## IMPORTANT DATES 2007

### EXAMINATION DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Examinations</td>
<td>9 June – 23 June</td>
</tr>
<tr>
<td>Deferred/Supplementary Examinations (Semester 1 2007)</td>
<td>30 July – 3 August</td>
</tr>
<tr>
<td>Second Semester Examinations</td>
<td>3 November – 17 November</td>
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### CENSUS DATES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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<tbody>
<tr>
<td>Semester One</td>
<td>31 March</td>
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<tr>
<td>Semester Two</td>
<td>31 August</td>
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</tbody>
</table>

### SEMESTER BREAKS

<table>
<thead>
<tr>
<th>Break Type</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Non-Teaching Study Break</td>
<td>9 April - 13 April</td>
</tr>
<tr>
<td>Pre-Examination Study Break</td>
<td>4 June – 8 June</td>
</tr>
<tr>
<td>Vacation</td>
<td>24 June – 22 July</td>
</tr>
<tr>
<td>Non-Teaching Study Break</td>
<td>10 September – 14 September</td>
</tr>
<tr>
<td>Pre Examination Study Break</td>
<td>29 October – 2 November</td>
</tr>
</tbody>
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### SEMESTER DATES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>26 February – 1 June</td>
</tr>
<tr>
<td>Second Semester</td>
<td>23 July – 26 October</td>
</tr>
</tbody>
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### UNIVERSITY OBSERVED HOLIDAYS

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Australia Day</td>
<td>26 January</td>
</tr>
<tr>
<td>Good Friday</td>
<td>6 April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>25 April</td>
</tr>
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</table>

### HOLIDAYS NOT OBSERVED BY THE UNIVERSITY

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labour Day</td>
<td>5 March</td>
</tr>
<tr>
<td>Foundation Day</td>
<td>4 June</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>1 October</td>
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### Semester 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
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A GUIDE TO THE GUIDE

The purpose of this Guide is to provide a single, easily accessible source of information for law students.

The Hitchhiker’s Guide is intended to provide the answers to questions you will have about the way things work in the Law School. Most of the questions probably haven’t occurred to you yet and much of the detail in the later chapters of the booklet will look boring at the moment. You should read these sections as they become relevant to you. For example, you should read the section on assessment carefully before you hand in your first assignment and you should read the section on examinations at the end of the first semester when you are approaching your first examinations.

The language of the relevant rules and regulations has been simplified and condensed to enable you to access information you might need quickly and easily. Where necessary you should refer to the more precise details of any regulation. You will also need to familiarise yourselves with the requirements of any particular unit. Of course, never be afraid to ask any of the staff if you have a query. If they can’t answer, they will soon direct you to someone who can.

We would like to acknowledge the contribution of the inaugural editor of this publication, Judy Allen, who was responsible for its concept, layout and title. Many other members of staff have contributed to the publication of this booklet. Our job as editors has simply been to ensure that all information is current. This project also has the ongoing support of the Dean of the Law School, Mr Bill Ford.

Along with all the staff, we congratulate you on your success on gaining entry to the UWA Law School, and look forward to meeting you. I am sure this booklet will be of assistance to you in your first year, enabling you to have access to the "facts" instead of relying on rumour and hearsay. May your years here be both rewarding and memorable.

Aviva Freilich and Normann Witzleb
Editors
Welcome.

Practically all of you are new to Law so you will have many questions. Where to find answers or, if not answers, at least some assistance or direction? Reliable information and sensible advice are valuable commodities, and often very hard to come by. Not always, however, as this brief but very useful publication demonstrates. It is the work of a group of law teachers who responded to the need for a guide to the many matters which affect the daily lives of new law students. The Hitchhiker's Guide will provide you with important information on issues of concern which are common among first year students, issues as diverse as whether and when you can defer your law course, where you hand in assignments, what you should do if you are ill on the day of an examination, what happens if you exceed the word limit on an assignment, whether you can borrow law reports from the Law Library and so on. You should however note that this is only a guide and the rules in it may be subject to change.

Read the booklet thoroughly and carefully. Over the page you will find an open letter to all first year students from Professor Richard Bartlett. In it he has issued a challenge to you: "think and analyse for yourself". It is a challenge that carries over into many other aspects of your life in the Law School, academic and non-academic. Appreciate its significance and consider its implications.

I commend this Guide to you. You will find it a very useful reference for the remainder of your days in the Law School. Please remember, however, that if you do not find the answer in this book, members of the staff might well be able to help. The Associate Dean, Ms Sharon Mascher, and I are available if you have any queries. You should contact the Law School Reception (in the Law Link Building) on 6488 2945 to arrange an appointment. Our offices are on the ground floor in the Law Link building.

Bill Ford
WELCOME MESSAGE FROM THE BLACKSTONE SOCIETY

As you begin to embark on your law degree here at UWA, rest assured that you have chosen to study at one of the most exciting, vibrant and reputable learning institutions in the country. With a proud history, the UWA Law School houses a close community of academics, students and staff that continue to build the outstanding reputation that the UWA Law School enjoys today.

I hope that whilst here, the Blackstone Society, your Law Students’ Society, enhances your university experience, and encourages you to immerse yourself in, and contribute to, this unique atmosphere of community within the law faculty. The Blackstone Society is well-known across campus for the range and quality of services that it provides for its members, so no matter what your interests or priorities are, there is something for everyone to get out of Blackstone – so make sure you do!

It is important to remember that Blackstone truly is your Law Student’s Society. Blackstone is here to help all UWA Law students get the most out of their degree, and the Committee is always eager to receive feedback and suggestions, or to answer any questions that you might have, so as to provide a better service to you. So please feel free to come visit us in the Blackstone office, or get in contact with myself or anyone on the Committee. Our details are found on our website.

Speaking of websites, did I mention that Blackstone has one? It is found at www.blackstone.asn.au and a worthy challenge to Google for homepage bragging rights. While we do not have our own ‘Bmail’ service (yet), it is overflowing with useful information about Blackstone, as well as photos, career opportunities, upcoming events and much, much more. So visit it regularly, stay informed, and find out more about what Blackstone can offer you.

It gives me great pleasure to welcome you to the Law School and to the Blackstone Society. Studying law at UWA is an amazing opportunity and experience, and I hope that your time here is both rewarding and enjoyable. In spite of my obvious bias, I would strongly encourage you to get involved in Blackstone, and embrace law school life. In my opinion, it makes the time here that much more memorable.

Best of luck, and I look forward to meeting you all soon!

Matt Glucina
2007 Blackstone President
February 2007

OPEN LETTER

To All Law Students

I first studied law in England straight from high school. I did law largely because no other discipline appealed to me, not because of any perceived interest in law. As it turned out I was lucky. The study of law is interesting, engaging and challenging. Law is an intellectual and emotional challenge which requires you to think about how individuals and society approach all the joys and problems of life - wherever there is life there has to be law. I unfortunately did not really understand the nature of legal study while I was a student. It wasn't until later in the practice and teaching of law that I appreciated the multiple facets and the fundamental challenge of law. It was only upon that realisation along with the development of the confidence to think for myself, that I finally came to appreciate the fascination of law. The critical requirement of the study of law (and you will go on studying law throughout your life) is that you take up the challenge and develop your own questions and answers to the myriad problems that come in the law and in life.

The object of law school is accordingly not to give you, nor for you to remember, lots of information. Rather it is allow you to start developing your own skills of critical legal analysis, so that in the practice of law you can understand and appreciate the merits of the courts' opinions, other lawyers' arguments or the Parliament's legislation. The object of law school is not to enable you to fill in forms or to follow 'boiler-plate' precedent, but to enable you to reason and argue for a legal result which better suits society and your client.

In law school that means you must think and analyse for yourself - don't rely on textbooks or the lecturers to provide the answers - because in law as in life the problems are always different and the old answers commonly don't work. We attempt to provide an environment of problems and questions which stimulates that approach. We don't always succeed but we are trying – and if we can improve tell us how.

So please take up the intellectual and emotional challenge of the law – you will be rewarded by a much more fulfilling professional life.

Professor Richard Bartlett
EQUITY FOR LAW STUDENTS

1. THE LAW SCHOOL’S COMMITMENT TO EQUITY

The Law School is committed to providing an environment of equal opportunity, free from discrimination, for all students and staff in the pursuit of their academic goals and in their day-to-day life at the University.

The Law School has an Equity and Diversity Plan which sets out the Law School’s objectives and strategies in this regard and establishes the Law School Equity Committee.

The Equity and Diversity Plan can be viewed at:

http://www.lawstudents.law.uwa.edu.au/__data/page/98190/Law_Equity_and_Diversity_Plan.rtf

2. THE UNIVERSITY POLICIES AND GUIDELINES

All students at this University have the right to study without being discriminated against on the basis of their sex, marital status, pregnancy, race, age, sexual orientation, religious beliefs, political beliefs, impairment, family responsibilities or family status.

The commitment of the University, as a whole, to equity has resulted in the following formally adopted policies and guidelines:

- Code of Ethics & Code of Conduct
- Charter of Student Rights
- Children in the Workplace
- Equal Opportunity and Affirmative Action Policy Statement
- Gender Balance on Committees
- Guidelines for Conduct in the Workplace (‘anti-bullying policy’)
- Guide to Work and Family Policy
- Homebased Work
- Indigenous Employment and Career Development Policy
- Job Sharing
- Policy and Procedures for Dealing with Equity and Diversity Enquiries and Grievances
- Professional Relationships in the Workplace Policy
- Racial Harassment
- Sexual Harassment
- Staff with Disabilities
- Use of Non-Discriminatory Language
- Workforce Diversity Strategy
The Equity and Diversity office home page contains details of all of the previously listed policies and procedures. It can be found at:

http://www.equity.uwa.edu.au/welcome

It also contains an up to date list of equity advisers and sexual harassment contact officers. The University Equity and Diversity office is located in the Administration East Building, G.05. Telephone: 6488 3873.

3. UNIVERSITY SUPPORT FOR STUDENTS

a. Study Smarter

The Learning, Language and Research Skills team offers a range of expert services to help you improve your study and assignment skills. Advisers can help with all aspect of studying at UWA including assignment writing, exam strategies, efficient reading, research techniques, lectures and note-taking, managing time and study and public speaking. We offer drop-in advice daily from 1-2 pm during semester (no appointment needed), a series of survival guides, free workshops and individual consultations. Visit us on the 2nd floor of the Guild Village or email us at learning.skills@uwa.edu.au. The Web site address is:

http://www.studentservices.uwa.edu.au/ss

b. Equity & Diversity Adviser Scheme

Under its Policy and Procedures for dealing with Equity Enquiries and Grievances the University has appointed a team of 16 Equity & Diversity Advisers whose role is to assist, confidentially, any student or staff in clarifying harassment and discrimination issues. One adviser is a member of the Law School: Daniel Stepniak (Ph: 6488 3565, email: dstepnia@law.uwa.edu.au, Room 1.36 Law Link Building). Assistance may be obtained from any of the Advisers.

The Law School Equity Committee is always interested to hear from students. You can contact the Student Equity Officers in the Blackstone Society via equity@blackstone.asn.au

Discrimination on any of the grounds mentioned under the heading ‘THE UNIVERSITY POLICIES AND GUIDELINES’ above can be dealt with by an Equity & Diversity Adviser. Racial harassment can also be dealt with by the Advisers. Racial harassment is any verbal, physical or written act which is based on a person’s race, ethnic background, nationality, language or cultural background and is unwanted, unacceptable and offensive to the person.

It is often not clear what constitutes a discrimination or harassment issue. You should feel free to discuss any concerns with an equity adviser, however, examples of equity issues are:

• You’re hearing impaired and have trouble hearing the lecturer, who refuses to use the microphone.
• Overheads used in one of your units portray women in a demeaning way.
• Your tutor makes racist remarks in your tutorial.
• Your lecturer makes jokes about your religion or sexual orientation.

Issues of sexual harassment are dealt with under a different University scheme.

c. Assistance for Students with Disabilities

The University Support Centre employs a Disability Officer who arranges individual support and provides information and advice to students. Also, a Special Services Library Assistant helps students with special needs when using University libraries. The Assistant is based in Reid Library next to the first floor Information Desk and can assist students with using the library catalogue, collecting books from shelves, photocopying and locating references. The same assistance can be provided in the Law Library. The Reid Library also has a Resource Room - a study area containing study equipment for those with special needs.

Telephone: 6488 3809
Location: UWA Support Centre
2nd Floor, South Wing
Guild Village
uniline@uwa.edu.au

d. Childcare

The University recognises that provision for students and staff with family responsibilities is a fundamental prerequisite for achieving equality of educational opportunity. The Children in the Workplace Policy sets out guidelines for children present at the University and the University offers Childcare facilities. Further information can be obtained from the Childcare Officer, 9389 9433.

e. School of Indigenous Studies

The Centre for Aboriginal Programmes was established at the University of Western Australia in 1988 as a unit within the Department of Education. In 1991, due to its increasing range of activities, Aboriginal Programmes became an independent Centre within the Faculty of Economics, Commerce, Education and Law. In 2002 the Centre became the School of Indigenous Studies.

The aim of the School is to increase the participation of Aboriginal and Islander people in all areas of the University. The School also provides an essential focus at the University for Aboriginal people as well as provide an Aboriginal and Islander perspective across campus.

Telephone: 6488 3428
Location: Shenton House
Hackett Drive, Entrance #2
http://www.sis.uwa.edu.au
f. Transition Support Programme (tsp)

This programme assists: ‘first generation students’ (i.e. students who come from families where neither parent has studied at university); students who come to University from under-represented schools; students who come from rural or isolated areas; students who face financial hardship and others. The programme assists first year students to make a successful and enjoyable transition to University.

Telephone: 6488 2424
Location: UWA Student Services
2nd Floor, South Wing, Guild Village

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g. Using Inclusive Language

The University Senate has affirmed support for the principle of non-discriminatory language. A guide has been produced to assist in the use of language that avoids offence to some groups in society and such language is strongly encouraged in all University communications, including assessable work at the Law School. For example, the generic pronoun “he” may offend women, while “she or he” is acceptable, and “Aboriginal lawyer” may offend an Aboriginal person where “lawyer” is sufficient. Numerous examples and suggestions are included in the brochure setting out the Guidelines, which is available from the Equity and Diversity Office.

The UWA Equity and Diversity Office has also published a Guide on Using Inclusive Language (January 2005). It has been developed to assist staff and students to avoid bias when speaking or writing and assist in the achievement of diversity best practice. You will find this at:

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h. Professional Relationships in the Workplace Policy

This is a policy for staff but it affects students. It sets out guidelines for staff where they have a personal or financial relationship which may give rise to a conflict of interest or be the basis for an abuse of trust in the workplace. The Policy sets out guidelines for the resolution of these circumstances so that all students are, and are seen to be, treated fairly and equally.
THE LAW LIBRARY

The Law Library is essential to your studies – it not only houses the University Library's law collection but also provides computer access to a multitude of legal electronic resources, a complete wireless network for laptop use and great student learning spaces for both your individual and group study needs. You’ll quickly find the Library a very friendly and helpful place where you’ll spend an awful lot of your time over the next few years.

a. Library Space

On the ground floor of the Library you’ll find a large information commons area with access to computers and laptop facilities, a student training room, the Inquiry Desk and Reserve Collection, the Reference Office (with the very helpful Reference Librarians) and some group study rooms. Level 2 houses the Law Reports and Legislation collections. The textbooks are on Level 3, and the Journals, U.S. Collection, and International Law collections are on the top floor. Discussion rooms are available on Levels 1 and 4 and can be booked during semester.

A 24 hour access computer room is located on level 2 for all currently enrolled law students to use. Access this room by swiping your campus card across the card reader outside the room next to the door.

SNAP wireless access is available throughout the Library on all floors. To register with IT Services to use SNAP visit the website below: http://www.ucs.uwa.edu.au/web/student/internet_and_network_access/services_for_students/snap/register

b. Library Opening Hours

The Law Library’s opening hours vary throughout the year.

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
<th>Monday to Thursday</th>
<th>Friday</th>
<th>Weekend</th>
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<tbody>
<tr>
<td>Semester I&amp;II</td>
<td>26 Feb to 3 Jun*, 23 Jul to 19 Nov*</td>
<td>8.30am to 10pm</td>
<td>8.30am to 6pm</td>
<td>10am to 6pm</td>
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<td>Inter-Semester</td>
<td>24 Jun to 22 Jul</td>
<td>8.30am to 6pm</td>
<td>8.30am to 6pm</td>
<td>10am to 6pm</td>
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<td>Close down</td>
<td>21 Dec to 3 Jan</td>
<td>Closed</td>
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<td>Summer Vacation</td>
<td>19 Nov to 21 Dec, 4 Jan to Feb 3</td>
<td>8.30am to 6pm</td>
<td>8.30 to 6pm</td>
<td>Closed</td>
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*During SWOT VAC and exams the Library is open to 11pm Monday to Friday.
c. Law Online

Much of the Law collection is available online and the important first step is the Library’s Web site (http://www.library.uwa.edu.au) which is the electronic gateway to information resources held within the Library and around the world. It is available from computer terminals in the Library, around the campus and from home computers with an Internet connection. The Library Web site provides access to:

- the Library catalogue and catalogues of other libraries
- SuperSearch
- the Internet

The Law Library team supports your learning experience by teaching a series of legal research skills sessions where you will learn how to use the collection and resources. These sessions are taught by the reference librarians and are part of the various legal research skills units and details that will be outlined at lectures during study week.

d. Borrowing from the Library

Your campus card is used to borrow books from the library. Up to twelve books may be borrowed for a six-week period, unless recalled by another reader. Please return items promptly by the due date to avoid penalties for overdue loans.

The Law Library is primarily a reference library and therefore law reports, legislation, journals, loose-leaf publications and reference collection materials are only available for use within the Library.

e. Printing and Photocopying

Use your campus card to print from all PCs in the Library and photocopy on most floors at 12c per page. Please note print quotas are unable to be used in the Library.
f. Course Materials

Your lecturer may specify recommended reading material for your Unit and access to these materials is provided via Course Materials Online (CMO) http://www.library.uwa.edu.au/find_information/find_course_materials

This material may consist of textbooks, book chapters, journal articles, selected cases and legislation, or Government reports. CMO links directly to digitized versions of these materials or in the case of textbooks it will tell you where to locate the item within the Law Library’s Reserve Collection. All reserve items are available for two-hour loan periods only and must be checked out at the Inquiry Desk. Reserve items may also be borrowed for overnight loan from 6pm Monday to Thursday and 4pm Friday to Sunday. They are due back at 9am on Monday to Friday and 10.15am on the weekend. It is possible to book material held in the Reserve Collection for borrowing at specific times.

g. Get Started in the Law Library Introduction and Tour

To find out more about the Law Library come to one of the Get Started Introduction and Tours, running throughout the first week of semester.

<table>
<thead>
<tr>
<th>Session Times</th>
<th>Meet at the Library Inquiry Desk</th>
<th>Duration (30 mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues, 27 February</td>
<td>2pm</td>
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<tr>
<td>Tues, 27 February</td>
<td>2.30pm</td>
<td></td>
</tr>
<tr>
<td>Tues, 27 February</td>
<td>3pm</td>
<td></td>
</tr>
<tr>
<td>Thurs, 1 March</td>
<td>10am</td>
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<tr>
<td>Thurs, 1 March</td>
<td>11am</td>
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<td>Thurs, 1 March</td>
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<td>Thurs, 1 March</td>
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<tr>
<td>Thurs, 1 March</td>
<td>3pm</td>
<td></td>
</tr>
<tr>
<td>Thurs, 1 March</td>
<td>4pm</td>
<td></td>
</tr>
<tr>
<td>Fri, 2 March</td>
<td>9am</td>
<td></td>
</tr>
<tr>
<td>Fri, 2 March</td>
<td>10am</td>
<td></td>
</tr>
<tr>
<td>Fri, 2 March</td>
<td>11am</td>
<td></td>
</tr>
<tr>
<td>Fri, 2 March</td>
<td>12.30pm</td>
<td></td>
</tr>
<tr>
<td>Fri, 2 March</td>
<td>1pm</td>
<td></td>
</tr>
<tr>
<td>Fri, 2 March</td>
<td>2pm</td>
<td></td>
</tr>
</tbody>
</table>

Get Started in the Law Library Introduction & Tour

This session will give you basic information on beginning your legal research & finding your way around the law library

Sessions will be limited to groups of 20

Please reserve your place for one session by:
· Telephone (08) 6488 2351
· Calling into the library
THE BLACKSTONE SOCIETY

The Blackstone Society is the Law Students’ Society at the University of Western Australia. Its role is to assist all UWA law students to get the most out of their UWA law degree, and works to provide UWA Law Students with the complete university experience.

It does this through;

- A wide range of social events,
- Weekly and annual ‘grudge’ sporting matches,
- Legal competitions,
- Equity and social justice initiatives and presentations,
- A catalogue of different publications,
- Career workshops, seminars and networking evenings

as well as representation and advocacy within the law faculty, the university and nationally within the Australian Law Students’ Association.

The functions of the Society are largely carried out by a student-elected committee of 25 members. Additionally, there are a number of portfolio holders that edit the publications produced by Blackstone, and organise the competitions run by the Society. Finally, various sub-committees have been formed as a way to involve more students in the running of their student society.

a. Membership

All students enrolled in a course within the Faculty of Law have automatic membership to the Blackstone Society, but to fully appreciate the wonders of Blackstone, for example to gain discounted tickets on all events, one needs to pay a small membership fee.

b. Common room

Blackstone has a common room located on the ground floor of the law courtyard for use by all law students. With couches, vending machines and a coffee table, the common room is a great place to catch-up with friends, make new ones, or simply sit back and read the paper to pass the time between classes.

c. Finding out more

For more information, visit the Society website at www.blackstone.asn.au; and/or get in touch with a member of the Committee either in person at the Blackstone Office in the common room (office hours are usually 12-2pm) or by email or phone (contact details on the website).
WHERE TO DIRECT YOUR ENQUIRIES

The information in the following chapters has been prepared to answer the questions most commonly asked by law students. It summarises some of the information contained in the Faculty of Law Handbook and other Faculty of Law Policies. You should refer to those documents for any further information you require.

The Law School Policies you are most likely to want to refer to are:

- Academic Misconduct
- Assessment Rules and Guidelines
- Credit Policy
- Cross-Institutional Enrolment Policy
- Faculty of Law Policy on Special Consideration in Examinations and Deferred Examinations
- Honours Policy

Copies are available on-line:

http://www.lawstudents.law.uwa.edu.au/index

This Handbook is directed primarily at first year students but information has been included which may be of use in the later years of study. Bear in mind that Faculty regulations and policies are subject to amendment and this may date some of the information in this Guide. You should check whether any change has been made before you rely on this information.

General enquiries of a non-academic nature, such as enrolment questions and admission requirements should be directed in the first instance to the Faculty Administrative Officer (6488-2961) Law School Reception.

Questions of an academic nature, such as selection of options and overloads should be directed to the Associate Dean of the Faculty. Appointments to see the Associate Dean can be made through the Law School Reception (6488 2945).

If you are unsure of who to see, please speak to the Faculty Administrative Officer who will refer you to the appropriate person.

Enquiries that relate to the administration or assessment of a particular unit should be directed to the unit co-ordinator. Lecturers will usually be available to answer questions at the end of each lecture. Casual teachers will advise their students how to contact them.

Academic staff are busy people with numerous demands on their time, therefore, to assist students in contacting them all academic staff advertise their student consultation times on their study doors. These times should be used for enquiries whenever possible. Messages for academic staff can be left in the Law School Reception.

In some units lecturers prepare books of course materials which include extracts from cases and articles. These materials can be purchased from United Booksellers, 126 Broadway, Nedlands. Other (course) handouts such as lecture synopses and tutorial problems are distributed in classes. Spare copies of handouts will be made available in a manner directed by your teacher e.g. via the web. Spare copies will NOT normally be available from the General Office.
ASSESSMENT

1. The Award Of Grades and Marks

The classification of grades and marks within the Law School is as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Code</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Distinction</td>
<td>HD</td>
<td>80-100%</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70-79%</td>
</tr>
<tr>
<td>Credit</td>
<td>CR</td>
<td>60-69%</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50-59%</td>
</tr>
<tr>
<td>Fail N+</td>
<td>N+</td>
<td>45-49%</td>
</tr>
<tr>
<td>Fail</td>
<td>N</td>
<td>0-44%</td>
</tr>
</tbody>
</table>

If a unit is assessed on an ungraded pass or fail basis the results will be classified as:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ungraded Pass</td>
<td>UP</td>
</tr>
<tr>
<td>Ungraded Fail</td>
<td>UF</td>
</tr>
</tbody>
</table>

The Board of Examiners applies a graded percentile system (scaling) to elective and compulsory units in which the enrolment is greater than 30.

2. Anonymous Assessment

The principle of anonymity is applied, as closely as practicable, by the Law School to all forms of written assessment. This principle encompasses research papers, written tutorial assignments and the like, as well as examinations.

3. Submission of Written Assignments

Frequently students are required to submit assignments as part of their assessable work. These must be within the stated word limit and must be handed in on a specified day. In the first year units a general policy in relation to various aspects of the submission of assignments has been adopted. This policy is set out below under four headings:

- Formalities Regarding Submission
- Applications for Extensions on Assignments
- Late Submission of Assignments
- Exceeding Word Limits on Assignments

a. Formalities Regarding Submission

Assignments should be submitted with a cover sheet which is available from the Reception Office and contains the following information:

(a) Unit title.
(b) Student number - not student name.
(c) Lecturer’s name.
(d) Lecture time and day.
(e) A declaration of the number of words.
Assignments should be typed where possible. Students are also required to retain a copy of their assignment to safeguard against the possibility of loss or theft.

b. Applications for Extensions on Assignments

If a student is unable, for valid reasons, to comply with the deadlines for submission of an assignment he or she may seek an extension of time from the unit co-ordinator prior to the submission day. Students should contact the unit co-ordinator to discuss their difficulties as soon as possible. Applications for an extension of time should be in writing and should be supported by medical certificates where appropriate.

c. Late Submission of Assignments

Assignments must be handed in on time. The time for handing in assignments will be 12 noon on the due day at the Law School General Office unless otherwise advised. If a student submits an assignment after the normal or extended date without approval, he or she will be penalised by a loss of marks. The reason for this is simply to ensure fairness to other students who hand in their assignments on time.

The penalty that will be incurred for all first year units is a proportional deduction of 5% of the marks per day.

Example – A student is 2 days late and would have been awarded 65% for their assignment had it been submitted on time. The student loses a proportional 10% i.e. 6.5 marks and therefore their final mark will be 65-6.5 = 58.5%.

Unit coordinators and individual lecturers may advise students about specific rules relating to lateness.

This policy on late submission does not apply to take-home exams.

d. Exceeding Word or Specified Page Limits on Assignments

Assignments must be within the stated word or page limit. The main reason for this is to encourage students to write in a clear, concise and efficient manner. If a student submits an assignment that exceeds the limit, he or she may be penalised by a loss of marks.

Once again, as with late submission of assignments, the reason for imposing a penalty for excessive word length is to ensure fairness to other students who have complied with the limit. Where the limit is specified in terms of the number of words in an assignment this includes all the words in the text (including definite and indefinite articles, real nouns, headings and quotations).

Footnotes are not included in the word count provided they are used only to give citations or other brief information. If footnotes are used more extensively to provide commentary then these additional words may be counted. The marks will be reduced by the percentage by which the word limit was exceeded.

Unit coordinators and individual lecturers may advise students about their specific requirements relating to length.
4. Ethical Scholarship, Academic Literacy and Academic Misconduct

Ethical scholarship is the pursuit of scholarly enquiry marked by honesty and integrity. Academic Literacy is the capacity to undertake study and research, and to communicate findings and knowledge, in a manner appropriate to the particular disciplinary conventions and scholarly standards expected at university level. Academic Misconduct is any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of the assessment.

Law School students are encouraged to read widely and to research and discuss other peoples' work and ideas. Consequently, when a student submits work for assessment it frequently contains the thoughts and ideas of other people. This incorporation of other people's work into one's own work is permissible provided the other person's work is fully and accurately acknowledged. This applies to examinations as well as assignments.

Unless otherwise advised by unit coordinators, students should refer to the Australian Guide to Legal Citation found on the Law Review webpage:


a. University Guidelines relating to Academic Misconduct, Academic Literacy and Ethical Scholarship

Students must not engage in academic misconduct. Any such activity undermines the University's ethos of ethical scholarship. Plagiarism, collusion and all other forms of academic misconduct are subject to penalties according to University Guidelines.

Full details of the University Guidelines relating to Academic Misconduct, Academic Literacy and Ethical Scholarship can be found at:

www.teachingandlearning.uwa.edu.au/tl/academic_conduct

b. Academic Conduct Essentials (ACE)

From Semester I, 2007 all newly enrolled students in first level units are required to complete a short compulsory online module called Academic Conduct Essentials (ACE) within the first 10 weeks of semester. ACE introduces students to essential knowledge regarding ethical scholarship, helps prepare them for the expectations of their university career and informs them of correct academic conduct.

The unit can be accessed via WebCT (http://webct6.uwa.edu.au). The unit quiz must be completed with a mark of 80% or greater. Students may attempt the quiz as many times as they wish to gain the required pass mark. Completion of the unit will be recorded as an Ungraded Pass (UP) on students’ academic records. Non-completion (NC) within the required timeframe will also be documented on formal academic records. More information on ACE is available at http://ace.uwa.edu.au

c. Law School Policy on Academic Misconduct

The Law School had adopted a Policy on Academic Misconduct which seeks to explain and implement the University Guidelines, and is to be read in conjunction with those Guidelines. The Law School Policy on Academic Misconduct can be found at: http://www.lawstudents.law.uwa.edu.au/index. It is also reproduced over:
POLICY ON ACADEMIC MISCONDUCT

Academic Misconduct is any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of the assessment. Students must not engage in academic misconduct. Any such activity undermines the University’s ethos of ethical scholarship.

Academic misconduct includes cheating, or attempting to cheat, through plagiarism, collusion or breaching the rules for the conduct of examinations.

Plagiarism is the unattributed use of someone else’s words, creations, ideas and arguments as one’s own. It includes the use of ‘too close’ or extensive paraphrase.

Collusion is where two or more students work together and submit the same or similar work for assessment as if it were the independent work of the student submitting it.

Plagiarism, collusion and all other forms of academic misconduct are subject to penalties according to University Guidelines. The Law School policy seeks to explain and implement the University Guidelines, and is to be read in conjunction with those Guidelines.

Full details of the University Guidelines relating to Academic Misconduct, Academic Literacy and Ethical Scholarship can be found at:

www.teachingandlearning.uwa.edu.au/tl/academic_conduct

STUDENT RESPONSIBILITIES REGARDING ACADEMIC MISCONDUCT

• Students are expected to know and comply with the University and Law School policies on Academic Misconduct.

• Students must inform themselves about any more specific requirements or guidelines issued in relation to particular items of assessable work.

• In the event of uncertainty as to matters of academic literacy or academic misconduct, students should consult the University Guidelines or seek advice from the relevant unit co-ordinator.

• Students are required to include with every item of written work submitted for assessment a declaration that the work is the original work of the individual or group submitting the work.

ADVICE TO STUDENTS ON AVOIDING PLAGIARISM

• You must not copy, in whole or in part, the words of another person and present them as your own.

If you borrow paragraphs, sentences, or sometimes even distinctive words directly from another source, put the borrowed words in quotation marks. Acknowledge your source in the text itself, in footnotes or in endnotes. The description of the source should follow any relevant conventions for citation or at least be sufficient to enable another person to identify the source. This applies whether the source is a published book or journal, a web site, an audio or video recording or the unpublished work of another person, including that of another student.
• You must not present the ideas of another person as your own.

If you paraphrase the words or ideas of another, cite the original source in the text itself, in a footnote or in an endnote. Again, this applies whether the source is a published book or journal, a web site, an audio or video recording or the unpublished work of another person.

• You do not need to cite a source for matters of common knowledge.

You do not need to cite a reference for widely accepted facts, such as major historical events (e.g. that Australian Federation occurred in 1901) even if you consult a reference work to find them.

• The usual expectations for citing the work of others may be relaxed in certain contexts.

Examinations:
It is acceptable, when writing under exam conditions, to refer to the ideas of an author without providing a full reference to the source. Even then, you are still expected to attribute the idea to the relevant author. Further, if you use the words of another, you should still use quotation marks and indicate the source of the quote.

Assignments:
The instructions for completing a particular assignment may exclude or modify the usual expectations regarding citation of sources. In the absence of such instructions, you should follow the usual standard for citing sources.

ADVICE TO STUDENTS REGARDING COLLUSION

• Collusion is where two or more students work together and submit the same or similar work for assessment as if it were the independent work of the student submitting it. This is not acceptable. The usual expectation in the Law School is that any work you submit for assessment consists of your own arrangement and expression of (i) your own ideas; (ii) matters of common knowledge; and (iii) the properly attributed words and ideas of others.

While you are free to discuss with others the issues covered in a unit or raised in an assignment (unless instructed otherwise), you are expected to form and express your own opinions in any work submitted for assessment.

• This expectation regarding individual work does not apply where an assignment explicitly permits or requires the work to be done in collaboration with others and to be presented as the joint work of the group. But in such cases the work presented must be the joint work of the members of the group alone.

PROCEDURE IN CASES OF SUSPECTED ACADEMIC MISCONDUCT

University Guideline 10 sets out in detail the procedural responsibilities for handling alleged cases of academic misconduct.
The procedure may be summarised as follows:

- A first instance of ‘minor academic misconduct’ by a student in the first 48 points of undergraduate study in a course at UWA may be dealt with by the relevant unit coordinator. In such cases, the unit coordinator provides appropriate counselling to the student. No grading penalty is applied, but a record is kept of the misconduct.

- In all other cases of suspected academic misconduct, the matter must be referred by the unit coordinator to the Academic Conduct Advisor (‘the ACA’, a senior member of staff appointed by the Dean of Law). The ACA investigates the matter, and, with the unit coordinator, interviews the student. The student may be accompanied at the interview by another person.

  The ACA will determine the level of academic misconduct and the appropriate penalty, having regard to the University Guidelines.

- In cases that may attract penalties exceeding the failure of an individual unit, the ACA must refer the matter to the Dean. The Dean will examine the matter and determine the level of academic misconduct and appropriate penalty, having regard to the University Guidelines.

- In the most serious cases, the Dean will refer the matter to the Deputy Vice-Chancellor, who may bring the matter before the University Board of Discipline.

**PENALTIES FOR ACADEMIC MISCONDUCT**

University Guideline 4 provides detailed information as to the penalties that might be expected in cases of academic misconduct, depending on the level of misconduct, the level of study and the previous record of the student.

Students should be aware that the possible penalties include the following:

- the student may be required to resubmit the assignment or undertake another assignment in lieu;

- the mark awarded for the assignment may be reduced to 0, without an opportunity to resubmit the required work;

- the mark awarded for the unit may be reduced to 0;

- a student may be awarded a mark of N-Fail for all units in which the student is currently enrolled in the Faculty, leading to penalties for unsatisfactory progress;

- (in the most serious cases) suspension, exclusion from the Faculty, expulsion from the University, and non-conferral of a degree.

Students intending to practise law should also be aware that they may be required to disclose to the admitting authority any finding of misconduct against them. The authority may consider the misconduct in determining whether the student should be allowed to practise law.
**CLASSIFICATION OF PLAGIARISM**

University Guideline 5 makes a preliminary classification of the level of plagiarism according to the percentage of the submitted work that has been plagiarised: less than 10% is regarded as minor; 10-25% as moderate; and more than 25% as major. However, in determining the level of misconduct, particular significance will be attached to contextual factors such as intent, previous misconduct, level of study, and any mitigating circumstances.

**RECORD OF ACADEMIC MISCONDUCT**

In all cases where academic misconduct is established, the relevant information is kept on a confidential student record. This information does not appear on the student’s academic transcript, but may be disclosed by persons responsible for external reporting where required by bodies such as admitting authorities.

**APPEALS**

Students may appeal against findings of academic misconduct and/or consequent penalties according to the ‘Regulations for Student Conduct and Discipline – Section 19’. Advice on appeals is available from the Guild Education Office.
5. Appeals Against Academic Assessment

Students wishing to appeal against academic assessment are required to follow the UWA Appeals procedure set out on the web at:


Students contemplating an appeal should familiarise themselves with these procedures. There are important time limits which must be observed.

Students who have been awarded a fail grade and who are contemplating an appeal should be aware that in the Law School, as a matter of course, all fail scripts are required to be second-marked before the publication of results.

If you are dissatisfied with an assessment result, you need to seek informal feedback from your lecturer or unit co-ordinator. In the case of continuous assessment, this should be done as soon as possible after the assessment result has been released.

If you are not satisfied with the response to the request for informal feedback, you should make an appointment to see the associate dean. It is important to take this action as soon as possible after the results are released as any subsequent appeal must be lodged within twelve University working days of release of the results.

At this stage you are not formally appealing, rather you are seeking further feedback and guidance as to what steps you should take next.

There are several things that an associate dean may be able to do to help:

(a) They may seek further feedback from the lecturer/unit co-coordinator on your behalf. This may resolve the issue.
(b) They may be able to explain a relevant process to you in order to clarify how the result has been arrived at.
(c) They will be able to advise if your have grounds for seeking special consideration. In this case you will be advised to complete the appropriate form.
(d) They may advise that you lodge a formal appeal.

In the event that an appeal is to be lodged, you will need to complete an Appeals Form. This form can be found via the "Appeals" link on:


6. Satisfactory Progress

University General Rule 2.1.29 defines satisfactory progress. To make satisfactory progress in a calendar year a student must – (a) pass units to a value of at least half the total value of units for which they are enrolled. Students who have made satisfactory progress in terms of University General Rule 2.1.29(a) are assigned the progress status of ‘Good Standing’ and are permitted to re-enrol.

Students who fail to make satisfactory progress in terms of University General Rule 2.1.29(a) for the first time are assigned the progress status of ‘Suspended’ and are not
permitted to re-enrol for a period of twelve months unless the Faculty determines otherwise after the student has submitted a written explanation as to why the student’s performance could be reasonably expected to improve.

Students who fail to make satisfactory progress for the second time are assigned the progress status of ‘Excluded’. Following a period of exclusion of at least 12 months, students may apply to the Faculty to be considered for re-admission.

Students contemplating an appeal against a sanction should consult with the Associate Dean for information or clarification.
EXAMINATIONS

For details on any matters covered in this section, refer to the Faculty of Law Assessment Rules and Guidelines, available at:


1. Examination Timetable

All students required to attend examinations should be aware of the following:

a. It is the student’s responsibility to check the examination timetable to find out the date, time and place of the examination(s).

b. The FINAL TIMETABLE shows dates, times and venues of the examinations and is the only official document relating to examinations. Copies are posted on the Law School’s notice boards as well as on notice boards in the Reid Library and the Registrar’s Office. Any queries must be made directly to the Examinations Office.

c. Students are required to familiarise themselves with the examination rules published with the final examination timetable. These rules are contained in a document entitled ‘Rules for Examinations - Instructions to Candidates’.

2. Unit Clashes

Students who have examinations in two units timetabled simultaneously must notify the Examinations Office (telephone 6488 2468) immediately and not the unit co-ordinator. Do not wait until the final timetable is published.

3. Special Arrangements

Students requiring special arrangements for examinations on grounds of physical disability etc. should contact the Associate Dean immediately the timetable is posted. Special arrangements can allow students to have, for example, short rest periods during the examination or modified seating.

(Students with disabilities should also register themselves at the beginning of the year with the ‘Disability Officer, Student Support Centre, 2nd floor, Guild Administration Building, telephone: 6488 3809).

A student who wishes to sit an examination other than on the date and at the time published in the examination timetable must submit his or her request in writing to the Examinations Office.

4. Oral Examinations

Oral examinations are granted only in exceptional circumstances. A student who considers that their circumstances are potentially “exceptional” should bring this fact to
the attention of the Board of Examiners. This must be done in writing to the Dean or Associate Dean.

5. Location of Examinations

All examinations are held on the University Campus. This includes supplementary and deferred examinations save in exceptional circumstances and with the approval of the Chairman of the Academic Board.

6. Missed Examinations

A student who has missed an examination will normally be recorded as absent and given a zero mark for the examination unless the Dean of the Faculty of Law considers that there have been extenuating circumstances. In this case it may be possible to sit the examination during the same examination period or to sit a deferred examination.

If you miss an examination you should report on the same day as the scheduled date of the examination to the Examinations Office, Student Administration. Any later notification should be made to the Associate Dean.

7. Illegible Examination Scripts

Students who write illegible scripts will be required to attend the Law School after the examination to print out their answers above their handwritten answers.

8. The Use Of Abbreviations

Students must avoid using abbreviations when writing their examinations except as advised by the examiners.

Please note: candidates who use abbreviations other than those advised by the examiners risk losing marks.

9. Prohibition of Communication Between Students And Unit Co-ordinators Pending Publication Of Examination Results

In the period between sitting an examination and publication of the result for that examination, you must not communicate with any member of the teaching staff on any matter relating to that examination. Any questions or matters for discussion should be directed to the Associate Dean.

10. Scaling of Results

(1) For units comprising 30 students or more a mandatory graded percentile scale is to be applied.
(ii) For units comprising less than 30 students the scale is not mandatory but is a guide to examiners.

(iii) The range of grades for scaling purposes is:

<table>
<thead>
<tr>
<th>HD Range</th>
<th>HD + D Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - 10%</td>
<td>25 - 40%</td>
</tr>
</tbody>
</table>

(iv) The degree of compliance with the scale in all units is to be reported to the Board of Examiners.

(2) Non compliance with the scale by a fraction of one student should be ignored in applications of the scale.

The following examples illustrate the application of this approach:

<table>
<thead>
<tr>
<th>Unit Size (No. of Students)</th>
<th>HD Range</th>
<th>HD + D Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>4 – 10</td>
<td>25 - 40</td>
</tr>
<tr>
<td>75</td>
<td>3 – 8 (not 7½)</td>
<td>18 – 30 (not 18 ¾)</td>
</tr>
</tbody>
</table>

(3) The scale is to be applied by examiners in a manner that is fair to all students in the unit, not merely those with marks on the boundary of a higher or lower grade.

(4) The marks used for calculation of Honours should be the scaled marks, not the raw marks.

11. Anonymity

Assessors shall adhere, as closely as practicable, to the principle of anonymity in relation to all forms of written assessment.

In the period between the sitting of an examination and the publication of the result for that examination, students must not communicate with any member of the teaching staff, except the Associate Dean, on any matter relating to that examination.

12. Check Marking

All examination scripts which are graded as Fails should be check marked. The check marker receives anonymous scripts, may see previous marks and may request that the marking scheme be provided by the chief examiner.

13. Publication of Examination Results

Examination results will be posted on the web as soon as possible following the relevant Board of Examiners meeting.

In the period between the sitting of an examination and the publication of the result for that examination, students must not communicate with any member of the teaching staff, except the Associate Dean, on any matter relating to that examination.
14. Supplementary Assessment

Students who fail a unit will only be permitted to sit a supplementary examination if they fall into one of the following categories:

(i) a student who receives a final mark of 45 to 49 percent inclusive in The Legal Process, Contract 1, Criminal Law 1, Torts 1, Property 1 or Administrative Law 1;

(ii) a student who receives a final mark of 45 to 49 percent inclusive in Contract 2, Criminal Law 2, Torts 2 or Property 2, provided that the student is in the second semester of their Law Studies;

(iii) a student who is in the final Semester of the Bachelor of Laws course and who receives a final mark of 45 to 49 percent inclusive in a unit, provided that the unit in question is the one remaining unit required that the students must pass to complete the course;

(iv) a student who receives a final mark of 45 to 49 percent inclusive in a unit for which the only form of assessment available is an examination (other than a “take-home” examination).

Enquiries concerning entitlement to, and scheduling of, supplementary examinations should be directed to the Associate Dean.

15. Deferred Examinations

A student may be permitted to take a deferred examination in one or more units if the Dean of the Faculty is satisfied that for medical or other exceptional reasons the candidate was either -

(a) substantially hindered in preparation for an examination; or

(b) absent from or unable to complete an examination.

Students wishing to apply for a deferred examination must complete the necessary application form and hand the application form and any attachments to the Associate Dean. The latest date such an application can be submitted is three University working days after the date of the relevant scheduled examination.

The following guidelines have been agreed upon by the Board of Examiners. They are guidelines only, in the sense that they cannot possibly cover the great variety of circumstances which seem to arise.

(1) Where the application for a deferral is on a non-medical ground or on a medical ground which has continued throughout the year the deferral will normally be only granted for all of the examinations that the student is required to take. A written case for such deferral must be made to the Associate Dean before the examination period because it must have been apparent to the student some time before the scheduled date for the start of the exams that the student has been substantially hindered in his or her preparation. If the case depends on medical grounds it must be accompanied by an appropriate medical certificate.

(2) If the deferral request is based upon a short-term illness which prevents the student from attending one or more of the Annual Examinations, the request must be made as soon as possible after the onset of that illness and not later than 3 days after the date of the examination. The request must be accompanied by a medical certificate precisely setting out the circumstances relied on.
Illness during an examination can also be a basis for a deferral in that examination. If a deferral is to be sought in these circumstances it must be done immediately. If granted, the paper which has been written will not be evaluated. Such a request must be accompanied by an appropriate medical certificate precisely setting out the circumstances relied on.

Deferral on either of the foregoing bases is (of course) for one examination only and the student is expected to take outstanding examinations - subject to the possibility that the illness continues and that a further medical certificate is able to be supplied in relation to the subsequent examinations.

All enquiries concerning deferred examinations should be directed to the Associate Dean.

16. Requests for Special Consideration

University General Rule 2.1.21 provides that a student may apply to a faculty for special consideration if, in the course of producing work for assessment, they were adversely affected by serious illness or other specific problems which could reasonably have been expected to cause them to perform less well than would otherwise have been expected.

Applications related to assignments should be directed to the unit co-ordinator.

Applications relating to examinations are dealt with by the Associate Dean in accordance with a Faculty policy, see

http://www.lawstudents.law.uwa.edu.au/index

The policy refers to a grant of special consideration in exceptional circumstances or when a student is at the “pass/fail” border.

17. Appeals against Academic Assessment

University General Rule 2.1.27 stipulates that students may appeal against an academic assessment in accordance with the appeals procedure, details of which can be accessed via the Appeals link on the University's web site at:

ENROLMENT

1. Recommended Pathways

The Law School has developed course pathways for each undergraduate course offered. These pathways are suggestions only and are based on completion in the minimum time frames. Students who do not wish to overload or who wish to alter the pathways are welcome to do so provided that they observe course rules and any pre-requisites and co-requisites. Students wishing to develop a course plan that differs from the recommended pathways may consult the Faculty Administrative Office or Associate Dean if they require assistance. The pathways are available at: 

2. Part-time Studies

Part-time enrolments are permitted in all of the courses offered by the Law School.

3. Deferred Entry

Only school leavers (Category A entrants) may defer entry upon being offered a place as a law student, and only for a period of one year. Once you begin your course you may suspend your studies in the circumstances set out in the next paragraph.

Applicants in Categories B and C who do not accept the offer of a place cannot defer and must reapply through TISC for entry in a later year.

4. Suspension of Studies (Approved Leave)

There are time limits within which you must complete your course. Students enrolled in the four-year LL.B. degree and three-year graduate LLB degree must complete the requirements for the degree within ten years from the beginning of the year in which the first unit is credited to their degree. The time limit for completion of a combined degree course is twelve years.

If you wish to take 6 months or more from your studies, you are required to make a formal application for Approved Leave using the form available from the Student Administration website: 
http://www.studentadmin.uwa.edu.au/welcome/forms

To return to your studies, you must ensure you are enrolled correctly and meet the online enrolment deadlines.

5. Change of Enrolment and Withdrawal from Course

A formal change to your enrolment is made by collecting a Change of Enrolment form from the Student Administration Enquiry Counter (Hackett Hall), completing it and lodging it with your faculty office or at Student Administration (Hackett Hall).
Alternatively, you may be eligible for the new online change of enrolment process which is open to selected enrolments. Please check the list at:


to determine if your course is available for the online change of enrolment process. If so, you may proceed to the Student Connect web page (www.studentconnect.uwa.edu.au) using your student number and password and select the online enrolment link.

First-year students who wish to change their enrolment or withdraw from the course should contact the Associate Dean for advice. First-year students who withdraw without having successfully completed at least one unit for credit towards their law degree lose their quota place in Law and are required to reapply through TISC if they wish to seek readmission. Their applications will compete with those of new applicants for a place in the quota for new students.

If you wish to add a unit to your enrolment you need to do so before the cut-off date. See the list of cut-off dates at:


6. Late Withdrawal from Units

Students should take careful note of the date by which they may withdraw from a unit without academic penalty, see the list of cut-off dates at:


7. Overloads

Any request to overload in any semester must be approved by the Associate Dean. You will need to obtain a Special Approval Form signed by the Associate Dean to be attached to your Re-enrolment Form. The general policy is that Special Approval is required to undertake more than 30 points per semester. You should contact the Law School reception office (in the Law Link Building) on 6488 2945 to arrange an appointment with the Associate Dean. Our offices are on the ground floor in the Law Link building.

8. Honours

Students may be invited to become candidates for the degree of LL.B. with Honours. Invitations to undertake Honours are extended to those students entering their final year of the course whose overall course work average places them in approximately the top 20% of their year.

Further information about the Honours programme is contained in the *Honours Brochure* which is available from the web at http://www.lawstudents.law.uwa.edu.au/honours

9. Degree with Distinction

Faculty of Law Rules provide for the award of the Degree with Distinction to students who complete the law units in their law degree with an average mark of 70 % or more.
10. Scholarships and Prizes

Details concerning the scholarships and prizes for which law students are eligible are contained at the following web page:
http://spe.publishing.uwa.edu.au/latest/prizes/law

11. Credit for Studies Undertaken in Other Courses or at Other Institutions

Students who obtain entry into an LL.B. degree course through the normal admissions quota and have completed law studies in other courses and at another institution or who have completed law studies through the UWA Access Programme may apply for credit for their studies. You should contact the Law School reception office (in the Law Link Building) on 6488 2945 to arrange an appointment with the Associate Dean. Our offices are on the ground floor in the Law Link building.

12. Satisfying the Course Requirements at another Law School

Students proposing to undertake studies at another university, whether within Australia or overseas, to satisfy in whole or in part the final academic year’s requirements for this University’s LL.B. degree should consult with the Associate Dean as early as possible to plan a programme of studies which is acceptable to both the University of Western Australia and the other university. You should contact the Law School reception office (in the Law Link Building) on 6488 2945 to arrange an appointment with the Associate Dean. Our offices are on the ground floor in the Law Link building.

Permission to complete the requirements of the final year of the degree of Bachelor of Laws at another Law School will only be granted in exceptional circumstances and provided that such work is equivalent both quantitatively and qualitatively to the final academic year’s requirement for the course.

13. Cross-Institutional Enrolments

Students may enrol in a unit or units at another university for credit towards their LL.B. degree. To apply for cross-institutional enrolment you need to complete an application form supply the required information and follow the necessary procedure. Application forms are available from the Student Administration website:
http://www.studentadmin.uwa.edu.au/welcome/forms

14. Student Exchange

The University has exchange agreements with numerous universities around the world and a number of these offer places to law students. On the whole, an exchange is only viable for law students who have reached the stage in their course when they are studying option units. Provided the subjects you study while on exchange have been approved by the Associate Dean they can be credited towards your LL.B.

Information about the universities at which you may study law is available from the International Students Office:
http://www.international.uwa.edu.au/se/welcome
15. Overview

All of the forms you may need throughout your studies can be located on the Student Administration website:
http://www.studentadmin.uwa.edu.au/welcome/forms

Here is a guide to each form:

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Transcript/Record Request Form</strong></td>
<td>Use this form if you require a copy of your Academic Transcript, or a statement of your qualifications. Submit completed form to Student Administration.</td>
</tr>
<tr>
<td><strong>Advanced Standing</strong></td>
<td>Use this form if you wish to apply for credit for units passed in a previous course, either within this university or from an external university. Once you have completed the form, make an appointment with the Associate Dean. Bring along this form and your academic transcript and unit description (if the advanced standing is for an external university unit).</td>
</tr>
<tr>
<td><strong>Alternative Examination Arrangements - Confirmation of Units Form</strong></td>
<td>Use this form to confirm the details of your units. If you have not already applied for alternative examination arrangements through the Disability Office contact Student Administration immediately.</td>
</tr>
<tr>
<td><strong>Amenities and Services Fee Access Form</strong></td>
<td>This form is for use by students wishing to access the Amenities and Services provided by the UWA Student Guild and the UWA Sport and Recreation Association. Submit completed form to Student Administration.</td>
</tr>
<tr>
<td><strong>Amenities and Services Fee Cancellation Form</strong></td>
<td>This form is for use by students who wish to cancel their election to pay the Amenities and Services Fee. Submit completed form to Student Administration.</td>
</tr>
<tr>
<td><strong>Approved Leave Application Form</strong></td>
<td>This form is for students who are seeking approval for leave of absence from their course. Leave the completed form with Law School Reception to pass on to the Associate Dean. You will receive notification of the outcome of your request from Student Administration.</td>
</tr>
<tr>
<td><strong>Change of Address Form</strong></td>
<td>Use this form to advise us of your new address if you cannot update these details via <a href="http://www.studentconnect.uwa.edu.au">http://www.studentconnect.uwa.edu.au</a> Submit completed form to Student Administration.</td>
</tr>
<tr>
<td><strong>Cross-Institutional Approval Form</strong></td>
<td>Use this form to obtain approval from UWA if you wish to study unit(s) at another institution for credit towards your UWA degree. Contact the Law School Reception on 6488 2945 to make an appointment with the Associate Dean.</td>
</tr>
<tr>
<td><strong>Special Approval Form</strong></td>
<td>Use this form if you wish to apply for the approval of a course of study which falls outside normal course entry guidelines. Contact the Law School Reception on 6488 2945 to make an appointment with the Associate Dean.</td>
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<td><strong>Special Consideration Form</strong></td>
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<td>Use this form if you wish to indicate to your Faculty that something exceptional has interfered with your ability to study in the normal way. Leave the completed form with Law School Reception to pass on to the Associate Dean. You will receive notification of the outcome of your request from the Law School.</td>
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<table>
<thead>
<tr>
<th><strong>Transfer Form</strong></th>
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<tbody>
<tr>
<td>Use this form if you wish to apply to transfer from one undergraduate degree course to another. Submit completed form to Student Administration.</td>
</tr>
</tbody>
</table>