



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



The Legal Profession Admission Board's course exists to provide an affordable, accessible and flexible pathway so that students from all walks of life can enter and enrich the legal profession.

The Law Extension Committee of the University of Sydney continues to teach students of the Board's course as a practical reflection of the University's values of inclusion and diversity, and openness and engagement.

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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 Diploma in Law.

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 materials, and the setting and marking of assignments.

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 of 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



Collection of  
WILLS, ESTATES,  
AND  
TRUSTS  
A. OLIVER

N. S. W.  
DIGEST  
1862

OF  
CONTRACT  
GWYER  
SIXTEENTH  
EDITION  
1923  
OXFORD

OF  
CONTRACT  
GWYER  
SIXTEENTH  
EDITION  
1923  
OXFORD

# The Diploma in Law

The collaboration between the Legal Profession Admission Board (the Board) and the Law Extension Committee of the University of Sydney (the LEC) provides a unique pathway to entry to the legal profession. Students register with the Board as students-at-law. As the Board's students they sit for the Board's examinations and proceed towards the grant of the Board's Diploma in Law. The LEC teaches the Board's students and prepares them for the Board's examinations.

## The Board and the LEC

If you want to know more about the Board and its functions, you can read about them at their website: <http://www.lpab.justice.nsw.gov.au>.

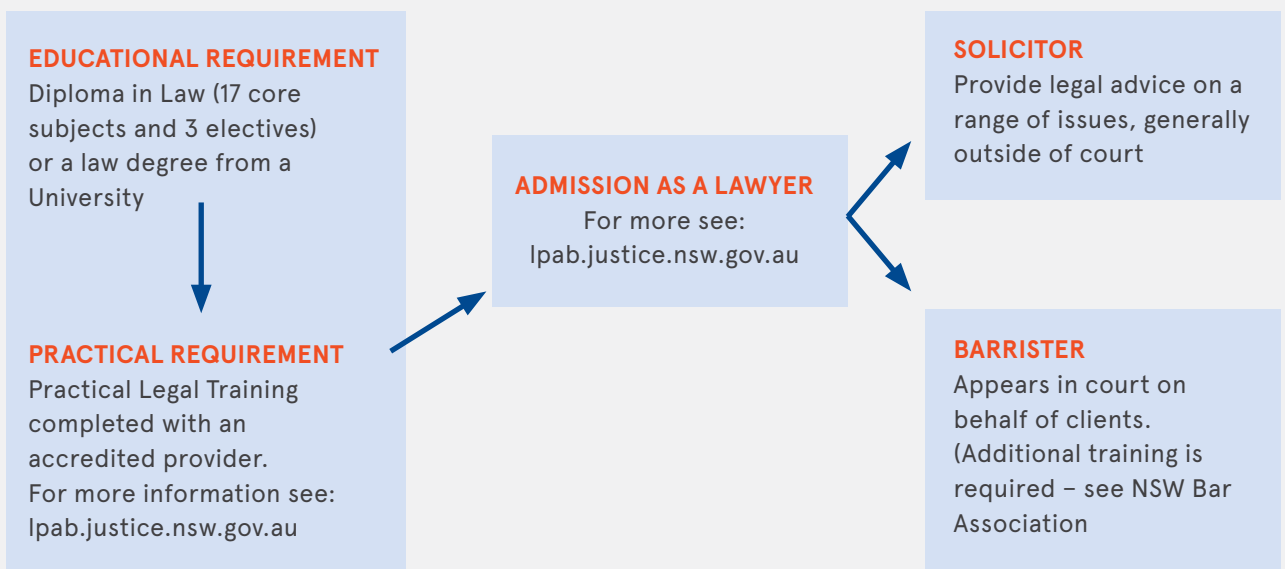
If you want information about the LEC go to their website: <https://lec.sydney.edu.au>

## Why Does the Diploma in Law exist?

In a society like ours, founded on the rule of law, the law is at the service of all. So it is important that the study of the law is widely available. However, there are often barriers: including time, money, academic requirements which can make access to legal studies difficult.

The Board has been examining students for admission to the Legal Profession since April 1859, and the LEC has been preparing students for these exams since 1964. Most students now approach the study of the law through a University law degree – so why does this course continue? Because it is important that there is an affordable, flexible, accessible pathway to the study of the law. This is what the Diploma in Law continues to provide.

# Becoming a Lawyer



# Background and history of the Diploma in Law

The Diploma in Law is a unique, accessible and affordable pathway into legal practice in New South Wales.

## The Board's examinations



From the time of the Inns of Court in England, education for the legal profession has been closely associated with – and supervised by – the Courts. NSW is no different, and from 1848 – before Australian Universities offered law degrees – the NSW Supreme

Court set examinations for admission to the profession. When one of Australia's great bush poets and the author of *The Man from Snowy River*, A.B. "Banjo" Paterson (pictured) was admitted as a solicitor in 1886, it was after he had passed these Supreme Court exams. These examinations are now continued by the Legal Profession Admission Board, which assumed the task from its predecessors the Solicitors' Admission Board (SAB) and Barristers' Admission Board (BAB). As well as supervising these examinations the Board is responsible for accrediting all University law degrees in NSW, and supervising the admission of all would-be lawyers to the profession.

## Creation of Law Extension Committee

Students were originally expected to study for the Board's examinations themselves. With most students working during the day (as many continue to do) this was an onerous task. The University of Sydney agreed to establish the Law Extension Committee in 1964 to assist these students in their preparation for their exams. The LEC continues to teach the Board's students to this day, and this unique collaboration between two of the oldest institutions in NSW – the Supreme Court and the University of Sydney – underpins a course of study designed to provide a flexible, affordable and accessible pathway to legal practice.

## The Diploma in Law

Australia is a society governed by the rule of law. At its simplest, this means that everyone is bound by the same laws, and everyone has equal access to the protection of the law. The law is clear, predictable and public.

A strong legal profession, which works for the benefit of all, is one of the best protectors of the rule of law. A strong legal profession is diverse and welcomes into its ranks a broad range of practitioners provided only that they meet the academic and ethical requirements of legal practice. The Diploma in Law continues to exist as a practical pathway to facilitate a wide range of Australians to meet the academic requirements of entry to the legal profession. The entry tests are broad and the fees are deliberately structured to enable students to become legal practitioners in circumstances where it might not otherwise have been possible.

The continuing involvement in this course by both the Supreme Court and the University of Sydney represents their ongoing commitment to the values of inclusion and diversity.

The curriculum demonstrates a practical emphasis on the professional life of a lawyer. This is reflected in the large compulsory core which includes those subjects such as Conveyancing and Succession that often form the basis of legal practice. It is also reflected in the teaching, where we employ a range of expert practitioner/lecturers, backed by a very strong group of academic lecturers. We maintain a lecture based program, believing that face to face teaching provides the most meaningful educational experience. Lectures allow students to connect with other students, and they put role models of legal analysis and practice in direct contact with students. While some use is made of on-line resources this is not the primary method of instruction and students should plan to attend all lectures in each subject.

The Board is not a University, although with the LEC's involvement the teaching is maintained at a high standard. The program is run deliberately lean to ensure the broadest accessibility. The practical result of this is that while the emphasis is on teaching and high academic standards are maintained, not all the services and assistance that a University may offer are available to the Board's students. Individual attention is not available and students are required to have initiative and motivation to succeed.

The course is designed to be studied part time, so all lectures are held in the evening – after work. Lectures are also held on weekends to facilitate lecture attendance by those living in regional and rural areas.

The course provides an opportunity to succeed which many have taken with a qualification in law.

### Our alumni

Students enter this course with a wide variety of aspirations. Some simply want to understand better the law with which they are working every day. Others want a complete career change. This wide variety of reasons for study is reflected in the breadth of the pathways taken by our graduates – which range from Justices of the High Court of Australia, to sole practitioners in suburban practice; from Government Ministers to principals in country firms; from barristers appearing before the High Court, to those working in non-legal capacities in business and in government. If you would like to read the stories of some of our alumni, check the LEC website.

You can also become part of our alumni community by connecting with us on LinkedIn. <https://www.linkedin.com/school/lpab-lec-diploma-in-law/>



2018 Alumni function at NSW Parliament House.



# Curriculum requirements

The NSW Admission Board Rules 2015 set out the curriculum for students-at-law:

## 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 Planning Law
- 21 Industrial Law
- 22 Intellectual Property
- 23 Public International Law
- 25 Competition and Consumer Law
- 26 Advanced Statutory Interpretation
- 27 Health Law

A Student-at-Law who has passed all the subjects in Group A and three of the subjects in Group B is eligible for the award of the Diploma in Law. This satisfies 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.

Students who have been granted academic exceptions and who sit fewer than ten of the Board's examinations are not entitled to receive the Diploma in Law.



## Life as a student-at-law

Students proceeding towards the Board's examinations are known as students-at-law. This status reflects both the history of the course and the importance of the studies being undertaken.

The Board's examinations are offered for students-at-law twice a year – in March and in September. The LEC offers lectures to support students preparing for these exams:

- Summer Session, enrolment in October with lectures commencing in November and running (apart from a short break over Christmas) through to the end of February; and
- Winter Session, enrolment in April with lectures commencing in May and running through to the end of August.

Evening lectures run for 12/13 weeks. Weekend schools are held twice a Session.

All students commence with the subject Legal Institutions (see subject descriptions on p 10 ) and may study up to two subjects a session. When students have successfully completed the first 8 subjects, they may attempt up to three subjects a Session. All the compulsory subjects are offered each Semester, however the electives are sometimes offered only once a year. Full details of electives can be found on Canvas, in the Choose My Electives course.



## 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

**If, on reflection, you decide to start with two subjects, this is a typical study sequence. You may choose to vary this depending on your circumstances.**

### Where do these rules come from?

As an LPAB student – a Student-at-law – your candidature is governed by the NSW Admission Board Rules 2015. You should become familiar with these. They are available on the LPAB website. Alternatively you will be able to find them:

- Once you have attended the legal research classes and know how to find legislation and delegated legislation; or
- Once you are enrolled and have access to Canvas. Canvas is the Learning Management System where, as a student, you will find your readings, time-tables and other important information.

### How do I choose subjects?

Your subjects are chosen for you, until you have completed the first 11 subjects. Everyone begins with Legal Institutions. You may also choose to study a second subject – Criminal Law and Procedure in your first Session. When considering how many subjects to study in each Session, you should consider:

- **Your recent study experience.** If it is a while since you have engaged in formal study you will need to develop your note-taking, reading, studying and assignment skills. Be realistic. You will develop these skills, but give yourself enough time to do so.
- **Your time.** Budget your time to ensure you can attend lectures, complete the readings and do the assignments. Do not underestimate the workload. It is common for beginning students to find that it can take a long time to do the readings initially, but as their skill level increases, this speeds up.
- **Your ability to write clearly and accurately in good English.** Just as physicists need a good command of mathematics, lawyers need a good command of English – to be able to communicate their ideas accurately and clearly. If your language skills are not where they should be, consider doing only one subject to begin with and spend the extra time working on your English expression.
- **Your goals.** Everyone approaches this course with different motivations. What is your personal time-line? There is currently no restriction on how long a student may take to complete the course. It is recommended that studies are completed within 10 years, or risk the learning becoming stale, and needing to be repeated.
- **Your family and work responsibilities.** Everyone studying in this course is either working, caring for a family or both. We expect that you will have other calls on your time – it is up to you to plan your time to enable sufficient study for success.
- **Clashes in the time-table** – both for lectures and exams. Time-tables will be provided on our website shortly before enrolments open.

# Subject descriptions

## Compulsory Subjects

### 01 Legal Institutions

This 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 students 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. Negligence is the principle tort studied. Intentional torts, such as trespass, are also considered.

### 04 Contracts

This course provides students with an understanding of the basic principles of contract law. It covers the elements of formation of contracts, contractual capacity, terms of a contract, matters affecting consent to a contract, discharge of contracts, remedies, and privity of contract.

### 05 Real Property

Real Property is concerned with the law relating to land. Both Old and Torrens systems are considered.

### 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*.

### 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 considers the law by which individuals gather together to conduct business and hold property. The principal association considered is the company.

### 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 (Cth)*.

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 1997 (Cth)* and related legislation.

### 13 Succession

The law of succession is concerned with the law of wills and the administration of deceased estates.

### 14 Conveyancing

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. Students consider how to commence and progress a civil matter according to the rules and procedures of the Court.

## 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

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### 16 Insolvency

The course covers both bankruptcy (personal insolvency) and corporate insolvency. The operation of the *Bankruptcy Act 1966 (Cth)* and the insolvency provisions of the *Corporations Act 2001 (Cth)* are considered.

### 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 Planning Law

The Planning Law course examines the environmental and planning laws which regulate the use of land, the subdivision of land, the erection of buildings, the carrying out of works, and the demolition of building or works.

The law regulating planning is dynamic and sometimes quite contentious.

### 21 Industrial Law

The Industrial Law course is a general introduction, 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 2010 (Cth)*, incorporating the *Australian Consumer Law*, has a significant impact on every aspect of commercial life in Australia. This course complements 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 Advanced Statutory Interpretation

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.

### 27 Health Law

This subject introduces students to the interrelationships between health care, bioethics and the law. In particular, students will explore the moral bases of law and the means by which law influences healthcare norms, clinical practice and health policy.

# Enrolment and subject registration

At the start of each semester students are required to both enrol with the Board, and register with the LEC for each subject you study in each Semester.

## When do I enrol?

**Before the start of each semester ALL students must enrol in their subjects.**

The enrolment period opens three weeks before lectures commence (about the same time as returning students receive their results from the previous semester.) You should receive an email prompt, but you do not need to wait for this before enrolling. Check the LEC website for current enrolment dates.

## Enrolling in subjects for the first time?

The first time you enrol and register in your subjects there are additional steps to complete. Subsequent semesters are simpler.

The first time you enroll you will need to:

- Go to the LPAB website where you will nominate your subjects and pay for them online.
- As a beginning student (unless you have academic exemptions) you will study Legal Institutions and may also enrol in Criminal Law and Procedure. Remember to choose carefully as subject refunds are not available.
- Then go to the LEC website to register for the tuition in the same subjects. This will

give you access to Canvas and your subject time-tables.

- In order to access Canvas, you will need to set up your Canvas password. You do this on the Canvas site. Your log in is your LPAB student number. Be sure to read and agree to the conditions of use.
- Email the LEC a photo for your student card – this will also act as your library card.
- You also need to set up your UniKey. This is your key to accessing University facilities and will give you remote library and on-campus Wi-Fi access.
- Attend Orientation Day (check the LEC website for dates).

**A full checklist of the enrolment procedure with links and dates is available on the Current Students page of the LEC website. This will give you all the information you need.**

## Returning student?

You will already have your UniKey, Canvas access and student card set up, so all you need to do is:

- Go to the LPAB website where you will nominate your subjects and pay for them online;

- It is important to ensure that you enrol in the correct subjects –remember, the first 11 subjects must be taken in order – as incorrect enrolment or registration can have serious consequences.
- Go to the LEC website to register for the tuition (including Canvas access) in the same subjects in which you enrolled.
- Check in Canvas for your subject time-table and room locations.
- Your library card will be re-validated each semester after you have enrolled with the Board and registered for your subjects with the LEC.

Remember – a full enrolment checklist is available on the LEC website.

## Where do I find my time-table?

All information about lecture times and location is available in each subject in Canvas. Indicative time-tables, for general planning purposes, are available on the LEC website.

## How do I pay?

**Payment of course fees must be made in full at the time of enrolment each semester. Unfortunately, part payments cannot be made.**

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.

A list of current fees is available on the Board's website.

### Post Enrolment Confirmation

Your enrolment application may take about 2 weeks to process. If you are concerned that your application has not been received, please call the LPAB office.

A letter confirming your enrolment and examination details will be posted or emailed 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 office to confirm that your enrolment has been successful.

If your enrolment processing is delayed, you may attend lectures while waiting to receive confirmation of your enrolment.

### Examinations and clashes

Students are responsible for ensuring that there is no examination clash in the subjects they choose to enrol in. The examination time-table is available on the Board's website.

Students will not be permitted to sit an examination on an earlier or later date.

### Application to the LPAB

If you have made an application to the LPAB for relaxation of the progression or exclusion rules and are awaiting a decision, you should still register online with the LEC, attend lectures and prepare compulsory assignments. However, 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.

### Change to Personal Details

Any changes to personal details, including address, telephone or other contact details and email address must be given directly in writing to each of the following:

- LPAB
- LEC

To update your details, you should send an email to both organisations, quoting your student number, with your new details.

Contact details for the Board and LEC are available on the inside back cover.

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. Please ensure your full name according to your birth certificate or passport is recorded.

### Important to Note

- Before enrolling in your subjects you are strongly encouraged to read the information provided regarding the progression, exclusion and tuition rules.
- You should also consider that, the Board does not refund application or enrolment fees, and subject fees are non-transferable to other subjects or other semesters. Please choose carefully.
- All enrolments are done on-line on the Board's website. Enrolments will not be accepted across the counter at the Board's office.
- Do not lodge an application for enrolment if you are awaiting a decision on an application for relaxation of the exclusion or progression rules. However, you should still register with the LEC and begin attending lectures pending the outcome of your application.
- All students enrolled for the Board's examinations must register online with the LEC for tuition only in the subjects for which they are enrolled.



# Classes

## Lectures

### Commencement of lectures

Each year, the teaching programs in the Diploma in Law begin in May and November, with examinations in September and the following March respectively.

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

Once you have registered for your subjects with the LEC, your individual subject time-table will be available to you in Canvas. Indicative time-tables, to allow for general planning, are available on the LEC web-site.

Evening lectures commence at 6pm and conclude by 9pm. Weekend school lectures are in 4 hour blocks and there are two 4-hour lectures for each subject at each Weekend School.

### Lecture venues

With the exception of some later subject electives, all classes are held at the main campus at the University of Sydney. Each subject in Canvas has a link to a map of the University to allow you to find your lecture venue.

### Attending lectures

We expect that all students will attend lectures. Although we make use of on-line technology this is not an on-line course. Accordingly, you should plan when selecting your subjects to be able to attend all classes – either at the Weekend Schools or the evening classes.

Lectures are more than an opportunity to have the relevant

material explained to you by a leading practitioner or academic. They are your opportunity to engage with the material, ask questions and begin to analyse and think critically about what you are learning.

Lectures also help you build your peer (and later professional) networks – students you may wish to study with after class, to help you consolidate your understanding. Lecture attendance also helps you develop the professional skills of listening, analysing, understanding and note-taking.

### Weekend School arrangements

Weekend schools are held twice each Semester for the benefit of external students who are unable to attend weekly lectures. Evening students are welcome to attend but must defer to external students in class participation and interaction with lecturers.

### Skills Seminars

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.

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.

Check the student newsletter (emailed to all students and available on Canvas) for details of these Skills Seminars. You will need to register your interest in attending – we may need to keep the numbers limited to maximise the opportunities for questions and discussion.

Seminars change each Semester, but commonly include:

- Citation and referencing;
- Legal research;
- Language skills (not a TESL course, but to help you communicate clearly);
- Legal problem solving;
- Proof reading;
- Preparation for exams;
- Stress management and well-being (this has practical importance but is also relevant for ethical decision making);
- Obtaining employment in the law.

Students are welcome to attend these seminars more than once.

As well, there are links to a range of study and skill-building resources on Canvas.

### Tutorials

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.

As well the lecture programs in the foundation subjects have been augmented with tutorial weeks for all students.



# Assignments

Assignments are an important part of the learning process. The Boards rules require all students to satisfactorily complete assignments to be eligible to sit for the final examination. The LEC is obliged to inform the Board when a student has not completed the LEC's course of instruction and is therefore ineligible to sit the examination in that subject.

## Compulsory assignments

There is one compulsory assignment in each subject, except for Legal Institutions where there are two.

## 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. Any submission will be required to be a valid attempt to answer the questions. Those submitting token attempts will not be eligible to sit 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.

## Purpose of Assignments and Submission Policy

Assignments are prescribed to ensure that you understand and can analyse and think critically about the material covered in each subject. They are also your opportunity to refine your techniques of research, analysis and expression, and to receive feedback on these critical academic skills.

An integral part of the discipline of studying law is 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 note and will be able to adhere to the prescribed submission dates for each compulsory task. Assignment questions and due dates in all subjects can be found in Canvas.

## 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 submitted more than ten days after the published due date will not be accepted for marking.

All students should try to ensure that they are not vulnerable to last minute crises and complete assignments well ahead of the due date.

## Extensions

In some exceptional cases, an extension may be granted if a student has experienced unforeseen illness or misadventure that has impacted their ability to prepare their assignment.

In such a case, it is imperative that you contact the LEC immediately. Unless we



are contacted **prior** to the assignment due date an extension cannot be granted.

Extensions are only available for unforeseen and unforeseeable disruptions to study. These would include serious misadventure or unforeseen medical circumstances (which may include those affecting a close family member).

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

The extension request must be accompanied by a detailed medical certificate, or in other extenuating circumstances, by a statutory declaration and evidence of unforeseen disruption to study. (More details are available in the Guide to Presentation and Submission of Assignments).

You should send an email outlining your request to the LEC at [enquiries@lec.pip.com.au](mailto:enquiries@lec.pip.com.au) before the assignment due date. Your email should include your name, student number, the subject you are requesting the extension for, the number of extra days you seek 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 submission window beyond 10 days.

### Submitting Assignments

All assignments should be received by the LEC through Canvas ensuring they arrive no later than 11.59pm on the due

date. The assignment must be submitted in a readable format. Otherwise it will not be accepted.

If you are unable to submit your assignment through the online portal then you must email your assignment to: [lecass@pip.com.au](mailto: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. Failure to do so may result in penalties applying.

Further information regarding the submission of the assignments is provided in the Guide to the Presentation and Submission of Assignments, which is available on Canvas. You should read this carefully before submitting your first assignment.

### Assignment Assessment Criteria

Assignments are assessed according to the grading criteria set out in the Guide to Presentation and Submission of Assignments. Assignments are assessed carefully and marks are reviewed before release.

### Results

Your assignment mark will be released through Canvas. You should allow at least 4 weeks for marking to be completed and marks to be published.

Your paper with individual feedback will be returned to you either electronically through Canvas or via post (if marked in hardcopy).

### Review

Assignments form part of the Board's examination process. Accordingly, assignment marks are only reviewed as part of an



examination review. This occurs where a student's overall mark after the examination is between 40–49%. Then, and only then, will the student's assignment in that subject 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.

### Feedback

Markers will make every effort to mark your paper quickly and provide comments which will address the aim of the question.

All too often, students respond to the mark, without thoughtfully reflecting on the total feedback. The mark is one part of your feedback. We understand that low marks are disappointing, but they also help you honestly assess your progress and the development of your skills. When you receive

your feedback think about what you have submitted in the light of the comments and then ask yourself what further guidance you need, and what further practice you need to undertake. If, after having considered the comments carefully and critically, 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 made through the LEC, and should 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 enough, nor is a comment to the effect that someone else has read the assignment and would give it a higher mark.

### 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.

### Further information

Please review the Guide to Presentation and Submission of Assignments available on Canvas before submitting your first assignment. This contains a detailed statement of the rules for presentation and the marking criteria for assignments.

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.



# Resources for LPAB students

## Law Library

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](mailto:patrick.omara@sydney.edu.au)

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

### Library Cards

You will receive your Student ID/Library card once you have registered and sent the LEC a photo. It will be revalidated at the beginning of each Semester in which you are enrolled.

Your 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 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](http://sydney.edu.au/students/student-cards.html)

### 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](http://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>

Contact Patrick O'Mara 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.

### Law Library homepage:

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

### 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. You will have set up your UniKey when you first enrolled and this will be revalidated each time you re-enrol.

### eReadings via Canvas

Many required readings will be available electronically via Canvas.

## 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, 2019. 5th ed. 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.

Please contact Patrick O'Mara with any questions.

# Need to know...

## 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 1800063 487 (free call).

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](mailto:lpab@justice.nsw.gov.au) with the subject heading: Course Feedback.

At the end of each Semester the LEC will invite you to complete a short survey. Please take the time to complete this as your feedback is greatly appreciated.

Student feedback may also be given through the subject representatives, or directly to the LEC at any time.

## Parking

### Sydney University Main Campus (Camperdown)

The University has a "pay-and-display" parking regime and heavy fines are imposed for non-compliance. Please check the University's web-site for details of parking charges.

## 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. Bus routes can be checked on 131 500. 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.

## 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](http://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. Allow for a week 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.

# Extra-curricular opportunities

The LPAB course is a lean program focused on academic coursework; however for interested students, there are opportunities for extra-curricular activities.

## Competitions For Law Students

Whenever possible the LEC participates in competitions which emphasise fundamental practitioner skills: interviewing; negotiating; researching; advocacy and submission preparation. We encourage student teams to identify and prepare for suitable competitions. We are happy to support students who are willing to devote their time in preparation, and accept responsibility for their participation, to enter these competitions.

Since we began competition in 1998 our students have reached the finals of both the Australian Client Interviewing Competition and, the Australian Negotiation Competition. Other teams have competed in the Vis International Commercial

Arbitration Moot, the Madhavrao Scindia Memorial International Moot and the M.M. Singhvi Memorial International Moot Court Competition. Expressions of interest to take part in competitions are always welcome. 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.

## Internal competitions

We are developing an internal mooting competition designed to give a range of students the opportunity to develop advocacy skills by participating in student moots.

## Network building

Networks are an important part of professional life. We aim to give students the opportunity to build their professional networks through the NSW Parliament visit



and other social opportunities provided in Legal Institutions, the regular Trivia night, and other occasions hosted as a result of student initiatives and supported by the LEC. Student subject representatives are very active in developing these opportunities.



# Examination information

Give yourself the best opportunity to succeed in the examinations by becoming familiar with the instructions, policies and procedures governing the LPAB's examination process.

## Student responsibilities

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

- Familiarise yourself with the information contained in this handbook and on the Board's website;
- Know where your examination venue is located;
- Arrive at your exam venue in good time (at least 30 minutes before the exam is due to start);
- Produce your Student/Library Card or an acceptable alternative form of ID;
- Comply with all instructions given by examination supervisors; and
- Comply with the instructions printed on the examination paper and the cover of your answer booklet.

## Eligibility to sit

You will be eligible to sit for an exam if:

- You have both enrolled with the Board and registered with the LEC in that subject; and
- satisfactorily completed any task prescribed in the LEC's teaching program. This usually means completion of the compulsory assignment

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

If you are not eligible to sit for an examination, this will not be recorded as a fail and the subject will not be included on your academic transcript.

## Examination dates & times

The examination timetable is set out on the Board's website.

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.

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 Card to the examination. If the card has been mislaid, the candidate should obtain a replacement card from the Student 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 allow for disabilities. Allowable circumstances include medical or physical conditions, which must be supported by certificate evidence.

## 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 enough time to process your application and implement approved arrangements.

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.

It is essential that you send us an email at least 4 weeks prior to the examination period to confirm your request for special arrangements or that the same adjustments provided previously are allowed for.

### Examination attendance

Candidates must attend their nominated exam venue. A candidate who 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, or 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.

### No supplementary exams

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.

### 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 which 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 which 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 not 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 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 on 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.

Candidates will not be allowed to share permitted materials.

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.

Where writing is illegible, 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.
- 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.
  - Smoking is not permitted inside an exam venue.
  - Candidates are permitted 15 minutes reading time before each 3-hour exam.
  - 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

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 basic principle is that if you are using someone else's words or ideas, you must acknowledge the author.

While full referencing is not expected in exams and full case citations need not be provided, 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 locate the source from the information you give. For example, you should clearly name a case to which you are referring – you need not provide a full citation.

Candidates should note particularly that the answers they submit must be their own work. Any part of an answer that is not your own words must be specifically identified and referenced.

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.

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 refused 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 (see p30) 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.

Pass results will be posted on the Board's website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).

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

### 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 contact an Examiner to discuss his or her examination performance or result. The application must be accompanied by the prescribed fee (see website for details). Late applications will not be accepted.





## Examination Centres

The LPAB provides multiple locations across NSW and ACT where students can register to sit for examinations.

The current examination centres are in the following locations:

### 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

Venue to be advised

### 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

Venue to be advised

### Lismore

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

### Newcastle

Venue to be advised

Venues are subject to change due to availability or circumstances. Any change in venues will be communicated by email to affected students.

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 envelope. 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.

### 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.

### 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.

### 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.

### 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 who 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.

### 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 mark in the subject Practice & Procedure.

### Susan Cullen Prize

The Susan Cullen Memorial 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.

### Frank Astill Prize

This prize is 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.



# Academic integrity and the LEC Code of Conduct

## Conduct

The personal traits required of a lawyer are traditionally described as being of “good fame and character”. Indeed this is still a relevant factor at the time of admission.

While cheating gets all the publicity in the context of academic conduct, good fame and character requires more than a forbearance of cheating. Rather it embodies a set of positive standards – the 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. The way we communicate is often as important as what we communicate.

Each time you register with the LEC to study a subject, you agree to be bound by the Code of Conduct. This is available on the LEC web-site and in Canvas. Make sure you are familiar with it, and can comply with it. When you log on to Canvas for the first time you agree to abide by the terms of use. Make sure you read these – especially as they pertain to civil communications through Canvas, and copyright protection for all the material delivered through Canvas.

Aspiring lawyers should be especially aware of their responsibilities relating to the use of LEC content online. The library, its resources and lecture material provided by the LEC are for private study by enrolled students and should not be reproduced anywhere else.

If students wish to make audio copies of lectures, they must 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.

## Integrity in Study

To be part of the legal profession, and part of a group of law students, is a privilege. Knowledge of the law can be an invaluable tool 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 is professional and personal integrity

We must 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. We encourage study groups but it is imperative that you are able to present and argue your own views on issues and assignment problems. In assignments and examinations the work submitted must be your own. This does not mean that the ideas you put forward will be of your own invention – but they should represent your considered response, and should always acknowledge when they rely

on the thoughts and the words of others. Failure to do so will constitute plagiarism.

Plagiarism and academic dishonesty are discussed in the Code of Conduct – please read this carefully.

Proper conduct demands integrity and an independence of thought. This simply does not occur if you are paying someone else to think – or write – for you. Developing your own voice from the beginning of 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 your success.

## We are here to help

Here at the LEC, we are always happy to give advice on your present and future studies and career options. If for any reason you encounter difficulties it is important you let us know sooner rather than later. Law is a living study and practice. You should see yourself as an active participant in learning, that is why we emphasise lifelong learning.

Studying the law 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.

# Progression, Exclusion and Tuition Rules

## How to progress through the Diploma of Law

The LPAB 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 Rules further state that a **Student-at-law must not enrol and sit for examination in more than two subjects per Semester until that Student-at-Law has completed eight compulsory subjects.** From the ninth subject onwards, the Student-at-Law may enrol and sit for three subjects per Semester.

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 single session.

Timetable clashes may arise where a student includes one or more of the subjects appearing in Group B (see p X) in a single session. 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.

## Exemptions

The Examinations Committee may relax the progression rules. The rules will be relaxed only in circumstances which it regards as sufficiently special.

You should also be aware that knowledge of one or more subjects is often a prerequisite to study others.

## Applying for Exemptions

A Student Course Application for relaxation of the progression rules in relation to a session must:

- be completed in a statutory declaration format using the form available from the Forms & Fees page of the LPAB website;
- be accompanied by the prescribed fee.

## Exclusion from the Diploma of Law

The NSW Admission Board Rules provide 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.

The Rules also state that a **candidate who fails any subject a second time shall be excluded from taking any further examination.**

## How to request an exemption if you are Excluded

The NSW Admission Board Rules (Rule 67) provides that the Examinations Committee may in special circumstances relax the exclusion rule upon such conditions as it considers appropriate.

When considering an application under this Rule, an account of the whole academic record of the Student-at-Law concerned – the distinctions, merits, passes, failures, did-not-sits – are all considered by the Committee. Any previous Rule 67 applications will also be considered.

This Committee also decides whether it is appropriate to impose conditions on re-enrolment. For example, 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 also 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

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 Semester.



### Exclusion Application Procedure

An application for relaxation of the exclusion or progression rules in relation to any Semester must:

- be completed in statutory declaration format using the form available from the Forms and Fees page of the LPAB website;
- be accompanied by the prescribed fee;
- 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; and

- indicate whether the student wishes to take one subject or more than one subject if permitted to re-enrol.

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

Decisions made in response to Rule 67 applications are valid for the semester in question only.

### Tuition/Enrolment Rules

The NSW Admission Board Rules provide that a student who wishes to take any examination under the Rules must enrol for the LEC unit that matched the LPAB Exam. For example, a student must enrol in Real Property to ensure they can sit the Exam for that subject.

The rules also state that a student who has enrolled with the Law Extension Committee in accordance with the above must complete the requirements of the course of instruction to the satisfaction of the Law Extension Committee.

### Tuition rule policy

The NSW Admission Board Rules also require 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.



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# Enquiry details: who to contact

## The Legal Profession Admission Board

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Office  
Level 4, 37 Bligh Street (cnr Hunter St)  
Sydney NSW 2000  
Telephone (02) 9338 3500  
Email [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)  
Web [www.lpab.justice.nsw.gov.au](http://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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Suite 10.02, Level 10  
139 Macquarie Street  
Sydney NSW 2000  
Telephone 02 8089 1950  
Facsimile 02 8089 1959  
Email [enquiries@lec.pip.com.au](mailto:enquiries@lec.pip.com.au)  
Web [lec.sydney.edu.au](http://lec.sydney.edu.au)  
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

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### 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](mailto: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](mailto:ict.helpdesk@sydney.edu.au)

### Canvas

Web [lec.instructure.com/login/canvas](http://lec.instructure.com/login/canvas)  
Student login your student number plus the  
password you create  
Student support  
hotline 1800 771 423

## The Legal Profession Admission Board

### For Enquiries About Enrolments, Fees, Progression, Examinations And Graduations

Level 4, 37 Bligh Street (cnr Hunter St)  
Sydney NSW 2000  
GPO Box 3980 Sydney NSW 2001 Australia

Telephone (02) 9338 3500  
Facsimile (02) 9338 3555  
Email [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)  
Web [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

## The Law Extension Committee

### For Enquiries About Assignments, Extensions, Lectures And Course Materials

Suite 10.02 Level 10  
139 Macquarie Street  
Sydney NSW 2000

Telephone (02) 8089 1950  
Facsimile (02) 8089 1959  
Email [enquiries@lec.pip.com.au](mailto:enquiries@lec.pip.com.au)  
Web [sydney.edu.au/law-extension-committee](http://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)