On behalf of the Legal Practitioners Admission Board and the Law Extension Committee we welcome all students to 2004 Winter teaching session and September 2004 Examinations, especially those who are new to the Board’s course.

The Board, which is the admitting authority for legal practitioners in New South Wales, conducts examinations in all subjects which qualify you academically for admission to practice.

The University of Sydney Law Extension Committee provides legal education for the Board’s students in the form of lectures, weekend schools for external students, library facilities and specialised library support, course guides and materials, the setting and marking of assignments, and online resources.

The professional orientation of the examinations is reflected in the curriculum, and in the backgrounds and expertise of the examiners and teachers, who come from both practice and university. A Committee established by the Board’s Rules oversees the Board’s curriculum and the progression of students through the course.

The Board and the Law Extension Committee together aim to provide a course that is readily accessible and academically rigorous. We hope that you will benefit from your studies and achieve your objectives in obtaining an education in law as a stepping stone in your career.

Hon Mr Justice W V Windeyer  
President,  
Legal Practitioners Admission Board

Magistrate Daphne A Kok  
Chairperson,  
Law Extension Committee
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ENQUIRY DETAILS: WHO TO CONTACT

THE LEGAL PRACTITIONERS ADMISSION BOARD
FOR ENQUIRIES ABOUT ENROLMENTS, FEES, EXAMINATIONS AND GRADUATIONS

Office
Level 4, 99 Elizabeth Street
Sydney NSW 2000

Postal Address
GPO Box 3980
Sydney NSW 2001 Australia

Document Exchange
DX 602 SYDNEY

Telephone
(02) 9392 0300

Facsimile
(02) 9392 0315

Email
ag_lpab@agd.nsw.gov.au

Web

THE LAW EXTENSION COMMITTEE
FOR ENQUIRIES ABOUT TUITION, ASSIGNMENTS, LECTURES AND COURSE MATERIALS

Office / Postal Address
Level 4, 99 Elizabeth Street
Sydney NSW 2000

Document Exchange
DX 983 SYDNEY

Telephone
(02) 9392 0320

Facsimile
(02) 9392 0329

Email
lec@mail.usyd.edu.au

Web
www.usyd.edu.au/lec

OTHER IMPORTANT CONTACT DETAILS

University of Sydney Law Library
Location
173-175 Phillip Street, Sydney
Telephone
(02) 9351 0216
Email
library@law.usyd.edu.au
Web
www.library.usyd.edu.au/libraries/law

NSW Government Bookshop
Location
Cnr Hunter & Phillip Streets, Sydney
Telephone
(02) 9238 0950
Facsimile
(02) 9228 7227
Email
gisinfo@dwps.nsw.gov.au
Web
www.gis.dpws.nsw.gov.au

University Co-op Bookshop
Locations
153 Phillip Street, Sydney
4 Perkins Street, Newcastle
Telephone
(02) 9232 2250 Sydney
(02) 4929 2544 Newcastle
Email
law@mail.coop-bookshop.com.au Sydney
new@coop-bookshop.com.au Newcastle

Office hours for the Legal Practitioners Admission Board and the Law Extension Committee are 9.00am to 5.00pm Monday to Friday.
## CALENDAR 2004 WINTER SESSION

<table>
<thead>
<tr>
<th>Enrolment Period</th>
<th>Thursday 22 April – Friday 30 April</th>
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</thead>
<tbody>
<tr>
<td>Introductory Weekend</td>
<td>Saturday 15 May - Sunday 16 May</td>
</tr>
<tr>
<td>Week 1</td>
<td>Lectures commence</td>
</tr>
<tr>
<td>Week 2</td>
<td>24 – 28 May</td>
</tr>
<tr>
<td>Week 3</td>
<td>31 May – 4 June</td>
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<tr>
<td><strong>Weekend School 1</strong></td>
<td>Friday 4 June – Sunday 6 June</td>
</tr>
<tr>
<td>Week 4</td>
<td>7 – 11 June</td>
</tr>
<tr>
<td>Week 5</td>
<td>15 – 18 June*</td>
</tr>
<tr>
<td>Week 6</td>
<td>21 June – 25 June</td>
</tr>
<tr>
<td>Week 7</td>
<td>28 June - 2 July</td>
</tr>
<tr>
<td><strong>Study Break</strong></td>
<td>Saturday 3 July – Sunday 11 July</td>
</tr>
<tr>
<td>Week 8</td>
<td>Lectures recommence</td>
</tr>
<tr>
<td>Week 9</td>
<td>19 – 23 July</td>
</tr>
<tr>
<td>Week 10</td>
<td>26 – 30 July</td>
</tr>
<tr>
<td><strong>Weekend School 2</strong></td>
<td>Friday 30 July – Sunday 1 August</td>
</tr>
<tr>
<td>Week 11</td>
<td>2 – 6 August</td>
</tr>
<tr>
<td>Week 12</td>
<td>9 – 13 August</td>
</tr>
<tr>
<td>Week 13*</td>
<td>16 – 20 August</td>
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</tbody>
</table>

*Normal Monday lectures in Week 13 to compensate for the Queen’s Birthday Holiday on Monday 14 June. Revision lectures in other subjects according to need.

| Examination Period | Friday 3 September - Friday 10 September |

## OTHER IMPORTANT DATES

- Final Day for Application for Relaxation of Tuition, Progression and Exclusion Rules: Friday 30 April 2004
- Final Day for late enrolment: Friday 14 May 2004
- Final Day for late Application for Relaxation of Tuition, Progression and Exclusion Rules: Friday 7 May 2004
- Examination results published: Thursday 21 October 2004
The Legal Practitioners Admission Board examinations offer an accessible and affordable pathway into legal practice in New South Wales. Sydney University’s Law Extension Committee provides tuition to the Board’s students.

Many enquiries received by the Board and the Law Extension Committee are answered in this book, so please read it carefully.

**THE LEGAL PRACTITIONERS ADMISSION BOARD**

The Legal Practitioners Admission Board performs various functions associated with the admission of legal practitioners in New South Wales. Once admitted as a legal practitioner, a person may apply to the Law Society of NSW or the Bar Association of NSW for a practicing certificate as either a solicitor or barrister.

The Board sets its examinations and deals with all applications relating to them and to admission.

**THE LAW EXTENSION COMMITTEE**

The Law Extension Committee was established by the Senate of the University of Sydney in 1964. The Committee’s function is to provide legal education for students undertaking the Legal Practitioners Admission Board examinations. The Committee is appointed by the University Senate and comprises members and nominees proposed by the University, the Chief Justice of New South Wales, the NSW Bar Association and Law Society, and the Faculty of Law.

Lectures are given by practitioners and university teachers. Weekend Schools are offered each session for external students.

The aim of the Committee is to provide affordable and accessible legal education in support of the Board’s examinations. The program is not able to offer all the services and individual attention of a comprehensive campus, and is suited to students with motivation and initiative. There is a strong orientation towards education for legal practice.
ORIGINS AND BACKGROUND OF THE BOARD’S EXAMS

From 1848, before Australian universities offered law degrees, the Supreme Court of New South Wales has set examinations for admission to the profession. This tradition has been continued by the admission boards, allowing people to study law, in the country as well as the city, and to become legal practitioners in circumstances where it might not have been possible otherwise. The Board is not a degree-granting body, and unlike a university, does not offer personal supervision or facilities for research. Emphasis in the Board’s curriculum is on its practical, professional orientation.

The Board’s Students-at-Law are not students of the University of Sydney. You enrol for examinations with the Legal Practitioners Admission Board. You must undertake the Law Extension Committee’s educational program in each subject you take, but your enrolment is with the Board, you sit for the Board’s examinations and, if successful, you will be awarded the Board’s Diploma in Law.

OBJECTIVES OF THE PROGRAM

The fundamental aim of the course is to provide a readily accessible legal education and a flexible means of entry to the legal profession. The program is academically rigorous, but emphasis is placed on performance in the course rather than on high entry requirements.

The course is designed to be especially suitable for part-time students, including country residents. Many find previous study to be advantageous; and also work experience, particularly in a law-related area.

Students need to possess initiative and a strong motivation to study for the Board’s examinations, as the amount of individualised attention and the on-campus support provided in undergraduate university courses are not available.

EXAMINATIONS

Assessment is wholly by examination in every subject. The pass mark in all examinations is 50%. A pass is determined by achievement in the examination, and is not influenced by pass rates.

The Board appoints an Examiner and a Revising Examiner in each subject. The Examiner sets the examination according to the Board’s syllabus, which is reflected in the Subject Guide prepared by the Examiner in consultation with the Law Extension Committee. The Examiner is usually the Committee’s Lecturer in the subject. When the examination is set, it is reviewed by the Revising Examiner.

Examination scripts are marked by the Examiner, and in some cases by additional markers. As an additional safeguard, any failed paper achieving a mark of 40% or above is marked again by the Revising Examiner.

SUGGESTED SEQUENCE OF STUDY

In each session the full program of subjects is offered. Except where students are studying full-time or there are other special circumstances, they attempt only two subjects in each session for the first two years of their course, and from there up to three subjects per session.

Depending on work commitments and other circumstances, the study pattern on the following page represents an efficient and properly sequenced approach. Some students like to begin with just Legal Institutions, others prefer to combine it with Contracts. 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.
WHAT NOW?

Feedback from students over many sessions suggests that one of the most common anxieties when you enrol, receive your Enrolment Package, Study Guide and purchase your texts is the question “what do I do now?” Your first task is to plan a study strategy. In this program you must take the initiative in doing this, and no one approach will suit all. Below are some suggestions we hope you find useful.

The first item relates to studying for exams. Since assessment is wholly by examination, your practical objective is to pass each examination. Your immediate objective is to develop an approach to learning which lets you enjoy your study and process the information in ways that make sense to you.

The foundation of study and good practice is built on active, thorough research. Law has quickly embraced electronic technology, and the Law Extension Committee is utilising the vast data capacities of the internet in maintaining a comprehensive website to assist students in research and in communicating with fellow students.

STUDYING FOR EXAMS

Successful students often treat exams as briefs, and approach them as forensic challenges. They pull subjects apart, make sure they understand the components, and then put them back together. They continually seek a clearer grasp of the main concepts in each area.

During exams they exercise simple but unbending discipline. Managing time is critical. No less important is careful reading and re-reading of the instructions and questions. They don’t shy away from what they are unsure of, or pretend part of a question does not exist. They test their understandings against the facts put before them. They know it is better to attempt the actual question than invent one they feel more confident about.

RESEARCHING FOR ASSIGNMENTS

Students in the first twelve subjects are required to satisfactorily complete the compulsory component of the Committee’s course to be eligible to sit the Board’s examinations in those subjects.
A key element of studying law is learning how to research, and the Committee sets written assignments to help develop your legal research skills. Two basic elements in legal research are finding material, and analysing it. In finding material you have to know what to look for, where to look, and how to look. Legal matters are accompanied by so much documentation, and because they are dependent on such volume of written or transcribed material: cases, legislation, commentaries, depositions, evidence that electronic management of information has progressed very quickly.

What this means is that familiarity with internet-based legal materials is a necessity. Law searching on the web is a necessary skill. What the future will bring will be more sophisticated search machines, easier navigation, and a far greater volume of information. Learning how to retrieve and organise data is a critical part of law study.

For these reasons the Committee is encouraging students to make full use of its website. As well as providing an efficient means of obtaining an increasingly wide range of support materials, it also hones your skills in legal research.

**AWARD OF THE DIPLOMA IN LAW**

Upon successful completion of the Board’s examinations, students are notified by the Board that they are eligible to receive a Diploma in Law and invited to attend a graduation ceremony held each year, usually in June or July.

The ceremony is conducted in the Great Hall of the University of Sydney and the Diplomas are presented by the President of the Legal Practitioners Admission Board. Teachers, examiners, members of the Board and members of the Law Extension Committee make up the official party. It is customary to have an “occasional address” by an eminent person associated with the profession of law.

Graduating students are usually able to invite up to three guests to attend the ceremony. Academic dress is not worn. The ceremony is usually followed by refreshments in one of the University’s reception rooms.

For more information about graduation ceremonies, please contact the Board on (02) 9392 0306.