LEC TEACHING PROGRAM

The Director of the Law Extension Committee is responsible for the Committee’s program, which is run from its office at Level 4, 99 Elizabeth Street, Sydney.

The Director since August 1997, Mr Frank Astill, holds Masters Degrees in Education and in Laws and has a Diploma in Education. He has practised at the NSW Bar and was a university lecturer. Most of Frank’s studies were as a part-time evening student.

The LEC Curriculum Officer coordinates the LEC website and manages the syllabus materials and email lists. Your first point of contact by telephone is likely to be Sally McCulloch, our Higher Education Officer.

TEACHERS

The Law Extension Committee engages teachers from both the legal profession and academia, seeking to provide a distinctive combination of professional experience, knowledge and teaching skills.

Teachers for the Summer Session 2003–04 included:

Mr RL Anderson, LLB(Syd), LLM(Lond)
Dr CJ Birch, SC, BA, LLB, PhD(Syd)
Prof SK Blay, LLB(Hons)(Ghana), LLM(ANU), PhD(Tas)
Mr AT Britt, BSc, LLB(Syd)
Dr GL Certoma, DottGiur(Florence), BA, LLM(Syd)
Mr MG Crowley, BA(Syd), DipEd(STC), MEd(Syd), BLegS(Macq)
Mr F Esparraga, BLurkLLB(UNSW), LLM(Syd)
Mr M Evans, BA, LLM(Syd), LLM(Cantab)
Mr A Fox, BA, LLB(Hons), LLM(Syd)
Mr S Freidman, BA, LLB(Syd)
Mr M Gibian, BA(Hons) LLB(Hons) (Syd)
Mr JV Gooley, BA, LLM(Syd), DipEd(SCAE)
Mr R Gowenlock, LLB(Syd)
Mrs B Gray, BA, LLM(Syd)
Mr J Helman, DipLaw(SAB)
Mr WA Henningham, PSM, LLB(Syd)
Ms C Macqueen, BA(Woll), BLegS, LLM(Macq)
Prof ES Magnier, BA(Ott), BEd(Tor), LLB(ANU), LLM(UNSW), SJD(Tor)
Mr JS Mendel, BCom(UNSW), LLB(UTS)
A/Prof G Monahan, BA(Macq), LLB(Syd), LLM(NSW)
Ms M Noonan, LLB(Syd), DipSA
Mr AJ O’Brien, BSc, LLM(Syd), CA
Dr I O’Connell, MA, SJD(Syd)
Mr L Pierotti, BA, LLB(Macq), LLB(Syd)
Dr P Radan, BA, LLB, PhD(Syd), DipEd(SCAE)
Mr M Sindone, BSc(Syd), LLM(UTS)
Mr B Slowgrove, BA(UNSW), LLB(Syd)
Mr C Stewart, BSc, BA, LLB(Hons)(Macq) GradDipJur(Syd)
Ms A Stuhmcke, BA, LLB(Hons)(Macq), LLM(Hons)(Syd)
Mr S W Spencer, BA, LLB(Syd)
Ms L Taylor, BA, LLB(Hons), LLM(UQ), LLB(Bond), GradCertEd(UNSW)
Prof SMH Yeo, LLB(Sing), LLM(Well), LLB, PhD(Syd)
Mr G Young, BSc LLB(Syd)
Mr M Zammit, BSc(Hons)(Newc), BA, LLB(Macq)

TEACHERS BY SUBJECT (Summer 2003-04)

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These descriptions are adapted from those prepared by the teachers and examiners in each subject. For more information please refer to the individual Subject Guides and the Subject Pages on the LEC website.

**COMPULSORY SUBJECTS**

**01 Legal Institutions**

The course introduces students to the origins, history and present operation of the institutions which make up the Australian legal system, to the sources of law, and to the Commonwealth and New South Wales constitutions. The matters which will be considered include the distribution of legislative powers between the Commonwealth and the states, the executive powers of the Commonwealth and New South Wales governments and the sources of those powers, the system of courts and tribunals operating at Commonwealth and New South Wales levels, the relationship between the various legal institutions, the theory and practice of precedent, the rules of statutory interpretation, the legal profession and arbitration and alternative dispute resolution.

**02 Contracts**

The course aims to provide students with an understanding of the basic principles of contract law. In fulfilling this aim, the course focuses primarily on a study of relevant case law and statute law. The course also aims to help develop in students an ability to analyse fact situations and correctly identify the relevant principles of contract law that are applicable. The course covers the elements of formation of contracts, contractual capacity, terms of a contract, matters affecting consent to a contract, discharge of contracts, remedies, illegality and privity of contract.

**03 Torts**

A tort is a civil wrong which results in physical or psychiatric injury, property damage or financial loss to another or by which another’s legal rights are infringed. A plaintiff who has suffered injury or loss due to a tort committed by the defendant will generally be seeking compensation by way of damages.

The course includes the study of a number of important torts such as trespass, which protects a person from unwanted physical contact or threats; negligence; and related issues such as defences, assessment of damages and concurrent liability. Some torts such as defamation are not included for study due to time limitations.

**04 Criminal Law and Procedure**

This course provides the student with an understanding of the general principles of criminal law, together with a detailed knowledge of the application of these principles in respect of major crimes and defences. The student is also introduced to aspects of pre-trial criminal procedure, including police powers of arrest, search, seize and interrogation.

**05 Real Property**

Real Property is concerned with the law relating to interests in land. Such interests are binding not only between those who have entered into a contractual relationship. They can also be binding between others. Examples include the mortgagor/mortgagee and landlord/tenant relationships and also the operation of easements and restrictive covenants between persons who own neighbouring blocks of land.

**06 Australian Constitutional Law**

Australian Constitutional Law is a branch of public law which focuses upon the primary source of that law in the Commonwealth of Australia Constitution Act 1900 (Imp). It is that document which created the Commonwealth of Australia and preserved the former colonies as technically autonomous entities called States. It is the Constitution which provides a definition of public power in Australia. It divides legislative power between the Commonwealth and the States by conferring the Commonwealth Parliament power to legislate “with respect to” particular topics.

**07 Equity**

Equity, which includes the law of trusts, begins with a study of the historical origins and development of the equitable jurisdiction and then moves on to consider equitable doctrines concerning property, including the recognition of assignments of legal and equitable interests in property in equity; estoppel in equity; fiduciary obligations; the nature and creation of trusts, including trusts arising by operation of law as resulting or constructive trusts; charitable trusts; the duties, powers, rights and liabilities of trustees, the rights of beneficiaries, including the right to trace trust property; and, to conclude, equitable remedies including injunctions, specific performance, monetary remedies in equity and the equitable jurisdiction to set aside transactions procured by undue influence and unconscionable conduct.
08 Commercial Transactions
This course is about buying and selling, personal property, and some aspects of securities in and payments for personal property. While largely concentrating on the tangible forms of personal property recognition is given where possible and practical to the forces at work making the information economy (rather than the physical economy) and a global marketplace (rather than a local one) the driving forces in world commerce today.

09 Administrative Law
Administrative Law is a branch of public law which is concerned with the legal control of decisions and actions of governmental agencies and officials, and those of non-governmental bodies which affect the public.
In Australia today, governmental and non-governmental regulation - at federal, state and local government levels - impinges on most areas of life. Notable examples include social security, education, immigration, broadcasting and television, public sector employment, industry and commerce, exploration and mining, ownership and use of property, occupational licensing, town planning and the environment.
The emphasis of the course is on the principles and procedures of administrative law relating to the review of such governmental and non-governmental administrative action.

10 Law of Associations
Law of Associations is a description of some of the laws which regulate associations of individuals. People often choose to group together in a regimented structure in order to conduct their activities. The rationale behind the choice of the particular type of grouping will vary depending upon the needs at the time. Taxation advantages, the desire to limit liability, and the need to generate capital externally are just some of the reasons behind this choice.

11 Evidence
The Evidence course is devoted to an examination of the rules governing the presentation of evidence in common law trials, both civil and criminal. The central focus of the course is on the provisions of the Evidence Act 1995.
The matters considered include the manner and form in which evidence can be presented to the court, the matters which are susceptible of proof as defined by the inclusionary and exclusionary rules, and the tests to be applied in determining whether sufficient evidence has been introduced.

12 Taxation and Revenue Law
The Taxation and Revenue Law course is an overview of the Income Tax Assessment Act and related legislation. General principles concerning the accessibility and deductibility of different types of receipts and items of expenditure are considered, along with more recent developments in relation to the tax treatment of fringe benefits, capital gains and GST. The differing tax consequences in respect of various legal entities, such as partnerships, trusts and companies, are also considered. The last part of the course deals with the collection and recovery of tax, and the procedures to be followed by a taxpayer in disputing a tax assessment with the Commissioner of Taxation.

13 Succession
The law of Succession is concerned with the law of wills and the administration of deceased estates. The applicable principles vary depending upon whether the deceased dies with or without a will and in either case are subject to permissible claims under the Family Provision Act 1982 (NSW).
14 Conveyancing

Conveyancing is concerned with transactions relating to ownership of materials in land. Particular emphasis is placed on the structure of the Standard Form Contract for Sale of Land 2000. Whilst the course is to some degree involved with practical issues of Conveyancing, a good deal of relevant case law is discussed in order that students will be in a position to recognise problem areas in practice. The course also provides for a consideration of various issues of contract law and equity.

15 Practice and Procedure

The subject of Practice and Procedure deals with the day to day practicalities of civil litigation in the Supreme Court of New South Wales. The subject also includes an evaluation of various initiatives to reform the judicial system, including, in particular, the development of case management practices and the use of other dispute resolution processes.

17 Legal Ethics

The objectives of the course are to give the student a sound background of the statute, common law and rules and regulations which govern professional practice as a barrister or solicitor; and to provide guidance as to what can go wrong, how to recognise a problem, and what help is available, and what may occur where there has been an ethical breach.

24 Jurisprudence

This course in jurisprudence will apply the concepts and techniques of philosophical analysis to an examination of the nature of law and issues surrounding legal reasoning, and the relationship between law, morals and theories of justice. The course will examine some of the most important theories of analytical jurisprudence, and trace their historical development. Issues in legal reasoning raised by the doctrine of precedent, the relationship between law and logic, and legal fact finding and probability theory will be examined. The course will consider the debate about the separation between law and morals, and arguments for and against natural law. The course seeks to introduce students to modern legal philosophy, and to demonstrate how that study gives insights into the nature and function of law important to the practice of law.

ELECTIVE SUBJECTS

16 Insolvency

The Insolvency course examines the legal impact of bankruptcy and insolvency law upon both individual citizens and modern business in Australia.

18 Conflict of Laws

Conflict of laws, or private international law, is the part of private law concerned with legal questions which contain a foreign element. A legal question will contain a foreign element where a relevant fact or party has a connection with a foreign country. For example, conflict of laws issues will arise if proceedings are contemplated in New South Wales in respect of a tort committed in Singapore or in respect of breach of a contract made in New York or against a Japanese defendant. In essence, conflict of laws is concerned with questions of private law which transcend legal systems. This course is a general introduction to the sources and techniques of conflict of laws, with particular reference to legal questions connected with countries outside Australia. Although reference will be made in the course to issues of federal or intranational conflict of laws (conflict of laws issues arising between the states and territories of Australia), detailed knowledge of this topic, such as the scope and operation of the Service and Execution of Process Act 1992 (Com), the concept of federal jurisdiction and the full faith and credit section of the Commonwealth Constitution, will not be required for examination purposes. The course objective is to give you an opportunity to gain an appreciation and understanding of the transnational dimension of private law and the fact that many legal questions which arise in everyday life are not confined within one legal system.

19 Family Law

This course is designed to provide students with a general yet comprehensive introduction to Family Law in Australia. The course covers four main areas: the historical and current development of family law; children and parental responsibility; spousal maintenance; child support and injunctive relief; and property settlement.
20 Local Government and Planning

The Local Government and Planning course examines the bodies of law which regulate the establishment, status, powers, operation and accountability of local councils and the environmental and planning laws which regulate the use of land. Dramatic changes to the laws governing the constitution, structure and operation of local councils and the regulation of development, building and subdivision of land have been implemented over the past 9 years. The course addresses the operation and effects of the above changes, which are of vital importance to lawyers who specialise, or are developing specialisation, in the rapidly expanding field of Local Government, Environmental and Planning Law. The course also covers discussion of the options for resolution of planning disputes, apart from Court determination.

The overall aim of the Local Government and Planning course is to enable students through lectures, study and practical course exercises to explore and understand the wide variety of laws under which councils operate as regulators and providers of vital services to their communities. This expertise will not only assist them in Local Government and Planning legal practice but also will provide invaluable expertise in aspects of Conveyancing practice.

21 Industrial Law

Industrial law, or the law of employment, is the body of law which regulates the relationship between employers and employees, employers and trade unions, and trade unions and employees.

The Industrial Law course is a general introduction to industrial law, having the primary objective of introducing students to the system of conciliation and arbitration which operates in Australia, and the common law duties imposed on both employers and employees.

22 Intellectual Property

The law of intellectual property encompasses the areas of copyright, design, circuit layouts, patent, plant variety rights, confidentiality information, business reputation and trade marks. The course provides a general introduction to intellectual property outlining for each category of protection how the rights arise, the nature of the rights, ownership and exploitation as well as infringement and remedies.

23 Public International Law

Public international law is the regime of legal rules which primarily seeks to regulate relations between sovereign states. For example, public international law defines the minimum standard of treatment which a sovereign state must accord the nationals of another state on its territory and the responsibility of one state to another for failure to observe the required standard of treatment. Individuals, to an increasing extent, also are a direct concern of public international law. Examples of this development include the international criminal responsibility of individuals for war crimes, crimes against humanity and genocide and the network of treaties which aspires to define and protect human rights.

This course is a general introduction to the sources and techniques of public international law with the objective of imparting to you an appreciation and understanding of the role of legal rules in regulating the conduct of states and individuals in international society.

25 Trade Practices

The Trade Practices course examines the legal methods of preventing discrimination and unfairness in modern business and consumer society. Methods of preventing dominance in a market by any powerful business entity are scrutinised.
LECTURES

Commencement of lectures
Each year, the teaching programs in the Diploma in Law begin in May (with examinations in September), and in November (with examinations in the following March).

Individual Subject Guides will be posted to students once enrolment data processing is complete. Early enrolment will minimise delay in the forwarding of materials.

General lecture arrangements
The lecture timetable appears at the back of this Course Information Book.

Lectures will commence at 6.00 pm and finish at 8.30 or 9.00 pm throughout the semester.

Lectures are generally held in the Carslaw building, which is situated on Eastern Avenue in the main grounds of the University at Camperdown and in lecture theatres at the Sydney University Law School, which is on the corner of Phillip, King and Elizabeth Streets, Sydney. Other main campus venues may include the Stephen Roberts Theatre, located adjacent to the Carslaw Building, and in the Chemistry Building, across Eastern Avenue from the Carslaw Building.

The map at the back of this book gives locations for main campus venues.

Students are expected to attend lectures regularly once each week in the subject(s) in which they are enrolled.

Timetable changes
From time to time, it may be necessary to cancel, re-schedule or relocate classes. The Committee will give students as much notice as possible of any changes which need to be made.

Students will be notified through their Extro mail accounts of any cancellations or alternations to the lecture schedule, and changes will be posted on the LEC Website homepage.

WEEKEND SCHOOLS

Weekend schools are held during each session for external students. The weekend school program for the current session appears at the back of this Course Information Book.

Venue
Weekend School classes are generally held in the Carslaw Building and the Chemistry Building on the main University campus.

Refreshments
Morning and afternoon teas and light lunches will be available for purchase from the University of Sydney Union canteen service adjacent to the Carslaw Building, or nearby.

Accommodation
Various levels of accommodation are available close to the University’s main campus at Camperdown. When booking accommodation ask for the best rate available. You may be entitled to a government rate as you will be attending the University. Sometimes promotional or seasonal rates may be even better. Sometimes motoring organisation (eg NRMA) rates are best. Web booking agencies and infotainment sites are sometimes very competitive, sometimes not. Enquire whether breakfast and parking are included, and whether there are any taxes to be added on.

Motels in Camperdown include:

Camperdown Towers Motel
144 Mallett Street, Camperdown.
Phone (02) 9519 5211.

Centra Camperdown,
9 Missenden Road, Camperdown.
Phone (02) 9516 1522; 1 300 363300.

Oakford City West Apartments
23-33 Missenden Road, Camperdown.
Phone (02) 9557 6100.
Also nearby are:

**Unilodge**
Corner of Broadway & Bay Street, Broadway.
Phone (02) 9338 5000.

**Metro Motor Inn**
1 Meagher Street, Chippendale.
Phone (02) 9319 4133; 1800 004321.

**Broadway University Motor Inn**
25 Arundel Street, Glebe.
Phone (02) 9660 5777; 1 800 263909.

**University Residential Colleges**
occasionally are able to offer accommodation out of semester time, usually on a bed-and-breakfast basis. Rates and availability vary. The Women’s College (02 9517 5000) and Wesley College (02 9565 3333), and you could try St Andrews (02 9565 7300), Sancta Sophia (02 9577 2100), St Michael’s (02 9692 0382), St Paul’s (02 9550 7444), St John’s (02 9394 5200).

A little further away but still walkable are many more possibilities. For example, if your budget allows, you may find the **Mercure Hotel** on George Street near Central Station good value (02 9217 6666).

Also near Central Station, is the Ritz of youth hostels, **Sydney Central YHA**, on the corner of Pitt and Rawson Streets, (02) 9281 9111.

Contact details for other motels close to the University are listed below:

**Rooftop Motel**
146-148 Glebe Point Rd Glebe NSW 2037.
Phone (02) 9660 7777.
Email rooftop@real.net.au

**Alishan International Guest House**
100 Glebe Point Rd Glebe NSW 2037
Phone (02) 9566 4048.
Email kevin@alishan.com.au.

**Australian Sunrise Lodge & Airport Budget Motel**
485 King Street Newtown NSW 2042.
Phone (02) 9550 4999 (Lodge).
Phone (02) 9557 4400 (Motel).

**The Glebe Motel**
196 Glebe Point Rd NSW 2037.
Phone (02) 9660 6655.

**Billabong Gardens**
5-11 Egan Street Newtown NSW 2042.
Phone (02) 9550 3236.

**INTRODUCTORY WEEKEND**

An Introductory Weekend will be held on the Weekend immediately preceding the start of the new Session. For new students, this will be an opportunity to gain a better understanding of the roles of the Board and the Committee in the administration of the Diploma in Law course.

There will also be introductory lectures in Legal Institutions and Contracts, and seminars in legal study skills and legal research, including a presentation by the University of Sydney Law Library. For further information see the information sheet enclosed with your enrolment package.

**STUDY SKILLS WORKSHOPS**

Study skills workshops are provided primarily for new students. Following on from the legal skills lecture at the Introductory Weekend, the workshops are designed for students new to tertiary and/or legal study, and focus on generic skills to assist in your study of law throughout the Diploma in Law. They do not cover substantive areas in law in either subject, although examples may be drawn from the subject material.

The workshops are held during the Weekend School periods. For more details students in Legal Institutions and Contracts should see the LEC Website at: http://www.usyd.edu.au/lec/workshop
PARKING

Sydney University Main Campus (Camperdown)

Parking is available close to main campus venues in designated areas. The best entry points are the main gates on City Road, and from Parramatta Road, near the corner of Glebe Point Road. There is also a parking station in Shepherd Street, off Cleveland Street near the corner of City Road.

The University has a “pay-and-display” parking regime, and heavy fines are imposed for non-compliance. Parking costs after 3.00pm are $2.00 per hour to a maximum of $6.00. The ticket machines accept coins only. The nearest change machine to the Carslaw Building is located in front of the Anderson Stuart Building, further along Eastern Avenue. There is also a change machine in the Shepherd Street Car Park.

University campus roads fall under the general road rules, meaning parking Infringement Notices are processed by the NSW Police Infringement Process Bureau. Any enquiries regarding Infringement Notices should be made per the instructions included with the notice. The Law Extension Committee is unable to pursue matters of parking infringement notices on behalf of students.

In recent Sessions, students have reported ticketing machines and/or change machines to be out of order. If you have problems with ticketing or change machines, you should direct your enquiries to the Sydney University Traffic and Parking Office on (02) 9351 3336.

Sydney University Law School (Phillip St, City)

As you may imagine, parking space is at a premium around the Sydney University Law School. There are no parking facilities for students within the Law School building. There may be metered parking in the surrounding streets (Phillip Street, Elizabeth Street, Hunter Street, Macquarie Street, King Street) however students would need to make their own investigations.

Several commercial parking stations operate near the Law School: Secure Parking ((02) 8912 4900) have stations at 2 Chifley Square, 135 King Street & 187 Macquarie Street; Kings Parking ((02) 9221 2476) operate a station at 60 Elizabeth Street. The Domain parking station may also be an option, with its moving footway bringing you fairly close to the Law School building.

PUBLIC TRANSPORT

Sydney University Main Campus

For lectures and weekend school classes held on the main campus, the most convenient entry point is the main City Road gate.

By train, the closest station is Redfern, from where you should turn left into Abercrombie Street then right into Codrington Street, which will take you to the City Road gates.

Buses stop right outside the City Road entrance, and run frequently from Central Station and the CBD. Routes 422, 423, 426, 427, and 428 depart from Circular Quay and travel down Castlereagh Street, passing through Railway Square before stopping at the City Road entrance.

Students can also enter from Parramatta Road, with the best entrance being University Avenue at the eastern end of Parramatta Road, near Glebe Point Road.

Sydney University Law School

The closest train stations to the Sydney University Law School are Martin Place and St. James. The Elizabeth Street exits of both stations are five minutes walk from the Law School building. There are many bus services that stop outside or near the Law School, including most Eastern Suburbs buses.

A true lawgiver ought to have a heart full of sensibility. He ought to love and respect his kind, and to fear himself.

Edmund Burke
(1729-1797)
Reflections on the Revolution in France, 1790, para. 483

Course Information Winter 2004 25
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. It is possible to attempt up to three assignments in each subject for which you are enrolled.

The first twelve subjects have a compulsory component. This means that in order to be eligible to sit for the Board's examinations in those subjects, you must obtain a satisfactory result in the compulsory component. In accordance with rule 73 of the Legal Practitioners Admission Rules 1994, the 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. Details of what constitutes a satisfactory result are discussed below under "Assignment Assessment Criteria".

The assignments are prescribed to ensure that you do 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.

The assessment sheet that markers use in evaluating assignments is reproduced on page 30 and forms part of the Assignment Cover Sheet, two copies of which are enclosed in your Enrolment Package. Additional copies are available at the LEC Office counter and from the LEC website at: www.usyd.edu.au/lec/admin

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:

- Nemes & Coss, Effective Legal Research, Butterworths, 2001;

2 Format

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. Assignments should be stapled in the top left hand corner with the supplied Assignment Cover Sheet. Folders, binding or plastic sleeves should not be used.

Please check your Subject Guides for specific formatting requirements, including word limits.

Please:

- Hand your assignments to the Law Extension Committee, not the Legal Practitioners Admission Board;
- Try to complete and submit assignments, especially compulsory ones, early so as to give markers time and yourself the best opportunity to benefit.
- Check your Subject Guides for the compulsory requirements in the subjects you are studying, and ensure you are able to complete them.

ASSIGNMENTS
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 a 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.

Citation of statutes

The short title of statutes should be italicised or underlined; 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 (subsection), sch (schedule), para (paragraph), sub-para (sub-paragraph), c or ch (chapter), ch (chapters), cl (clause), cll (clauses), sub-cl (sub-clause), pt (part), art (article), reg (regulation), r (rule), rr (rules), sub-r (sub-rule).

However, when referring to a particular subsection, it is better to use the numerical representation, ie s 10(2), not s 10 sub-s 2.

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.

3 Compulsory Assignments

To be eligible to sit the examination in any of the following subjects, you must achieve a satisfactory result in the compulsory component in that subject:

- 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 for specific details regarding the 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 before the examination period, of their ineligibility to sit the examination in that subject.

4 Submitting Assignments

Make sure you submit assignments to the Law Extension Committee by the due date according to the instructions in the Subject Guide and in this book.

Assignments can be submitted in one of the following ways:

- by post:
  Assignments
  Law Extension Committee
  University of Sydney
  Level 4
  99 Elizabeth Street
  SYDNEY NSW 2000
Assignments
Law Extension Committee
University of Sydney
DX 983 SYDNEY

by hand:
in the Assignment Box at the LEC Reception at
Level 4, 99 Elizabeth Street, Sydney

electronically:
through the Assignments Online page of the LEC
website:
http://www.usyd.edu.au/lec/admin/assignments

Any other method, such as sliding an assignment
under the door of the LEC office, or by fax or
email, is unacceptable.

Assignments that are not received by the LEC will
be regarded as not having been submitted. You
must therefore keep a copy of your assignment in
case the assignment goes astray.

5 Assignments Online
Students can check Assignments Online to see if
and when their assignment has been recorded,
the mark it received, and the date it was sent back
to you. The web address for this service is:
http://www.usyd.edu.au/lec/admin/assignments

This means that you will be able to check within a
few days of submitting your assignment whether
or not the LEC has received it. It also means that it
will be your responsibility to notify the LEC as soon
as possible when you become aware that we have
not recorded your assignment as having been submitted.

If you do not notify the LEC within 7 days that your
assignment has not been registered on your
Assignments Online record, we will regard that
assignment as not having been submitted, and
you will not be able to resubmit that assignment at
a later date.

Further information regarding Assignments Online
is provided on the information sheet as part of the
enrolment package.

6 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 below and reproduced on the
Assignment Cover Sheet.

7 Late Assignments
It is in your interests to submit an assignment by
the due date. Students who submit an assignment
late can expect delays in its return.

In subjects where satisfactory completion is
required to be eligible to sit the examination,
students should consult the “Assignments” section
in their Subject Guides for the rules governing the
late submission of assignments in each individual
subject.

In subjects where assignments are voluntary, it is at
the discretion of the marker as to whether
assignments submitted late will be marked. As a
general rule, in subjects where assignments are
voluntary, assignments submitted more than two
weeks after the due date will not be marked.

8 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 lecturers 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
comment, 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 lecturer 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 presentation and your considered response to a question.

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 discuss the detailed writing of an answer to an assignment with another student, or to look at another student’s answer before the assignments have been submitted. In relation to this, students’ attention is directed particularly to rule 82 of the Legal Practitioners Admission Rules 1994, 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 practice, there is the professional issue of character.

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.

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 fulfillment of personal achievement.

9 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 from your reference the source you are using.

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.

Copies of the Assignment Cover Sheet and Report are enclosed in the enrolment package. Copies are also available from the LEC office, and can be downloaded from the LEC website.
## ASSIGNMENT GRADING AND ASSESSMENT CRITERIA

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</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>Attention to the question and recognition of problems. Identification of authorities. Good organisation. Competent presentation and demonstration of understanding of the issues.</td>
</tr>
<tr>
<td>S</td>
<td>Fail – Sufficient to sit exam in subjects where an assignment is compulsory</td>
<td>40% to 49%</td>
<td>A serious attempt. Appreciation of the relevant facts. Consideration of all parts of the question. Sufficient for eligibility to undertake the examination if the assignment is compulsory, but much work is needed in areas identified by the marker.</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory Fail</td>
<td>Below 40%</td>
<td>If below 40% the work does not suggest an adequate engagement with the question. More work is needed in areas identified by the marker.</td>
</tr>
</tbody>
</table>
Subject Guides and Course Materials are mailed out by the Law Extension Committee once the Board has completed its administrative procedures for enrolment. Students who enrol during the enrolment period should expect to receive their Subject Guides and (for certain subjects) Course Materials approximately one week before the start of session.

Each session there are a number of students who, for various reasons, enrol late. If there is a delay in your enrolment being processed, you are encouraged to attend lectures in the meantime. We would also ask that students enrolling late download subject guides to use until their enrolment has been confirmed. Subject Guides and (where applicable) Course Materials will be sent out to you when your enrolment is processed.

Students in the following subjects should receive extra materials apart from the Subject Guide:

- **01 Legal Institutions**
  - Course Materials

- **03 Torts**
  - Statutory Excerpts

- **04 Criminal Law and Procedure**
  - Supplementary Materials

- **09 Administrative Law and Procedure**
  - Supplementary Materials

- **15 Practice and Procedure**
  - Supplementary Materials

- **17 Legal Ethics**
  - Coursebook

- **18 Conflict of Laws**
  - Materials

- **19 Family Law**
  - Statutory Excerpts

- **20 Local Government and Planning**
  - Supplementary Materials

- **23 Public International Law**
  - Materials

- **24 Jurisprudence**
  - Materials

**Prescribed Texts**

An official LEC Textbook List will be available to download from the LEC website at

http://www.usyd.edu.au/lec/subjects

and in hard copy on request from LEC Reception. The Textbook List is generally available approximately one month before the start of each session.

All texts listed in your Subject Guides are eligible for a GST discount under the Education Textbook Subsidy Scheme.

**Booksellers specialising in law texts include:**

**University Co-operative Bookshop Ltd**

- **Sydney:**
  - Shop 2, 153 Phillip Street, Sydney
  - Phone: (02) 9232 2250
  - Fax: (02) 9233 8493
  - Email: law@coop-bookshop.com.au

- **Newcastle:**
  - 4 Perkins St Newcastle
  - Phone: (02) 4929 2544
  - Fax: (02) 4929 2811
  - Email: new@coop-bookshop.com.au

**Secondhand texts**

The Sydney University Student Representative Council operates a secondhand bookstore located on Level 5 of the Wentworth Building (across City Road from the Carslaw Building). Hours are Monday to Friday 10am to 4pm. They can also supply books by mail order and accept credit card payments by phone or email:

- **Phone:** (02) 9660 4756
- **Email:** books@src.usyd.edu.au

The Law Extension Committee website has a message board for students to place notices regarding texts for sale, or to purchase, at:

www.usyd.edu.au/lec/services/texts.htm

Please, do not use the message board to offer for sale, or for purchase, summaries or notes based on Law Extension Committee lectures or weekend school classes. Such messages will be removed and the authors banned from posting to the message board in the future.
All LPAB students are provided with an Extro account at Sydney University.

**WHAT IS EXTRO?**

Your Extro account gives you:
- a free email account with the University;
- access to the University's computer labs;
- internet access from the University campus;
- the option of using the University as your Internet Service Provider from home;
- easy access to the University's online facilities.

New students will receive notification of their login and passwords after their enrolment is processed by the Board. Notification will come from the Law Extension Committee, so please contact the Committee, and not the Law Library or Sydney University Information Technology Services, if you have not received your login and password notification within two weeks of the commencement of lectures.

Students enrolled in the previous Session will have their Extro account automatically revalidated after their enrolment is processed.

**LEC ANNOUNCEMENTS**

All announcements from the Law Extension Committee, such as changes to the lecture and weekend school schedule, notification of updates to the LEC site, and notification of your eligibility to sit the Board's examinations, will be made through your Sydney University email account.

**STUDENT EMAIL**

It is your responsibility to check your Extro email frequently, as announcements are made frequently during the teaching session.

Access to your email is free from any of the Sydney University computer labs. You can also access your email from any internet-connected computer (ie through an internet connection at home, at work, or an internet café) by visiting the University's web-based email page, located at:

https://www-mail.usyd.edu.au/

This operates in much the same way as other web-based email services such as Hotmail, Yahoo or Excite.

If you already have an email address with another internet service provider and you would prefer to use that email account to receive announcements from the LEC, you can set up your Extro account to automatically forward all emails to your preferred email account. For details, go to:


Please note that some web-based email services such as Yahoo and Excite reject emails from educational institutions as junk mail. If you use web-based email, you would be advised to just use the University's own web-based service, rather than forwarding your emails to another web-based service.

**COMPUTER ACCESS**

Computer access is available to current students of the LPAB in any of the Access Labs. A map of Access Lab locations can be found at:

http://www.usyd.edu.au/su/is/labs/location.html

Computer labs in the Law Library are located on Level 7.

**How can you get access?**

To get access, you will need to know your Extro login and password and have at least 2Mb of disk space on your account. This is free and can be arranged by Access Lab or Helpdesk staff. You can also put it on yourself by going to the Account Options tool on the Account Tools webpage:

https://www.auth.usyd.edu.au/extro/options/

**How much does it cost?**

Computer access is free, apart from certain computers (clearly marked) loaded with specialised software such as desktop publishing programs.

**OPTIONAL EXTRO SERVICES THAT INCUR A FEE**

The following services available through Extro incur a fee:
- accessing the internet from the University's computer labs;
- using Sydney University as your internet service provider; and
- using the computer lab printers.

Please note that there is no charge for just using your Sydney University email account. Charges only arise where you choose to use the optional services listed below.
• **Web access using Extro**

You have access to the Internet through either the University’s computer labs, or from modem access. Access to the World Wide Web is charged by amount of Mb (megabyte) download. You should note that by looking at a page, you have downloaded it. Typical costs for someone surfing an hour or two a day would be around $10-15 per month (please note that this is an estimate only, as usage will vary widely between individuals). You can check your own usage charges [and current account balance] by using the Account Balance tool on the Account Tools page: http://helpdesk.usyd.edu.au/tools.html

• **Modem access using Extro**

Having modem access means you can dial in to Extro (the Sydney University web server) from home - that is, the University becomes your Internet Service Provider (ISP). Charges are $4.40 per month plus download charges. Detailed instructions on how to set up your computer so you can use the Sydney University Extro server will be provided with your login and password, or you can download information from the University Helpdesk webpage at: http://helpdesk.usyd.edu.au/tutDoc.html

• **Printing in the University computer labs**

The University charges 15 cents per page to use the printing facilities in its computer labs.

• **How do I pay for Extro services that incur a fee?**

To use the Extro services that incur a fee, you must keep your Extro account in credit. You can top up your account in person at the ITS Helpdesk, or via credit card through the Account Tools page, at:

http://helpdesk.usyd.edu.au//tools.html

**Technical support**

If you are having difficulties with your Extro account, you can contact the Helpdesk at: support@isu.usyd.edu.au, or by phone between 8.30am and 5.00pm Monday to Friday on (02) 9351 6000; or see the staff of the Law Library Computer Lab during semester between 11.00am - 2.00pm and 3.00pm - 6.00pm.
LEC WEBSITE

The Committee’s aim is to maintain and develop a site that works for students who have limited time to search for cases and hunt down legislation. The site is designed to allow you faster access to the law, to leave more time to do the important thing - studying it.

The website is also the information hub of the Committee’s teaching program, and you should check the website regularly for any updates or late changes to the course, and especially for any extra materials that may be made available by teachers during the semester.

NAVIGATING THE LEC WEBSITE

The Law Extension Committee homepage can be found at:


The LEC site has four main areas:

- **Subject pages** - guides and resources for each subject
- **Student services** - including subject email lists, employment noticeboard, and bulletin board for second hand texts
- **Administration** - including lecture and weekend school timetables, examination timetables, and Session calendar, and Assignment Online
- **Library** - a large collection of legal resources available in the internet

The homepage also has the LEC Message Board which posts up-to-date information, including lecture timetable or venue changes.

SUBJECT PAGES

www.usyd.edu.au/lec/subjects

The Subject pages are 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.

Each Subject Guide can be downloaded in Word and PDF format.

Due to copyright restrictions we are not at the moment able to distribute course materials through the Internet. However, materials are progressively being placed on e-reserve at the Law Library [see the Law Library section for details].

STUDENT SERVICES

www.usyd.edu.au/lec/services

Subject Email Lists

There are email discussion groups for each of the 25 subjects. These lists are designed primarily for you to discuss your studies and exchange ideas, and are also an effective way for students, especially external students, to get in contact with others studying the Diploma in Law course. Some lecturers have indicated their willingness to browse the discussions taking place, and if time allows provide some input, however the email list discussions are designed to be student-driven.

To subscribe to any of the subject discussion groups, go to the Student Services section of the LEC website.

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.

Secondhand Text Books

The Students Services section also has a bulletin board to post notices for buying and selling secondhand textbooks and materials. We request, however, the bulletin board not be used for buying or selling lecture notes or tapes.

ADMINISTRATION

www.usyd.edu.au/lec/admin

The administration section houses timetables and information for lectures, weekend schools and examinations, and the session calendar.

For information on Assignments Online, please see the information sheet provided with the enrolment materials.
LIBRARY

www.usyd.edu.au/lec/library

The library 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.

FUTURE DEVELOPMENTS AND YOUR INPUT

The development of the Law Extension Committee website 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.

Please email the Curriculum Officer responsible for website development, at curric@mail.usyd.edu.au

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 LEC, we would like to hear it.

If you have a complaint about the LEC Office or our program generally, please email:
lec@mail.usyd.edu.au

Alternatively you can write or phone. 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.

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 is to 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 website is central to the delivery of resources. 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.
LOCATION
The University of Sydney Law School Library is located at 173-175 Phillip Street, Sydney (corner King, Phillip and Elizabeth Streets).

CONTACT DETAILS
DX Address: DX 983 SYDNEY
Phone: (02) 9351 0216
Fax: (02) 9351 0301
Email: library@law.usyd.edu.au
Web: http://www.library.usyd.edu.au/libraries/law/

Library opening hours: ring (02) 9351 0216 to confirm:
From Monday 8 March 2004
Monday to Thursday 8.30 am - 9.30 pm
Friday 8.30 am - 8.00 pm
Saturday 9.00 am - 4.45 pm
Sunday Closed

Except - Holiday closures 2004
Friday 9 April – Monday 12 April (Easter)
Closed
Tuesday 13 April – Thursday 15 April
8.30 am – 8.00 pm

Anzac Day
Monday 26 April Closed

Queens Birthday
Monday 14 June Closed

Loans and photocopying cease 15 minutes before closing time.

LIBRARY CARDS
A combined student / library card will be sent to you soon after you first enrol and should be kept and revalidated at the Law Library at the beginning of each session in which you are enrolled.

Your University of Sydney Library Card gives you full access to Library services and borrowing privileges at all University of Sydney Libraries. You should always have your Library Card with you when you are using the Library. The Library card is non-transferable, and must be presented when borrowing.

The Library Card also serves as your student card, for identification at examinations.

Lost Cards: a replacement card can be issued at the Law Library on receipt of a $5 replacement fee payable by cheque or money order, made out to the University of Sydney. For further information call (02) 9351 0217 or call into the Law Library.

STUDENT LIBRARY RECORDS
Any changes to personal details, including address, contact details and e-mail address should be given directly to both the Legal Practitioners Admission Board and the Library separately. As e-mailed reminder notices are provided by the Library as a courtesy service to students prior to borrowed items being due for return, the correct e-mail address is essential.

Borrower records can be accessed on line for information including personal information, date due of borrowed items and fines at http://www.library.usyd.edu.au/mylibrary

LOANS
Books are available for loan in the law Library as follows:
(a) The undergraduate collection on Level 7 of the Law School. This collection contains multiple
copies of popular texts. Loans are for one week and cannot be renewed. Books on loan from this collection cannot be reserved.

(b) The research collection on Level 9. Loans are for four weeks and books can be renewed for a maximum of five times. Books on loan from this collection can be reserved.

Overdue books will attract fines. You will not be permitted to borrow if books are overdue or if fines are unpaid. Lost books will attract a replacement fee.

Law reports, legislation and loose-leaf services, which are kept on Level 8, and journals, which are kept on Level 10, cannot be borrowed.

NEW DEVELOPMENTS

From Monday 1st March 2004 the Law Library will no longer stamp the “date due” on borrowed Library items. Borrowers may check the date their loans are due back online at http://www.library.usyd.edu.au/mylibrary

Emailed reminder notices are provided by the Library as a courtesy service.

Loan periods for items borrowed from the Law Research collection are subject to change as they can be recalled from loan and reserved by other borrowers. Thus it is important to be regularly reading the e-mail address you have given the Library as you will be notified by e-mail if the due date changes. Fines apply if items are not returned by the new due date.

CAN’T GET TO THE LIBRARY?

ULA - University Library Australia - an Australia-wide borrowing scheme

If you live too far away or simply are unable to come into the city, as borrowers of the University of Sydney you are eligible for the ULA Borrowing Scheme. This scheme allows you to borrow from a University Library closer to you. Applications are made directly to the library from which you wish to borrow.

Students of the University of Sydney are required to pay a $50.00 fee to the host library, where photo identification and proof of current enrolment is required.

This scheme also allows students of Sydney University to borrow from other interstate University Libraries. This scheme replaces the Letter of Indemnity Scheme. For more information contact the University Library from which you are planning to borrow.

For more information ring (02) 9351 0216 or refer to the Library’s web page.

Extended loan periods for remote students

External students living beyond an area bounded by Newcastle, Wollongong and Katoomba may request a two week loan for books borrowed in person from the law undergraduate collection. Requests must be made at the time of borrowing.

Country lending scheme

External students living beyond the Sydney metropolitan area as defined above may ask for books to be sent by post or via the Document Exchange. Please note that fines will accumulate if books are late in return, and lost books will attract a replacement fee. Please phone on (02) 9351 0221 for details. Requests can also be faxed on (02) 9351 0301 or sent via e-mail to library@law.usyd.edu.au

Photocopying service

The Law Library provides a photocopying service for external students living outside the metropolitan area. This service is restricted to cases and articles required for private study, and to past LPAB examination papers. The charges are: for articles and cases - $6 up to 30 pages; and for examination papers - $3 per paper, with a minimum charge of $6.

The charges cover photocopying and postage. Please allow time for postal delivery, as the library does not fax these materials to students.

Photocopy request forms including a copyright declaration are available by phoning (02) 9351 0221.

Virtual Reference Service

The University of Sydney Library has a chat based information/reference service. This service allows you to chat with a librarian about research problems, get help with databases, locating information in the catalogue or on the web. For more information see the University of Sydney Library Web page:


LPAB PAST EXAMINATION PAPERS

Examination papers, many with examiner’s comments, are available Level 8 of the Law School Library, for photocopying within the Library.

They are also available via the Law Library Home page:

http://www.library.usyd.edu.au/libraries/law/

See the LPAB Students link.
LEC AUDIO TAPES

Audio tapes are available for Legal Institutions, Contracts, Torts and Criminal Law and Procedure for both loan and for listening to in the Library.

ELECTRONIC DATABASES AND REMOTE ACCESS

The Law Library network contains many electronic databases, including full-text cases and references to journal articles. Remote access is available to currently enrolled students - for more information see the Law Library database web page at:


Legal journal indexes available via remote access include:
- AGIS
- APAIS
- Cinch
- Family
- Legal Trac
- Index to Foreign Legal Periodicals
- Lexis
- Westlaw

ON-LINE LEGAL RESOURCES

Students have Internet access via the Law Library homepage. The Internet address is:

http://www.library.usyd.edu.au/libraries/law/

Internet access enables you to use the University of Sydney Library catalogue, to view your own loan record, pay Library fines using a credit card and to renew loans, other than loans of undergraduate books, online. You may also download selected recent examination papers.

The homepage also links to sites where you may obtain primary legal materials from Australia and overseas.

Internet access is available to selected databases. For information on remote access go to the Legal Databases link on the Law Library Homepage or see above. (Please note that remote access to databases is only valid for semesters in which students are enrolled with the LPAB.)

A student computer lab housed on Level 7 of the Library provides access to word processing, e-mail, leisure internet surfing etc. Access to these computers is via your Extro account (see page 32 of this Handbook for details).

If you wish to access Library databases or web sites, or have any difficulty using them, you may telephone the Law Library on (02) 9351 0216 or email your enquiry to library@law.usyd.edu.au

If you have any problems using your Extro account, see the staff in the computer lab, during semester from 11.00am – 2.00pm and 3.00pm – 6.00pm, or contact University Information Technology Services on (02) 9351 6000 or see the helpdesk website: http://helpdesk.usyd.edu.au/

LEGAL RESEARCH TRAINING

At the beginning of each Law Extension Committee semester, the Library offers classes in using the web for legal research. Also, two Library tours are offered to orientate new students to the Library and our facilities.

LPAB LEGAL RESEARCH CLASSES AND TOURS

These classes are designed for:
- those wanting pointers on Legal Research on the Internet
- just a refresher on Legal Resources on the Internet

Basic Legal Research Texts: the following books provide a general introduction to Legal Research, covering both on-line and hard copy resources:

- Effective Legal Research / Irene Nemes, Graeme Coss Sydney : Butterworths, 2001. 2nd ed. Held Law Undergraduate 340.072 17A

At the beginning of each semester the Law Library offers Legal Research classes for LPAB students. There will be four types of training offered:

- Library tours - these will be a 20 - 30 minute tour of the Law Library and explanation of the facilities offered. No booking needed for these tours.
- Introduction to Legal Research via the Internet - this will be a 45 minute class introducing the basics of legal research on-line, the Law Library Web page and using the On-line Catalogue.
- Free Legal Sites - this class will concentrate on retrieving on-line cases and legislation from free
internet sites, including AustlII and Scaleplus - approximately 45 minutes in length.

- **Journal indexes and databases** - this will look at searching databases to retrieve journal articles for assignments and study - approximately 45 minutes in length.

- **Introduction to Australian Legislation Research** - this class looks at finding and researching legislation, both in the hard copy and on-line - approximately 50 minutes in length - *one day – Thursday May 27 only. Limit to 15 enrolments for this class.

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### Winter 2004 Legal Research Classes

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<tr>
<th>Date</th>
<th>Time</th>
<th>Course</th>
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<tbody>
<tr>
<td>Wednesday May 19</td>
<td>1 &amp; 1:30 pm</td>
<td>Library tour</td>
<td>5 &amp; 5:30 pm</td>
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<tr>
<td>Monday May 24</td>
<td></td>
<td>Introduction to Legal Research</td>
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<td>3-5 pm</td>
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<td>Tuesday May 25</td>
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<td>Free Legal Sites</td>
<td>1 pm</td>
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<tr>
<td>Wednesday May 26</td>
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<td>Library Tour</td>
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<td></td>
<td>1 &amp; 1:30 pm</td>
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<td>5 &amp; 5:30 pm</td>
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<tr>
<td>Thursday May 27</td>
<td></td>
<td>*Introduction to Legislation</td>
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<tr>
<td>Friday May 28</td>
<td></td>
<td>Introduction to Legal Research</td>
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<td>1 pm</td>
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<tr>
<td>Monday May 31</td>
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<td>Journal Indexes</td>
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<td>5 pm</td>
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<tr>
<td>Wednesday June 2</td>
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<td>Free Legal Sites</td>
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<td>1 pm</td>
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<td>5 pm</td>
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<tr>
<td>Thursday June 3</td>
<td></td>
<td>Journal Indexes</td>
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<td></td>
<td>1 pm</td>
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<td>5 pm</td>
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<tr>
<td>Friday June 4</td>
<td></td>
<td># Country Students’ Session</td>
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<td>12-2, 3-4</td>
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<tr>
<td></td>
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<td>Free Legal Sites</td>
<td>5 pm</td>
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### COUNTRY STUDENTS – WEEKEND SCHOOL 1

**Friday June 4**

#12-2 pm – Combined Legal Research class, including general introduction, free sites (AustlII & Scaleplus) and Journal indexes.

#3-4 pm – Legislation class

# Priority given to Country Students this day – all classes this day will finish by 4 pm

All classes will be held in the Computer Lab, Level 7, Law School, 173-175 Phillip Street, Sydney (entry via Level 8).

Library Tours meet at Library Information Desk, Level 8.

Bookings will be taken after **May 17** on (02) 9351 0216. No bookings needed for tours in May.

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### LIBRARY ASSISTANCE

Guides to the Law Library and details of the opening hours can be obtained at the Library desk on Level 8 and via the Law Library Web page. Library opening and closing hours vary and are displayed on the Library’s noticeboard. The Library is generally closed on public holidays. The Law Extension Librarian is Lesley Adukonu, whose telephone number is (02) 9351 0217.

### SERVICE DESK

The service desk telephone number is (02) 9351 0216.

### LAW LIBRARIAN

The Law Librarian is Ms Margaret McAleese. Her telephone number is (02) 9351 0220.