Dear LPAB/LEC Student

**Welcome** to the Law Extension Committee’s teaching and learning program for the 2015 Winter Session (May 2015 to August 2015).

Whether you are a new or continuing student, we at the LEC Office urge you to read this letter carefully. As well as containing a lot of administrative information, there is also advice on making your study with us enjoyable and productive.

The study of law is time-consuming. The course is demanding and assessment is rigorous. Approach it positively, actively, and you will enhance your opportunity to do well. Two of the most important attributes that successful students develop are:

- efficient time management
- conscientious lecture attendance.

These characteristics support and strengthen each other. From the beginning, know your schedules. Be thoroughly familiar with the content of the current *Course Information Handbook*. Prepare assignments in advance. Prepare for lectures in advance. In examinations, plan your time allocations and keep to them.

Our website is currently being updated with subject guides and supplementary resources in preparation for the commencement of teaching. One of our finishing students, reflecting on the criteria for success, said he only realised quite late in the course what an asset the subject guides were. Study them early and carefully. Make them your guide.

An aspect of time management that becomes crucial for a number of students is the vital importance of contacting us immediately if something happens to get in the way of your study program. We appreciate the diversity of the student body, and the reality of adversity. Our ability to help is directly related to knowing of a problem as early as possible.

Our office address is: Law Extension Committee, The University of Sydney, St James Campus, Level 6, 173-175 Phillip Street, Sydney NSW 2000. Lectures are held at the Camperdown and St James Campuses of the University. Our contact numbers, email addresses, and other location details are in the *Course Information Handbook*.

This letter accompanies your enrolment package, which includes your Legal Profession Admission Board enrolment form. Please read carefully all the accompanying documents, particularly the *Course Information Handbook*.
What Next? A Smooth and Successful Start to the Semester

1. REGISTRATION WITH THE LEC: THURSDAY 23 APRIL – FRIDAY 1 MAY 2015

All students enrolled for the LPAB’s examinations must also register online with the LEC in each subject for which they are enrolled with the LPAB. This must be done each session during the online registration period (even if you have a pending application with the LPAB).

The online registration period is from 23 April to 1 May 2015. For new students, you will need to complete all the fields on the Application for Registration. For existing students, you will need to update your address and contact details (if applicable) and enter the subjects for which you have enrolled with the LPAB for the current session.

Detailed guidelines for LEC online registration are included in this enrolment package.

The LEC online registration process allows LPAB students to gain access to their 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 LPAB and that any changes to their enrolment must be notified to the LEC as soon as they are known. If students have not received their enrolment confirmation letter from the LPAB within 28 days of lodging their enrolment application, they are advised to contact the LPAB’s Student Services Officer. A successful online registration with the LEC does not mean a student’s enrolment application has been processed and accepted by the LPAB.

If you have not registered between 23 April and 1 May for each subject in which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program. Registration during this period is also necessary to allow your University library card and UniKey login and password protocols to be processed in a timely fashion.

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

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.

To register online with the LEC, go to:
www.sydney.edu.au/lec
Click on the Quicklink to the Webcampus Login on the LEC homepage.
Refer to the Step by Step Online Registration & Unikey Guide enclosed in your Enrolment Pack.

2. OBTAIN UNIKEY ACCOUNT

All students will require a UniKey Account to access the resources provided through the Law Library.

New LPAB/LEC students can generate their own UniKey Account from Monday 4 May 2015 through the LPAB Student Self-Registration page. Simply follow the link given on the LEC homepage and then follow the instructions on the page by entering your:

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

For existing students, your UniKey Account will be re-validated once you have completed your online registration with the LEC between 23 April and 1 May 2015.

Passwords
This process generates an account. However you will then need to assign your own password. If you forget this password, the LEC does not have a record of it – you will need to contact the ICT Help Desk. If you have any problems with this process, please contact the ICT Help Desk. Their contact details are:

Email: support@sydney.edu.au
Phone: (02) 9351 6000

3. LIBRARY CARDS

New students
The Campus Card Centre will post your library card to you as soon as practicable after your enrolment has been received and processed by the LPAB and after you have completed the LEC Online Registration process. If you have not received your library card within 3 weeks of the commencement of the course, you should contact the Campus Card Centre (telephone (02) 9351 2423 or email: university.cards@sydney.edu.au).

Continuing students
Library cards will be re-validated once your enrolment with the LPAB has been completed and after you have completed the LEC Online Registration process.

Legal Profession Admission Board Library Card Application
A copy of the Legal Profession Admission Board Library Card Application is enclosed with this enrolment package. If you have not already completed and returned a Library Card Application Form to the LPAB, would you please complete this form and send to the LPAB with your enrolment form, to avoid any delay in your being issued with a library card.

4. BROWSE WEBCAMPUS AND DOWNLOAD SUBJECT GUIDES

Spend some time making sure you are familiar with the Webcampus, and that you can access all of its features. Remember to check the Webcampus regularly throughout the session for updates, new materials and changes.

After registering online with the LEC between 23 April and 1 May 2015, you should download your subject guides, if you have not already done so, as they become available. If you have a problem downloading, contact the LEC.

Refer to the Texts and Materials section of your subject guide or the booklist available via the link on the Homepage Student Message Board. Source the relevant text books and begin any introductory reading before lectures commence.

Course materials and notes are available in several subjects. 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.

To download your subject guide(s) outside the Webcampus, go to:

To download your booklist, go to:
www.sydney.edu.au/lec
and follow link from the LEC Homepage Student Message Board.
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. Regular internet access is necessary to obtain assignment questions, view urgent messages on the Student Message Boards, submit assignments and access course materials and library materials. Your UniKey Account allows you to use the computers in the computer labs on main campus, but, if this is not convenient for you, ensure that you have other access to a computer. Securing access to computer facilities is best done before lectures commence.

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.

For new Legal Institutions students, once you have registered online with the LEC, you will have access to all the facilities on the LEC Webcampus including Legal Institutions Course Outline and any other materials that the lecturer may make available to students. These materials can be found in the Course Materials section of the LEC Webcampus.

5. LECTURE ATTENDANCE

The next step is to attend lectures. If you are an external student, weekend schools are your lectures and you are also welcome to attend evening lectures. The importance of attending lectures or weekend schools cannot be emphasised enough. 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.

This semester, most evening lectures begin in the week commencing 11 May. Please note, however, that Legal Institutions evening lectures are an exception and all Legal Institutions evening students should attend weekly lectures which commence Wednesday 6 May 2015. Both evening and weekend school Legal Institutions students should then attend the Orientation and the Legal Institutions Essential Intensive Introductory Classes.

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

Learning from Lectures

The LEC’s primary means of education is the lecture. At evening classes and weekend schools, a unique mix of academic and practitioner expertise forms the core of our teaching program. An active, engaged student gains in many ways from attending lectures. Come prepared. Develop a style of note-taking that is efficient and reflective of your interaction with the lecturer and the information. Review and expand your notes after the lecture. Use the subject guide as a working guide to your study of the subject.

Because we put so much emphasis on the value of your attendance at lectures, we do not advocate recorded lectures or online learning as a substitute for interaction with the lecturer. A live lecture has much more educational potential than a recorded one. A lawyer’s skill is highly dependent on listening and note-
taking abilities, and it is difficult to think of a better learning environment than the
lecture for developing these skills.

All too often these dimensions of lecture attendance are overlooked, but the effort
involved in making good use of the opportunities provided will be amply rewarded
in your developing abilities to organise and analyse legal concepts. What you
learn from lectures is very much a dynamic process of organising and analysing.
As you observe the approach of each lecturer, your own style will evolve.

6. LEC ORIENTATION – FOR ALL NEW STUDENTS

An Orientation for all new students will be provided by the LEC on Friday 8 May
2015, at 9.00am, in Carslaw Lecture Theatre 159 (CLT 159), on the main campus
of the University. You will find this venue on the map in your Course Information
Handbook.

The Orientation will provide you with an opportunity to understand the roles of the
LPAB and the LEC; 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. A
full program for the LEC Orientation is enclosed in your enrolment package.

An additional introduction for Overseas Qualified Students will follow at 3.30pm in
Carslaw Lecture Room 351 (CLR 351).

7. ESSENTIAL INTENSIVE INTRODUCTORY CLASSES – FOR ALL LEGAL
INSTITUTIONS STUDENTS

On Saturday 9 May and Sunday 10 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. To ensure
allocation into the computer based legal research session, Legal Institutions
students should complete their LEC online registration by Friday 1 May.

The program will be held in the Eastern Avenue Auditorium (EAA) on the main
campus of the University on Saturday 9 May from 9.00am to 5.00pm and on
Sunday 10 May from 9.30am to 4.30pm. A full program for the Legal Institutions
Essential Intensive Introductory Classes is enclosed in your enrolment package.

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 a good start in developing essential study and research techniques. The
Legal Institutions Essential Intensive Introductory Classes are designed for both
evening and weekend school students. No material will be repeated at a later
date.

NOTE: Legal Institutions weekly lectures begin Wednesday 6 May 2015.
It is important that every student understands the requirement to complete satisfactorily the LEC teaching program in each subject in which they are sitting for an examination. It is necessary to be thoroughly familiar with the relevant sections of the Course Information Handbook.

To be eligible to sit for the LPAB’s examinations you must first register with the LEC. Sometimes students assume they do not have to do this each semester, or that enrolling with the LPAB is sufficient. That is incorrect, and would be a breach of Rule 60 of the Legal Profession Admission Rules.

Secondly, you have to satisfy the requirements of the LEC for the subjects you are studying. This is required by Rule 63A of the Legal Profession Admission Rules. The LEC refers to this as “eligibility” and provides a report to the LPAB each session that lists students eligible to sit for the examinations. If you have not registered with the LEC, or have not completed the LEC program satisfactorily, you will not be eligible to sit for that examination.

If you have an application pending with the LPAB, you must still register with the LEC during the LEC registration period: your registration in that case is conditional upon a successful application, and you must inform the LEC if any change is necessary to your registration as a result of the LPAB’s decision.

Registration with the LEC ensures you have access to the online resources that are a necessary part of the LEC’s teaching and learning program, so in practical terms you need to register with the LEC in order to undertake your subjects.

9. COMPULSORY ASSIGNMENTS AND ASSESSMENT POLICY

Please note that there is a compulsory assignment in all subjects.

Assignment due dates are available in the individual subject guides and on the assignment question – please make a careful note of these due dates. No extensions will be given unless the LEC is contacted prior to the due date with a valid request for an extension. Extensions will only be granted in exceptional circumstances and, as a general rule, an extension may only be granted based on serious misadventure or unforeseen medical grounds.

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 subject 01 Legal Institutions both Assignment 1 and Assignment 2 are compulsory.

The assignment results will contribute 20% to the examination mark in each subject. The LEC will administer the assignments.

The purpose in this is to assess and acknowledge research and writing skills that are not necessarily so evident in examination performance. A qualification is more impressive when the results demonstrate achievement in a variety of academic environments.

The Diploma in Law is a qualification with a professional orientation. An integral part of the discipline is the performance of set tasks in a timely and responsible manner. This aspect of assignment presentation is also being assessed, and marks will be deducted for late submission. There are other reasons for ensuring that assignments are submitted on time: it is necessary to ensure that marks are awarded fairly with regard to all students; markers need to be able to predict their
workloads – we do not have full-time academic staff; and the topic becomes stale soon after the time for submission and it is often not feasible to set and mark an alternative topic.

While unforeseen occurrences can affect anyone from time to time, and we try to accommodate hardship, extensions on assignments can only be given where it is demonstrated that the delay is caused directly by an unforeseen event that even careful forward planning could not have overcome. An application must be accompanied by a sufficiently detailed medical certificate, or, in other extenuating circumstances, accompanied by a statutory declaration with specific detail, and evidence of unforeseen disruption to study. Detailed and precise supporting evidence must be provided. Medical certificates must be as specific as possible.

Submission dates for assignments have been published in your subject guide. Regardless of the sequence of topics, you should begin preparing your assignment answer early. You are strongly encouraged to plan in advance and not to be susceptible to last-minute intervening events.

It is vital that students plan, research and write their assignments in advance of the due date. Assignments are used both to assess eligibility and to produce a mark that counts towards assessment. Some students expend a lot of energy close to or after the due date seeking to justify the late or non-submission of an assignment – time that would have been much better spent working on the assignment.

Eligibility to Sit for Examinations

In accordance with the Legal Profession Admission Rules, the LEC must be satisfied with a student’s performance in a subject in order for the student to be eligible to sit for the examination, conducted by the LPAB. Assignments are used to assess eligibility.

Students are expected to achieve at least a pass mark of 50% in assignments to be eligible to sit for examinations. However, a category of “deemed eligible” has been introduced to offer students whose assignment mark is between 40-49% an opportunity to sit for the examination. In these circumstances students are often advised not to sit. A mark below 40% means a student is not eligible to sit for the examination.

Assignments as part of the Board’s Examinations

Assignment results contribute 20% to the final mark in each subject.

The LEC administers the setting and marking of assignments. The LEC engages the LPAB’s examiners to assess or supervise the assessment of assignments.

Submission

Assignments must be submitted by the due date unless an extension has been granted. Extensions must be requested by email prior to the due date. Specific supporting evidence must be provided. Assignments that are more than ten days late will not be accepted. Late assignments attract a penalty of one mark out of 20, or 5% of the total marks available, per day.

The Course Information Handbook contains the submission procedures. Note particularly the provisions for ensuring that an assignment has been submitted, and the requirements for seeking an extension, especially the need to contact the
LEC prior to the due date. Where an extension has been granted, marks will not be deducted unless the time granted is exceeded.

Assessment

Assignments are assessed according to the “Assignment Grading and Assessment Criteria” outlined in the Guide to the Presentation and Submission of Assignments. Prior to the examination, assignments will be returned to students and results posted on students’ individual results pages of the LEC Webcampus. Students are responsible for checking their results screen and ascertaining their eligibility to sit for the examination.

Read carefully the advice on academic honesty and avoiding plagiarism. One of the least desirable duties at the LEC is contacting students after assignments have been assessed and asking for explanations of the origins of answers or parts of answers. All students sign a form stating that the assignment is their own considered work. If this is found to be false, the consequences for law students are severe. Note that plagiarism detection software may be used to assist in ensuring the integrity of assessment. Read carefully the notes on referencing in the Guide to the Presentation and Submission of Assignments available from the Webcampus.

Review

Where a student's overall mark after the examination is between 40-49%, the student's assignment in that subject will be included in the Revising Examiner’s review. The final examination mark is determined in accordance with this review. Except in the case of demonstrable error, assignment marks will not otherwise be reviewed prior to the examination.

Note that Diploma in Law assessment is not scaled. Each assignment and examination answer is evaluated according to the level of demonstrated competence, and the individual marks are added. The most common reasons for avoidable failure are lack of relevance in the answer and poor time management. A reasonable attempt at every item of assessment gives a far better chance of success than an imbalance of time and effort on certain topics.

10. GRADUATE CHARACTERISTICS

The Diploma in Law is a unique course, with the majority of teachers having extensive experience in practice. We put a lot of emphasis on face-to-face teaching, and one reason is so that you can watch lawyers in action. They are teaching rather than practising, of course, but they are still being lawyers in the ways they approach their subject matter, and their audience. Research keeps telling us that the learning experience in the lecture theatre can be much richer than by other means, provided the audience is listening actively. Students have the opportunity to develop characteristics that we see as defining good lawyers. During the session we will be inviting you to contribute to a compilation of characteristics that make up a competent law student and lawyer.

11. CODE OF CONDUCT

The Course Information Handbook includes a section “Conduct, Character and the Study of Law”. It contains discussion of graduate characteristics, and complements the Code of Conduct. The Code of Conduct is on the LEC website, and is presented as a shared, evolving document. All involved with the LEC
program are required to become familiar with, and abide by, the Code. It will be updated and amended as necessary, and suggestions are welcome.

An area of conduct that requires sensitivity in the face of new technologies is courtesy.

On forums and phones there is a basic need for courtesy. In a professional course it is very important to maintain a level of communication that assists, and does not antagonise and alienate people. Forums are for the exchange of ideas. What is posted on the forum must be responsible and relevant. Everyone must bring their own critical judgement to bear on comments: it is possible to give “wrong” advice. And we still have to keep advising some people that any kind of trade in lecture notes or recordings cannot be condoned. In this forum the concentration should be on how to approach issues – be wary of a comment that purports to be the answer to a question. Learning law is more about a process of thinking and an ability to analyse and persuade.

12. SPECIFIC LECTURE ARRANGEMENTS WINTER 2015

Language Skills for Lawyers Course
This course of two lectures is designed for students who would like to improve the way they write, to be more precise in their language and to learn the basis of traditional grammar and punctuation. The course is for students who would like to improve their written expression in English by constructing phrases, clauses and sentences more accurately and effectively.

The first lecture will concentrate on basic language categories, i.e. parts of speech, grammar and syntax and simple punctuation. The second lecture will continue with examples of English sentence structure, ranging from simple to complex, which the students will then parse and analyse. Further language work in analysis is available on request in tutorials after each lecture.

Language, Law and Latin Course
This is a special language course for those students interested in understanding Latin legal terminology. The course will not be restricted to legal terms but will provide an overview of the Latin language, a description of its historical importance in law and a better understanding of Latin legal terms and expressions in English and Australian law.

1. The first lecture will provide an overview of Latin and English historically, the basis for Latin as the language of law and an overview of Latin as an inflected language including declensions and conjugations. Legal prepositional phrases will be explained.

2. The second lecture will complete the overview of Latin as an inflected language with its basic parts of speech and sentence structure. Examples of increasingly complex sentence structure will be shown and explained. Reference will also be made to important examples from classical orators, particularly Cicero’s influence in structuring legal argument.

Further information on expressions of interest for the Language Skills for Lawyers and Language, Law and Latin courses will be emailed to registered students and be available on the LEC website.
**Understanding Legal Language and Legislation** is the elective statutory interpretation course. Interpreting legislation is increasingly significant in legal analysis. A strong understanding of language is essential to an understanding of legislation. Students, especially those coming to the end of their course, should strongly consider taking this elective. We also recommend that students take the opt-in course "Language Skills for Lawyers". Understanding Legal Language and Legislation will be offered in weekend format on Friday 12 June and Saturday 13 June 2015; Friday 31 July and Saturday 1 August 2015. Each day will be a full day, running from 9.00am to approximately 5.00pm. Further details will be in the Understanding Legal Language and Legislation Subject Guide and in the *Course Information Handbook*.

**13. CONCLUSION**

The rules you have to comply with are not designed to hinder you. They are intended to maintain the integrity and fairness of the course. Over time we receive many anxious calls. The frustrating ones are the ones that come too late for us to be able to help. It is essential that you know the rules and regulations that apply to your course. It is essential that you plan your program in advance and manage your time. Don’t leave study and assignment submission to the last minute. If you encounter an obstacle, let us know at once.

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

The LEC wishes you well in your studies.

**Enclosed:**

- LPAB Enrolment Form
- LPAB Credit Card Payment Form
- LPAB Library Card Application
- LPAB Enrolment Checklist
- LEC Flowchart: A Guide to Getting Started
- Step by Step Online Registration and UniKey Account Information Guide
- LEC Orientation Program
- Program for Legal Institutions Essential Intensive Introductory Classes
- 2015 Winter Session *Course Information Handbook*
IMPORTANT NOTICE TO LEGAL INSTITUTIONS STUDENTS

Students enrolled in Legal Institutions for the 2015 Winter Session should attend lectures as follows:

**Orientation Day:** Friday 8 May: ALL new students should attend.

**Legal Institutions Essential Intensive Introductory Classes:** Saturday 9 May and Sunday 10 May: ALL Legal Institutions students should attend. This material will not be covered in evening lectures. As we hope to provide students with research instruction in web-based computer labs, it is vital that Legal Institutions students have registered with the LEC prior to the Essential Intensive Introductory Classes 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 6 May**. (ALL Legal Institutions students should also attend the Sunday morning session of each Weekend School which is scheduled for Sunday 31 May 2015 at 8.00am – noon in the Eastern Avenue Auditorium (EAA) and Sunday 26 July 2015 at 8.00am – noon in New Law School Lecture Theatre 101 (New LSLT 101). Refer to page 47 in the Course Information Handbook for the Legal Institutions Evening Lecture Timetable.

**NOTE:** Once you have registered online with the LEC, you will have access to all the facilities on the LEC Webcampus including the Legal Institutions Course Outline and any other materials that the lecturer may make available to students. These materials can be found in the Course Materials section of the LEC Webcampus.