



THE UNIVERSITY OF
SYDNEY
Law Extension Committee



THE LEGAL
PROFESSION
ADMISSION
BOARD

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

Law Extension Committee: Code of Conduct



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Table of Contents

Code of Conduct	2
Overview	2
Honesty in submission of assignments	3
Academic Integrity	4
Respect for and Use of Property and Resources	5
Courteous and respectful dealings with others	6
Responsibility to maintain good fame and character	6
Responsibility to inform and to be informed	7
NSW Admission Board Rules 2015	8
Complaints and Discipline	9

Code of Conduct

This Code of Conduct applies to all students-at-law who have registered to study with the Law Extension Committee. Access to Canvas and the teaching program of the Law Extension Committee is conditional upon students accepting that they will abide by this Code of Conduct. All students accept an obligation on registration to make themselves aware of the contents of this Code and the consequences for breach. Upon registering in each subject students acknowledge that they are bound by, and will adhere to, the provisions of this Code. The obligations in this Code exist in addition to the requirements of the NSW Admission Board Rules 2015.

Overview

- The Law Extension Committee (LEC) provides an academically rigorous teaching program for Students-at-Law in support of the examinations conducted by the Legal Profession Admission Board (LPAB).
- The teaching program requires Students-at-Law to:
 - develop an ethical approach to legal practice;
 - adhere to the values required by the legal profession;
 - exercise fitness and propriety at all times¹; and
 - consider their eligibility and suitability for admission².

This Code of conduct sets out an expected base-line and it should not be seen as the complete statement of required behavior. The following matters should be considered and observed.

¹ See the *Legal Profession Uniform Law (NSW)* s17(1)(c).

² See Rule 10 of the *Legal Profession Uniform Admission Rules 2015*.

Honesty in submission of assignments

- Students must only submit their own work in assessments.
- Students must correctly cite and reference the work and ideas of others.
- Students may discuss their work with their peers – but should not share electronic or hard copies of their work until:
 - **all** work has been submitted; or
 - until 10 days after the due date.
- Students should not engage others to do their work, and pass it off as their own.
- Students must be accurate and true in any communication with the LEC when requesting extensions. Half-truths may be acts of dishonesty.
- Acts of dishonesty may include failure to cite and reference the work of others, and submitting the work of others as your own.
- **Students engaged in acts of dishonesty:**
 - will be required to disclose the details to the Legal Profession Admission Board at the time of admission; and
 - **may be denied admission to the legal profession.**
- If you have questions about plagiarism, check:
 - the resources available on Canvas – see Guides and Policies – Plagiarism and Academic Honesty and
 - Part 3 of the [University's Academic Honesty in Coursework Policy 2015](#)³, in particular the definition of Academic Dishonesty and Plagiarism.
- **The LEC regularly runs referencing and citation skills classes on the Friday afternoon before the Weekend Schools.** Information is also available on:
 - Canvas – see Guides and Policies – Assignments and Assessment

³ <https://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2012/254&RendNum=0>

Academic Integrity

- Students must attend scheduled classes and examinations.
- Students should be familiar with and make use of resources provided to facilitate their learning.
- Students should abide by deadlines when submitting work for assessments.
- Students who wish to contact teachers or staff should use official LPAB and LEC email addresses and telephone numbers.
- Students should not contact teachers at other employment locations or at their private addresses, unless specifically authorised by that teacher.
- Students who wish to request additional feedback about their assignment should contact the LEC and not directly contact the marker or lecturer.
- Students should not contact the lecturer or examiner after an examination until the marks are published. Students who wish to make comment on the examination should contact the LEC.
- Students must not participate in any conduct which may reasonably result in an advantage to that student or a disadvantage to any other student. Such conduct may include concealing or removing library books, deliberately or recklessly placing inaccurate information on Canvas or Facebook, or attempting to influence teachers or examiners.

Respect for and Use of Property and Resources

- Students must respect all property, including intellectual property. The expression of ideas in a book, just like the book itself, are property.
- Students must not reproduce lectures and materials provided by:
 - the LEC;
 - the University library;
 - the LEC website;unless the LEC or the relevant teacher has provided written permission. Reproduction includes uploading to a third-party website.
- Students must not offer for sale or trade or seek to profit in any way from transcribed or recorded lectures or associated lecture material; nor may students purchase such material.
- Students may make recordings of lectures **only if** they have received permission from the teacher. Any recording without permission is strictly prohibited. It is a breach of this Code and may also be a breach of the criminal law and the law related to copyright.
- Students may not publish, including electronically, any recording or transcription of lectures.
- Students are provided with a University Unikey account for the purpose of accessing online data. This facility must be used in accordance with the University policies which govern use of [ICT resources](#)⁴.
- University resources include the University Library and Law Library. Materials obtained online through the Law Library, must be used in accordance with the [relevant University policies](#)⁵.

⁴ <http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/140>

⁵ <http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2012/252>

Courteous and respectful dealings with others

- Students must treat fellow students, teaching staff, and University, LEC and Board personnel with respect and courtesy. Students should be tolerant of diversity and the opinions of others.
- The reputation of other students, teachers, the LEC, LPAB and the University must be respected.
- Comments posted on Canvas, Facebook and other internet sites should focus on the constructive exchange of ideas – not the personal characteristics of fellow students or those who teach in, or are responsible for the administration of the course.
- Students should not behave in a way which disrupts the learning environment and may infringe on the rights and well-being of others.
- Students should be familiar with, and ensure they comply with, the [University's Bullying, Harassment and Discrimination Prevention Policy](#).⁶
- Students are encouraged to review the requirement of courtesy imposed by regulation as a requirement of continued practice.⁷
- Students shall maintain and observe all safety and health procedures and directions and take reasonable care for the safety and wellbeing of themselves and others. Students should conduct themselves in a safe and orderly manner so as not to cause harm or injury to other persons.

Responsibility to maintain good fame and character

- Students should read s17 *Legal Profession Uniform Law (NSW)* and *Legal Profession Uniform Admission Rules 2015: Rule 10* and consider the requirements to be of good fame and character and to be fit and proper for legal practice
- Students should in all aspects of their lives ensure that they maintain the highest standards of honesty and trustworthiness
- Students should avoid all acts of deception, dishonesty, and improperly dealing with the property of another.

⁶ <http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/168>

⁷ See for example, the *Legal Profession Uniform Law Australian Solicitors' Conduct and Practice Rules 2015* at 4.1.2 <https://www.legislation.nsw.gov.au/#/view/regulation/2015/244/part2/divfundamental/rule4>

Responsibility to inform and to be informed

Students must ensure that each Session:

- They have enrolled with the LPAB;
- They have registered with the LEC;
- Their registration and enrolment details are consistent;
- They update both the LPAB and the LEC of any changes in a timely fashion;
- They are familiar with the course requirements and other information contained in Canvas, the Board's Rules, and in the current *Course Information Handbook* (Note: this information may change from session to session so students should refresh their understanding regularly);
- They are familiar with the material to be covered in each subject, available through Canvas;
- They regularly consult the websites of the LEC and LPAB and note any updates;
- They read and respond to promptly all correspondence from the LEC whether sent by mail, electronically, through the LEC's online learning system or other method; and
- They should only attend those lectures in which they have been enrolled, unless they have the prior permission of the Director of the LEC.

NSW Admission Board Rules 2015

This Code operates in addition to, not instead of, the obligations found in the NSW Admission Board Rules 2015. As a reminder for students:

- Rule 60 requires that students who wish to sit for the Board’s exams must
 - “*make application to the Board for enrolment in accordance with the procedures and within the times set out in the Course Information Handbook*” for each relevant session;
 - Also register for the corresponding course of instruction with the Law Extension Committee;
 - Pay all necessary fees.
- Rule 63A prescribes that students will only be eligible to sit for the Board’s examinations if they have “*undertaken a course of instruction in a subject of examination conducted by the Law Extension Committee and who has completed the requirements of the course ... to the satisfaction of the Law Extension Committee.*” Students are reminded that the primary means of instruction by the LEC is the lecture, and students should ensure that they are able to, and do, attend all lectures – either in evening or weekend mode.

Complaints and Discipline

1. The first point of contact for any complaints or problems is the Director of the LEC.
2. If there are concerns that this Code has been breached by any person enrolled or involved in the LEC program, the matter should be reported to the Director, Law Extension Committee (the Director).
3. The Director will seek an explanation or more information from the person(s) concerned and may seek further information from any other interested parties, and will consider the prior conduct of the person(s) concerned.
4. Students must respond promptly to any requests for contact or information from the Director.
5. Upon consideration of this further material, the Director may do any or all of the following:
 - a. Counsel those involved in the apprehended breach;
 - b. Impose a penalty in relation to assignment marks;
 - c. Initiate a mediation or conciliation between affected parties;
 - d. Report the matter to the Board, to be handled in accordance with their disciplinary procedures;
 - e. Report the matter to the University Solicitor;
 - f. Report the matter to the Police.
6. Regulation 19 of the *Legal Profession Uniform Admission Rules 2015* provides that Student Conduct Reports (required prior to admission) must disclose whether or not the student has been the subject of any disciplinary action and the outcome of any such disciplinary action. Students should be aware that breaches of this Code will result in reports to the Board which may affect eligibility for admission to practice, or their status as a Student-at-Law.

Printed copies of this document may not be up to date.

Ensure you have the latest version before using this document.