Rule 53 of the Legal Practitioners Admission Rules sets out the subjects making up the curriculum:

**GROUP A**
- 01 Legal Institutions
- 02 Contracts
- 03 Torts
- 04 Criminal Law and Procedure
- 05 Real Property
- 06 Australian Constitutional Law
- 07 Equity
- 08 Commercial Transactions
- 09 Administrative Law
- 10 Law of Associations
- 11 Evidence
- 12 Taxation and Revenue Law
- 13 Succession
- 14 Conveyancing
- 15 Practice and Procedure
- 17 Legal Ethics
- 24 Jurisprudence

**GROUP B**
- 16 Insolvency
- 18 Conflict of Laws
- 19 Family Law
- 20 Local Government and Planning
- 21 Industrial Law
- 22 Intellectual Property
- 23 Public International Law
- 25 Trade Practices

A Student-at-Law who has passed all the subjects in Group A (opposite) and three of the subjects in Group B is eligible for the award of the Diploma in Law and has satisfied the academic requirements for admission as a Legal Practitioner of the Supreme Court of New South Wales. Their position with respect to eligibility for admission is exactly the same as that of a person with an accredited law degree from a New South Wales university.

In addition to completing the Board’s examinations or an accredited law degree a person who wishes to be admitted as a legal practitioner must complete a course of practical legal training (PLT) before applying for admission. Details of PLT providers are given on page 46.

A student who has, prior to 1 May 1993, passed the Board’s examination in Preliminary Law is required to complete all of the subjects appearing in Group A, apart from Legal Institutions, and two of the subjects appearing in Group B.
TUITION, PROGRESSION AND EXCLUSION RULES

TUITION RULE

Rule 72 of the Legal Practitioners Admission Rules provides that a student who wishes to take any examination under the Rules must enrol for and satisfactorily complete a course of instruction in the corresponding subject conducted by the Law Extension Committee in the session immediately preceding the examination.

Relaxation of tuition rule

The Examinations Committee of the Legal Practitioners Admission Board may relax the tuition rule. An application for relaxation of this rule must be made to the Committee in writing and must be accompanied by a statutory declaration substantiating the matters set out in the application.

A student who seeks exemption from tuition in any subject must set out the reasons why he or she should not be required to undertake a course of instruction in that subject. If, through serious illness, misadventure or extenuating personal circumstances close to the time of examination a student was unable to sit for an examination, an exemption may be granted from the requirement to undertake tuition and pay tuition fees in the following session. The application must demonstrate that, but for the misadventure, the student was prepared for and would have undertaken the examination. Typical supporting evidence would be attendance at 75% of lectures or weekend schools and completion of assignments. The application must be accompanied by a medical certificate or other appropriate documentation clearly demonstrating the impact of the misadventure on the student’s capacity to undertake the examination. Exemption will not be granted to a student who sat and failed the examination, and can only be granted for the session immediately following the one in which the misadventure occurred.

An application in relation to the 2004 Winter session must be accompanied by the prescribed fee of $30.00 and, subject to what appears below in relation to late applications, must be forwarded so as to reach the Board’s office by 30 April 2004. A copy of the application must be lodged with the Law Extension Committee.

An application for enrolment must not be lodged until you have received the Board's decision on your application for a relaxation of the tuition rule.

The Law Extension Committee has agreed that if you wish to enrol in another subject you may attend lectures in that subject while you await the Board’s decision.

However, you will not receive Subject Guides or Course Materials until your enrolment has been processed by the Board.

PROGRESSION RULES

Rules 59(1) and 59(2) of the Legal Practitioners Admission Rules provide that a student must present himself or herself for examination in the subjects appearing on the curriculum in sequential order until he or she has passed or been credited with or exempted from 11 subjects. The student may then take the remaining subjects in any order.

Rule 59(3) provides that a student-at-law must not, at any one sitting, enrol and sit for examination in more than two subjects until that student-at-law has passed eight compulsory subjects after which that student-at-law may not at any one sitting, enrol and sit for more than three subjects.

It is not practicable to arrange the lecture and examination timetable in such a way as to accommodate every combination of subjects a student might wish to take by lectures in a particular session. Timetable clashes may arise in particular where a student includes in his or her program of study one or more of the subjects appearing in Group B. A student can minimise the risk of timetable clashes involving subjects in Group B by including subjects from that group in his or her programme of study at the earliest opportunity.

Relaxation of progression rules

The Examinations Committee may relax the progression rules. An application for relaxation of these rules must be made to the Committee in writing and must be accompanied by a statutory declaration substantiating the matters set out in the application. The rules will be relaxed only when it is found that there is good and sufficient reason to justify the exemption sought.

A student who wishes to enrol in subjects out of order must specify which subjects and the reasons why he or she proposes to take the subjects in an alternative order.
A student who wishes to enrol in more than two subjects before having completed a total of 8 compulsory subjects must set out the reasons why he or she wishes to attempt additional subjects and the basis upon which he or she considers that the proposed workload is not excessive.

An application in relation to the Winter 2004 session must be accompanied by the prescribed fee of $30.00 and, subject to what appears below in relation to late applications, must be forwarded so as to reach the Board’s office by 30 April 2004.

Please note if you are applying for relaxation of Rules 59(1) and 59(3) separate applications, with a $30 fee for each, are required. The separate applications may be submitted at the same time. Decisions in response to these applications are made with respect to a particular session.

An application for enrolment must not be lodged until you have received the Board’s decision on your application for relaxation of the progression rules. However, you may attend lectures while awaiting the Board’s decision.

EXCLUSION RULES

Rule 64 of the Legal Practitioners Admission Rules provides that any candidate who, without prior leave of the Examinations Committee, fails to sit for examination in at least two subjects in any two successive sessions shall be excluded from taking any further examination.

Rule 66 provides that a candidate who fails any subject a second time shall be excluded from taking any further examination.

Relaxation of exclusion rules

Rule 67 of the Legal Practitioners Admission Rules provides that the Examinations Committee may, in special circumstances, relax the exclusion rule upon such conditions as it considers appropriate.

An application for relaxation of the exclusion rules must be made to the Committee in writing and must be accompanied by a statutory declaration substantiating the matters set out in the application. It is desirable that the application also indicate whether the student wishes to take one subject or more than one subject if permitted to re-enrol.

An application must clearly explain why the student has not made sufficient progress in the course, or must clearly explain why the student has had difficulty with the subject which has been repeatedly failed and why the student believes that he or she is likely to be successful in the examination in that subject at a further sitting. In every case an application must set out the reasons why the student should be re-admitted to the course.

It is often not necessary to await the publication of results before making an application under Rule 67. A Student-at-Law who expects to be excluded should make the application as soon as he/she has clear objectives for the following session. An early application has a greater chance of being processed quickly.

An application in relation to the 2004 Winter Session must be accompanied by the prescribed fee of $30.00 and, subject to what appears below in relation to late applications, must be forwarded so as to reach the Board’s office by 30 April 2004. Students should note that at busy times such applications may take several weeks to process.

An application for enrolment must not be lodged until you have received the Board’s decision on your relaxation of exclusion rules application. However, you may attend lectures while awaiting the Board’s decision.

LATE APPLICATIONS

An application for relaxation of the tuition, progression or exclusion rules which reaches the Board’s office later than Friday 30 April 2004 but not later than Friday 7 May 2004 will be processed in relation to the 2004 Winter session, but only upon payment of a late fee of $50.00 in addition to the prescribed fee of $30.00.

Applications received later than Friday 7 May 2004 will not be processed in relation to the 2004 Winter session.
ENROLMENTS

WORKLOAD

Prior to enrolling, you should give careful consideration to the work associated with your proposed course of study, including attendance at lectures and preparation of assignments. The amount of study time you need to allocate to each subject is difficult to estimate, but in very general terms you should anticipate at least two hours of study for each hour of teaching time. You should have regard to employment and family commitments, and to health factors which might adversely affect your capacity to undertake the intended study program.

It is also important for financial reasons that you carefully assess your capacity to undertake your chosen workload, as a student who withdraws from a subject after enrolment is not entitled to a refund of fees, nor to have fees transferred to a later session.

If you are a new student, you should note that a standard workload for the first two years is two subjects per session. Many students, especially those taking the course part-time or without a strong background in tertiary level studies, would be best advised to begin with one subject.

On the other hand, students with a successful background in tertiary education, and students not in full-time employment, may apply to accelerate their progression by taking three or even more subjects (see page 11).

ENROLMENT PERIOD

The enrolment period for the 2004 Winter Session will be between Thursday 22 April and Friday 30 April 2004, both dates inclusive.

LATE ENROLMENT

If you have made application to the Examinations Committee for relaxation of the tuition, progression or exclusion rules, you may attend lectures but you may not attempt to enrol in any subject before your application has been determined. The Committee will, if necessary, extend the enrolment period when communicating the result of your application to you. Other than this:

(a) an application for enrolment which reaches the Legal Practitioners Admission Board’s office later than Friday 30 April 2004 but no later than Friday 7 May 2004 will be processed, but only upon payment of a late fee of $50.00 in addition to other fees payable; and

(b) applications which reach the Board’s office later than Friday 7 May 2004 will not be processed.

ENROLMENT FEES

The enrolment fees payable in respect of each subject consist of:

- a tuition fee, which has been set for the 2004 Winter Session at $325.00 and;
- an examination fee of $70.00 per subject.

The combined tuition and examination fees are $395.00 per subject.

Payment must be made in full at the time of enrolment.

An enrolment will be cancelled where a cheque is not met upon presentation. A re-enrolment following the dishonour of a cheque will incur a dishonour fee of $30.00. If the re-enrolment is received after the normal enrolment deadline the late fee is also payable.

You should note that a student who withdraws from a subject, or who fails to sit for the examination in a subject, is not entitled to a refund of fees, nor to have fees transferred to a later session.
ENROLMENT PROCEDURE
In order to enrol you must:

(a) complete an application for enrolment, giving student number, full name and address, phone number and nominated examination centre;

(b) obtain a cheque, money order, international money order or bank draft in Australian dollars payable to the Legal Practitioners Admission Board for the necessary fees;

(c) if you are a new student:
   (i) complete a library card application form
   (ii) obtain a passport size colour photograph of yourself; and

(d) return the completed application for enrolment, the necessary fees and, if you are a new student, the library card application and the photograph to the Board by one of the following methods:

(da) by sending them by post to: Legal Practitioners Admission Board GPO Box 3980 Sydney NSW 2001;

(db) by sending them via the Document Exchange to: Legal Practitioners Admission Board DX 602 Sydney;

(dc) by depositing them in an envelope in the red enrolment box at the Board’s office on: Level 4, 99 Elizabeth Street, Corner of Elizabeth and King Streets, Sydney.

Please Note
- Applications for enrolment which are incomplete will not be processed.
- Credit card facilities are not available.
- Cash must not be sent or tendered to the Board in payment of enrolment fees.
- Enrolment will not be accepted across the counter at the Board’s office.
- Students unable to attend lectures may select “External”.

EARLY AND ACCURATE ENROLMENT INCENTIVE!

Many students wait until near the cut-off date to enrol. This leads to some delays in students having their enrolments confirmed. Some delay is inevitable but it can be lessened if as many students as possible enrol on the first few days of enrolment rather than the last few.

To encourage early and accurate enrolment the Board holds a draw on each of the first three enrolment days. At 5 pm on Thursday 22 April, Friday 23 April, and Tuesday 27 April, the Board’s large red enrolment bin will be opened and two enrolment applications received by the Board that day will be drawn from the bin. The enrolment applications will be checked for completeness and validity. For the first two complete and valid enrolment applications drawn on each day, the Board’s Examination Fee ($70 per subject) will be waived. If an incomplete or invalid enrolment application is drawn, the waiver will not apply and another application will be drawn. Students are welcome to attend the Board’s office to witness the draw.

The applications included in each draw will be those received in the Board’s office on the day of that draw.

In order to qualify to win one of the waivers:
- the enrolment application must be placed in the bin at the Board’s office or, if sent by mail, the envelope must be marked clearly “ENROLMENT”;
- the enrolment form must be clearly legible;
- all required information must be provided;
- the cheque or money order must be for tuition fees (unless already granted exemption) and examination fees only and must be for the correct amount.
- the Student-at-Law must not be excluded, whether or not he or she has been informed of the exclusion;
- the enrolment must be for the right number of subjects and for subjects in the right order (unless an application for subject out of order or accelerated progression has been approved).

Please note that you will not be eligible to win if you are excluded or making a student course application. As usual in such cases, you have to wait until your Rule 67 application or your student course application is determined before you can enrol.

Those students who win a waiver will receive a cheque from the Board for the fees waived.
POST ENROLMENT MATTERS

A letter confirming your enrolment and receipt of your fees will be posted to you as soon as practicable after your application for enrolment has been received and processed by the Board. If you have not received the letter within 28 days of the last day of enrolment, you should contact the Board’s Student Services Officer (telephone (02) 9392 0304).

LIBRARY CARDS

New students

The University of Sydney Law Library will post your student Library Card to you as soon as practicable after your application for enrolment has been received and processed by the Board. If you have not received your Library Card within 3 weeks of the commencement of the course, you should contact the Law Library (telephone (02) 9351 0217 or fax (02) 9351 0301).

Continuing students

For continuing students, Library cards will be re-validated once your enrolment with the Board has been completed.

CHANGE OF ADDRESS

You must inform the Board in writing of any change of name, address, telephone number or facsimile number. The change can be notified by fax to 9392 0315, mail to GPO Box 3980 Sydney 2001, or email at ag_{lpab}@agd.nsw.gov.au.

ADDRESSES OUTSIDE NEW SOUTH WALES

If you reside outside New South Wales, you may experience delays in receiving information, correspondence and materials from the Legal Practitioners Admission Board and the Law Extension Committee.

An Australian mailing address is required for each student.
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Student registration application</td>
<td>$120</td>
</tr>
<tr>
<td>Examination</td>
<td>$70</td>
</tr>
<tr>
<td>Rule 67 application</td>
<td>$30</td>
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<tr>
<td>Student course application</td>
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<td>Rule 71 review</td>
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</tr>
<tr>
<td>Academic transcript</td>
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</tr>
<tr>
<td>Interview with Examiner</td>
<td>$80</td>
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<tr>
<td>Academic Exemptions application</td>
<td>$140</td>
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<tr>
<td>Section 13 application</td>
<td>$120</td>
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<tr>
<td>Practical Legal Training Exemption application</td>
<td>$120</td>
</tr>
<tr>
<td>Admission application</td>
<td>$350</td>
</tr>
<tr>
<td>Re-admission application</td>
<td>$500</td>
</tr>
<tr>
<td>Certificate of Admission/Good Standing</td>
<td>$30</td>
</tr>
<tr>
<td>Original diplomas and certificates</td>
<td>$100</td>
</tr>
<tr>
<td>Other applications and certificates</td>
<td>$30</td>
</tr>
<tr>
<td>Late application (where permitted)</td>
<td>$50</td>
</tr>
<tr>
<td>Dishonoured cheque fee</td>
<td>$30</td>
</tr>
</tbody>
</table>

Additional fee for sitting an examination in an unscheduled location, in any one semester:

- **New South Wales**
  - First subject: $200
  - Each additional subject: $120

- **Elsewhere in Australia**
  - First subject: $250
  - Each additional subject: $150

- **Overseas**
  - First subject: $350
  - Each additional subject: $210

Note: Refer to page 13 for enrolment fees
# LPAB Calendar for Students-at-Law

<table>
<thead>
<tr>
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<th><strong>Winter Session 2004</strong></th>
<th><strong>Summer Session 2004-05</strong></th>
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<tr>
<td><strong>Enrolments</strong></td>
<td>22 April – 30 April 2004</td>
<td>21 October – 29 October 2004</td>
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<td><strong>Lectures Commence</strong></td>
<td>17 May 2004</td>
<td>15 November 2004</td>
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<td><strong>Examinations</strong></td>
<td>3 – 10 September 2004</td>
<td>4 – 11 March 2005</td>
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<tr>
<td><strong>Results Published</strong></td>
<td>21 October 2004</td>
<td>21 April 2005</td>
</tr>
</tbody>
</table>

**Deadline for applications for intending Students-at-Law to commence study**

- **Summer Session 2004-05**: 1 September 2004
- **Winter Session 2005**: 1 March 2005