On behalf of the Legal Profession Admission Board and the Law Extension Committee we welcome all students to the Winter 2012 teaching session and September 2012 examinations, especially those who are new to the Board’s course.

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

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

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

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

Hon Justice MJ Slattery  
President,  
Legal Profession Admission Board

Magistrate Daphne A Kok  
Chairperson,  
Law Extension Committee
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THE LEGAL PROFESSION ADMISSION BOARD
FOR ENQUIRIES ABOUT ENROLMENTS, FEES, EXAMINATIONS AND GRADUATIONS

Office
Level 4, 37 Bligh Street (cnr Hunter St)
Sydney NSW 2000

Postal Address
GPO Box 3980
Sydney NSW 2001 Australia

Document Exchange
DX 602 SYDNEY

Telephone
(02) 9338 3500

Facsimile
(02) 9338 3555

Email
ag_lpab@agd.nsw.gov.au

[Excludes enrolment applications]

Web

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

Office / Postal Address
St James Campus
Level 6, 175 Phillip Street
Sydney NSW 2000

Telephone
(02) 9392 0320

Facsimile
(02) 9392 0329

Email
enquiries@lec.pip.com.au

Web
sydney.edu.au/lec

Office hours for the Legal Profession Admission Board and the Law Extension Committee are 9.00am to 5.00pm Monday to Friday.

OTHER IMPORTANT CONTACT DETAILS

University of Sydney Freehills Law Library
Location
Level L, New Law School Building (F10), Eastern Avenue, Camperdown campus
The University of Sydney, NSW 2006 Australia

Telephone
(02) 9351 0216

Email
law.library@sydney.edu.au

Web
sydney.edu.au/library/libraries/law

University of Sydney
Location
Main campus at Camperdown and Darlington - see map page 49.

Telephone
(02) 9351 2222

Web
sydney.edu.au

Campus Card Centre
Location
Margaret Telfer Building K07, Arundel Street, Glebe

Telephone
(02) 9351 2423

Email
university.cards@sydney.edu.au

Web
sydney.edu.au/card_centre/

University Co-op Bookshop
Location
153 Phillip Street, Sydney
4 Perkins Street, Newcastle

Telephone
(02) 9232 2250 Sydney
(02) 4929 2544 Newcastle

Email
law@coop-bookshop.com.au Sydney
new@coop-bookshop.com.au Newcastle
<table>
<thead>
<tr>
<th><strong>LPAB Enrolment Period</strong></th>
<th><strong>Thursday 19 April – Friday 27 April 2012</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEC Online Webcampus Registrations</strong></td>
<td><strong>Thursday 19 April – Friday 27 April 2012</strong></td>
</tr>
<tr>
<td><strong>Week 1</strong></td>
<td><strong>Lectures commence</strong>* 7 – 11 May</td>
</tr>
<tr>
<td><strong>LEC Orientation</strong></td>
<td><strong>Friday 11 May 2012</strong></td>
</tr>
<tr>
<td><strong>Introductory Weekend School for all Legal Institutions students</strong></td>
<td><strong>Saturday 12 May – Sunday 13 May 2012</strong></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>14 – 18 May</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td>21 – 25 May</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td>28 May – 1 June</td>
</tr>
<tr>
<td><strong>Weekend School 1</strong></td>
<td><strong>Friday 1 June – Sunday 3 June 2012</strong></td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td>4 – 8 June</td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td>12 – 15 June**</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td>18 – 22 June</td>
</tr>
<tr>
<td><strong>Study Break</strong></td>
<td><strong>Saturday 23 June 2012 – Sunday 8 July 2012</strong></td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td><strong>Lectures recommence</strong> 9 – 13 July</td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td>16 – 20 July</td>
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<tr>
<td><strong>Week 10</strong></td>
<td>23 – 27 July</td>
</tr>
<tr>
<td><strong>Weekend School 2</strong></td>
<td><strong>Friday 27 July – Sunday 29 July 2012</strong></td>
</tr>
<tr>
<td><strong>Week 11</strong></td>
<td>30 July – 3 August</td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td>6 – 10 August</td>
</tr>
<tr>
<td><strong>Week 13</strong></td>
<td>13 – 17 August</td>
</tr>
</tbody>
</table>

* Legal Institutions evening lectures commence on Wednesday 2 May 2012.

** Normal Monday lecture to be held in Week 13 to compensate for Queen's Birthday Holiday on Monday 11 June 2012.

| **Examination Period** | **Thursday 6 September – Thursday 13 September 2012** |

**OTHER IMPORTANT DATES**

- **Final Day for Application for Relaxation of Progression and Exclusion rules**  
  **Friday 27 April 2012**
- **Final Day for late enrolment and late Applications for Relaxation of Progression and Exclusion rules**  
  **Friday 4 May 2012**  
  (late fees apply)
- **Examination results published**  
  **Thursday 25 October 2012**
**PROPOSED CALENDAR SUMMER 2012-13 SESSION**

Please note that dates may change. Dates will be confirmed in the Summer 2012-13 Session Course Information Handbook published prior to the commencement of the Summer 2012-13 Session.

<table>
<thead>
<tr>
<th><strong>LPAB Enrolment Period</strong></th>
<th>Thursday 25 October – Friday 2 November 2012 (TBC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC Online Webcampus Registrations</td>
<td>Thursday 25 October – Friday 2 November 2012 (TBC)</td>
</tr>
</tbody>
</table>

**Week 1**

- **Lectures commence**
  - 5 – 9 November

**Week 2**

- 12 – 16 November

**LEC Orientation**

- Friday 16 November 2012 (TBC)

**Introductory Weekend School for all Legal Institutions students**

- Saturday 17 November – Sunday 18 November 2012 (TBC)

**Week 3**

- 19 – 23 November

**Week 4**

- 26 – 30 November

**Week 5**

- 3 – 7 December

**Weekend School 1**

- Friday 7 December – Sunday 9 December 2012 (TBC)

**Week 6**

- 10 – 14 December

**Study Break**

- Saturday 15 December 2012 – Sunday 6 January 2013

**Week 7**

- **Lectures recommence**
  - 7 – 11 January

**Week 8**

- 14 – 18 January

**Week 9**

- 21 – 25 January

**Week 10**

- 29 January – 1 February*

**Weekend School 2**

- Friday 1 February – Sunday 3 February 2013 (TBC)

**Week 11**

- 4 – 8 February

**Week 12**

- 11 – 15 February

**Week 13**

- 18 – 22 February

* Normal Monday lecture to be held in Week 13 to compensate for Australia Day Public Holiday on Monday 28 January 2013.

**Examination Period**

- Thursday 7 March – Thursday 14 March 2013 (TBC)

**OTHER IMPORTANT DATES**

- **Final Day for Application for Relaxation of Progression and Exclusion rules**
  - TBC

- **Final Day for late enrolment and late Applications for Relaxation of Progression and Exclusion rules**
  - (late fees apply)

- **Examination results published**
  - TBC
Introduction

The Legal Profession Admission Board examinations offer an accessible and affordable pathway into legal practice in New South Wales. Sydney University’s Law Extension Committee provides tuition to the Board’s students.

THE LEGAL PROFESSION ADMISSION BOARD

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

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

THE LAW EXTENSION COMMITTEE

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

Lectures are given by practitioners and university lecturers. Weekend schools are also offered each session, primarily for external students.

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

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

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

OBJECTIVES OF THE PROGRAM

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

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

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

STUDY PROGRAM

In each session the full program of subjects is offered. Except in special circumstances, students may not attempt more than two subjects in each session until they have passed or been exempted from eight compulsory subjects, and from then, up to three subjects per session.

If you have previous successful study experience and compatible work and other commitments, the study pattern on the opposite page represents an efficient and properly sequenced approach. If you have not engaged in intensive study recently you might choose to begin with only the first subject, Legal Institutions.

The amount of study time you need to allocate to each subject is difficult to estimate, but in very general terms you should anticipate more than three hours of study for each hour of teaching time.

Additional time is required for assignment preparation. Check your individual subject guides for their due dates. Don’t underestimate the workload, particularly if you are working full time or have not undertaken formal studies for many years, have not studied a law subject previously, are managing a family or if English is a second language.

Students are encouraged to consider their time constraints carefully and consider whether it would be advisable to commence with one subject.

EXAMINATIONS

Assessment is by examination and assignment, which together comprise the Board’s examinations. There is at least one compulsory assignment in each subject (see p25 to p27 for details). The pass mark in all subjects is 50%. A pass is determined by achievement in the examination, and is not influenced by pass rates.

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

The papers of any student achieving a total mark of 40% - 49% are marked again by the Revising Examiner.
Introduction

AWARD OF THE DIPLOMA IN LAW

Upon successful completion of the required number of the Board’s examinations, students are notified by the Board that they are eligible to receive a Diploma in Law and invited to attend a graduation ceremony held each year, usually in June or July. Graduating students will also receive an academic transcript at no cost which will be posted a few weeks after results are published.

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

Graduating students are usually able to invite up to three guests to attend the ceremony. Academic dress is not worn. The ceremony is usually followed by refreshments in a University venue.

For more information about graduation ceremonies, please contact the Board on (02) 9338 3506.

SUGGESTED STUDY SEQUENCE

FIRST YEAR
Session 1
01 Legal Institutions
02 Criminal Law and Procedure

Session 2
03 Torts
04 Contracts

SECOND YEAR
Session 1
05 Real Property
06 Australian Constitutional Law

Session 2
07 Equity
08 Commercial Transactions

THIRD YEAR
Session 1
09 Administrative Law
10 Law of Associations
11 Evidence

The first eleven subjects are to be taken in order

Session 2
12 Taxation and Revenue Law
13 Succession
Elective 1

FOURTH YEAR
Session 1
14 Conveyancing
15 Practice and Procedure
Elective 2

Session 2
17 Legal Ethics
24 Jurisprudence
Elective 3
Rule 53 of the Legal Profession Admission Rules sets out the subjects making up the curriculum:

**GROUP A - COMPULSORY SUBJECTS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Legal Institutions</td>
</tr>
<tr>
<td>02</td>
<td>Criminal Law and Procedure</td>
</tr>
<tr>
<td>03</td>
<td>Torts</td>
</tr>
<tr>
<td>04</td>
<td>Contracts</td>
</tr>
<tr>
<td>05</td>
<td>Real Property</td>
</tr>
<tr>
<td>06</td>
<td>Australian Constitutional Law</td>
</tr>
<tr>
<td>07</td>
<td>Equity</td>
</tr>
<tr>
<td>08</td>
<td>Commercial Transactions</td>
</tr>
<tr>
<td>09</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>10</td>
<td>Law of Associations</td>
</tr>
<tr>
<td>11</td>
<td>Evidence</td>
</tr>
<tr>
<td>12</td>
<td>Taxation and Revenue Law</td>
</tr>
<tr>
<td>13</td>
<td>Succession</td>
</tr>
<tr>
<td>14</td>
<td>Conveyancing</td>
</tr>
<tr>
<td>15</td>
<td>Practice and Procedure</td>
</tr>
<tr>
<td>17</td>
<td>Legal Ethics</td>
</tr>
<tr>
<td>24</td>
<td>Jurisprudence</td>
</tr>
</tbody>
</table>

**GROUP B - ELECTIVE SUBJECTS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Insolvency</td>
</tr>
<tr>
<td>18</td>
<td>Conflict of Laws</td>
</tr>
<tr>
<td>19</td>
<td>Family Law</td>
</tr>
<tr>
<td>20</td>
<td>Local Government and Planning</td>
</tr>
<tr>
<td>21</td>
<td>Industrial Law</td>
</tr>
<tr>
<td>22</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>23</td>
<td>Public International Law</td>
</tr>
<tr>
<td>25</td>
<td>Competition and Consumer Law</td>
</tr>
<tr>
<td>26</td>
<td>Understanding Legal Language and Legislation</td>
</tr>
</tbody>
</table>

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

Please note that a student-at-law is not entitled to receive the Diploma if he or she has sat and passed fewer than half of the Board’s examinations.

In addition to completing the Board’s examinations or an accredited law degree a person who wishes to be admitted as a lawyer must complete a course of practical legal training (PLT) and satisfy English language proficiency requirements, if applicable, before applying for admission. (refer to p43)
EXCLUSION RULES

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

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

Relaxation of exclusion rules (R67 Application)

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

In considering an application under Rule 67, the Examination Committee and its Performance Review Sub-Committee take account of the whole academic record of the Student-at-Law concerned, the distinctions, merits, passes, failures, did-not-sits and previous Rule 67 applications. They decide whether it is appropriate to impose conditions on re-enrolment.

As a condition of re-enrolment, they could require a Student-at-Law: to sit only one subject in a specified session; to sit and pass two subjects in a specified session; or to re-sit some or all of their previously passed subjects. A Rule 67 decision could require a Student-at-Law to repeat one or more previously passed subjects if it is deemed that the learning in such subjects is “stale” owing to changes to the Law or simply the passing of time. Students-at-Law make themselves vulnerable to the imposition of such conditions whenever they breach Rule 64 or 66.

Although there is no current time limit to complete the course this is under consideration by the Board.

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

PROGRESSION RULES

Rules 59(1) and 59(2) of the Legal Profession Admission Rules provide that a student must present himself or herself for examination in the subjects appearing on the curriculum in sequential order until he or she has passed or been exempted from 11 subjects. The student may then take the remaining subjects in any order. Rule 59(3) provides that a Student-at-Law must not, at any one sitting, enrol and sit for examination in more than two subjects until that Student-at-Law has passed or been exempted from eight compulsory subjects, after which that Student-at-Law may not, at any one sitting, enrol and sit for more than three subjects.

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

Please note a maximum of two exams may be sat in one day.

Relaxation of progression rules (Student Course Application)

The Examinations Committee may relax the progression rules. The rules will be relaxed only when it is found that there is good and sufficient reason to justify the change sought.

You should also be aware that knowledge of one or more subjects is often a prerequisite to study others. As a general rule, only students who have already demonstrated their capacity to perform at a higher level, will be considered favourably.

APPLICATION PROCEDURE

An application for relaxation of the exclusion or progression rules in relation to the Winter 2012 Session must:

- be completed in statutory declaration format.
- be accompanied by a R67/Student Course Application Cover Sheet and the prescribed fee of $60.00.
If applying under Rule 67:

- clearly explain why the student has not made sufficient progress in the course or, why the student has had difficulty with the subject which has been repeatedly failed.
- demonstrate convincingly that circumstances have changed allowing the student a much better opportunity to succeed.
- indicate whether the student wishes to take one subject or more than one subject if permitted to re-enrol.
- in the case of a student wishing to enrol in subjects out of order, specify which subjects and the reasons why he/she desires to take the subjects in an alternative sequence.
- in the case of a student wishing to enrol in more than the normal allowable number of subjects, set out reasons why he/she wishes to attempt additional subjects and the basis upon which he/she considers that the proposed workload is not excessive.
- reach the Board’s offices by no later than Friday 27 April 2012.

A statutory declaration template and coversheet can be obtained from the forms and fees page of the Board’s website.

Please note if you are applying for relaxation of Rules 59(1) and 59(3), separate applications, with a $60.00 fee for each, are required. The separate applications may be submitted at the same time. Decisions made in response to these applications are valid for one specified session only.

An application for enrolment must not be lodged until you have received the Board’s decision on your application for relaxation of the progression rules. However, you may attend lectures while awaiting the Board’s decision. You will get extra time to lodge your enrolment application if necessary.

If you lodge your application via email or fax, please do not send us the original, you should keep this for your record.

LATE APPLICATIONS

An application for relaxation of the progression or exclusion rules which reaches the Board’s office later than Friday 27 April 2012 but not later than Friday 4 May will be processed in relation to the Winter 2012 Session, but only upon payment of a late fee of $60.00 in addition to the prescribed fee of $60.00. Applications received later than Friday 4 May will not be processed in relation to the Winter 2012 Session.

TUITION/ENROLMENT RULES

Rule 60 of the Legal Profession Admission Rules provides that a student who wishes to take any examination under the Rules must enrol for the corresponding course of instruction conducted by the Law Extension Committee in the session immediately preceding the examination.

Rule 63A of the Legal Profession Admission Rules provides that a student who has enrolled with the Law Extension Committee in accordance with Rule 60 must complete the requirements of the course of instruction to the satisfaction of the Law Extension Committee.

Tuition rule policy

Rule 63A of the Legal Profession Admission Rules requires the Law Extension Committee to notify students and the Examinations Committee if a student is ineligible to sit for an examination.

To be eligible to sit for an examination a student must have registered in that subject with the Law Extension Committee and must have completed satisfactorily all required tasks in that subject.

The Law Extension Committee notifies students of their eligibility through the Webcampus. It is the responsibility of students to check their results and eligibility status by accessing the Webcampus.

With regard to written tasks, it is expected that students achieve at least a pass mark (50%). If a student receives a grade between 40% and 49% the Law Extension Committee may deem the student eligible to sit for the examination. In that instance, the category “deemed eligible” appears on the student’s result screen.

There are some occasions when a student may be thoroughly prepared but unable to sit for an examination. Because the Board’s examinations are held twice a year, and not sitting for an examination is not regarded as a failure, the usual advice is to repeat the subject in the following session. In exceptional circumstances the Board and the Law Extension Committee may be able to offer some financial relief to a student who, but for the unforeseen event, would have most likely passed the examination.
In order to qualify, a student must have been prevented from sitting for the examination by serious illness or misadventure occurring within one week of the examination. A statutory declaration and specific medical certificate must be lodged with the Law Extension Committee, if possible prior to the examination but no later than 14 days after the examination. Upon the student passing that examination in the next session, and notifying the Law Extension Committee, the Law Extension Committee in consultation with the Board will consider a partial refund of the fees for that session.

The criteria are quite strict – for example, a student must have been eligible (not deemed eligible) to sit for the examination they missed; and at the next session must have achieved a pass in the compulsory assignment and the examination. It is advisable to discuss an application with the Law Extension Committee or the Board’s Legal Officer.

ENROLMENTS

WORKLOAD

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

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

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

Students should take note of the examination timetable on page 40 and choose their subjects carefully to avoid enrolling for two exams in the same exam session or more than two exams scheduled in the same day. If a student has no other option than to enrol in subjects that are scheduled for examination in the same session on the same day, the student must contact the LPAB’s Examination Officer no later than Friday 10 August 2012 to request appropriate special accommodations.

ENROLMENT PERIOD

The enrolment period for the Winter 2012 Session will be between 9.00am Thursday 19 April and 5.00PM Friday 27 April 2012, both dates inclusive.

LATE ENROLMENT

If you have made an application to the Examinations Committee for relaxation of the progression or exclusion rules, you should register online with the LEC Webcampus, attend lectures and prepare compulsory assignments but you may not attempt to enrol in any subject before your application has been determined. The Committee will, if necessary, extend the enrolment period when communicating the result of your application to you. Other than this:

(a) an application for enrolment which reaches the Legal Profession Admission Board’s office later than 5.00pm Friday 27 April but no later than 5.00pm Friday 4 May 2012 will be processed, but only upon payment of a late fee of $60.00 in addition to other fees payable; and

(b) applications which reach the Board’s office later than 5.00pm Friday will not be processed.
ENROLMENT FEES

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

- a tuition fee, which has been set for the Winter 2012 Session at $480.00 and;
- an examination fee of $150.00 per subject.

The combined tuition and examination fees are $630.00 per subject.

The Board collects all enrolment fees including the tuition fee on behalf of the Law Extension Committee.

Payment must be made in full at the time of enrolment. Unfortunately part payments cannot be made.

An enrolment will be cancelled where a cheque is not met upon presentation. A re-enrolment following the dishonour of a cheque will incur a dishonour fee of $35.00. If the re-enrolment is received after the normal enrolment deadline the late fee is also payable.

If paying by credit card it is the student’s responsibility to ensure that there are sufficient funds available. Enrolment applications are processed in bulk therefore applications can take 3 to 4 weeks to process. Third party credit card payments will not be processed without the written consent of the card holder. A late and/or dishonour fee may be applied if an enrolment is unable to be processed due to an invalid credit card payment.

You should note that a student who withdraws from a subject, or who fails to sit for the examination in a subject, is not entitled to a refund of fees, nor to have fees transferred to a later session.

ENROLMENT PROCEDURE

In order to enrol you must:

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

(b) obtain either a bank/solicitors cheque, money order, international money order or bank draft in Australian dollars payable to the Legal Profession Admission Board. Alternatively complete a credit card payment form. (*note: personal or company cheques are not accepted);

(c) return the completed application for enrolment, and the necessary fees by one of the following methods:

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

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

(iii) by emailing them to lpab_enrolments@agd.nsw.gov.au or faxing to 02 9338 3555 (do not follow up an emailed or faxed enrolment with the original);

(iv) by depositing them in an envelope in the red enrolment box at the Board’s office on:
    Level 4, 37 Bligh Street
    (cnr of Hunter Street), Sydney.

Please Note

- Applications for enrolment which are incomplete will not be processed.
- Do not lodge an application for enrolment if you are awaiting a decision on an application for relaxation of the exclusion or progression rules.
- Cash must not be sent or tendered to the Board in payment of enrolment fees.
- Enrolments will not be accepted across the counter at the Board’s office during the enrolment period.
- Enrolment payments by Eftpos are not accepted.
- Enrolment applications are not to be lodged more than once unless otherwise directed by the Board.
- All students enrolled for the Board’s examinations must also register online with the LEC in each subject for which they are enrolled.
POST ENROLMENT CONFIRMATION

Your enrolment application can take a number of weeks to process. Please do not call the office to enquire if it has been received/processed. If there is a problem with your application, we will contact you.

A letter confirming your enrolment, examination details and a receipt of your fees will be posted to you as soon as practicable after your application for enrolment has been received and processed by the Board. Please note this will be the only written confirmation of your exam details the Board will send to you. If you have not received the letter within 28 days of the last day of enrolment, you should contact the Board’s Student Services Officer (telephone (02) 9338 3505) to confirm that your enrolment has been received and processed.

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. We therefore advise you to lodge your enrolment application sooner rather than later to avoid delay. If you have not received your Library Card within 3 weeks of the commencement of the course, you should contact the 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.

CHANGE OF ADDRESS

You must inform the Board in writing of any change of name, address, telephone number or facsimile number. The change can be notified by fax to (02) 9338 3555, mail to GPO Box 3980 Sydney 2001, or email at ag_lpab@agd.nsw.gov.au. In addition, update your details with the Law Extension Committee on the Webcampus (see page 22) and the Campus Card Centre (see page 29).

REFUND POLICY

The Board does not refund application or enrolment fees.

A student who withdraws from a subject after enrolment, or is ineligible to sit, or fails to sit an examination in a subject is not entitled to a refund of fees, nor to have fees transferred to a later session.

Fees payable on application are not refundable if an application is unsuccessful or requisitioned.

TIMELY & ACCURATE ENROLMENT INCENTIVE DRAW!

All correct enrolments received on either the first, second or third day of the enrolment period, regardless of the method of lodgement, will be eligible for the draw. Six applications will be drawn at random and will be checked for completeness and validity.

The winning students will receive a waiver of 50% of the Board’s Examination Fees ($75 per subject). If an incomplete or invalid enrolment is drawn, the waiver will not apply and another application will be drawn.

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

Those students who win a waiver will be advised in writing, and receive a cheque from the Board for the waiver after the bulk of the enrolment applications have been processed.


**LAW EXTENSION COMMITTEE TEACHING PROGRAM**

The Director of the Law Extension Committee is responsible for the Committee’s program. The Director since August 1997, Mr Frank Astill holds Masters Degrees in Education and in Law and has a Diploma in Education. He has practised at the NSW Bar and was a university lecturer.

The Law Extension Committee program is managed from its office in the St James Campus, Level 6, 175 Phillip St., Sydney (the “OLD” Law School).

**LECTURERS**

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

Lecturers for the Winter 2012 Session include:

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(Hons)(Syd)
Mrs S Carter, BA(Hons), LLB(Hons)(Syd), ATCL
Mr C Castrission, LLB(Hons), BA(Uts), GradCertLegPrac[UTS]
Dr GL Certoma, DottGiur(Florence), BA, LLM(Syd)
Ms S Chrysanthou, BCommunications, LLB (Hons)(UTS), LLM (NSW)
Ms A Cotter-Morozz, LLB(Hons)(UTS) GradDip(LegPrac)(UTS)
MEd(Adult)(UTS)
Mr F Esparraga, BJuris LLB (UNSW), LLM (Syd)
Mr A Fox, BA, LLB(Hons), LLM(Syd)
Mr M Gibian, BA(Hons) LLB(Hons) [Syd]
Mr R Gowenlock, LLB(Syd)
Mrs B Gray, BA, LLM(Syd)
Ms A Harland, BA(Syd) LLB(Hons)(Syd)
Mr WA Henningham, PSM, LLB(Syd)
Prof ES Magner, BA(Ott), BEd(Tor), LLB(ANU), LLM(UNSW), SJD(Tor)
Mr JS Mendel, BCom(UNSW), LLB(UTS)
Ms M Noonan, LLB(Syd), DipSIA
Mr AJ O’Brien, BEc, LLM(Syd), CA
Mr L Pierotti, BA, LLB(Macq) , LLM(Syd)
Dr P Quadrio, BA(Hons), Phd(Syd)
Prof P Radan, BA, LLB, PhD(Syd), DipED(SCAE)
Mr D. Ross LLB(Syd)
Mr DJ Russell SC BA, LLB(Syd)
Mr G Sarginson, BA, LLB, LLM (Syd)
Mr M Sindone, BSc(Syd), LLM(UTS)
Prof C Stewart, BEc, LLB(Hons)(Macq) GradDiplJur(Syd) PhD(Syd)
Prof A Stuhmcke, BA, LLB(Hons)(Macq), LLM(Hons)(Syd),
Muir(Hons) [Syd]
Mrs B Twomey, BA (UQ), M.Qual(equiv.Hons)(Macq.), BD(Syd)
Ms C Williamson, BA, LLB(Syd), LLM(UNSW)
Mrs M Wyburn, BA(UNSW), LLB(Hons)(Syd), LLM(London)
Ms M-S York BA, LLB(UNSW)
Mr G Young, BEc LLB(Syd)
Mr M Zammit, BEc(Hons)(Newc), BA, LLB(Macq)
SUBJECT DESCRIPTIONS

For more information please refer to the individual subject guides and the Course Materials section on the Law Extension Committee Webcampus.

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.

02 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.

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.

04 Contracts
The course aims to provide students with an understanding of the basic principles of contract law. 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.

05 Real Property
Real Property is concerned with the law relating to interests in 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).

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.

08 Commercial Transactions
This course is about buying and selling personal property, and some aspects of securities over and payments for personal property.

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.

10 Law of Associations
Law of Associations is a description of some of the laws which regulate associations of individuals.

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.

13 Succession
The law of succession is concerned with the law of wills and the administration of deceased estates.
14 Conveyancing
Conveyancing practice requires an understanding of Real Property and Planning Law. The course is designed to provide the theoretical and practical foundations of conveyancing practice. Particular emphasis is placed on the structure of the current edition of the Contract for Sale of Land.

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.

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.

16 Insolvency
The course covers both personal insolvency and corporate insolvency. The first half of the course is personal insolvency, governed by the Bankruptcy Act.

The second half of the course covers corporate insolvency, governed by the Corporations Act.

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.

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.

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.

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.

21 Industrial Law
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. 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 Competition and Consumer Law

The Competition and Consumer Act (2011), incorporating the Australian Consumer Law, has a significant impact on every aspect of commerce and consumerism in Australia. The course complements the other commercial subjects by covering the restrictive trade practices (e.g., misuse of market power, exclusive dealing, resale price maintenance, cartels etc), deceptive trade practices (unconscionable conduct, misleading and deceptive conduct), product liability, enforcement and remedies (damages and other orders etc.) provisions of the Act.

26 Understanding Legal Language and Legislation

This elective focuses on the core skill of statutory interpretation, and allows students to develop and build their understanding of how to interpret legislation. As legislation needs to be read in context, and as understanding legislation requires a thorough knowledge of the grammatical tools employed by the legislative drafter, completion of the Language Skills for Lawyers Course (see right) is strongly recommended. Students who have not already completed the course, may do it at the same time as this elective. The course also includes an opportunity for students to refresh their legal research skills. In hands on classes students will learn how to find extrinsic materials, and consider their use; research the changing history of legislation and consider why this is important in statutory interpretation; and learn how to use research tools to locate words, phrases and sections which have been the subject of prior judicial consideration. The course will examine the common law and statutory principles of interpretation, and practice the application of these skills.

LANGUAGE SKILLS FOR LAWYERS COURSE

This course of two lecturers and a workshop is designed for students who would like to improve the way they write, to be more precise in their language and to learn the basis of traditional grammar and punctuation. The course is for students who have not had a good grammatical grounding in the past and who would like to have a better understanding of how the English language works.

The first lecture will concentrate on basic language categories, i.e., parts of speech, grammar and syntax and simple punctuation. The second lecture will continue from the first lecture with examples of English sentence structure ranging from simple to complex, which the students will then parse and analyse. Further language work in analysis is covered in a tutorial after each lecture on the evening noted in this course information book (page 44).

Language, Law and Latin

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

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

2. The second lecture will complete the overview of Latin as an inflected language with its basic parts of speech and sentence structure. Examples of increasingly complex sentence structure will be shown and explained.

3. The third lecture will use the previous lectures as the basis for looking at some extracts of the great Latin legal speeches from advocates and orators such as Cicero.
CLASSES

LECTURES

Commencement of lectures

Each year, the teaching programs in the Diploma in Law begin in May, with examinations in September (the Winter Session), and in November, with examinations in the following March (the Summer Session).

Evening students are expected to attend lectures regularly once each week in the subjects in which they are enrolled and distance students are expected to attend the Weekend Schools, as each course is designed around these lectures.

Learning from Lectures

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

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

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

General lecture arrangements

The lecture timetable appears at the back of this Course Information Handbook.

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 New Law School Building, Carslaw Building, the Chemistry Building and in the Eastern Avenue complex which are situated on Eastern Avenue in the main grounds of the University at Camperdown and in lecture theatres at the St James Campus, which is on the corner of Phillip, King and Elizabeth Streets, Sydney. The map at the back of this book shows the locations of main campus venues.

SPECIFIC LECTURE ARRANGEMENTS

Succession

The extended weekend teaching program offered in Succession will continue this semester. In place of evening lectures, there will be three weekend schools on 5-6 May 2012, 26-27 May 2012 and 14-15 July 2012. Lecturers are from 8.30am – 4.00pm.

Further details will be in the Subject Guide.

Understanding Legal Language and Legislation

This is an elective subject. Refer to Page 19 for a synopsis. The course will be taught in intensive mode over two periods throughout the session to allow for a longer, workshop style of presentation. Accordingly, there will be no separate weekend schools. The dates and venues for the Winter 2012 Session are:

- Friday 15 June - 9am to 5pm in Old Teacher’s College LT448
- Saturday 16 June - 9am to 5pm in New LSSR 100
- Friday 20 July - 9am to 5pm in New LSLT 026
- Saturday 21 July - 9am to 5pm in New LSLT 026

Timetable changes

From time to time, it may be necessary to cancel, re-schedule or relocate classes. The Law Extension Committee will give students as much notice as possible of any changes which need to be made. Students should ensure that their contact details are up to date.

Any cancellations or alterations to the lecture schedule, will be posted on the Student Message Board of the Law Extension Committee Website (see pages 22 to 23 for further information on the Webcampus).

DEVELOPMENT OF LEGAL SKILLS

Success in legal studies requires both the acquisition of knowledge and the development of the necessary skills of problem solving and analysis. Students need to learn how to apply their legal knowledge to a variety of novel factual situations - a proficiency which will be valuable in practice as well as in their studies. Legal knowledge alone - without the skills to apply it - is not a sufficient foundation for success in exams.

To assist students to become proficient in these areas, Legal Institutions, the first course undertaken by students, has been deliberately structured to
introduce students to the necessary skills of legal problem solving. Through lectures, class problems, research tasks and the assignments students should begin to build the necessary base of proficiencies which they will rely on throughout their studies.

As well, a package of self-guided tutorials is available on the Webcampus for students to work through at their own pace. These tutorials focus on the acquisition of general study and exam skills and on skills addressed in the Legal Institutions course. Each set of tutorial questions has an answer guide (which is best accessed after students have attempted the question) available to students at any time.

Contracts tutorials
To assist students in the development of problem solving skills, on-line tutorials are available in Contracts. In these tutorials students discuss a range of problems, focusing on how to identify the relevant issues and how to apply the law to solve the problem. Places in these tutorials are limited and priority is given to external and returning students. All Contracts students who have registered with the LEC will be notified by email at the start of the session and invited to apply for a place in the tutorials. Tutorials generally begin around week 3 or 4 and continue for 8 weeks.

Students with questions about the tutorial material, or general questions about the development of legal skills, approach to legal study or preparation for exams are welcome to contact the principal lecturer in Legal Institutions, Mrs Susan Carter, by email at any time at: s.carter@sydney.edu.au Telephone enquiries are also welcome during the Winter 2012 session on Mondays or Thursdays between 10 am - 12 noon on (02) 9392 0320.

ORIENTATION
An Orientation day will be held for all new students on Friday 11 May 2012. See page 44.

For new students, this will be an opportunity to gain a better understanding of the roles of the Board and the Law Extension Committee in the administration of the Diploma in Law course and an opportunity to meet other new students and form study groups.

There will also be information about using the University of Sydney Freehills Law Library. Details of the Orientation Day are included in your Enrolment Package and are also available on the Law Extension Committee Webcampus.

WEEKEND SCHOOLS
Weekend schools are held during each session primarily for external students.

The dates for the Weekend Schools are as follows:

- **Introductory weekend for all Legal Institutions students**
  Saturday and Sunday 12-13 May 2012
  Further information is provided separately in your enrolment package and is available on the Law Extension Committee website.
- **Weekend School 1**
  Friday to Sunday 1-3 June 2012
- **Weekend School 2**
  Friday to Sunday 27-29 July 2012

The program for Weekend Schools 1 and 2 for the Winter 2012 Session appears at the back of this Course Information Handbook.

Venue
Weekend School classes are generally held in the Eastern Avenue complex, the New Law School and the Carslaw 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 Eastern Avenue Auditorium, 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 or corporate 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 are very competitive, and a few minutes on the web may pay off. Enquire whether breakfast and are included, and whether there are any taxes to be added on.

PARKING

**Sydney University Main Campus (Camperdown)**
The University has a “pay-and-display” parking regime and heavy fines are imposed for non-compliance.

**Sydney University St James Campus (Phillip St, City)**
As you may imagine, parking space is at a premium around the St James campus (Sydney University Old Law School Building). There are no parking facilities for students within the building.
The Webcampus is now the primary mode of delivering Subject Guides and additional materials, submitting assignments, and advising students of assignment results.

Subject Guides and general notices will remain publicly accessible, but other features require students to log in. Please be aware that the Law Extension Committee does not post out Subject Guides and Course Materials.

The Webcampus is designed to incorporate important educational and administrative aspects of a campus. It gives registered students extensive access to library facilities and discussion forums. The administration section contains timetables and calendars, evening and weekend school lecture venues, general information and contact details.

The Webcampus is also the information centre of our teaching program. You should check regularly for updates, changes and additional materials. Important or urgent notices, such as unavoidable last-minute cancellations or venue changes, will be posted on the LEC Homepage and Ongoing Student Message Board.

LEC online registration process

All students enrolled for the Board’s examinations must also register online with the LEC in each subject for which they are enrolled with the Board. This must be done each session.

The LEC online registration period is from Thursday 19 April to Friday 27 April 2012.

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 and is a pre-requisite to issuing a new student library card or re-validating an existing library card. 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.

The Board will send out a confirmation of a student’s enrolment in due course.

If you have an application pending with the Board you must still register and indicate on the online registration 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 you have not registered between Thursday 19 April and 27 April 2012 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 and may experience delays in obtaining your Unikey Account which provides access to the online library facilities on the Webcampus. If you have not enrolled with the LPAB and registered with the LEC you will not be eligible to sit for the examinations.

To register with the Law Extension Committee you should follow these steps:

1. Visit the Webcampus at sydney.edu.au/lec and click on the link “QUICKLINK TO WEBCAMPUS LOGIN”
2. A log in box will be displayed. Complete your details in this box using a capital letter for the first letter of your last name only, and include your six-digit student number. Click “LOGIN”
3. The next screen will appear with “you must register to be able to use these facilities. Click here to register”. Simply click on the line to continue to the LEC Registration form.
4. Complete the form and click “SUBMIT”.

Should you move house or change your telephone number during the session, you can also change your personal details online. Please remember that you must also contact the LPAB and the Campus Card Centre concerning any changes to your personal details.

Please be aware that when you have completed the Online Registration with the LEC, you will not have immediate access to the Webcampus. If the online registration is completed successfully, your information should be live on the system after 6.00pm the following business day. If, for any reason, you do not have access after 2-3 working days, please contact the LEC Office and have your Student Number ready.
LEC Unikey Accounts

All current students will require a Unikey Account (also called Extro Account). It provides access to the online library facilities you currently access through the Webcampus, but in the same way that students enrolled at the University log in to online resources. [Please note that you need to have registered online first with the LEC in order to do this].

How do I setup my Unikey Account?

New students can generate their own Unikey Account through a LPAB Student Self Registration page. From the link on the LEC homepage, simply follow the instructions on the page by entering your:

- Student Number (this is the same Six Digit Student Number [ie 010000] that you use for your Webcampus login)
- Surname (this is title case sensitive ie Smith not smith or SMITH)
- Date of Birth

For new students who have registered online by Friday 27 April, self registration for their Unikey Account will commence from Monday 30 April.

Existing students will have their Unikey Account re-validated once they have completed their online registration between Thursday 19 April and Friday 27 April 2012.

Password

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

Email: support@sydney.edu.au

Phone: (02) 9351 6000

Course Materials and Forums

Two areas most students will visit often within the Webcampus are the Course Materials and the Forums. Under Course Materials you will find the Subject Guides and additional materials provided by Lecturers during the semester, which may include notes, copies of visual presentations, and general assignment comments. The Course Materials section is also 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.

Supplementary Materials are prescribed in some courses [see page 28]. These materials may be accessed by clicking on the direct link under Course Materials on the Webcampus. The direct link will take you to the Law Library E-Reserve where all Supplementary Materials for the Diploma in Law courses are held. Please note that these materials are password protected (see page 28).

The purpose of the Forums is to promote constructive discussion and the exchange of ideas about issues and principles in law. They are not for personal comment about any student or lecturer, nor are they the appropriate vehicle for making a complaint. Any comment in that regard should be addressed to the Director of the Law Extension Committee. Please see “Suggestions and Complaints” on page 34.

The Forums are meant to equate to self-directed seminars, and are a very useful way of compensating for the fact that many of you have less opportunity to debate issues as you might as full-time students on campus. Note that the Forum discussions are designed to be student-driven. Be aware that the comments and discussion on the Forums are provided by other students, with a similar level of knowledge and experience as your own.

The Lecturers do not correct or get involved in discussions in the Forums. If you have an enquiry you should email enquiries@lec.pip.com.au.
Web Conduct: Voices of Experience

We are all still learning about the impact of the web on our lives. Its vast potential must be treated with care and respect.

- Anything you post to the web should be regarded as permanent. Make sure it is constructive and polite. Attack issues, not people. Be humble and questioning, not dogmatic or arrogant.
- Do not copy notes or resources from the LEC, LPAB or Law Library website to other websites. This includes lecture notes and handouts, material held in electronic reserve and in subscription services.
- Do not attempt to sell or purchase lecture notes, recordings, past exam papers or resources where someone else owns the intellectual property. Note that copyright exists whether or not the owner asserts it.
- Do not transmit electronic versions of your assignment files except when you are submitting your assignment to the LEC.
- Do not post personal advertisements from employers such as positions vacant or advertisements seeking room mates.

The LEC is still being alerted to infringements in these areas. There is potential for serious and career-jeopardising misconduct in each area. If in doubt about appropriate conduct, call to discuss it.

Legal Skills

This section contains a package of self-guided tutorials for students to work through at their own pace. These tutorials focus on the acquisition of general study and exam skills; on skills addressed in the Legal Institutions course; and on legal problem solving in the context of contracts problems. Each set of tutorial questions has an answer guide - which is best accessed after students have attempted the question.

Administration

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

For information on Submit Assignments, please see pages 25 and 26 and consult the Guide to the Presentation and Submission of Assignments.

Research Links

This facility 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.

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.
ASSIGNMENTS AND ASSESSMENT

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
- the research and resource provision through the Law Library
- the setting and assessing of assignments

In accordance with the Legal Profession Admission Rules, the LEC is obliged to inform the Board when a student has not completed the LEC’s course of instruction in a particular subject to the LEC’s satisfaction and is therefore ineligible to sit the examination in that subject. See page 36.

To be eligible to sit for the Board’s examination, students must register online with the LEC in each subject in which they are enrolled and satisfactorily complete any task prescribed in the LEC’s teaching program for that subject.

Assignments

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.

Please refer to the relevant Subject Guide and the Course Materials section on the Webcampus for the guide to the Presentation and Submission of Assignments.

Assignments as Part of the Board’s Examinations

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

Submission

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

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.

Review

Where a student's overall mark after the examination is between 40-49%, the student’s assignment in that subject will be reviewed prior to a final mark in the subject being awarded. Except in the case of demonstrable error, assignment marks will not otherwise be reviewed prior to the examination.

Purpose of Assignments and Submission Policy

Assignments are prescribed to ensure that you take the opportunity to refine your techniques of research, analysis and expression, and to give you feedback on them.

It is an integral part of the discipline of studying law that tasks are performed in a responsible and timely manner. Adhering to deadlines is an important aspect of this. Also, to be fair to all students, there must be a substantially equal amount of time available for each assessment task. Very early in each session you should make sure you will be able to adhere to the prescribed submission dates for compulsory tasks.

Assignment questions and due dates in all subjects can be found under Course Materials on the Law Extension Committee Webcampus. Once you have registered online with the Law Extension Committee, you will have full access to all the facilities on the Webcampus (see page 22 for instructions).

Presentation of written work is also a vital part of a professional discipline. 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. With regard to assessment and eligibility criteria relating to assignments, see pages 27 and 12.

PLEASE:

- Check your Subject Guides for the compulsory requirements in the subjects you are studying, make a careful note of the due date and ensure you are able to complete them by the due date.
- Check your copy of the Guide to the Presentation and Submission of Assignments before completing and submitting an assignment.
- Submit your assignments online to the Law Extension Committee, not the Legal Profession Admission Board.
Submitting Assignments

Make sure you submit assignments to the Law Extension Committee by the due date in your Subject Guide and in accordance with the instructions in the Guide to the Presentation and Submission of Assignments. It may be accessed and downloaded directly from the Law Extension Committee Webcampus.

Please ensure you submit the correct version of your assignment and that your answers to individual questions are submitted as one document.

Submit Assignments

All assignments must be submitted online through the Webcampus Submit Assignments and must be submitted by the due date. The assignment must be submitted in a readable format to be accepted. If unable to submit through the Webcampus then you must email your assignment to:

lecass@pip.com.au

All assignments must be submitted electronically.

The Results screen allows students to track the progress of assignments. Students are able to check:

• when an assignment was received,
• if the assignment is able to be read,
• the mark.

Please check the Results screen before contacting the Law Extension Committee with an assignment query.

It is your responsibility to notify the Law Extension Committee if, three business days after submitting the assignment, you become aware that your assignment is not recorded as having been processed or shows as "unable to open" or "wrong file format". If this is the case, please ring the office and have your tracking number and student number ready to provide the Law Extension Committee staff.

Further information regarding the submission of the assignments is provided in the Guide to the Presentation and Submission of Assignments.

Feedback

Markers will make every effort to mark your paper quickly. Comments by markers will address the aim of the question.

Late Assignments

In cases of unforeseen hardship, typically illness or accident, we will try to provide an opportunity for a student to submit an assignment for up to 10 days after the due date. The critical word here is "unforeseen". All students should try to ensure that they are not vulnerable to last minute technology or workplace crises. Complete assignments ahead of the due date.

If, after taking these precautions, it is apparent that an assignment will not be submitted by the due date, it is imperative that you contact the LEC immediately. Unless we are contacted prior to the due date, an extension cannot be granted.

Extensions will only be granted in exceptional circumstances. The Law Extension Committee may use its discretion to grant extensions, however as a general rule, an extension will only be granted based on serious misadventure or unforeseen medical grounds. The application must be accompanied by a specifically detailed medical certificate, or in other extenuating circumstances accompanied by a statutory declaration and evidence of unforeseen disruption to study.

Pressure of work, holidays or family commitments generally are not valid reasons for an extension.

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 teacher 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 considered response.

Any part of an assignment that is not your own words must be specifically identified and referenced. Use a comprehensive and consistent referencing style.

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 copy an answer to an assignment of another student, whether the student is a past or current student or a student doing a similar course at another institution. Students need to be especially careful not to appropriate the notes or electronic files of others.

Nor should students allow others to appropriate their notes or electronic files knowing or suspecting that their material may be used inappropriately.

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. In relation to this, students’ attention is directed particularly to Rule 82 of the Legal Profession Admission Rules, 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 practise, there is the professional issue of character.

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 fulfilment of personal achievement.

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 the source you are using from your reference.

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.

Assignments are assessed carefully and marks are reviewed before eligibility status is recorded. We do not have the resources to remark assignments but we will offer as much assistance as possible in clarifying and furthering understanding and analysis of issues.

The grading and assessment criteria identified on page 18 of the Guide to the Presentation and Submission of Assignments are cumulative - each level assumes that the characteristics of the one below have been satisfied.

Assignments Submitted in a Previous Session

A student must complete all compulsory assignments in that subject to be eligible to sit the ensuing examination. An assignment submitted in a previous session does not count towards the current session.
SUBJECT GUIDES AND MATERIALS

Subject Guides are available to registered students through the Course Materials section of the Law Extension Committee Webcampus and through the LEC’s homepage. The Webcampus homepage can be found at:

sydney.edu.au/lec

Each session a number of students, for various reasons, enrol late. If there is a delay in your enrolment being processed, you are encouraged to register online on the LEC Webcampus and to attend lectures in the meantime, download Subject Guides, and undertake assignments. You need to do this at the commencement of each session.

Please note that satisfactory completion of a subject with the Law Extension Committee and eligibility to sit for the Board’s examinations are dependent on valid enrolment with the Board and registration with the Law Extension Committee.

Supplementary materials are prescribed in several subjects including:

01 Legal Institutions
02 Criminal Law and Procedure
03 Torts
04 Contracts
06 Constitutional Law
09 Administrative Law
14 Conveyancing
15 Practice and Procedure
16 Insolvency
17 Legal Ethics
18 Conflict of Laws
19 Family Law
20 Local Government and Planning
22 Intellectual Property
23 Public International Law
24 Jurisprudence

Most of these additional materials can be downloaded from the Law Library E-Reserve, accessed via the Course Materials section of the Law Extension Committee Webcampus or the Law Library's website.

It is important that all students register online with the LEC between Thursday 19 April and Friday 27 April 2012, in order to receive their copy of the supplementary materials.

In a few instances, hard copy materials will be provided in some subjects. Evening students will receive these materials at their first weekly lecture and external students will be posted their materials.

These supplementary materials are password protected. To access the materials off-campus you will need to enter your personal password also known as your “Unikey”. Once you have registered on the LEC site you may then self-register for your Unikey Account from the Webcampus by following the links at the LEC homepage.

Prescribed Texts

A Law Extension Committee Text and Materials List will be available to download from the Law Extension Committee Webcampus. The Texts and Materials List is generally available approximately one month before the start of each session.

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 4 of the Wentworth Building (across City Road from the Carslaw Building). Hours are Monday to Friday 10am to 4:30pm. They can also supply books by mail order and accept credit card payments by phone or email:

Phone: (02) 9660 4756
Email: books@src.sydney.edu.au

If you choose to purchase a superseded edition of a textbook be aware that the law may have changed and you will need to check independently for any necessary updates.
LAW LIBRARY

LOCATION

The University of Sydney Freehills Law Library is located in the Sydney Law School Building on the Camperdown Campus. The Sydney Law School Building is located on Eastern Avenue between Fisher Library and the Eastern Avenue Auditorium. The University of Sydney Freehills Law Library is on the level L adjacent to Victoria Park and can be accessed from the main entry to the New Law Building on Eastern Avenue.

CONTACT DETAILS

Phone: (02) 9351 0216
Fax: (02) 9351 0301
Email: law.library@sydney.edu.au
Web: sydney.edu.au/library/libraries/law

LPAB Liaison Librarian (Patrick O’Mara)

Phone: (02) 9351 0293
Email: patrick.omara@sydney.edu.au

Library opening hours: These hours are subject to change. For up to date details, please see the Law Library’s website (sydney.edu.au/library/libraries/law).

To Saturday 30 June 2012
- Monday to Thursday: 8.00 am – 10.00 pm
- Fridays: 8.00 am - 8.00 pm
- Saturdays: 9.00 am – 5.00 pm
- Sundays: 1.00 pm – 5.00 pm

Holiday closures

Easter Period
Friday 6 April to Monday 9 April 2012: Closed

Anzac Day Public Holiday
Wednesday 25 April 2012: Closed

Queen’s Birthday Public Holiday
Monday 11 June 2012: Closed

Sunday 1 July 2012 to Sunday 29 July 2012
Opening hours to be advised. Visit University of Sydney Freehills Law Library website for further details. Information will also be provided on the Message Board on the Law Extension Committee’s website.

Monday 30 July 2012 onwards
- Monday to Thursday: 8.00 am – 10.00 pm
- Fridays: 8.00 am - 8.00 pm
- Saturdays: 9.00 am – 5.00 pm
- Sundays: 1.00 pm – 5.00 pm

LIBRARY ASSISTANCE

Guides to the Law Library can be obtained from:
- Library Information Desk

CONTACTS

The Information Desk telephone number is (02) 9351 0216.

The LPAB Liaison Librarian is Patrick O’Mara. His telephone number is (02) 9351 0293.

LIBRARY CARDS

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

Your 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. Your Library card is non-transferable, and must be presented when borrowing.

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

Lost Cards: A replacement card can be issued at the Campus Card Centre on Camperdown campus on receipt of a replacement fee.

For further information phone (02) 9351 2423 or visit the Campus Card Centre website at sydney.edu.au/card_centre

CHANGES TO PERSONAL DETAILS

Any changes to personal details, including address, contact details and email address should be given directly and separately to each of the following:
- Legal Profession Admission Board
- Law Extension Committee
- Campus Card Centre (see contact details above)
As emailed reminder notices are provided by the Library as a courtesy service to students prior to borrowed items being due for return, it is essential that the correct email address is provided to the Campus Card Centre.

Borrower records can be accessed online for information including personal information, date due of borrowed items and fines at: sydney.edu.au/library/mylibrary

**BOOK COLLECTIONS**

Books are available for loan in the Law Library as follows:

- **Law Short Loan collection.**
  
  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.

- **Law Research collection.**
  
  Loans are for 8 weeks with unlimited renewals if nobody has requested the item. If the item is requested by another borrower while out on loan, it will be recalled and the due date will change. You will be notified by email if an item is recalled, advising of the new due date. Fines apply if items are not returned by the new due date.

- **Law Reserve collection.**
  
  Loans for these high demand materials are for two hours.

**LOANS**

Overdue books will attract fines. You will not be permitted to borrow if books are overdue or if fines exceed $25. Lost books will attract a replacement fee.

Borrowers can check the date their loans are due back, renew Law Research books and pay fines at MyLibrary: sydney.edu.au/library/mylibrary

Emailed reminder notices are provided by the Library as a courtesy service. Thus it is important to give the Campus Card Centre your correct and current email address.

Hard copy law reports, legislation, loose-leaf services and journals cannot be borrowed but many of these materials are also available online. See Online Legal Resources below for details.

**Self-Check out**

Most Library items can now be borrowed from the self-check counter, which issues a ‘date due’ slip. Items may also be borrowed from the Law Library Information Desk.

**CAN’T GET TO THE LAW 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 students of Sydney University including Diploma in Law students to borrow from another University Library that is closer to you.

**How to apply**

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 fee to the host library, where photo identification and proof of current enrolment is required.

For more information contact the university library from which you are planning to borrow, or ring the Law Library on (02) 9351 0216 or refer to:

sydney.edu.au/borrowing/cards.html#ula

**Extended loan periods for Distance/Country students**

External students living beyond an area bounded by Faulconbridge, Wollongong, Lisarow, Picton and Richmond train stations may request a two week loan for books borrowed in person from the law short loan collection. Requests must be made at the time of borrowing.

**Distance/Country book request service**

External students as defined above may ask for books to be sent by post. An extended borrowing period to allow for receipt and return of books is included. Please note that fines will accumulate if books are returned late, and lost books will attract a replacement fee. Please phone on (02) 9351 0353 for details. Requests can be sent via:

- online request form at: sydney.edu.au/library/libraries/lpab.html#reqforms
- e-mail to law.library@sydney.edu.au
- fax on (02) 9351 0301
Distance/Country document request service

Cases, journals, articles and book chapters required for private study that are not available online can also be sent to distance/country students. Documents are sent via email or alternative method if preferred. This service is subject to copyright restrictions.

Request forms including a copyright declaration are available from the Law Library website at:
sydney.edu.au/libraries/law/lpab.html#reqforms or by phoning (02) 9351 0353.

LPAB PAST EXAMINATION PAPERS

The Board’s Examinations Committee has determined that only examination papers from the last three sessions will be accessible via the LPAB’s website at: www.agd.nsw.gov.au/lawlink/lpab/lIl_lpab.nsf/pages/lpab_pastexampapers

The reason for this is that earlier papers could be misleading if relied upon as reflecting the current curriculum.

ONLINE LEGAL RESOURCES

Students have access to a wide range of online databases and other web resources including full-text cases and journal articles. These databases can be accessed both on and off campus by students who are currently enrolled in the Diploma in Law.


Library’s LPAB Students page: sydney.edu.au/library/libraries/law/lpab.html


ACCESSING ONLINE DATABASES FROM OFF-CAMPUS

Off-campus access to most databases can be obtained by typing in your Unikey login and password when prompted.

Unikeys can be obtained from: sydney.edu.au/extro/LEC/lecreg.cgi

A small number of databases are accessible via password only. Passwords can be obtained, when prompted at the listing for these databases on the Law Databases page, via Unikey login and password.

Supplementary Materials

Many courses have supplementary materials that are available via the Library’s website. Currently to access these materials, either go to the Course Materials section of the Law Extension Committee Webcampus OR go to: sydney.edu.au/library/libraries/law/lpab.html#LibResources

Note that if you are off-campus you will be prompted for your Unikey in order to gain access to individual resources.

If you have any queries about or difficulties accessing library databases, please contact the Law Library on (02) 9351 0216 or email your enquiry to law.library@sydney.edu.au. Alternatively, you can contact Patrick O’Mara, the LPAB Librarian, directly on (02) 9351 0293 or at patrick.omara@sydney.edu.au.

LEGAL RESEARCH TRAINING

Introductory online guides: sydney.edu.au/libraries/law/lpab.html#researchguides

Basic Legal Research Texts:

• Nemes and Coss Effective legal research/ Bruce Bott, Jill Cowley and Lynette Falconer Sydney: LexisNexis, 2010. 4th ed. Held Law Short Loan 340.072 17C
• A Practical Guide to Legal Research / Sue Milne and Kay Tucker, Sydney: Law Book Co., 2010. 2nd ed. Held Law Short Loan 340.072.22 A

Law Library legal research hands-on classes and tours for Diploma in Law students

• Library tours - 30 minute tour of the Law Library and facilities are available on request. Contact Patrick O’Mara, LPAB Librarian, to arrange a tour.
• Finding cases - covers finding Australian and English cases in full text in a variety of online databases and how to find additional information about cases.
• Finding legislation - looks at finding and researching legislation, both online and in hard copy format.
LAW LIBRARY

- Finding books, journal articles and other secondary sources - covers searching databases to retrieve journal articles, books and other material on a particular case or topic.
- ‘All in one’ legal research class - This 3 hour class (9.30-12.30 pm or 1.30-4.30pm) held on Saturdays (as well as a Friday afternoon class from 1.00pm to 4.00pm to coincide with Weekend School 1) is a condensed version of the above classes to make attendance easier for students who are unable to get to individual sessions.

All classes are held in the University of Sydney Freehills Law Library Computer Training Rooms.

Bookings are required for ALL classes. Places at the three hour ‘All in One’ classes tend to fill up fast so book early to avoid disappointment.

To make a booking for a class or tour contact Patrick O’Mara, LPAB Liaison Librarian - email: patrick.omara@sydney.edu.au or phone (02) 9351 0293.

Priority will be given to distance students at the ‘All in One’ class scheduled for 1pm to 4pm on Friday 1 June 2012 prior to Weekend School 1). However, Sydney-based students are welcome to submit an expression of interest in attending this class and can do so if there are places available. More ‘All in One’ classes may be scheduled on another Saturday if there is sufficient demand.

Individual legal research consultations are also available. Please contact Patrick O’Mara, LPAB Liaison Librarian (email patrick.omara@sydney.edu.au or phone (02) 9351 0293) to make an appointment.

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The cooperative venture between the Supreme Court, Legal Profession Admission Board, and the University of Sydney’s Law Extension Committee, provides a unique environment for the study of law. From the University we draw on its commitment to its three stated overarching attributes for students: the development of scholarship, of lifelong learning, and of global citizenship. From the Court and the Admission Board we inherit and teach to a curriculum that has a distinct professional orientation, while satisfying the academic requirements for admission as a lawyer. With that we derive a fundamental commitment to the recognition, adoption and enhancement of professional characteristics that are essential in a good lawyer. To practise law a candidate must be able to demonstrate good character. In our studies of legal ethics, specifically and through the curriculum, there is a strong emphasis on the duties that accompany the privileges of being a lawyer.

The LEC’s teaching program is available in outline on the Webcampus. The Subject Guides also contain the LPAB curriculum. They are available to all who wish to read and study them. As a whole the curriculum demonstrates the emphasis on the professional life of a lawyer. That is reflected in the teaching, where we employ a range of expert practitioner-Lecturers, backed by a very strong group of academic Lecturers. We maintain the primacy of classroom or face-to-face teaching, in the belief that this provides the most meaningful educational experience, putting role-models of legal analysis and practice in direct contact with students.

The profession of law requires very high standards of integrity, of honesty and diligence. Please read the following paragraphs carefully, each time you enroll.

The personal traits required of a lawyer are traditionally described as “good fame and character”. While cheating gets all the publicity in the context of academic conduct, there are standards of behaviour that underpin a profession centred on representing clients and advising on their problems. Impartiality and civility are hallmarks of a good lawyer. A lot rides on the way we communicate, as well as what we communicate. Much of our work is done by telephone and email. Practice client communication skills at every opportunity, whether dealing with us, your employers or your colleagues. Make abuse unacceptable from the beginning, whether it is directed to you or you are tempted to use it. It doesn’t do anybody any good, and importantly from a lawyer’s perspective, reduces the chances of a mutually beneficial outcome.

The internet and mobile phones have forced new considerations of communication etiquette. Web forums are particularly vulnerable. It is easy to attack through them, but slander is not just personally injurious, it may be defamatory. There are very good reasons for insisting that comment on forums, for example, is never personal, but focuses on issues, concepts and constructive exchange of ideas. Similar sensitivity should apply to email and text messaging. As a practitioner, issues of confidentiality will also arise when using these media.

Aspiring lawyers should also be especially aware of property rights as they affect web usage and transmission of lectures and resource material, and with using the library and its resources. Lectures and materials provided by the LEC are for private study by enrolled students. Nothing spoken by Lecturers or material made available on or through the Webcampus should be reproduced anywhere else.

In the library and the classroom, respect the needs and rights of others. If students wish to make audio copies of lectures they should seek the permission of the teacher and make a copy on the understanding that it is for their use only. It is understandable that occasionally a friend might seek your notes to fill a gap, but it is important not to become complicit, even innocently, in what can amount to an appropriation of the property of others. You should be very wary if lectures or a series of lectures are offered to you, in any form, and on no account should you be tempted to purchase lectures.

By enrolling and registering to study with the LEC, you agree to comply with the Code of Conduct published on the Webcampus. Take time to read it carefully. It is amended from time to time, to take into account experiences and insights that may arise. Students are most welcome to make comments and suggestions on the Code of Conduct. The Code is also being developed as a document that bridges both the University requirements and those of the LPAB on expectations regarding conduct. It is further recognition that Diploma in Law students are affected by University policy and the requirements, which can be broader and also more specific, of the legal
profession. As an example, this is one reason why an allegation of plagiarism can have such serious consequences. Lawyers have the trust of their clients. They must be honest and be seen to be honest. It is not always obvious to students that cheating in assignments is doubly dishonest - there is the plagiarism and the false declaration that accompanies the assignment.

CHARACTERISTICS

Throughout your studies with the LEC and the LPAB you should be conscious of the professional characteristics that we hope will be evident in a law graduate. There has been much discussion on formulating appropriate graduate attributes to guide curriculum development. Some of the more generic ones are mentioned above. Academic, practical training and professional bodies have produced more descriptive accounts, and the LEC is developing a set of graduate characteristics consistent with the objectives of each syllabus. We invite you to contribute, especially since the goal is to describe the desired characteristics of a graduate.

If we begin with integrity, how do we describe it in a way that reflects the requirements of the profession? There are the components of personal and professional honesty, existing together. Integrity can be viewed through the eyes of a student, a lawyer and a client. For a client, it will mean not just honesty, but competence, and candour. To achieve this, the ability to communicate is essential.

For the LEC formulation of characteristics, communication will be central. Effective communication covers abilities to explain and write clearly. It covers a capacity to understand a lecturer's argument and client's needs, and to be able to explain both. And most importantly it depends on an ability to listen. Coming to what tends to dominate a teaching and learning environment, a characteristic to which we devote much effort is the ability to process information. That too depends on listening skills. At its core it involves critical analysis: the ability to identify relevant issues, to apply appropriate law, to solve problems, and to communicate all that clearly and concisely. It also involves time management. The ability to arrange your time, as a student and as a practitioner, has a large impact on your effectiveness. From the start of your studies it is important to organise your work.

INTEGRITY IN STUDY

To be part of a profession, and part of a group of law students, is a privilege. Law can be liberating in terms of access to power and lifestyle. That type of freedom, in our society, carries responsibility. People rely on lawyers, often when the impact on their livelihood is very high. If there is one encompassing characteristic that we aim for, it might be put under the heading of integrity.

To take a relevant example: occasionally we have to make decisions in the interests of integrity that are not popular with students. We have to be sure that students reach the requisite standard to take the LPAB examinations. We have to ensure that we can be confident that the work presented to us is truly a student's own work. One situation that can lead to complications is the outcome of collaborative learning. You will have read that we encourage study groups. These, and the ready availability of comment and opinion on the web, make it imperative that you are able to present and argue your own views on issues and assignment problems. It is easy for someone to appear to be expert. Many are genuinely generous in offering advice. Too often in assignments we see a group of people adopting a particular line without their own critical evaluation of it, to their detriment. Sadly, similar stories have emerged from people who have paid a substantial amount of money for private tutoring from fellow students. Whether you are tempted to part with money or take it, evaluate the situation carefully.

Good conduct, then, also demands an independence of thought. Here education and character reinforce each other. A lot of what is said above accompanies sound study habits. Maintain and develop these attributes from the beginning and your study of law will not only be in keeping with the aims of the profession, it will be satisfying and increase the likelihood of success.

SUGGESTIONS AND COMPLAINTS

"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 Law Extension Committee, we would like to hear it.
If you have a complaint about the Law Extension Committee Office, teaching or assignments, or our program generally, please call us on (02) 9392 0320 to discuss the issue. If your concern is about an individual lecturer you should first take the matter up with the lecturer if you are able to do so. If not, you should contact the Director of the Law Extension Committee, Mr Frank Astill. Further information is available in the Code of Conduct.

ADVICE AND THE FUTURE

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. Law is a living study and practice. It is likely that you will see changes. You should see yourself as an active participant in learning, and that learning will continue in formal and informal ways. Hence the emphasis above on lifelong learning, which requires adaptability, creativity and motivation. Make the most of your time with the LEC. Plan your schedules, work consistently through the semester, take responsibility for your study and performance, and be resilient. We wish you well in your studies and for the future.
EXAMINATIONS

ELIGIBILITY TO SIT

Rule 63A of the Legal Profession Admission Rules provides that a student who has enrolled for and undertaken a course of instruction in a subject of examination conducted by the Law Extension Committee and who has completed the requirements of the course, may sit for the examination in that subject unless the Law Extension Committee notifies the candidate and the Examinations Committee, prior to the examination, that the candidate has not completed the requirements of the course to the satisfaction of the Law Extension Committee. (See page 12-13 regarding notification.)

The course requirements for each subject are set out in the relevant Law Extension Committee Subject Guide.

EXAMINATION TIMES

The examination timetable is set out on page 40.

Each examination consists of 3 hours writing time and 15 minutes reading time. Candidates are permitted to make notes during reading time.

Candidates should report to their nominated examination centre at least 20 minutes prior to the commencement of an examination to ensure they are present for important announcements.

IDENTIFICATION

A candidate should bring his or her Student ID Library Card to the examination. If the card has been mislaid, the candidate should obtain a replacement card from the Campus Card Centre prior to the examination. If this is impossible due to time constraints, the candidate must bring alternative acceptable photo ID, ie a current driver’s licence, NSW photocard or passport.

Any candidate without acceptable identification will not be permitted in the examination room.

EXAMINATION ATTENDANCE

Candidates must attend their nominated exam venue. A candidate that presents themself for examination at a venue other than the nominated on his/her enrolment form may not be permitted to sit. Candidates should arrive at the examination centre on time so that they are aware of all announcements regarding examination protocols. A candidate who arrives at the examination centre after the commencement of an examination may not be permitted to enter the examination room, but if so permitted will not be allowed additional writing time at the end of the examination. Each candidate must remain in the examination room for at least one hour after the commencement of the examination, and must not leave the examination room until his or her answer booklets have been collected and other permitted materials checked.

A candidate who enters the examination room, stays for one hour and hands in an answer booklet with his/her student number but does not attempt any questions will be deemed to have sat for the examination.

Candidates scheduled to sit, but for any reason unable to attend an examination at either the Armidale, Broken Hill, Dubbo or Lismore venue, are requested to contact the venue, on the day of the exam and preferably prior to the start of the exam, to advise of their non attendance.

Examinations may only be undertaken in accordance with the published timetable. Candidates who fail to attend an exam will be required to re enrol and sit in a later session as supplementary exams cannot be arranged.

PERSONAL ITEMS IN EXAMINATIONS

Students may take in pens, small sweets and a bottle of water in a clear container, but not fruit, biscuits, soft drinks or food generally. A small fruit juice may also be taken in by people with diabetes. Mobile phones or any other device that offers internet access or data storage must be switched off and either surrendered to the Examination Supervisor or left in your bag in the designated storage area. The Board can accept no responsibility for the loss of students’ personal property.

Anything taken into the examination room must be made available for inspection by the examinations supervisors or other Board staff. Students are reminded that they must comply with the Board’s examination protocols.

STUDENTS WITH DISABILITIES

A candidate may apply to the Board for special examination conditions if he or she has a medical, physical, sensory or psychiatric condition or impairment, or a documented learning disability which will prevent him or her demonstrating the extent of his or her knowledge in an examination.
A candidate must confirm the exams he/she will be sitting, the venue he/she will be attending and supply recent relevant documentation in support of his or her application, such as a medical certificate, which should be made as soon as possible after enrolling but no later than Friday 10 August 2012 to the Examinations Officer.

The medical documentation should describe the condition, its likely development over time, and the type and extent of special examination conditions which would permit the student to perform on his/her merits. **Special examination conditions are approved for a specified examination session only and students should not assume ongoing approval and must reapply each session.**

Examiners are required to mark papers strictly according to their merits, without regard to candidates’ medical or personal problems. Under no circumstances should a candidate attach a medical certificate to an examination booklet, or otherwise communicate with an Examiner seeking special consideration in relation to his or her examination performance. A candidate whose examination performance is likely to be adversely affected by personal circumstances may be better advised not to present himself or herself for examination.

**It is not possible for supplementary exams to be taken at a later date.**

**CLASH OF EXAMINATIONS**

It is not the responsibility of the Board to notify students of any clash of exams. Please check the examination timetable on page 40.

A student sitting for two exams that, according to the examination timetable are scheduled at the same time on the same day, may apply to the Board for special arrangements allowing him or her to sit both exams. Applications in writing must be lodged by no later than Friday 10 August 2012.

A maximum of two exams may be sat in one day. These is no provision for supplementary exams to be taken at a later date.

**PERMITTED MATERIALS IN EXAMINATIONS**

Prior to the examinations, the front page of every examination including the list of permitted materials for each subject, will be published on the Board’s website: www.lawlink.nsw.gov.au/lpab

Examinations are usually either open book or closed book.

Students-at-Law are requested to pay particular attention to the list of permitted materials so that they do not inadvertently take unpermitted material into an examination. You should rely only on information from the Board in relation to permitted materials. You should not rely on remarks by lecturers or students.

Some instances of cheating and of bringing unauthorised material into the examination room in previous examinations have come to the notice of the Board. Candidates are warned that such conduct may result in instant expulsion from the examination, and exclusion from all further examinations.

Candidates should note particularly that the answers they submit in examinations must be their own work. As with assignments, plagiarism or any other form of academic misconduct in examinations will be dealt with under Part 9 of the Legal Profession Admission Rules 2005 and can attract serious penalties.

Candidates are also requested to bring swiftly to the notice of examination supervisors any cheating of which they become aware.

**PLAGIARISM AND ACADEMIC MISCONDUCT**

Cheating in the Board’s examinations or the Law Extension Committee’s home assignments occurs from time to time and leads to a great deal of distress for all concerned. A Student-at-Law must ensure that any examination or assignment work which he or she submits as his or her own, really is his or her own, and has not been created, wholly or in part, through the use of an unauthorised aid or someone else’s work.

Candidates should note particularly that the answers they submit in examinations must be their own work. As with assignments, plagiarism or any other form of academic misconduct in examinations will be dealt with under Part 9 of the Legal Profession Admission Rules 2005 and can attract serious penalties.

The Examinations Committee and the Law Extension Committee are required by Rule 82 of the Legal Profession Admission Rules to be vigilant to detect any cases of cheating in examinations or home assignments. The comments of the Law Extension Committee on this subject are on pages 33 and 35.

If a teacher or other officer of the Law Extension Committee alleges that plagiarism has occurred in an assignment, or an examiner or other officer of
the Board alleges that there has been cheating in an examination, the Board’s Executive Officer usually puts the allegation to the Student-at-Law, asking him or her to show cause why he or she should not be dealt with under Rule 84.

The ensuing formal procedures, set out in Rules 84 and 85 of the Legal Profession Admission Rules, can involve a formal hearing before a Hearing Committee, a reprimand, refusal of admission to examinations for a specified period, or cancellation of registration as a Student-at-Law. Records of disciplinary proceedings and findings against a Student-at-Law become part of that student’s official record and may be kept by the Board for over 70 years.

One of the most fundamental qualities of a lawyer is honesty. The Board takes cheating so seriously because it shows a lack of this most fundamental quality. Unless the Board is satisfied that a person is honest, the Board must refuse that person’s application for admission to the legal profession. In 2004 the Board did refuse to approve the admission of a university law graduate found guilty of several instances of plagiarism.

In December 2007 an Australian lawyer was struck off the roll for failing to disclose a plagiarism offence at the time of admission.

The Board’s disciplinary provisions may be employed in relation to other forms of misconduct but, in recent times, there have been more allegations of cheating than any other form of misconduct.

**HANDWRITING LEGIBILITY**

Candidates are cautioned that handwritten exam answers must be clear and distinct. If an Examiner finds it impossible to interpret a candidate’s handwriting the Board will inform the candidate who may then be required to lodge an application for arrangements to transcribe his/her answers into a typed version. The candidate will be required to meet the cost of these arrangements.

**WITHDRAWAL FROM AN EXAMINATION**

Candidates are not required to give notice that they are withdrawing from subjects in which they are enrolled. A candidate who does not present himself or herself for examination will not be recorded as having failed the examination.

In ceasing to prepare for an examination, however, a candidate should be mindful of the progression and exclusion rules to which reference is made on pages 11-12, and to any special conditions which may have been imposed on him or her by the Examinations Committee.

Enrolment fees are not refunded, or carried forward to a later session, in cases where a student withdraws.

**RESULTS**

A combined assignment and examination mark of 50 – 64 = Pass;

A combined assignment and examination mark of 65 – 74 = Pass with Merit; and

A combined assignment and examination mark of 75 – 100 = Pass with Distinction.

Results will be mailed to each candidate no later than 23 October 2012.


Candidates may apply in writing to have their results withheld from publication.

Examination results will not, under any circumstances be given over the telephone by the Board’s staff. Nor will they be available over the counter at the Board’s office.

**EXAMINATION PRIZES**

Prizes are awarded each semester in a number of subject areas unless otherwise determined by the Examinations Committee.

Prizes are only awarded to students who are eligible for the award of the Diploma in Law. For example, a student who intends to complete less than half of the Board’s examinations is not eligible to receive any prizes.

Refer to the LPAB’s website for details.

**POST EXAMINATION INTERVIEWS**

A student may apply for an interview with an Examiner in relation to his or her examination performance.

An application must be lodged at the Boards’ office no later than 2 November 2012. The application must be accompanied by a fee of $110.00. Please do not
combine this fee with any other application fee such as your enrolment fee. Late applications will not be accepted.

The interview will be held at a time and place convenient to the Examiner. The student will be notified of arrangements for the interview as soon as possible.

It should be noted that an interview is not part of the marking process, and that a student’s result will not be changed at, or as a result of, an interview. The purpose of the interview is to allow the Examiner to explain how a student’s examination script does, or does not, satisfy the requirements of the examination.

It is not an opportunity for students to dispute the marks awarded with the Examiner. A student who behaves in an unreasonable or aggressive manner during the course of an interview may be subject to a charge of misconduct.

A copy of the exam script will be forwarded to the student in advance of the interview. If a student should subsequently decide to withdraw from an interview he or she must inform the Board immediately.

Please note in such instances the application fee is non-refundable.

**EXAMINATION SCRIPTS**

A student may make written application to the Board for the return of his or her examination script. The application must be lodged with the Board within one month after the publication of examination results, and must be accompanied by a stamped, self-addressed C4 envelope (A4 or larger) measuring 229 mm x 324 mm. Examination scripts requested in this way will normally be returned within two months of the publication of examination results. Remaining scripts will then be destroyed.

The Justice and Police Museum in Sydney was formerly a police and court complex that administered law and some order to the quay area.
## EXAMINATION TIMETABLE – SEPTEMBER 2012

### EXAMINATION CENTRES

**Sydney**  
Level 1 of the Wentworth Park Sporting Complex  
Wattle Street, Ultimo NSW 2007  
(Entry via Wentworth Park Road Gate)  
Telephone (02) 9552 1799

**Parramatta**  
Northcott Function Centre  
1 Fennell St, North Parramatta NSW 2151  
Telephone (02) 9890 0100

**Albury**  
St Davids Uniting Church  
Wesley Room  
Corner Wilson and Olive Streets  
Albury  
Telephone (02) 6021 6847

**Armidale**  
The Wicklow Hotel  
Corner of Dumaresq and Marsh Streets, Armidale, NSW  
(Entry via courtyard off Marsh Street)  
Telephone (02) 6772 2421

**Broken Hill**  
582 Radium Street  
Broken Hill  
Telephone (08) 8087 7842

**Canberra**  
Australian Catholic University  
Signadou Campus  
223 Antill Street, Watson ACT  
Telephone (02) 6209 1129

**Dubbo**  
Dubbo RSL Club  
Cnr Brisbane & Wingewarra Streets  
Dubbo NSW 2830  
Telephone (02) 6882 4411

**Lismore**  
St Peters Anglican Centre  
Deegan Drive  
Goonellabah, Lismore  
Telephone (02) 6622 1860

**Newcastle**  
The Glades Wedding and Conference Centre  
270 Hillsborough Rd  
Warners Bay 2282  
Telephone 1300 851 112

Examination results will be posted on the Board’s website on 25 October 2012:  
CHANGING EXAMINATION CENTRES

A candidate wishing to apply to sit at a scheduled examination centre other than the centre nominated at the time of enrolment must make special arrangements with the Board at least two weeks before commencement of the examination period.

In exceptional circumstances a student may be permitted to take an examination at an unscheduled Australian location nominated by the student. If such permission is granted and a venue can be arranged, additional fees, which are substantial, are payable.

SYDNEY EXAMINATION VENUE

Students are cautioned that arranging suitable unscheduled exam venues is time consuming and costly. It is strongly advised therefore that you make appropriate enquiries with the Board’s Examinations Officer at the earliest opportunity.

Applications to sit at an unscheduled venue received within one month of the examinations are unlikely to be approved.
COMPEtITIONS FOR LAW STUDENTS

Since 1998 teams entered by the Law Extension Committee have participated in competitions that emphasise fundamental practitioner skills: interviewing; negotiating; researching and submission preparation. While we do not have the resources to run full internal competitions, Diploma in Law students who are willing to devote the time and accept responsibility for their participation are assisted through coaching, preliminary selection and competition registration.

Our students have reached the finals of both the Australian Client Interviewing Competition and, on two occasions, the Australian Negotiation Competition. In 1998 two of our students, Arlene Cooper and Ian Taylor, represented Australia and won the inaugural International Negotiation Competition, held at Pepperdine University, Los Angeles. In 2004, Patricia Vagg and Peter Starkey won the national Negotiation Competition and went on to represent Australia at the International Negotiation Competition, held in Paris and won by the Danish team from the University of Copenhagen.

Other teams have competed in the Vis International Commercial Arbitration Moot. An intensive introduction to the world of international arbitration, the Vis Moot attracts well over one hundred teams annually to Vienna. In 2003, in recognition of the high quality of her advocacy, Lucy Pal received an Honourable Mention in the competition for the Martin Domke Award at the Vis Moot.

In 2011 Shane Lawrie was similarly recognised. The 2011 team finished with a high placing in the top half of the competition.

In 2005 the LEC Team of Rebecca Nott and Scott Bunny reached the semi-final of the inaugural Madhavrao Scindia Memorial International Moot held at the University of Delhi.

In April 2007, the Law Extension Committee organised and hosted the prestigious Louis M Brown International Client Counseling Competition for 2007. The event was held at the University of Sydney and contested by teams from 16 countries.

In 2008 students competed in the Australian Law Students Association annual competitions in Client Interviewing and Negotiation.

In January 2010 Shehara Viswanathan, Shane Lawrie, Peter O’Brien and Jane Waddell represented us in the 13th Annual M.M. Singhvi Memorial International Moot Court Competition at the National Law University, Jodhpur, India.

Expressions of interest are sought through the Law Extension Committee Webcampus when we are able to take part in a competition. The cost in time, effort and money can be considerable, but the result is not the outcome of the competition, it is the skill and experience gained. To discuss participating in these or other competitions please contact Frank Astill at the Law Extension Committee. Further information on the competitions is available through the following websites: www.cisg.law.pace.edu/vis.html; www.wmin.ac.uk/law/law-comps.htm
PRACTICAL LEGAL TRAINING

Students who wish to practise law have to undertake practical legal training following their Diploma in Law or degree course. The focus is the day to day work that is done by legal practitioners, and teaching often takes place in the environment of a law firm, whether simulated or through a placement program. Flexible study modes are offered, from full and part-time to electronic courses.

Since the cost of practical training is relatively high, it is prudent to plan ahead if this is your intended career path.

Those wishing to become barristers undertake a reading program. The program is an intensive introduction to professional life as a barrister. Details are available from the website of the Bar Association of New South Wales: www.nswbar.asn.au

Practical Legal Training providers in NSW are listed below.

College of Law, St Leonards
www.collaw.edu.au

University of Technology, Sydney

University of Western Sydney
www.uws.edu.au/about/acadorg/ctb/sli/courses/plt

University of Wollongong

MASTER OF LAWS

Senate Resolution 26 for the degree of Master of Laws at the University of Sydney provides that a person who has completed with sufficient merit all of the examinations for the Diploma in Law may be admitted to candidature for the degree of Master of Laws. Admission is not automatic, and only persons with a very good record are considered for admission.

Senate Resolution 2(b) for the degrees of Master of Criminology, Master of Environmental Law, Master of Jurisprudence, Master of Labour Law and Relations, and Master of Taxation at the University of Sydney provides that a person may be admitted to candidature for the corresponding degrees if he or she is qualified for admission to candidature for the degree of Master of Laws. Please contact the University of Sydney Law School for more information regarding the Master of Laws program.

PRIVATE TUITION

A number of persons and organisations offer private tuition to students undertaking the course. No person or organisation offering private tuition is an agent of, or is endorsed by, the Law Extension Committee or the Legal Profession Admission Board for the purposes of private tuition in relation to the Board’s examinations.

HEALTH AND SAFETY

The University is concerned about personal safety. Use well-lit and populated areas. The emergency security number for the main campus is (02) 9351 3333, or 1800 063 487 (free call).

The University Health Service number is (02) 9351 4095.

Under the University’s Policy on Smoking in the Workplace, all workplaces within the University are non-smoking areas, including:

(a) all enclosed areas in general use by large numbers of people, including lecture theatres, tutorial rooms, meeting rooms and libraries;
(b) all lobbies, foyers and vestibules;
(c) all offices, laboratories and workshops;
(d) all common rooms, tea rooms and staff rooms; and
(e) all University-owned vehicles and boats.

In addition, smoking is banned near air intakes, external doors in regular use and windows regularly opened.
WINTER 2012 COURSE INFORMATION HANDBOOK ROOM CODES*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT</td>
<td>Carslaw Lecture Theatre</td>
</tr>
<tr>
<td>CLR</td>
<td>Carslaw Lecture Room</td>
</tr>
<tr>
<td>CTR</td>
<td>Carslaw Tutorial Room</td>
</tr>
<tr>
<td>ChLT</td>
<td>Chemistry Lecture Theatre</td>
</tr>
<tr>
<td>EAA</td>
<td>Eastern Avenue Auditorium</td>
</tr>
<tr>
<td>EALT</td>
<td>Eastern Avenue Lecture Theatre</td>
</tr>
<tr>
<td>Old TCLT</td>
<td>Old Teacher’s College Lecture Theatre</td>
</tr>
<tr>
<td>EASR</td>
<td>Eastern Avenue Seminar Room</td>
</tr>
<tr>
<td>LEC Seminar Room</td>
<td>LEC Seminar Room (LEC Office, Level 6, 175 Phillip Street)</td>
</tr>
<tr>
<td>St James LT</td>
<td>St James Lecture Theatre</td>
</tr>
<tr>
<td>St James AH</td>
<td>St James Assembly Hall</td>
</tr>
<tr>
<td>New LS ASR</td>
<td>New Law School Annexe Seminar Room</td>
</tr>
<tr>
<td>New LSLT</td>
<td>New Law School Lecture Theatre</td>
</tr>
<tr>
<td>New LSSR</td>
<td>New Law School Seminar Room</td>
</tr>
</tbody>
</table>

* Please note that these room codes apply to all timetables included in this handbook. The University of Sydney lecture theatres are marked on the Map Guide, refer to page 49 and are situated on the main grounds of the University at Camperdown. The St James lecture theatres are located in the University of Sydney St James Campus on the corner of King, Phillip and Elizabeth Streets, in the CBD.

LEC ORIENTATION DAY
Friday 11 May 2012, 8.00am to 4.30pm in the Carslaw Lecture Theatre 159 (CLT 159)
(See full schedule of the day enclosed in your enrolment package and available on the LEC website.)

INTRODUCTORY WEEKEND SCHOOL FOR ALL LEGAL INSTITUTIONS STUDENTS
(See full schedule of the day enclosed in your enrolment package and available on the LEC website.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 12 May 2012</td>
<td>9.00am – 5.00pm</td>
<td>New LSLT 101</td>
</tr>
<tr>
<td>Sunday 13 May 2012</td>
<td>9.30am – 4.30pm</td>
<td>New LSLT 101</td>
</tr>
</tbody>
</table>

LANGUAGE, LAW AND LATIN COURSE
(Further information on expressions of interest will be emailed to registered students and available on the LEC website.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin1: Saturday 5 May 2012</td>
<td>12.00noon – 4.00pm</td>
<td>CLT 175</td>
</tr>
<tr>
<td>Latin2: Saturday 19 May 2012</td>
<td>12.00noon – 4.00pm</td>
<td>CLT 175</td>
</tr>
<tr>
<td>Latin3: Saturday 9 June 2012</td>
<td>12.00noon – 4.00pm</td>
<td>LEC Seminar Room</td>
</tr>
</tbody>
</table>

LANGUAGE SKILLS FOR LAWYERS COURSE (IN SESSION COURSE)
(Further information on expressions of interest will be emailed to registered students and available on the LEC website.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS1: Saturday 2 June 2012</td>
<td>12.00noon – 4.00pm</td>
<td>CLT 175</td>
</tr>
<tr>
<td>LS2: Saturday 28 July 2012</td>
<td>12.00noon – 4.00pm</td>
<td>CLT 175</td>
</tr>
<tr>
<td>LS1Tut: Friday 3 August 2012</td>
<td>5.30pm – 7.30pm</td>
<td>LEC Seminar Room</td>
</tr>
</tbody>
</table>
WEEKLY LECTURE TIMETABLE (2 PAGES)

Please note that all lectures begin at 6.00pm and finish at 8.30 or 9.00pm.
(For a more detailed timetable, please refer to the Subject Guides and LEC Webcampus for updates.
Room codes are listed on page 44.)

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DAY</th>
<th>DATES</th>
<th>ROOM(S)</th>
<th>LECTURER(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Legal Institutions (*for a more detailed timetable, refer to the Subject Guide)</td>
<td>Wednesday</td>
<td>2 May – 20 June 12</td>
<td>ChLT 1</td>
<td>Mrs S Carter, Prof A Stuhlmcke</td>
</tr>
<tr>
<td>02 Criminal Law and Procedure</td>
<td>Tuesday</td>
<td>8 May – 19 June 12</td>
<td>CLT 159</td>
<td>Mr S Chrysanthou, Mr G Sarginson</td>
</tr>
<tr>
<td>03 Torts</td>
<td>Friday</td>
<td>11 May – 22 June 12</td>
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<td>9 May – 20 June 12</td>
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<td>Topic Three: Australian Legal Institutions</td>
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<td>9 May</td>
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<td>Topic Eleven: Tribunals, Arbitration and Alternative Dispute Resolution</td>
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## WEEKEND SCHOOL TIMETABLE (1)
### FRIDAY 1 JUNE - SUNDAY 3 JUNE 2012

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<td>Refer to page 20 or the Subject Guide for details.</td>
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WEEKEND SCHOOL TIMETABLE (2)
FRIDAY 27 JULY – SUNDAY 29 JULY 2012

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| Understanding Legal Language and Legislation | Refer to page 20 or the Subject Guide for details.
**SYDNEY UNIVERSITY MAIN CAMPUS**

A  City Rd Entrance

B  Parramatta Rd Entrance

1  **Eastern Avenue Auditorium**, Lecture Theatre and Seminar Rooms

2  **Carslaw Lecture Theatres**, Lecture Rooms and Tutorials Rooms

3  Chemistry Building

4  **New Law School Building**

**Please note:** The St James Lecture Theatres are located in the University of Sydney St James Campus on the corner of King, Phillip and Elizabeth Streets, in the heart of the city.
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The Legal Profession Admission Board’s

Diploma in Law Course

in association with
The University of Sydney Law Extension Committee

Front cover: Liverpool Central Court House, Sydney.
Back cover: Statues on the northeast facade of the Colonial (later Chief) Secretary’s Building representing Wisdom, Justice and Mercy.