Dear LPAB/LEC Student

Welcome to the Law Extension Committee’s teaching and learning program for the 2011 Winter Session (April 2011 to August 2011). Our website is currently being updated with Subject Guides and supplementary resources in preparation for the commencement of teaching.

This letter accompanies your Enrolment Package which includes your LPAB enrolment form. Please read carefully all the accompanying documents, particularly the Course Information Handbook.

Once you have enrolled with the Board, a common question is: **WHAT DO I DO NEXT?** Here is a checklist. Information about each item can be found on the following pages.

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<th>WHAT?</th>
<th>WHEN?</th>
<th>DONE?</th>
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<tr>
<td>1. Online registration with the LEC.</td>
<td>Thursday 21 April – Wednesday 4 May 2011.</td>
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<td>2. Obtain Unikey account.</td>
<td>After LEC online registration – from Thursday 5 May 2011.</td>
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<td>3. Library/Student Card.</td>
<td>After LEC online registration.</td>
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<td>4. Familiarise yourself with the Webcampus and materials available online. Download your Subject Guide(s), locate Book List and source text books and other materials.</td>
<td>After LEC online registration.</td>
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<td>5. New Student? Attend LEC Orientation.</td>
<td>Friday 29 April 2011 from 2.30pm for Overseas Practitioners and 3.15pm for all new students until 7.00pm in the Eastern Avenue Auditorium (EAA), main campus.</td>
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<td>7. Other Student? Attend lectures.</td>
<td>Lectures commence in the week beginning 9 May 2011 (but check your individual subject timetable for any variations).</td>
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<td>8. Complete all assignments required in your subject(s). <strong>Note:</strong> there are compulsory assignments in ALL subjects.</td>
<td>Assignments and due dates are available on Webcampus. <strong>Remember:</strong> that satisfactory completion of the assignments is a pre-requisite for sitting the final examination in each subject and that your assignment mark contributes 20% to the final examination mark. Make a careful note of the due dates.</td>
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REGISTRATION WITH THE LEC: THURSDAY 21 APRIL – WEDNESDAY 4 MAY 2011

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

The online registration period is from 21 April – 4 May 2011. For new students, you will need to complete all the fields on the Application for Registration. For existing students, you will need to update your address and contact details (if applicable) and the subjects in which you have enrolled with the LPAB for the current session.

Detailed guidelines for LEC online registration are included in your Enrolment Package.

The LEC online registration process allows the Board’s students to gain access to their assignments and course materials (where applicable) by the commencement of their lectures. Students must note that registering online is not a confirmation of their enrolment with the Board and that any changes to their enrolment must be notified to the LEC as soon as they are known. If students have not received their enrolment confirmation letter from the Board within 3 weeks of lodging their enrolment application, they are advised to contact the Board’s Student Services Officer. A successful online registration with the LEC does not mean a student’s enrolment application has been processed and accepted by the Board.

If you have not registered between 21 April and 4 May in each subject for which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program. Registration during this period is also necessary to allow your University Student/Library Card and Unikey login and password protocols to be processed in a timely fashion.

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

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

2. OBTAIN UNIKEY ACCOUNT

All students will require a Unikey Account (also called an Extro Account) to access the resources provided through the Law Library.

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

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

For new students who have registered online by Wednesday 4 May 2011, self registration for their Unikey Account will commence from Thursday 5 May 2011. Please
refer to page 3 of the *Step by Step LEC Online Registration and Unikey Account Information Guide* enclosed in this package.

For **existing** students, your Unikey Account will be re-validated once you have completed your online registration with the LEC between 21 April and 4 May 2011.

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

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

If you have any problems with this process, please contact the ICT Help Desk.

3. **LIBRARY/STUDENT CARDS**

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

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

4. **BROWSE WEBCAMPUS AND DOWNLOAD SUBJECT GUIDES**

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

When you register online with the LEC between 21 April and 4 May you should download your Subject Guides. Subject Guides are not password-protected. If you have a problem downloading, contact the LEC.

Download and peruse the Booklist for each subject in which you are enrolled. Source the relevant text books and begin any introductory reading before lectures commence.

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

Subject Guides, the Booklist and supplementary materials are only available online. The LEC does not issue paper copies unless your circumstances prevent you from downloading materials. Since online facilities are now so essential in studying law, very few students will need to be sent paper copies. *Regular access to a computer which can access the internet is necessary to obtain assignment questions, view urgent messages on the Student Message Boards, submit assignments and access course materials and library materials. Your Unikey Account allows you to use the computers in the computer labs on main campus, but if this is not convenient for you, ensure that you have other*
access to a computer. **Securing access to computer facilities is best done before lectures commence.**

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

At the Introductory Legal Institutions Weekend School, we will issue a folder for Legal Institutions students containing preliminary Course Materials. If you already have the folder from a previous enrolment you need only collect the Law Library and Legal Institutions inserts. You will not need a new folder.

5. **LEC ORIENTATION – FOR ALL NEW STUDENTS**

An Orientation for New Students is provided by the LEC on Friday 29 April in the Eastern Avenue Auditorium (EAA) on the main campus of the University, from 2.30pm for Overseas Practitioners and 3.15pm for all other new students until approximately 7.00pm. You will find this venue on the map in your *Course Information Handbook*.

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

6. **INTRODUCTORY WEEKEND SCHOOL – FOR ALL LEGAL INSTITUTIONS Students**

On Saturday 30 April and Sunday 1 May the introductory topics of the Legal Institutions course will be covered for ALL Legal Institutions students. Students will also undertake exercises in computer based legal research, problem solving, case analysis and the fundamental aspects of legal reasoning. To ensure allocation into the computer based legal research session, Legal Institutions students should complete their LEC online registration by Thursday 28 April.

The program will be held in the Eastern Avenue Auditorium (EAA) on the main campus on Saturday 30 April from 9.00am to 5.00pm and on Sunday 1 May from 9.30am to 4.30pm. A full program for the LEC Orientation and Legal Institutions Introductory Weekend School is enclosed in your Enrolment Package.

**How important is attendance at the introductory program?** Very important. We have devised this program in the light of needs expressed by students and because of the high attrition and failure rates in early subjects. It is designed to give you an early start in developing essential study and research techniques. The Legal Institutions Introductory Weekend is designed for both evening and external students. No material will be repeated at a later date.

7. **LECTURE ATTENDANCE**

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

The first lectures are the Orientation for new students and the Introductory Weekend School for all Legal Institutions students. All evening lecture Legal Institutions students should then attend lectures which commence **Wednesday 4 May**.

Lectures for most other students begin in the week commencing 9 May 2011.

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

8. **TUITION POLICY**

It is important that every student understands the requirement to complete satisfactorily the LEC teaching program in each subject in which they are sitting for an examination. It is necessary to be thoroughly familiar with the relevant sections of the *Course Information Handbook*.

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

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

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

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

9. **COMPULSORY ASSIGNMENTS AND ASSESSMENT POLICY**

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

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

Make sure you read carefully the *Guide to the Presentation and Submission of Assignments* and the relevant sections of the *Course Information Handbook*. Note that in subject 01 Legal Institutions both **Assignment 1 and Assignment 2** are compulsory.
From Winter Session 2011 (commencing April 2011), assignment results will contribute 20% to the examination mark in each subject. This change to the LPAB’s assessment structure has been ratified by the Legal Profession Admission Board (LPAB) on the recommendation of its Examinations Committee. The Law Extension Committee (LEC) will administer the assignments.

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

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

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

Submission dates for assignments have been set relatively late in the semester to encourage students to plan in advance and not to be susceptible to last-minute intervening events.

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

Eligibility to Sit for Examinations

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

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

Assignments as part of the Board’s Examinations

Assignment results contribute 20% to the final mark in each subject.
The Law Extension Committee (LEC) administers the setting and marking of assignments. The LEC engages the LPAB’s Examiners to assess or supervise the assessment of assignments.

Submission

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

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

Assessment

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

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

Review

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

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

10. GRADUATE CHARACTERISTICS

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

How does this contribute to our teaching program? If it is just a pious list of wishes compiled and presented as a disconnected statement of aims, it won’t. If it makes us more aware of what we are seeking to achieve, and points us towards those goals, it certainly will. The covers of the Course Information Handbook for last session featured the north eastern façade of the Colonial Secretary’s Building in Sydney. Wisdom, Justice and Mercy are represented. These are not a bad starting point for articulating aims. The challenge is to put them, and terms that expand them, like “reflection”, “persistence”, “integrity”, in a context of practical application. We will set up a Graduate Characteristics forum on the Webcampus.

10. CODE OF CONDUCT

The Course Information Handbook has for some years included a section “Conduct, Character and the Study of Law”. It has been amended to include discussion of graduate characteristics, and to complement the Code of Conduct. The Code of Conduct is on the Webcampus, and is being developed as a more comprehensive document that can be shared by the LEC and LPAB. All involved with the LEC program are required to become familiar with, and abide by, the Code. It will be updated and amended as necessary, and suggestions are welcome. An area of conduct that requires sensitivity in the face of new technologies is courtesy.

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

11. SPECIFIC LECTURE ARRANGEMENTS WINTER 2011

An extended weekend teaching program will run this session in Succession. In place of evening lectures, there will be three weekend schools: on Saturday 14 May and Sunday 15 May 2011; Saturday 25 June and Sunday 26 June 2011; and Saturday 6 August and Sunday 7 August 2011. External students should note that this session Succession will only be offered at Weekend School 1 and they are encouraged to attend the Extended Weekend Teaching Program, which covers the entire lecture program, in lieu of, or in addition to, the Weekend School. Alternatively, if students cannot attend the entire extended lecture program, topics normally covered in Weekend School 2 will be covered in the Third Extended Weekend Program on 6-7 August 2011. However, if this does not suit, a further option is to take this subject in the Summer 2011-12 Session when Weekend Schools 1 and 2 will be offered to students.

Understanding Legal Language and Legislation is the new statutory interpretation course. Interpreting legislation is increasingly significant in legal analysis. A strong understanding of language is essential to an understanding of legislation, and it is highly recommended that students undertake the optional “Language Skills for Lawyers” course before enrolling in this elective. Understanding Legal Language and Legislation will be offered in weekend format on Friday 6 May and Saturday 7 May 2011; Friday 5 August and Saturday 6 August 2011. Each day will be a full day, running from 9.00am to
approximately 5.00pm except on Saturday 7 May 2011, when lectures will be held from 9.00am to 1.00pm.

12. CONCLUSION

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

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

The LEC wishes you well in your studies.

Enclosed:

- LPAB Enrolment Form
- LPAB Enrolment Checklist
- Step by Step Online Registration and Unikey Account Information Guide
- LEC Orientation and Legal Institutions Introductory Weekend School Program
- 2011 Winter Session Course Information Handbook

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<th>IMPORTANT NOTICE TO LEGAL INSTITUTIONS STUDENTS</th>
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<td>Students enrolled in Legal Institutions for the 2011 Winter Session should attend lectures as follows:</td>
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<td><strong>Orientation Day</strong>: Friday 29 April: ALL new students should attend.</td>
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<td><strong>Legal Institutions Introductory Weekend School</strong>: Saturday 30 April and Sunday 1 May: ALL Legal Institutions students should attend. This material will <strong>not</strong> be covered in evening lectures. As we hope to provide students with research instruction in web-based computer labs, it is vital that Legal Institutions students have registered with the LEC prior to the Introductory Weekend so that they may be placed in a seminar session. Numbers are limited and registrations will <strong>NOT</strong> be available on the day.</td>
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<td><strong>Evening Lectures</strong>: ALL evening lecture Legal Institutions students should attend lectures which commence <strong>Wednesday 4 May</strong>. (Note: Legal Institutions lectures commence in the week prior to lectures in other subjects. ALL Legal Institutions students should attend the Sunday morning session of each Weekend School which is scheduled for Sunday 29 May 2011 at 8.00am – noon in Eastern Avenue Auditorium (EAA) and Sunday 24 July 2011 at 8.00am – noon in Eastern Avenue Auditorium (EAA).) Refer to page 52 in the <em>Course Information Handbook</em> for the Legal Institutions Evening Lecture Timetable.</td>
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<td><strong>NOTE</strong>: <em>Legal Institutions Course Materials</em> will be available for all new students at the Legal Institutions Introductory Weekend School. New students will receive a folder and the insert. Returning students are advised that there have been changes to the <em>Course Materials</em> from the Summer 2010-11 Session, and so they should collect inserts but there is no need to collect a folder.</td>
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