



THE UNIVERSITY OF
SYDNEY



THE LEGAL
PROFESSION
ADMISSION
BOARD

The Legal Profession Admission Board in
association with The University of Sydney
Law Extension Committee

Diploma in Law Information Handbook

Winter 2019 session



Enquiry Details: Who To Contact

The Legal Profession Admission Board

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Telephone (02) 9338 3500
Email lpab@justice.nsw.gov.au
Web www.lpab.justice.nsw.gov.au

For enquiries about:

- Enrolments
- Fees
- Progression
- Examinations
- Graduation



Postal Address
GPO Box 3980
Sydney NSW 2001 Australia

The Law Extension Committee

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139 Macquarie Street
Sydney NSW 2000
Telephone 02 8089 1950
Facsimile 02 8089 1959
Email enquiries@lec.pip.com.au
Web sydney.edu.au/law-extension-committee
LinkedIn [linkedin.com/school/lpab-lec-diploma-in-law](https://www.linkedin.com/school/lpab-lec-diploma-in-law)

For enquiries about:

- Assignments
- Extensions
- Lectures



THE UNIVERSITY OF
SYDNEY

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 Herbert Smith 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
Web <https://library.sydney.edu.au>

Student Centre

Location Level 3, Jane Foss Russell Building,
G02, The University of Sydney 2006
Telephone 1800 793 864 (1800 SYD UNI)
Email university.cards@sydney.edu.au
Web <http://sydney.edu.au/study/student-administration.html>

University of Sydney – ICT Helpdesk (Unikey)

Telephone (02) 9351 6000
Email ict.helpdesk@sydney.edu.au

Canvas

Web lec.instructure.com/login/canvas
Student login your student number plus the
password you create
Student support
hotline 1800 771 423

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Welcome

From The President And Chairperson

On behalf of the Legal Profession Admission Board and the Law Extension Committee we welcome all students to the Winter 2019 teaching session and September 2019 examinations, especially those who are new to the Board's course.

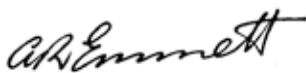
The Board, which is the admitting authority for lawyers in New South Wales, conducts examinations in subjects that are necessary to satisfy the academic requirements for admission to practice.

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. The Examinations

Committee, which is constituted under the NSW Admission Board Rules 2015, oversees the content and conduct of the Board's examinations and the candidatures of students-at-law. A sub-committee for the Examinations Committee plans and reviews the curriculum for the Board's examinations and prescribes materials on which the Board's examinations may be set.

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 A R Emmett
President,
Legal Profession Admission Board



Magistrate Daphne A Kok
Chairperson,
Law Extension Committee

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Auditorium

Calendar Winter 2019 Session

LPAB Enrolment Period	Monday 15 April – Friday 26 April 2019
LEC Online Registrations	Monday 15 April – Friday 26 April 2019
LEC Orientation	Friday 3 May 2019
Essential Intensive Introductory Classes for all Legal Institutions students	Saturday 4 May – Sunday 5 May 2019
Week 1 Lectures commence*	6 – 10 May
Week 2	13 – 17 May
Week 3	20 – 24 May
Weekend School 1	Friday 24 May – Sunday 26 May 2019
Week 4	27 – 31 May
Week 5	3 – 7 June
Week 6	10 – 14 June*
Study Break	Saturday 15 June – Sunday 30 June 2019
Week 7 (Lectures recommence)	1 – 5 July
Week 8	8 – 12 July
Week 9	15 – 19 July
Weekend School 2	Friday 19 July 2019 – Sunday 21 July 2019
Week 10	22 – 26 July
Week 11	29 July – 2 August
Week 12	5 – 9 August
Week 13	12 – 16 August
* Normal Monday lectures to be held in Week 13 to compensate for Queen's Birthday Public Holiday on Monday 10 June 2019	
Examination Period	Thursday 29 August – Thursday 5 September 2019

Other Important Dates

Final Day for Application for Relaxation of Progression and Exclusion rules	Friday 26 April 2019
Final Day for late enrolment and late Applications for Relaxation of Progression and Exclusion rules	Friday 3 May 2019 (late fees apply)
Examination results published	Thursday 17 October 2019

Proposed Calendar Summer 2019-20 Session

LPAB Enrolment Period	Monday 14 October – Friday 25 October 2019
LEC Online Registrations	Monday 14 October – Friday 25 October 2019
LEC Orientation	Friday 1 November 2019
Essential Intensive Introductory Classes for all Legal Institutions Students	Saturday 2 November – Sunday 3 November 2019
Week 1 (Lectures commence)	4 – 8 November
Week 2	11 – 15 November
Week 3	18 – 22 November
Weekend School 1	Friday 22 November – Sunday 24 November 2019
Week 4	25 – 29 November
Week 5	2 – 6 December
Week 6	9 – 13 December
Week 7	16 – 20 December
Study Break	Saturday 21 December 2019 – Sunday 12 January 2020
Week 8 (Lectures recommence)	13 – 17 January
Week 9	20 – 24 January
Week 10	27 – 31 January*
Weekend School 2	Friday 31 January– Sunday 2 February 2020
Week 11	3 – 7 February
Week 12	10 – 14 February
Week 13	17 – 21 February
* Normal Monday lectures to be held in Week 13 to compensate for Australia Day Public Holiday on Monday 27 January 2020	
Examination Period	Thursday 27 February – Thursday 5 March 2020

Other Important Dates

Final Day for Application for Relaxation of Progression and Exclusion rules	Friday 25 October 2019
Final Day for late enrolment and late Applications for Relaxation of Progression and Exclusion rules	Friday 1 November 2019 (late fees apply)
Examination results published	Thursday 16 April 2020

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.

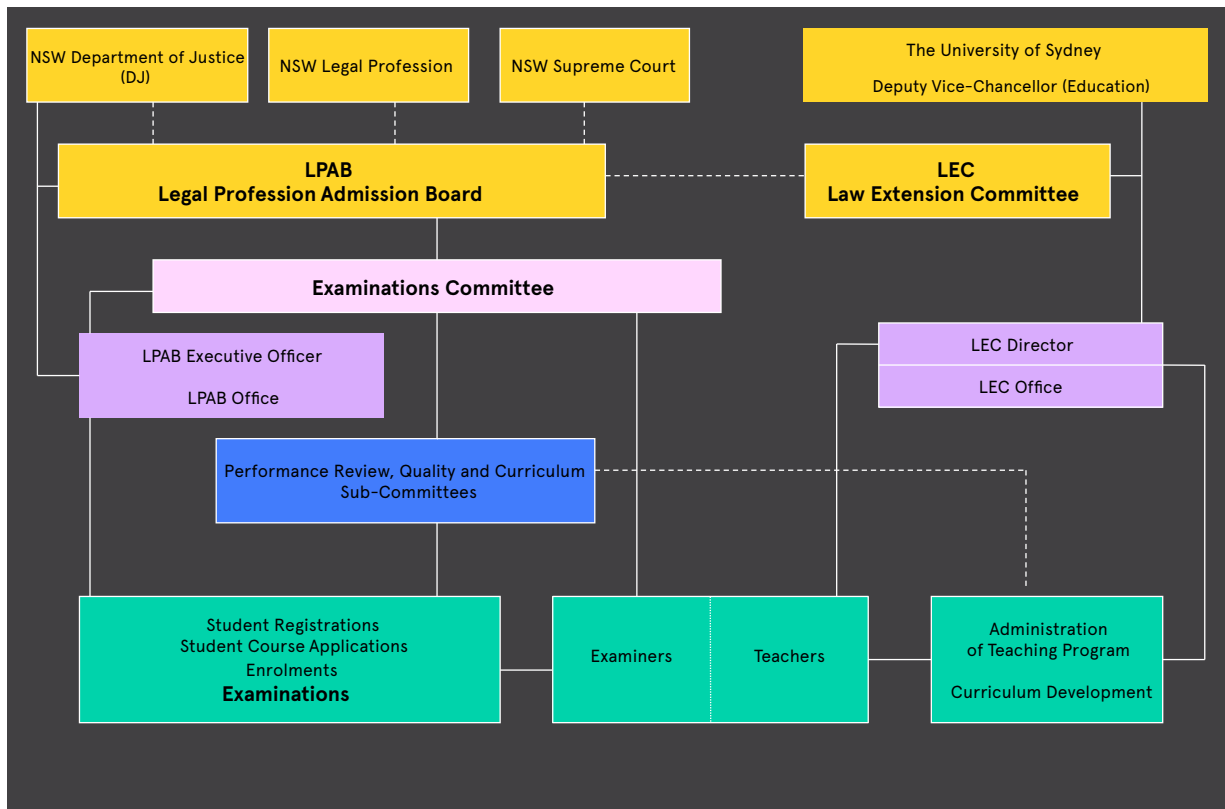
The Legal Profession Admission Board

The Legal Profession Admission Board (LPAB) 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.

Students intending to sit the LPAB’s exams must submit an Application for Enrolment and pay the necessary fees to the LPAB (refer to page 14-15.)

Students intending to undertake tuition with the LEC must register online.



Diploma in Law Organisation Chart



The Law Extension Committee

The Law Extension Committee (LEC) was established by the Senate of the University of Sydney in 1964. The LEC's function is to provide legal education for students undertaking the Legal Profession Admission Board examinations. The LEC 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 LEC 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 LPAB, 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. However neither is necessary for success in the course.

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 compulsory subjects is offered. It is not possible to offer all electives each session. 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, they may study up to three subjects per session. It is possible to seek permission from the Board to



vary this requirement if special circumstances exist. See page 11.

Although there is currently no restriction on how long a student may take to complete the course, it is strongly recommended that he/she complete their studies within a maximum of ten years, as studies that are older than this will generally be considered stale.

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.

A student-at-law needs to possess a strong comprehension of both written and oral English in order to successfully undertake the Board's exams.

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. 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

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

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.

Award Of The Diploma In Law

Upon successful completion of the Board's examinations, save those from which he/she has been exempted, a student is notified by the Board that he/she is 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 followed by refreshments in a University venue, usually MacLaurin Hall.



Curriculum

Curriculum Requirements

Rule 53 of the NSW Admission Board Rules 2015 sets out the subjects making up the curriculum:

Group A - Compulsory Subjects

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

Group B - Elective Subjects

- 16 Insolvency
- 18 Conflict of Laws
- 19 Family Law
- 20 Local Government and Planning
- 21 Industrial Law
- 22 Intellectual Property
- 23 Public International Law
- 25 Competition and Consumer Law
- 26 Understanding Legal Language and Legislation

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.

Progression, Exclusion And Tuition Rules

Progression Rules

Rules 59(1) and 59(2) of the NSW Admission Board 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.

Student Course Application Procedure

A Student Course Application for relaxation of the progression rules in relation to the Winter 2019 (Term 2/2019) session must:

- be completed in statutory declaration format using the form available from the Forms & Fees page of the LPAB website (if declaration is handwritten, the handwriting must be legible);
- be accompanied by the prescribed fee;
- 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 subject(s) 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 26 April 2019**.

Please note, if you are applying for relaxation of both Rules 59(1) and 59(3), in the same or separate applications, two application fees are required.

Decisions made in response to these applications are valid for one specified semester only.

Please ensure that the statutory declaration has been completed correctly and properly witnessed, as a deficient declaration will delay processing and may place your enrolment in the current semester at risk. If applying from interstate, the declaration should be made in accordance with the law of the place where the declaration is made.

If you lodge your application by fax or email, please DO NOT send us the original, you should keep this for your records.

Student Course Applications are normally processed within 7 days, however, during busy times such as the enrolment period, processing can take much longer.

An application for enrolment must NOT be lodged until you have received the Board's decision on your application, however, you may register for tuition with the LEC and attend lectures while awaiting the outcome. You will, if necessary, receive extra time to lodge your enrolment application.

Exclusion Rules

Rule 64 of the NSW Admission Board 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 NSW Admission Board 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.

R67 Application Procedure

An application for relaxation of the exclusion or progression rules in relation to the Winter 2019 Session must:

- be completed in statutory declaration format using the form available from the Forms and Fees page of the LPAB website (if declaration is handwritten, the handwriting must be legible).
- be accompanied by the prescribed fee.
- reach the Board’s offices by no later than Friday 26 April 2019.
- 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.

If applying from interstate the declaration should be made in accordance with the law of the place where the declaration is made.

Please ensure that the declaration has been completed correctly and properly witnessed. A deficient declaration will delay processing and may place enrolment in the current session at risk.

Decisions made in response to R67 applications are valid for specified sessions only.

An application for enrolment must not be lodged until you have received the Board’s decision on your application for relaxation of

the rules. However, you should proceed to register online with the LEC and 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 26 April 2019 but not later than Friday 3 May 2019 will be processed in relation to the Winter 2019 Session, but only upon payment of a late fee in addition to the prescribed fee. Applications received later than Friday 3 May 2019 may not be processed in relation to the Winter 2019 Session.

Tuition/Enrolment Rules

Rule 60 of the NSW Admission Board 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 NSW Admission Board 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 NSW Admission Board 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.

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.



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 39 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 31 July 2019 to request appropriate special accommodations.

In such cases it may be possible to sit one exam in the AM session and one in the PM session. Students will not be permitted to sit an exam on an earlier or later date.

Enrolment Period

The enrolment period for the Winter 2019 Session will be between Monday 15 April 2019 and Friday 26 April 2019 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, 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 Friday 26 April 2019 but no later than Friday 3 May 2019 will be processed, but only upon payment of a late fee in addition to other fees payable; and
- (b) applications which reach the Board's office later than Friday 3 May 2019 may not be processed.

Enrolment Fees

The enrolment fees payable in respect of each subject, as at July 2019 are \$910.00 per subject.

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



If paying by credit card it is the student's responsibility to ensure that there are sufficient funds available. Please note, a 0.4% surcharge applies to all card payments.

Enrolment Lodgement Process

Before enrolling you are strongly encouraged to read the information provided on pages 11-13 regarding the progression, exclusion and tuition rules and our refund policy on page 16. To lodge your enrolment application, go to the Current Students/Enrolments page of the LPAB website and click on the button labelled "proceed to online form". The form is simple to complete and has instructions throughout to assist you.

Payment can be made using a Visa or Mastercard credit card or debit card. You will receive immediate confirmation of fee payment via email. Please note that completion of the online enrolment form does not confirm enrolment and should your application not be correct, your enrolment will not be processed.

Please Note

- 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 before or during the enrolment period.
- Enrolment payments by Eftpos are not accepted.
- All students enrolled for the Board's examinations must then register online with the LEC in each subject for which they are enrolled.

Post Enrolment Confirmation

Your enrolment application may take up to 2 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 and examination details will be posted to you as

soon as practicable after your application for enrolment has been 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 21 days of the last day of enrolment, you should contact the Board's Student Services Officer to confirm that your enrolment has been received and processed.

You may attend lectures while waiting to receive confirmation of your enrolment.

Library/Student Cards

New students

All students who have registered with the LEC and emailed a photo (in accordance with the enrolment instructions) by the end of the registration period will be able to collect their Student ID/Library Card at Orientation. Any students who are unable to attend Orientation should contact the LEC office to make separate arrangements for collection. Students who register late, or who fail to email a photo, will be notified by email when their Student ID/Library Card will be available for collection.



Continuing students

Library cards will be re-validated each semester once your enrolment with the Board has been approved and after you have completed the LEC Online Registration process.

Change Of Name/Address

You must inform the Board in writing of any change of name, address or telephone number. The change can be notified by fax to (02) 9338 3555, mail to GPO Box 3980 Sydney 2001, or email at lpab@justice.nsw.gov.au. In addition, you should also email the Law Extension Committee and the Student Centre (see page 27).

Students seeking to have their name changed in the LPAB's records must support their request by lodging appropriate, original or certified documentation verifying the name change.

Refund Policy

The Board does not refund application or enrolment fees. Students should note it is 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 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.

Opal Concession Card

In partnership with Transport for NSW, the Concession Opal Card is now available for eligible students enrolled in at least 3 subjects per semester.

Step 1

To apply for a Concession Opal card you will first need to give consent to the LPAB to share your details with Transport for NSW.

- Visit the opal.com.au website and under "Which Card is Right for me?" click 'Concession' – a pop-up will

appear entitled 'Ordering a Concession Opal Card'

- In the text under the heading 'Eligible tertiary students' (including TAFE students). click 'here' – this takes you to the 'Opal for tertiary institutions' page.
- Under the paragraph headed 'Who can Apply?', click on 'consent' to obtain the consent application form.

Step 2.

Fill in the form and either hand deliver, post or email it to the LPAB's Student Services Officer. It may take 5 business days following receipt of the form for your details to be loaded on the Opal website.

Step 3.

You will be notified via email once your details have been loaded onto the Opal website. You can then go to the Opal website and click on 'Order an Opal card'. Your card will be posted to your mailing address 5-7 days after your application is completed.



Teaching Program

The Director of the Law Extension Committee is responsible for the Committee's program. The Director Mrs Susan Carter holds Honours Degrees in Arts and in Law. She has practised as a solicitor, both in a firm and as in-house counsel.

The Law Extension Committee program is managed from its office in Suite 10.02, Level 10, 139 Macquarie Street, Sydney NSW 2000.

Lecturers for the Winter 2019 Session include:

- Mr RL Anderson, LLB(Syd), LLM(Lond)
- Ms C Bembrick BA (Hons), LLB (Hons)(Syd), LLM (Hons)(Cantab)
- 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)
- Mr JEF Brown, LLB(UWS), MAppLaw(UWS)
- Mr A Cahill, BA(Syd), LLB(Syd), LLM(UNSW)
- Mr B J Cameron, BA, LLB(Hons1)(Syd)
- Mrs S Carter, BA(Hons), LLB(Hons)(Syd)
- Mr C Castrission OAM, LLB(Hons), BA(UTS), GradCertLegPrac(UTS)
- Mr P Chiam, BE(Hons) (NUS), DipLaw(LPAB), GDipLegPrac(ANU)
- Mr GAF Connolly, BA(Hons)(Syd), LLB (Dean's Merit List) (UNSW)
- Ms A Cotter-Moroz, LLB(Hons) (UTS) GradDip(LegPrac) (UTS) MEd(Adult)(UTS)
- Mr G S Dennett, BEc(Hons) (Syd), LLB(Syd), M.Appl. Sc(Psych.Coach)(Syd)
- Mr F Esparraga, BJuris LLB(UNSW), LLM(Syd)
- Mr M Gibian, SC, BA(Hons) LLB(Hons) (Syd)
- Mr J V Gooley BA, LLM(Hons) (Syd), DipEd(SCAE)
- Mr R Gowenlock, LLB(Syd)
- Mr I Harvey, LLB(Hons) (ANU), LLM(Osgood Hall, York University)
- Mr ARA Kuklik, LLB(Hons) ANU, LLM(Syd), GradDipMilitary Law(Merit) ANU, BJaps(ANU)
- Mr PP McGhee, DipLaw(SAB), LLM(College of Law)
- Mr JS Mendel, BCom(UNSW), LLB(UTS)
- Mr HD Morrison, BA, LLB(Hons)(Macq)
- Ms M Noonan, LLB(Syd), DipSIA
- Mr AJ O'Brien, BEc, LLM(Syd), CA
- Ms BA Oliak, BSEE (NWU), JD(WashU)
- Mr P O'Mara, LLB, BAppSCInformationStudies(UTS)
- Prof E M Peden, BA(Hons)(Syd), LLB(Hons)(Syd), PhD(Camb)
- Ms A Penklis, BA(Syd), LLB(UTS)
- Mr L Pierotti, BA, LLB(Macq) , LLM(Syd)
- Mr P Pomfret, DipLaw(LPAB), GDLP(Coll of Law)
- Dr P Quadrio, BA(Hons), PhD(Syd)
- Prof P Radan, BA, LLB, PhD(Syd), DipEd(SCAE)
- Mr G Sarginson, BA, LLB, LLM (Syd)
- Mr M Sindone, BSc(Syd), LLM(UTS)
- Prof C Stewart, BEc, LLB(Hons)(Macq) GradDipJur(Syd) PhD(Syd)
- Prof A Stuhmcke, BA, LLB(Hons)(Macq), LLM(Hons) (Syd), MJuris(Hons) (Syd)
- Mr P Sutherland, LLM(Hons)(Syd)
- Ms M-S York, BA, LLB(UNSW)
- Mr M Zammit, BEc(Hons) (Newc), BA, LLB(Macq)

Subject Descriptions

For more information please refer to the Law Extension Committee website.

Compulsory Subjects

01 Legal Institutions

The course introduces students to the origins, history and present operation of the institutions which make up the Australian legal system, to the sources of law, and to the Commonwealth and New South Wales constitutions.

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.

Elective Subjects

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 the student 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. 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.

Development of Legal Skills

Successful completion of the required subjects will give you the knowledge you need to be a successful legal practitioner,

however it is also important to build a strong base of relevant legal skills. Skill development is a process which occurs over the course of studies, and often occurs at different times for different students.

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 and legal referencing.

To assist students to address individual needs which arise in later subjects, the Law Extension Committee also offers a number of opt in sessions, allowing students to develop their skills as required. These sessions are all offered from 12 noon to 4 pm on the Friday afternoon preceding each weekend school. This allows

country students to plan to arrive early, and city students to make arrangements as required.

Tutorials

The teaching program is focussed around the delivery of lectures. However to assist students in the development of problem solving skills, on-line tutorials are available in some subjects. Presently these include Contracts and Real Property. All students who have registered with the LEC in the relevant subject will be notified by email at the start of the session and invited to apply for a place in the Tutorials. Tutorials generally begin about week 3 or 4 and continue for 8 weeks. As well the lecture programs in the foundation subjects have been augmented with tutorial weeks for all students.



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 each of the subjects in which they are enrolled and distance students are expected to attend the Weekend Schools. Each course is designed around these lectures and attendance is required.

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 between 8.30 and 9.00 pm throughout the semester.

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

Specific Lecture Arrangements

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 2019 Session are:

- Friday 17 May 2019, 9.00am to 5.00pm
 - 9.00am to 1.00pm in Eastern Ave SR 405
 - 2.00pm to 5.00pm in Codrington Computer Lab 5
- Saturday 18 May 2019 9am to 5pm in Eastern Ave SR 405
- Saturday 15 June 2019 2pm to 5pm, **online session**
- Friday 12 July 2019, 9.00am to 5.00pm
 - 9.00am to 12.00pm in Codrington Computer Lab 5
 - 1.00pm to 5.00pm in New Law SR 107
- Saturday, 13 July 2019 9am to 5pm in New Law SR 107

Intellectual Property, Insolvency, Local Government and Planning and Public International Law will have special lecture arrangements involving attendance at both evening and weekend lectures as follows:

Intellectual Property will be offered in mixed mode with five evening lectures (webcast for distance students) and Weekend School classes. The evening classes are scheduled for the following Tuesdays:

- 21 May 2019 between 6.00pm and 8.30pm in CLT 173
- 28 May 2019 between 6.00pm and 8.30pm in CLT 173
- 9 July 2019 between 6.00pm and 8.30pm in New Law 346

- 23 July 2019 between 6.00pm and 8.30pm in New Law 346

Insolvency will be offered in mixed mode with three evening lectures (webcast for distance students) and Weekend School classes. The evening classes are scheduled for the following Tuesdays:

- 14 May 2019, 11 June 2019 and 16 July 2019 between 6.00pm and 8.30pm in LEC Seminar Room, Level 10, 139 Macquarie St

Public International Law will be offered in mixed mode with four evening lectures (webcast for distance students) and Weekend School classes. The evening classes are scheduled for the following Thursdays:

- 9 May 2019 between 6.00pm and 8.30pm in New Law 105.
- 30 May 2019 between 6.00pm and 8.30pm in New Law 105.
- 4 July 2019 between 6.00pm and 8.30pm in New Law ASR 346.

Local Government and Planning will be offered in mixed mode with four evening lectures (webcast for distance students) and Weekend School classes. The evening classes are scheduled for the following Thursdays:

- 16 May 2019 between 6.00pm and 8.30pm in New Law 105.
- 23 May 2019 between 6.00pm and 8.30pm in New Law 105.
- 18 July 2019 between 6.00pm and 8.30pm in New Law ASR 346.
- 1 August 2019 between 6.00pm and 8.30pm in New Law ASR 346.

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 emailed to students and a notice posted on the website.

Orientation

An Orientation Day will be held for all new students on Friday 3 May 2019 in Carslaw Lecture Theatre 159 and for overseas qualified students in New Law School LT 104. See page 42.

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 Herbert Smith Freehills Law Library. Details of the Orientation Day are available on the Law Extension Committee website.

Weekend Schools

Weekend schools are held during each session primarily for external students. Evening students are welcome to attend but must defer to external students in class participation and interaction with lecturers.

The dates for the Weekend Schools are as follows:

•Introductory weekend for all Legal Institutions students

Saturday and Sunday 4 & 5 May 2019 in Eastern Avenue Auditorium.

Further information is provided on the Law Extension Committee website.

•Weekend School 1

Friday to Sunday 24 – 26 May 2019

•Weekend School 2

Friday to Sunday 19 – 21 July 2019

The program for Weekend Schools 1 and 2 for the Winter 2019 Session appears on page 45 and 46.

Venue

Weekend School classes this session will be held in the New Law School located on Eastern Avenue.

Refreshments

Tea and coffee will be provided for students at the weekend schools. Other refreshments can be purchased from the University of Sydney Union Cafe at Fisher.

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 is included, and whether there are any taxes to be added on.

Getting There

Parking and Public Transport

Parking

Sydney University Main Campus (Camperdown)

The University has a “pay-and-display” parking regime and heavy fines are imposed for non-compliance.

Public Transport

Sydney University Main Campus

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

By train, the closest station is Redfern, from where you should turn left into Abercrombie Street then right into Codrington Street, which will take you to the City Road gates. You might find it more convenient to use Central Station, especially at night. The University security service runs free buses between the Fisher Library and Redfern railway station in the evening during the

University’s semester. Note that the University’s semester and the LEC semester do not always overlap.

Buses stop right outside the City Road entrance, and run frequently from Central Station and the CBD. Routes 422, 423, 426, 427, and 428 depart from Martin Place and travel down Castlereagh Street, passing through Railway Square before stopping at the City Road entrance. Students can also enter from Parramatta Road, with the best entrance being University Avenue at the eastern end of Parramatta Road, near Glebe Point Road.



Assignments and Assessments

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 NSW Admission Board 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 32.

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/Eligibility

All students who submit their assignment **within the submission window** (that is, up to 10 days after the published due date) **will be eligible** to proceed to the exam. A pass mark is 50% or 10 out of 20.

Please note: if you receive a mark of less than 40% (8/20) for your assignment you should strongly consider whether you are ready to sit the exam in that subject. The mark forms a valuable part of your feedback – a low mark suggests that you are not well placed for success in the exam.

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/Late Assignments

Assignments should be submitted by the due date unless an extension has been granted; otherwise a late penalty will apply. 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. Assignments that are more than ten days late will not be accepted.

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 website.

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 26 and 32.

Disability and Completion of Assessment Tasks

Students with disabilities are encouraged to contact the LEC as early as possible to discuss any necessary arrangements, particularly with respect to assignment submission requirements. See also page 32, under 'Reasonable Adjustments', regarding special consideration requirements for the LPAB examinations.

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.

Requesting An Extension

If you feel your circumstances meet the abovementioned criteria of unforeseen hardship and you would like to request an extension, you should send an email outlining your request to enquiries@lec.pip.com.au before the assignment due date. Your email should include your name and student number, the subject you are requesting the extension for, the number of extra days you feel you need and the reason you are requesting the extension. A response to your request will be sent by return email within two business days. All extension requests are treated in the strictest confidence.

Please note, an extension waives the late submission penalty for the time specified in the extension. It does not extend the late submission deadline.

Submitting Assignments

All assignments should be received by the LEC through the online portal ensuring they arrive no later than 11.59pm (in the time zone applicable to Sydney, either Australian Eastern Standard Time or Australian Eastern Daylight Time) on the due date. The assignment must be submitted in a readable format to be accepted. If unable to submit through the online portal then you must email your assignment to: lecass@pip.com.au

All assignments must be submitted electronically.

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

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

Eligibility To Sit Exam

All students who submitted a real attempt at their assignment **within the submission window** (that is, up to 10 days after the published due date) **will be eligible** to proceed to the exam. Students who are correctly enrolled and registered with the LEC will be informed through Canvas if they are not eligible to sit.

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.

Feedback

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

The LEC Office is receiving an increasing number of calls from students who are dissatisfied with their assignment mark. Consistent with our explanation of the nature of the course, we cannot provide the amount of consultation that might be expected from full-time academic staff. Prior to contacting the LEC, students should go through their marked assignments carefully and critically. If you think there is an error in the marking, or you cannot understand a specific aspect of the marking, you may contact the LEC for clarification. It is not appropriate to contact the lecturer or marker directly. A request for further feedback must be as particular as possible. For example, an argument that a lot of work was done but is not reflected in the mark is not sufficient, nor is a comment to the effect that someone else has read the assignment and would give it a higher mark. A useful starting point is to delay reacting to the mark for a while, assume the mark and comments are valid, think about what you have submitted in the light of your re-evaluation of your answer, and then ask yourself what further guidance you need.

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 LEC may introduce similarity-detecting software for submitted assignments.

The possible impact on a person's study and career, as well as the deeper ethical 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 NSW Admission Board Rules, 2015, 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 release.

The grading and assessment criteria identified in the Guide to the Presentation and Submission of Assignments are cumulative .

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.

Law Library

Location

The University of Sydney Herbert Smith 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 Law Library is on the level L adjacent to Victoria Park and can be accessed from the main entry to the Sydney Law School Building on Eastern Avenue.

Contact Details

T: (02) 9351 0216

W: <https://library.sydney.edu.au>

**LPAB Liaison Librarian
(Patrick O'Mara)**

T: (02) 9351 0293

E: patrick.omara@sydney.edu.au

Important Contacts

The LPAB Liaison Librarian is Patrick O'Mara. His telephone

number is (02) 9351 0293.

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

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 combined Student ID/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 card is non-transferable, and must be presented when borrowing.

Your combined Student ID/Library card also serves as your student card, for identification at examinations.

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

For further information phone 1800 SYD UNI (1800 793 864) or visit the Student Centre website at sydney.edu.au/students/student-cards.html

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
- Student Centre via the following online form: https://sydneyuniversity.formstack.com/forms/change_your_contact_details

Law Library opening hours:

The Law and Fisher Libraries are now open 24 hours (except during the University Christmas Closedown). Access to the Law Library after the Information Desk closes (see hours below) is via Fisher Library by swiping your Student ID / Library card.

The Law Library Information Desk hours below should be used as a guide only and are subject to change. For up to date details, please see the Library's website - <https://library.sydney.edu.au/libraries/locations.html>

To Saturday 22 June 2019

Monday to Thursday	8.00 am – 10.00 pm
Fridays	8.00 am – 8.00 pm
Saturdays	9.00 am – 5.00 pm
Sundays	10.00 am – 5.00 pm

Holiday closures

Easter Period

Friday 19 April 2019	closed
Saturday 20 April 2019	to be confirmed
Sunday 21 April 2019	closed
Monday 22 April 2019	to be confirmed

Anzac Day Public Holiday

Thursday 25 April 2019	to be confirmed
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Queens Birthday Public Holiday

Monday 10 June 2019	to be confirmed
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Sunday 23 June to Sunday 4 August 2019

Law Library Information Desk hours during the break between semesters at the University of Sydney are to be confirmed.

From Monday 5 August 2019

Law Library Information Desk hours during semester 2 at the University of Sydney are to be confirmed.

Book Collections

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

Law collection.

This collection contains multiple copies of popular texts. Loans are for 12 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 (usually one week from the date of the notification). Fines apply if items are not returned by the new due date.

Law Research collection.

This collection is located on the Mezzanine Level of the Law Library. Borrowing conditions are the same as those for the Law Collection.

Law 2 Hour collection.

Loans for these high demand materials are for 2 hours.

Loans

Overdue books will attract fines. You will not be permitted to borrow if books are overdue or if your total fines reach \$30. Lost books will attract a replacement fee.

For further information about fines see <https://library.sydney.edu.au/library/fines.html>

Borrowers are advised to regularly check the date their loans are due back, renew books and pay fines at “My Account”. There is a link to “My Account” from the Library home page.

Emailed reminder notices are provided by the Library as a courtesy service only. Please ensure you provide the Law Extension Committee with your correct and current email address as this is the email address that will be passed on to the Student Centre.

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.

Can't Get To The Law Library?

ULANZ- University Library Australia and New Zealand – an Australia and New Zealand-wide borrowing scheme

LPAB students are eligible for the ULANZ 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. Borrowers of the University of Sydney library are required to pay an annual fee (generally \$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 Patrick O’Mara, the LPAB Liaison Librarian. For a list of participating university libraries, see:

www.caul.edu.au/caul-programs/ulanz-participants

LPAB Distance Student book and document request service

LPAB students living beyond an area bounded by Faulconbridge, Wollongong, Lisarow, Picton and Richmond train stations may ask for books to be sent by post. Please note that fines will

accumulate if books are returned late, and lost books will attract a replacement fee.

Scans of cases, journal articles and book chapters required for private study that are **not available online** can also be sent to LPAB distance students.

Students can register for this service and request books and documents at:

<http://www.library.sydney.edu.au/libraries/distance-clients.html>

Please contact Patrick O’Mara, the LPAB Liaison Librarian for further details.

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.

LPAB Students’ Subject Guide:

<http://libguides.library.usyd.edu.au/c.php?g=508327>

Law Library homepage:

<https://library.sydney.edu.au>

Full list of Law Databases:

Go to Library>Databases>Law
<https://libguides.library.usyd.edu.au/az.php?s=95247>

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:
<https://www.auth.usyd.edu.au/extro/LEC/lecreg.cgi>

eReadings via Canvas

Many required readings will be available electronically via the Law Extension Committee’s Canvas portal.

If you have any queries about or difficulties accessing library databases, please contact Patrick O'Mara, the LPAB Librarian, directly on (02) 9351 0293 or at patrick.omara@sydney.edu.au.

Legal Research Training

Introductory guides and exercises

Legal research material is available via Canvas at: [Guides and Policies>Library>Library Legal Research](#)

Useful Legal Research Texts:

- Nemes and Coss' Effective Legal Research/ Bruce Bott, Jill Cowley and Lynette Falconer, Sydney: LexisNexis Butterworths, 2018. 7th ed, Held Law 340.072 32
- A Practical Guide to Legal Research / Jay Sanderson and Kim Kelly, Sydney: Thompson Reuters (Professional) Australia Ltd. 2017. 4th ed. Law 340.072 29
- Legal Referencing/ Anita Stuhmcke, Sydney: LexisNexis Butterworths, 2012. 4th ed. Held Law 340.148 4 C

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

- **Library tours** - 30 minute tours of the Law Library and facilities are available on request. Contact Patrick O'Mara, LPAB Librarian directly at patrick.omara@sydney.edu.au, to arrange a tour.

Legal Research Classes

Bookings are required for all legal research classes. Book online at: <https://tinyurl.com/LPABMay2019>

Classes include:

- **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** - covers finding and researching legislation online.
- **Finding books and journal articles** - covers searching databases to retrieve journal articles, books and other legal commentary.
- **'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 Herbert Smith Freehills Law Library Computer Training Rooms.

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

- Places at the three hour 'All in One' classes tend to fill up fast so book early to avoid disappointment.
- Priority will be given to distance students at the 'All in One' class scheduled for 1pm to 4pm on Friday 24 May 2019 (prior to Weekend School 1). However, Sydney based students are welcome to make an expression of interest in attending this class and can do so if there are places available.

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.

Winter 2019 Law Library Legal Research Classes		
Monday 6 May	Finding Legislation 12.30 pm - 1.30 pm	Finding Cases 6 pm - 7 pm
Tuesday 7 May	Finding Cases 12.30 pm - 1.30 pm	
Wednesday 8 May	Finding Books & Journal Articles 12.30 pm - 1.30 pm	
Thursday 9 May		Finding Legislation 6pm - 7pm
Saturday 11 May	'All in One' Legal Research Class 9.30 am - 12.30 pm	'All in One' Legal Research Class 1.30 pm - 4.30 pm
Monday 13 May		Finding Books & Journal Articles 6 pm - 7 pm
Saturday 18 May	'All in One' Legal Research Class 9.30 am - 12.30 pm	'All in One' Legal Research Class 1.30 pm - 4.30 pm
Friday 24 May		'All in One' Legal Research Class 1 pm - 4 pm * Priority given to distance students for this class

Studying Law with the LEC and LPAB

Context

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.

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 enrol.

Conduct

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 lecturer and make a copy on the understanding that it is for their use only. If you have permission to record, make sure that your recording device is visible, that you only record during the lecture, and that you only record the lecture.

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.

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.

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. A key 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

If you have a complaint or constructive suggestion to make in relation to the Law Extension

Committee, we would like to hear it. Students are surveyed regularly and can also send feedback through the student representatives.

If you have a complaint about the Law Extension Committee Office, teaching or assignments, or our program generally, you can call us on (02) 8089 1950 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, Mrs Susan Carter.

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.

Examination Information

Student responsibilities

As a student-at-law you are responsible for:

- Familiarising yourself with the information contained in this handbook
- Knowing where your examination venue is located
- Arriving at your exam venue on time
- Producing your Student Library/ID Card or an acceptable alternative form of ID
- Complying with all instructions given by examination supervisors
- Complying with the instructions printed on the examination paper and the cover of your answer booklet.

You are strongly encouraged to give yourself the best opportunity to succeed by becoming familiar with the instructions, policies and procedures governing the LPAB's examination process.

Eligibility to sit

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.

The LEC will notify you prior to the examination if you have not completed the requirements of the course to the satisfaction of the LEC.

A student prohibited from sitting an examination will not be recorded as having failed the subject and the subject will not be included on the student's academic transcript.

Examination dates & times

The examination timetable is set out on page 39. Examinations MUST be taken on the date and at the time specified in the timetable.

Each examination consists of 3 hours writing time and 15 minutes 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.

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 39.

Any student enrolled for two exams that, according to the examination timetable are scheduled at the same time on the same day, must apply to the Board for special arrangements to be made allowing him/her to sit both exams. Applications, which shall be in writing, must be lodged no later than one month prior to the examination period.

If approved, one exam must be sat in the morning session and one in the afternoon session.

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

Identification

A candidate should bring his or her Student Library/ID 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, passport or NSW Photocard.

Your ID must be placed on top of the desk and remain there for the duration of the exam. Any candidate without acceptable identification will not be permitted in the examination room.

Reasonable adjustments

The LPAB recognises that disability, illness or other circumstances may affect your performance in an examination. In some situations special arrangements may be granted to ensure that all students have the same opportunity when sitting an examination. Allowable circumstances include but are not limited to:

- a medical, physical, sensory or psychiatric condition or impairment
- a documented learning disability

- pregnancy

Examples of arrangements include but are not limited to:

- time extensions
- access to aids/equipment
- access to food, drink or medication
- a person to write and/or read on behalf of the candidate
- separate room

How to apply

To lodge an application for reasonable adjustments go to the Forms and Fees page of the LPAB website, select Diploma in Law forms and click on the *Application for Special Arrangements in Examinations* form. Print the form and complete the top section yourself and then ask your GP, specialist or other health professional to complete the rest of the form.

Applications are required to be lodged no later than 4 weeks prior to the start of the examination period. It is very important that your application is received within this timeframe to ensure we have sufficient time to process your application and implement approved arrangements. You should not wait for your assignment result before lodging the application as applications received after this deadline are unlikely to be approved.

Please note that if you are provided with reasonable adjustments your exam(s) may be held in a different venue to the one nominated at enrolment.

If you have submitted an application for special arrangements in a previous semester and your health professional has given a recommendation that the

reasonable adjustments are also needed for this upcoming examination period, you do not have to submit another application form. However, it is still essential that you send us an email at least 4 weeks prior to the examination period advising of your intention to sit and requesting that the same adjustments provided previously are put in place.

Examination attendance

Candidates must attend their nominated exam venue. A candidate that presents themselves for examination at a venue other than that nominated on his/her enrolment application, 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 and all question papers have been collected and permitted materials checked. Under no circumstances will candidates be permitted to remove exam question papers from the exam room.

A candidate who enters the examination room, stays for one hour and hands in an answer booklet marked 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 semester as supplementary exams are not provided.

Personal items in examinations

Students may take in the following items:

- pens and highlighters;
- unwrapped sweets, mints, cough lollies and tissues in a small, clear, resealable bag;
- water in a small, clear bottle with the label removed

Other than what is described above, no food or drink will be permitted in the exam room. Students with a medical condition that requires the consumption of food, drink or medicine during an exam may apply for alternative examination arrangements in accordance with the instructions on this page.

Smartwatches, mobile phones or any other device that offers internet access, personal communication or data storage must be switched off and either surrendered to the supervisor or placed in your bag or under the desk prior to the start of the exam.

Calculators are NOT permitted in

any examination. Wristwatches of any kind are no longer permitted to be worn or placed on the desk during an exam. Hats of any description are NOT permitted, however, a head covering for religious or cultural purposes is acceptable.

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

Permitted materials in examinations

Students should refer to the Exam Cover Pages page of the LPAB website for specific information about the format of each exam and whether or not any permitted material is allowed.

Students are requested to pay particular attention to the list of permitted materials so that they do not inadvertently take unauthorised material into an examination. You should rely only on information from the Board in relation to permitted materials. Do not rely on remarks by lecturers or students. Unless otherwise advised, or the exam is 'open book', dictionaries of any kind are NOT permitted.

In a Closed Book examination, text in permitted materials may be underlined, lined through or highlighted but, must not be otherwise marked or annotated in any way; nor may stickers or flyers be attached to them. Unless otherwise advised, candidates must ensure that they have the specified edition of any book or published legislation. Editions other than those specified will not be permitted in any examination. Candidates will not be allowed to

share permitted materials, nor to use photocopies or computer generated copies in place of originals.

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

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

Handwriting legibility

Candidates are cautioned that handwritten exam answers must be clear and distinct. If a student has poor quality handwriting, it is strongly recommended that he/she spends some time practising writing under examination conditions.

If an Examiner is unable to interpret a candidate's handwriting the Board will inform the candidate who may then be given an opportunity to lodge an application for arrangements to transcribe his/her answers into a typed version. The candidate will be required to meet the costs of these arrangements. Candidates who repeatedly submit illegible work are unlikely to receive this concession, instead, the Examiner will be instructed to mark the legible parts of the original exam script strictly on its merits.

Exam room instructions

- Students must obey any instructions given by a Supervisor during the examination.

- Failure to comply with any reasonable instruction from a Supervisor may be treated as academic misconduct.
- Unless otherwise specified on the exam paper cover page, no textbooks, notes, written materials or blank sheets of paper may be taken into the exam room.
- Question papers and the inside of answer booklets must not be marked in any way until the instruction that you may do so is given by the Supervisor.
- Candidates are strongly encouraged to read with care all instructions on the cover of the answer booklet and question paper, and to take particular note of:
 - The number of questions to be answered;
 - The allocation of marks for each question;
 - Any compulsory questions; and
 - Whether or not separate books are required per answer.
- Your answers must be written on the lined pages of the answer booklet. Any rough work may be written on the blank pages.
- The cover of all used answer booklets must be fully and correctly filled in during the time allowed for the exam.
- Candidates must not write their name anywhere on or inside the answer booklet.
- No talking is permitted inside the exam room except with a Supervisor or LPAB staff.
- Candidates must not behave in such a manner that

- disturbs other candidates.
- Smoking is not permitted inside an exam venue.
- Candidates are permitted 15 minutes reading time before each 3 hour exam.
- Candidates will be permitted to write notes on the question paper during reading time.
- A warning will be given when there is 15 minutes remaining. Candidates may not leave their desks during the final 15 minutes of the exam.
- When the Supervisor announces that the exam time has ended, candidates must stop writing immediately.
- Candidates must remain seated until they are told they can leave by the Supervisor.
- All examination answer booklets and question papers must be handed in to a Supervisor before a candidate leaves the exam room.

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. The cover page of examination papers advises that referencing must comply with accepted referencing conventions.

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he basic principle is that if you are using someone else's words, you must acknowledge the author. While full referencing such as is required in the first citation in assignments is not expected, you should at least make the marker aware that you are familiar with the source you are quoting and the marker must be able to search for the source from the information you give.

Candidates should note particularly that the answers they submit in examinations must be their own work. Any part of an answer that is not your own words must be specifically identified and referenced. Use of a comprehensive and consistent referencing style is recommended. Students should consult pages 11-12 of the Guide to the Presentation and Submission of Assignments. Your exam referencing style should be consistent with what is recommended in the Guide. If, in a closed book examination, you quote directly but have forgotten the details of the source, you should give as close an indication as possible of the source.

As with assignments, plagiarism or any other form of academic misconduct in examinations will be dealt with under Part 9 of the NSW Admission Board Rules 2015 and can attract serious penalties. The Examinations Committee and the Law Extension Committee are required by Rule 82 of the NSW Admission Board 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 25-26 and 31-32.

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, 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 NSW Admission Board 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. Cheating in an assessment shows a lack of this most fundamental quality. The Board takes cheating very seriously and unless it 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.

Illness or personal problems at examination time

Examiners are required to mark scripts 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/her performance. A candidate whose examination performance is likely to be adversely affected by personal circumstances may be better advised not to present him or herself for examination. Regrettably, there is no provision for supplementary exams to be taken at a later date.

If you are unable to sit due to serious illness or misadventure suffered within one week of the exam, some financial relief may be available. Please contact the Board as soon as possible for further information.

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 Performance Review Sub-Committee or Examinations Committee. Enrolment fees are not refunded, nor carried forward to a later session, in cases where a student did not sit for an examination.

Results

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

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

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

A letter containing the combined assignment and examination mark will be mailed to each candidate no later than 15 October 2019. Pass results will be posted on the Board's website: www.lpab.justice.nsw.gov.au on 18 October 2019.

Candidates may apply in writing to the Board to have their results withheld from publication at least 2 weeks prior to publication.

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.

The script and assignment of any candidate that receives an overall mark between 40 – 49 is automatically sent to a Revising Examiner for review to ensure that appropriate marks have been given. The review is completed before the results are published and results to candidates are therefore final. There is no re-mark facility.

Examination prizes

Prizes are awarded each semester in a number of subject areas as determined by the Examinations Committee and subject to the prize not having been withdrawn by the sponsor. Prizes are only awarded to students who have enrolled in the subject once and 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.

Stuart Spencer Prize for Academic Excellence

A cash prize of \$300 will be awarded to the most distinguished student graduating in the Diploma in Law.

HL and WG Spencer Prize

A cash prize of \$100 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in the subject Administrative Law.

Thomson Reuters Prizes

A voucher to the value of \$500 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in each of the following subjects: Evidence, Contracts, Family Law and Competition & Consumer Law.

Wolthers Kluwer Prize

A \$200 CCH book voucher will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in the subject Taxation & Revenue Law.

Sir Owen Dixon Chambers Prize

A cash prize of \$250 plus 2 weeks practical work experience with Sir Owen Dixon Chambers Barristers will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in the subject Practice & Procedure.

Law Society Prize

A cash prize of \$500 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in the subject Legal Ethics.

Conflict of Laws Prize

A cash prize of \$350 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in the subject Conflict of Laws.

The Inland Legal Prize

A cash prize of \$100 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in the subject Jurisprudence.

Frank Astill Prize

To mark the contribution of the former Director, the Frank Astill prize has been established. This

is not awarded every year but will be awarded to recognise the contribution of a student who has achieved academic success and made a significant contribution to the life of the course. A cash prize of \$300 will be awarded on the recommendation of the Law Extension Committee

Susan Cullen Prize

The Susan Cullen Memorium Prize for Conveyancing has been established in memory of a former student. The prize will be awarded to one eligible student having enrolled in the subject only once, achieves the highest combined assignment and examination mark in the subject.

Post examination interviews

A student may apply for an interview with an Examiner in relation to his or her examination performance. Students are not, under any circumstances, otherwise permitted to make contact with an Examiner to discuss his or her examination performance or result.

An application must be lodged at the Boards' office no later than 25 October 2019. The application must be accompanied by the prescribed fee (see our website for details). Late applications will not be accepted.

The interview will be held at a time and place convenient to the Examiner and 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. A student will not be able to obtain his/her original exam script prior to an 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(s). The application must be lodged within one month after the publication of examination results. Students may choose to collect scripts from the LPAB office, or have them sent by mail. If a student wishes to have the

script(s) posted to them, the application 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. Any scripts remaining in the possession of the Board will then be destroyed.

Changing examination centres

A candidate wishing to sit at a scheduled examination centre other than the centre nominated at the time of enrolment must forward a written request to the Board's Examinations Officer at least two weeks before commencement of the examination period.

Unscheduled examination centres

In exceptional circumstances a student may be permitted to sit 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. Please note that the LPAB does not conduct exams outside of Australia.

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.

SYDNEY EXAMINATION VENUE



Legal Profession Admission Board Examination Timetable – September 2019

		WEEK ONE		WEEK TWO			
		Thursday 29-Aug-2019	Friday 30-Aug-2019	Monday 02-Sept-2019	Tuesday 03-Sept-2019	Wednesday 04-Sept-2019	Thursday 05-Sept-2019
AM 9.00 - 12.15	09 Administrative Law	02 Criminal Law & Procedure	04 Contracts	01 Legal Institutions	03 Torts	10 Law Of Associations	
	14 Conveyancing	20 Local Government and Planning	23 Public International Law	16 Insolvency	12 Taxation & Revenue Law	22 Intellectual Property	
PM 1.45 - 5.00	06 Australian Constitutional Law	07 Equity	11 Evidence	05 Real Property	08 Commercial Transactions	17 Legal Ethics	
	26 Understanding Legal Language & Legislation	13 Succession	19 Family Law	24 Jurisprudence	15 Practice & Procedure		

(Note: 18–Conflict of Laws, 21–Industrial Law, 25–Competition and Consumer Law – not offered this semester)

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

Parkroyal Hotel
30 Phillip Street,
Parramatta NSW 2150
Telephone (02) 9685 0340

Albury

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

Broken Hill

582 Radium Street
Broken Hill
Telephone (08) 8087 7842

Canberra

Bellevue Room,
Best Western Motel & Apartments,
11 Antill Street, Queanbeyan NSW 2620

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

TAFE NSW Glendale Campus,
Block C, 1st Floor, Frederick Street,
Glendale NSW 2285
Telephone (02) 4979 1600

Examination results will be posted on the Board's website on 17 October 2019:

www.lpab.justice.nsw.gov.au

Competitions

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 trading arbitrators and hundreds of teams annually to Vienna and Hong Kong. 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 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 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.

In 2011 Shane Lawrie was commended for his outstanding oral presentations. The 2011 team finished with a high placing in the top half of the competition.

In 2012 the LEC/LPAB team competing in the Vis (East) Moot in Hong Kong, comprised Diane Chapman, Mina Wang, Chau Le and David Grey. Shane Lawrie provided invaluable coaching and several lecturers judged practice moots.

In 2013, David Grey, Dianne Chapman and Carla Campbell represented the LEC/LPAB in the Vis Commercial Arbitration Moot in Vienna. Noteworthy is the fact that Carla is from Narrabri in country NSW and to be able to field a team with an external student very much embodies the philosophy of opportunity that is the foundation of the course.

In 2014, David Grey, Evon Siu and Blake O'Connor represented the LEC/LPAB in the Vis (East) Commercial Arbitration Moot in Hong Kong. Sydney barrister, Ms Theresa Dinh coached the team in Sydney over a period of several months before the moot and travelled with them to Hong Kong.

In 2019, Sean Farrell, Dina Lander, Melanie Schwerdt and Peter Willink represented the LEC/LPAB in the Vis International Commercial Arbitration Moot in Vienna.

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 Susan Carter at the Law Extension Committee. Further information on the competitions is available through the following websites: <https://vismoot.pace.edu>



Beyond the Curriculum

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 in the LPAB's website www.lpab.justice.nsw.gov.au

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, smoking is banned in all campuses except for within designated smoking areas.

Student Feedback

The Board is keen to receive feedback from its students about any aspect of the course and its administration. If you have any suggestions which you think will help the Board to improve the course or the way in which it is managed, please let us know by sending an email to lpab@justice.nsw.gov.au with the subject heading: Course Feedback

Timetables

The information in this Course Information Handbook is accurate as at the date of printing. However some details, especially lecture locations, are subject to change. Please consult Canvas regularly for any updates.

Winter 2019 Course Information Handbook Room Codes*

ABS	Abercrombie Business School	EASR	Eastern Avenue Seminar Room
CLR	Carslaw Lecture Room	EAA	Eastern Avenue Auditorium
CLT	Carslaw Lecture Theatre	New LSLT	New Law School Lecture Theatre
Castlereagh SR	133 Castlereagh Street, Sydney – Seminar Room	New LS ASR	New Law School Annexe Seminar Room
LEC Seminar Room	Level 10, 139 Macquarie Street, Sydney		

*Please note that these room codes apply to all timetables included in this handbook. Most of these venues are marked on the Map Guide on page 48 and are situated on the main grounds of the University at Camperdown. You can also refer to the online map of the University's Camperdown and Darlington Campuses at <http://sydney.edu.au/maps/campuses/?area=CAMDAR>.

LEC Orientation Day

Date	Time	Venue
LEC Orientation Day: Friday 3 May 2019	10.00am – 4.30pm	Carslaw LT 159
Overseas Qualified Students Orientation Session Friday 3 May 2019	2.00pm – 4.30pm	New Law School LT 104

Essential Intensive Introductory Classes for all Legal Institution Students:

Date	Time	Venue
Saturday 4 May 2019	9.00am – 5.00pm	EAA
Sunday 5 May 2019	9.30am – 4.30pm	EAA

Development of Legal Skills

On the Friday before each Weekend School we will hold a range of voluntary classes to help students improve skills necessary for successful study and in professional life. An email will be sent to students about a week before the classes outlining which classes (examples of which are listed below) will be run and calling for expressions of interest. Classes will be limited in number so as to enable more individual attention to student needs.

Citation and Referencing – This class will focus on developing referencing and citation skills.

Language Skills – Not designed as a course for non-English speakers, this class will help students develop their ability to express themselves in clear grammatical English.

Problem Solving – Using examples from contracts and simple legislation as a base, this class will help students consolidate their problem solving skills.

Ethics and Well Being – An opportunity to focus on the link between well-being and ethics and develop some strategies for an ethically and physically healthy life in practice.

Exam Preparation – A useful refresher on how to approach exams and effective strategies for closed book exams.

Proofreading – An opportunity to discover strategies to improve proofing of documents.

Weekly Lecture Timetable

Please note that most lectures begin at 6.00pm and finish between 8.30 and 9.00pm.

SUBJECT	DAY	DATES	ROOM(S)	LECTURER(S)
01 Legal Institutions	Wednesday	8 May - 12 June 3 July - 14 Aug	New Law 101 EAA	Prof A Stuhmcke Mr Glenn Dennett
02 Criminal Law and Procedure	Tuesday	7 May - 11 June 2 July - 13 Aug	CLT 175 CLT 175	Mr G Sarginson Mr P McGhee
03 Torts	Friday	10 May - 14 June 5 July - 16 Aug	New Law 106 EAA	Prof S K Blay Mr C Castrission
04 Contracts	Tuesday	7 May - 11 June 2 July - 13 Aug	New Law 026 CLT 157	Prof P Radan Mr A Kuklik Prof E Peden
05 Real Property	Wednesday	8 May - 12 June 3 July - 14 Aug	CLT 175 New Law 104	Prof C Stewart
06 Constitutional Law	Monday*	6 May - 3 June 1 July - 12 Aug	EAA New Law 101	Mr G Connolly Mr P Chiam
07 Equity	Thursday	9 May - 13 June 4 July - 15 Aug	New Law 101 Eastern Ave 315	Prof P Radan Prof C Stewart
08 Commercial Transactions	Tuesday	7 May - 11 June 2 July - 13 Aug	New Law 106 CLT 275	Ms M Noonan
09 Administrative Law	Wednesday	8 May - 12 June 3 July - 14 Aug	CLT 173 Eastern Ave 315	Mr F Esparraga Mr I Harvey
10 Law of Associations	Thursday	9 May - 13 June 4 July - 15 Aug	New Law 026 CLT 173	Mr M Zammit
11 Evidence	Monday*	6 May - 3 June 1 July - 12 Aug	CLT 373 New Law 106	Mr A Kuklik Prof E Peden
12 Taxation	Tuesday	7 May - 28 May 4 June - 11 June 2 July - 13 Aug	New Law ASR 342 Castlereagh 1804 Castlereagh 1804	Mr A J O'Brien
13 Succession	Wednesday	8 May - 12 June 3 July - 14 Aug	CLT 375 New Law ASR 344	Mr J E F Brown Mr H Morrison
14 Conveyancing	Monday*	6 May - 3 June 1 July - 12 Aug	New Law ASR 444 New Law ASR 444	Mr A Cahill Mr P Pomfret
15 Practice and Procedure	Friday	10 May - 14 June 5 July - 16 Aug	New Law 026 CLT 157	Mr R Gowenlock
17 Legal Ethics	Friday	10 May - 17 May 31 May - 14 June 5 July - 12 July 26 July - 16 Aug	New Law 101 New Law 101 Eastern Ave 315 Eastern Ave 315	Mr L Pierotti Mr M Sindone
24 Jurisprudence	Thursday	9 May - 30 May 6 June - 13 June 4 July - 15 Aug	New Law 028 New Law 106 New Law 028	Dr C Birch Dr P Quadrio Ms M-S York
16 Insolvency	Tuesday	Special Lecture Arrangements see page 21		Mr J Gooley
18 Conflict of Laws		Not offered this session		
19 Family Law	Wednesday	8 May - 29 May 5 June - 12 June 3 July - 14 Aug	New Law 115 ABS 1080 New Law 115	Ms A Cotter-Moroz
20 Local Government and Planning	Thursday	Special Lecture Arrangements see page 21		Ms A Penklis
21 Industrial Law		Not offered this session		
22 Intellectual Property	Tuesday	Special Lecture Arrangements see page 21		Ms B Oliak Mr B Cameron
23 Public International Law	Thursday	Special Lecture Arrangements see page 21		Mr R L Anderson
25 Competition and Consumer Law		Not offered this session		
26 Understanding Legal Language and Legislation		Special Lecture Arrangements see page 21		Mrs S Carter Mr P O'Mara

(w) Weekend School Teacher

* No lecture on Monday 10 June 2019 due to Queen's Birthday public holiday

Winter 2019 SESSION

01 Legal Institutions Evening Lecture Timetable

WEEK	DATE	VENUE	TOPIC
Intensive Introductory Classes	Sat. 4 May	EAA	Topic One: An Introduction to the Law and its Sources Topic Two: Legal Research
Intensive Introductory Classes	Sun. 5 May	EAA	Topic Three: Introduction to Legal Problem Solving
1	Wed. 8 May	New Law 101	Topic Four: Australian Legal Institutions
2	Wed. 15 May	New Law 101	Topic Five: The Legal Profession
3	Wed. 22 May	New Law 101	Topic Three: Legal Problem Solving: case study
First Weekend School	Sat. 25 May noon-4pm	New Law 101	Topic Six: Legal Referencing; Study Skills
4	Wed. 29 May	New Law 101	Topic Seven: Statutory Interpretation
5	Wed. 5 June	New Law 101	Topic Seven: Statutory Interpretation; Problem Solving Seminar
6	Wed. 12 June	New Law 101	Topic Eight: English Legal and Constitutional Foundations. Not covered at weekend school – available to external students as webcast lecture.
Study Break: Saturday 15 June 2019 – Sunday 30 June 2019			
7	Wed. 3 July	EAA	Topic Nine: New South Wales and Commonwealth Legal and Constitutional History Not covered at weekend school – available to external students as webcast lecture.
8	Wed. 10 July	EAA	Topic Fifteen: Executive Government
9	Wed. 17 July	EAA	TUTORIAL WEEK
Second Weekend School	Sat. 20 July noon-4pm	New Law 101	Topic Twelve: Study/Summary and Exam Preparation Skills
10	Wed. 24 July	EAA	Topic Ten: Commonwealth Parliament
11	Wed. 31 July	EAA	Topic Eleven: New South Wales Parliament
12	Wed. 7 August	EAA	Topic Thirteen: The Court System
13	Wed. 14 August	EAA	Topic Fourteen: Tribunals, Arbitration and Alternative Dispute Resolution

Understanding Legal Language and Legislation Course

Date	Time	Venue
Friday 17 May 2019	9.00am – 1.00pm	EASR 405
	2.00pm – 5.00pm	Codrington Computer Lab 5
Saturday 18 May 2019	9.00am – 5.00pm	EASR 405
	2.00pm – 5.00pm	Online session
Friday 12 July 2019	9.00am – 12.00pm	Codrington Computer Lab 5
	1.00pm – 5.00pm	New Law SR107
Saturday 13 July 2019	9.00am – 5.00pm	New Law SR107



WINTER SESSION 2019

Weekend School Timetable (1)

FRIDAY 24 MAY – SUNDAY 26 MAY 2019

SUBJECT	DAY(S)	TIME(S)	ROOM(S)
01 Legal Institutions	24 May	5 pm-9 pm	New Law 101
	25 May	noon-4 pm	New Law 101
	26 May	8 am-noon	New Law 101
02 Criminal Law and Procedure	25 May	8 am-noon	New Law 101
	26 May	noon-4 pm	New Law 101
	26 May	4 pm-6 pm	New Law 106
03 Torts	24 May	noon-4pm	New Law 104
	25 May	4 pm-8 pm	New Law 104
	26 May	8 am-noon	New Law 104
04 Contracts	24 May	5 pm-9 pm	New Law 024
	25 May	9 am-11 am	New Law 024
	26 May	4 pm-8 pm	New Law 024
05 Real Property	25 May	noon-4 pm	New Law 026
	26 May	8 am-noon	New Law 026
06 Constitutional Law	25 May	4 pm-8 pm	New Law 101
	26 May	4 pm-8 pm	New Law 101
07 Equity	25 May	8am-noon	New Law 104
	26 May	noon-4 pm	New Law 104
08 Commercial Transactions	25 May	noon-4 pm	New Law 024
	26 May	8 am-noon	New Law 024
09 Administrative Law	25 May	4 pm-8 pm	New Law 106
	26 May	noon-4 pm	New Law 106
10 Law of Associations	24 May	5 pm-9pm	New Law 105
	25 May	8 am-noon	New Law 106
11 Evidence	25 May	noon-4 pm	New Law 106
	26 May	8 am-noon	New Law 106
12 Taxation	24 May	5 pm-9 pm	New Law 102
	25 May	4 pm-8 pm	New Law 026
13 Succession	25 May	8 am-noon	New Law 026
	26 May	noon-4 pm	New Law 026
14 Conveyancing	24 May	5 pm-9 pm	New Law 020
	25 May	noon-4 pm	New Law 020
15 Practice and Procedure	25 May	4 pm-8 pm	New Law 102
	26 May	8 am-noon	New Law 102
17 Legal Ethics	24 May	5 pm-9 pm	New Law 104
	25 May	noon-4 pm	New Law 104
24 Jurisprudence	26 May	8am-noon	New Law 100
	26 May	4 pm-8 pm	New Law 100
16 Insolvency	25 May	4 pm-8 pm	New Law 115
	26 May	4 pm-8 pm	New Law 115
18 Conflict of Laws	N/A		
19 Family Law	25 May	8 am-noon	New Law 102
	26 May	noon-4 pm	New Law 102
20 Local Government and Planning	25 May	noon-4 pm	New Law 107
	26 May	8 am-noon	New Law 107
21 Industrial Law	N/A		
22 Intellectual Property	25 May	8 am-noon	New Law 107
	26 May	4 pm-8 pm	New Law 107
23 Public International Law	24 May	5 pm-9 pm	New Law 100
	25 May	noon-4 pm	New Law 100
25 Competition and Consumer Law	N/A		
26 Understanding Legal Language and Legislation	N/A		

WINTER SESSION 2019

Weekend School Timetable (2)

FRIDAY 19 – SUNDAY 21 JULY 2019

SUBJECT	DAY(S)	TIME(S)	ROOM(S)
01 Legal Institutions	19 July	2 pm-4 pm	New Law 101
	19 July	5 pm-9 pm	New Law 101
	20 July	noon-4 pm	New Law 101
	21 July	8 am-noon	New Law 101
02 Criminal Law and Procedure	20 July	8 am-noon	New Law 101
	21 July	noon-4 pm	New Law 101
03 Torts	19 July	noon-4pm	New Law 104
	20 July	4 pm-8 pm	New Law 104
	21 July	8 am-noon	New Law 104
04 Contracts	19 July	5 pm-9 pm	New Law 024
	21 July	4 pm-8 pm	New Law 024
05 Real Property	19 July	2 pm-4 pm	New Law 026
	20 July	noon-4 pm	New Law 026
	21 July	8 am-noon	New Law 026
06 Constitutional Law	20 July	4 pm-8 pm	New Law 101
	21 July	4 pm-8 pm	New Law 101
07 Equity	20 July	8 am-noon	New Law 104
	21 July	noon-4 pm	New Law 104
08 Commercial Transactions	20 July	noon-4 pm	New Law 024
	21 July	8 am-noon	New Law 024
09 Administrative Law	20 July	4 pm-8 pm	New Law 106
	21 July	noon-4 pm	New Law 106
10 Law of Associations	19 July	5pm-9pm	New Law 106
	20 July	8 am-noon	New Law 106
11 Evidence	20 July	noon-4 pm	New Law 106
	21 July	8 am-noon	New Law 106
12 Taxation	19 July	5 pm-9 pm	New Law 026
	20 July	4 pm-8 pm	New Law 026
13 Succession	20 July	8 am-noon	New Law 026
	21 July	noon-4 pm	New Law 026
14 Conveyancing	19 July	5 pm-9 pm	New Law 020
	20 July	noon-4 pm	New Law 020
15 Practice and Procedure	20 July	4 pm-8 pm	New Law 102
	21 July	8 am-noon	New Law 102
17 Legal Ethics	19 July	5 pm-9 pm	New Law 104
	20 July	noon-4 pm	New Law 104
24 Jurisprudence	21 July	8am-noon	New Law 100
	21 July	4 pm-8 pm	New Law 100
16 Insolvency	20 July	4 pm-8 pm	New Law 115
	21 July	4 pm-8 pm	New Law 115
18 Conflict of Laws	N/A		
19 Family Law	20 July	8 am-noon	New Law 102
	21 July	noon-4 pm	New Law 102
20 Local Government and Planning	20 July	noon-4 pm	New Law 107
	21 July	8 am-noon	New Law 107
21 Industrial Law	N/A		
22 Intellectual Property	20 July	4 pm-8 pm	New Law 107
	21 July	4 pm-8 pm	New Law 107
23 Public International Law	19 July	5 pm-9 pm	New Law 100
	20 July	noon-4 pm	New Law 100
25 Competition and Consumer Law	N/A		
26 Understanding Legal Language and Legislation	N/A		

Legal Profession Admission Board Examination Timetable – September 2019

	WEEK ONE		WEEK TWO			
	Thursday 29-Aug-2019	Friday 30-Aug-2019	Monday 02-Sept-2019	Tuesday 03-Sept-2019	Wednesday 04-Sept-2019	Thursday 05-Sept-2019
AM 9.00 - 12.15	09 Administrative Law	02 Criminal Law & Procedure	04 Contracts	01 Legal Institutions	03 Torts	10 Law Of Associations
	14 Conveyancing	20 Local Government and Planning	23 Public International Law	16 Insolvency	12 Taxation & Revenue Law	22 Intellectual Property
PM 1.45 - 5.00	06 Australian Constitutional Law	07 Equity	11 Evidence	05 Real Property	08 Commercial Transactions	17 Legal Ethics
	26 Understanding Legal Language & Legislation	13 Succession	19 Family Law	24 Jurisprudence	15 Practice & Procedure	

(Note: 18-Conflict of Laws, 21-Industrial Law, 25-Competition and Consumer Law - not offered this semester)

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

Park Royal Hotel
30 Phillip Street,
Parramatta NSW 2150
Telephone (02) 9685 0340

Albury

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

Broken Hill

582 Radium Street
Broken Hill
Telephone (08) 8087 7842

Canberra

Bellevue Room,
Best Western Motel & Apartments,
11 Antill Street, Queanbeyan NSW 2620

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

TAFE NSW Glendale Campus,
Block C, 1st Floor, Frederick Street,
Glendale NSW 2285
Telephone (02) 4979 1600

Examination results will be posted on the Board's website on 17 October 2019:

www.lpab.justice.nsw.gov.au

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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** Wilkinson Building
- 4** New Law School Building
- 5** Old Teacher's College
- 6** Merewether Building
- 7** Abercrombie Business School
- 8** Codrington Building

Front cover: The Original Commonwealth Parliamentary chamber displays the symbolic heritage of our legal system: the green symbolising the people's house; the mace symbolising executive power; and the table – two sword lengths wide – symbolising that disputes would be solved by debate and force of logic instead of armed force. These symbols remain important in our Australian legal system, and so were carried across into the new Parliament House.

Back cover: The inaugural alumni gathering at NSW Parliament House was a great opportunity for graduates to reconnect.



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