late enrolment is not a valid reason for an extension of time to submit an assignment.

During the coming sessions we will be bringing more assessment tasks online and upgrading the Webcampus to accommodate a wider range of learning opportunities. We will increasingly require evidence that you are using the learning resources provided. The University is also increasing its online security. For these reasons it is vital that you register between 24 April and 2 May so that your University web login and password protocols can be processed.
Please note that Subject Guides, the Booklist and supplementary materials are only available online. The LEC does not issue paper copies unless your circumstances prevent you from downloading materials. Since online facilities are now so essential in studying law, very few students will need to be sent paper copies.

When downloading materials it is important to appreciate that they are subject to copyright and made available for your individual study. No material is to be copied to another medium, for example another website. If you are in doubt about appropriate use of materials please read the relevant entries in the Course Information Handbook and contact us if you require further information.

If, for any reason, you are unable to register online or access the LEC Webcampus, please contact the LEC, either by email at enquiries@lec.pip.com.au or by phone on (02) 9392 0320.

**Obtaining Unikey Accounts**

All current students will require a Unikey Account (also called an Extro Account) to access the LEC Webcampus. It provides access to the online library facilities you currently access through the Webcampus, but in the same way that students enrolled at the University log in to online resources. You will need to have registered online first with the LEC in order to do this and you can then self register for your Unikey Account from Monday 5 May 2008.

Current LPAB/LEC students can generate their own Unikey Account through the LPAB Student Self Registration page. Simply follow the links given on the Webcampus and follow the instructions on the page by entering your:

- Student Number (this is the same Six Digit Student Number (i.e. 010000) that you use for your Webcampus Login)
- Surname (this is title case sensitive i.e. Smith not smith or SMITH)
- Your Date of Birth

For new students who have registered online by Friday 2 May 2008, self registration for their Unikey Account will commence from Monday 5 May 2008. Please refer to page 3 of the Step by Step LEC Online Registration and Unikey Account Information Guide enclosed in this package.

For existing students, your Unikey Account will be re-validated once you have completed your online registration with the LEC between Thursday 24 April and Friday 2 May 2008.

**2. LECTURE ATTENDANCE**

The next step is to attend lectures. The importance of attending lectures and, if you are an external student, weekend schools, cannot be emphasised enough. If you are an external student, Weekend Schools are your lectures. Online resources are not a substitute for attendance. In our teachers we (that is, all of us) have a unique resource that is the centre of the LEC’s teaching program.

The first lectures are the Orientation for new students and the Introductory Weekend School for all Legal Institutions students.
LEC Orientation for New Students and Introductory Weekend School for all Legal Institutions students

An Orientation for New Students is provided by the LEC on Friday 2 May in the Quadrangle Building, General Lecture Theatre N205 (QB, GLT N205) on the main campus of the University, from 3.00pm to approximately 7pm. You will find it on the map in your Course Information Handbook.

The Orientation will provide you with an opportunity to understand the roles of the Legal Profession Admission Board and the Law Extension Committee; we will explain the features of the Webcampus; the LEC law librarian will explain library resources; approaches to the course by former and present students will be discussed and you will be able to meet other students.

On Saturday 3 May and Sunday 4 May the introductory topics of the Legal Institutions course will be covered for ALL Legal Institutions students. Students will also undertake exercises in computer based legal research, problem-solving, case analysis and the fundamental aspects of legal reasoning. As the Legal Institutions course has been restructured this session, any returning students should attend. The program will be held in Carslaw Lecture Theatre 157 (CLT 157) on the main campus on Saturday 3 May from 9.00am to 5.00pm and on Sunday 4 May from 9.30am to 5.00pm.

A full program for the LEC Orientation and Legal Institutions Introductory Weekend School is enclosed in your Enrolment Package.

3. DURING THE SESSION

How important is attendance at the introductory program? Very important. We have devised this program in the light of needs expressed by students and because of the high attrition and failure rates in early subjects. It is designed to give you an early start in developing essential study and research techniques.

Obtaining Subject Guides and Materials
When you register online with the LEC between 24 April-2 May you should download your Subject Guides. Subject Guides are not password-protected. If you have a problem downloading, contact the LEC.

We will issue a folder for Legal Institutions students containing preliminary course materials. If you already have the folder from a previous enrolment you need only collect the inserts. You will not need a new folder.

Course Materials and notes are available in several subjects. Please note that not all subjects have the same type or range of support materials and what is provided in one subject should not create an expectation with regard to other subjects.

Lectures
Lectures for most, but not all, students begin in the week commencing 12 May 2008. (Legal Institutions students need to note their different teaching schedule, refer to page 53 in the Course Information Handbook. There is an important note for Legal Institutions students at the end of this letter.)

Attend actively: make notes rather than verbatim copying or recording.
Use your Subject Guides intensively. You will benefit greatly by doing the preliminary reading before each lecture.

Assignments
Make sure you read carefully the Guide to the Presentation and Submission of Assignments and the relevant sections of the Course Information Handbook. Note that in subjects 01 Legal Institutions and 04 Contracts, both Assignment 1 and Assignment 2 are compulsory.
Please note in subjects 02, 03, 05-12, there is one assignment that is compulsory for all students. This is due relatively late in the session to enable you to undertake more concentrated preparation. Experience suggests that one, later assignment results in a more satisfactory assignment.

**Exams**
The aim of the LEC is to assist you in your studies for the Board’s examinations, through the teaching program, through materials we issue and through the Webcampus and specialised library services.

**Advice**
If you encounter difficulty in fulfilling course requirements, contact us as soon as possible. We often find it is just too late to help when we are contacted very late in the session.

**Enclosed:**
- LPAB Enrolment Form
- LPAB Checklist
- Step by Step Online Registration and Unikey Account Information Guide
- LEC Orientation and Legal Institutions Introductory Weekend School
- Winter 2008 Session Course Information Handbook

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**IMPORTANT NOTICE TO LEGAL INSTITUTIONS STUDENTS**

Students enrolled in Legal Institutions for Winter 2008 Session should attend lectures as follows:

**Orientation Day:** Friday 2 May: ALL new students should attend.

**Legal Institutions Introductory Weekend School:** Saturday 3 May and Sunday 4 May: ALL Legal Institutions students should attend. This material will **not** be covered in evening lectures. As we hope to provide students with web-based labs it is vital that Legal Institutions students have registered with the LEC prior to the Introductory Weekend so that they may be placed in a seminar session. Numbers are limited and registrations will **NOT** be available on the day.

**Evening Lectures:** ALL evening lecture Legal Institutions students should attend lectures which commence **Wednesday 7 May**. (Note: Legal Institutions lectures commence in the week prior to lectures in other subjects. ALL Legal Institutions students should attend the Sunday morning session of each Weekend School which are scheduled for Sunday 1 June 2008 at 8.00am – noon in CLT 159 and Sunday 27 July 2008 at 8.00am – noon in CLT 273.) Refer to page 53 in the *Course Information Handbook* for the Legal Institutions Evening Lecture Timetable.

Course Materials will be available for all **new** students at the Legal Institutions Introductory Weekend School. **New students** will receive a **folder** and the **insert**.

Returning students are advised that there have been changes to the Course Materials, and so they should collect a **new insert** at lectures. Returning students should not need to collect new folders.