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## LECTURE / TUTORIAL PLANNER (2008)

### Semester 1

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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, though, as this brief but very useful publication demonstrates. This 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 happens if you exceed the word limit on an assignment, whether you can borrow law reports from the Law Library and what to do if you are ill on the day of an examination. You should, however, be aware that this is only a guide. All of these rules are subject to change from time to time and are regularly updated on the Law School website.

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. 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 Office (in the Law Link Building) on 6488 2945 to arrange an appointment. Our offices are on the ground floor in the same (Law Link) building.

Bill Ford
WELCOME MESSAGE FROM THE BLACKSTONE SOCIETY

Congratulations on your acceptance to the UWA Law School for 2008! This is an exciting new chapter in your life and you have chosen one of the best institutions in Australia in which to begin it. Studying law at a ‘Group of 8’ university is a privilege and you should be proud for getting this far!

During the first couple of months at the Law School, you will quickly learn that the environment you have entered into is challenging. It is one which requires you to take the initiative and be responsible for yourselves in all aspects of your university experience, especially your learning. While this may sound daunting, it will quickly become second nature and the benefits of both University life and life at the Law School will become very obvious.

Indeed, studying at the UWA Law School is extremely rewarding. This is not only due to the fantastic lecturers and staff but also to the many services that the Blackstone Society offers to its members.

The Blackstone Society is your representative faculty society and one of the bigger, more well-known faculty societies at UWA. We provide a range of services including career information, representation on various education committees, publications, competitions (both in law and sport!) and of course many social events. So, whether your interests lie in becoming the best advocate at UWA in 2008 or getting to know every single member of your year, we try to provide you with the best opportunities to do so. Be sure to get the most out of them and get involved as soon as you can!

To keep up to date with what we are doing for you and ways to get involved, the easiest is to go to the Blackstone Society website www.blackstone.asn.au. There you will find career information, photos, regular updates and a comprehensive list of all our events in 2008.

Also, remember we are always open to your suggestions and feedback. So do not hesitate to swing by the common room and have a chat, give us a ring or send us an email (you can find our details on our website).

We hope that your time at the Law School is fulfilling, fun and unforgettable! Best wishes, good luck and we look forward to meeting you all soon.

Alexandra Pieniazek
2008 Blackstone Society President
February 2008

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 to 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 from the following link:

http://www.uwa.edu.au/page/98190

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.uwa.edu.au/page/8518

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

The University Support Centre is a central point of contact for all students and it provides a number of important services that will be helpful at many points during a student's participation in the life of the University.

http://www.uwa.edu.au/page/6686

What does the Support Centre do? The Support Centre offers members of the University community a range of services that complement the university experience and contribute directly to the welfare and well being of individuals. Its a good place to start if you don't know where to begin.

a. Stress Less!

Stress Less @ UWA – http://www.uwa.edu.au/page/50539

These web pages provide useful tips to help you manage the combined pressures of studying and enjoying uni life while meeting your non uni commitments.

The information is written from a student's perspective and covers your academic rights, practical strategies, support services and resources available at UWA. First year students, all the way to post graduate students will find something useful to help manage the stress that can sometimes go along with university life.

b. 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 go to

http://www.studysmarter.uwa.edu.au
c. Equity and 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.

d. 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 the 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
Email: uniline@uwa.edu.au
e. 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 or visit http://www.uwa.edu.au/page/17357

f. 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 or 1800 819 292
Location: Shenton House
Hackett Drive, Entrance #2
Web: http://www.sis.uwa.edu.au

g. UniSkills – support in the transition to university study

UniSkills, formerly known as the Transition Support Programme (TSP), is designed to assist first-year students to adjust successfully to the experience of university study.

The UniSkills programme focuses on several types of students, for example, students who: are mature age students; may be the first person in their family going into tertiary study; come from a rural or isolated area, or from overseas; are in receipt of Youth Allowance / AUStUDY or who have a Health Care Card; come from under-represented schools and TAFE centres; and those who are likely to experience financial hardship as a university student.

If you fit into any of these groups then you may be eligible to be part of the special academic activities offered by UniSkills. Contact the programme co-ordinator on 6488 2424, e-mail transition@uwa.edu.au or visit Student Services in the Guild village.

For more information – http://www.uwa.edu.au/page/93310
h. 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 and other related policies at:

http://www.uwa.edu.au/page/16586

i. 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 contains the University Library’s extensive collection of law reports, journals and books, it 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 a lot of your time over the next few years.

1. What You’ll Find in the Library

On the ground floor of the Library you’ll find a large information commons area with access to computers, photocopiers, laptop facilities, a student training room, the Inquiry Desk, the Reserve Collection and the Ask a Librarian Office.

On Level 2 you’ll find the Law Reports and Legislation collections as well as the 24-hour access room, which doubles as a training room.

The textbooks are on Level 3, and the Journals, U.S. and International Law collections are on Level 4.

A number of group study rooms are available on Levels 1 and 4 and can be booked during semester.
2. **After Hours Study**

Looking for somewhere to study after hours? There is a 24-hour access room with computers and wireless SNAP available to all currently enrolled law students on Level 2.

Simply use your campus card for access. Entrance to this area from inside the Library is available during normal Library opening hours. After hours, access is from the Level 2 verandah in the Law School courtyard.

3. **Wireless in the Library**

SNAP wireless access for your laptop is available throughout the Library on all floors. To register with IT Services to use SNAP visit the website below:

   http://www.uwa.edu.au/page/115950

4. **Our ‘Ask a Librarian’ Service**

Our Law Librarians are located on the ground floor and are available during business hours for assistance with your research. Drop in with a quick question or make an appointment if you need more in-depth assistance with locating information.

They are very experienced and familiar with all aspects of the UWA library collection, the electronic databases and resources, and in legal research methods and practices. Draw on their expertise to help you complete your Legal Research Skills assessments, get started with research for an assignment, find sources for particular information, use a database or any other tricky questions!

You can also call them on 6488 3517 during business hours or ‘Ask a Librarian’ on-line – http://www.library.uwa.edu.au/library_services/ask_a_librarian

5. **Our Approach to Noise**

We recognise that students have different needs with regard to study so we provide a mix of collaborative and quiet study areas.

The information commons area situated on the ground floor of the Library is a Collaborative Zone where scholarly discussion is allowed so low level noise is to be expected. The student training room on the ground floor and all other levels of the Library are Quiet Zones where no talking is allowed.

Remember also that mobile phones are an unwelcome source of noise – they must be switched to SILENT and phone calls should NOT be conducted in any study area.

Your cooperation in maintaining respectable noise levels is appreciated.
6. The Law Collection

The Law Library collection is representative of both local and international law, with a bias towards common law, particularly in Australia and Great Britain. The collection covers a range of subject areas, with an emphasis on commercial law, international law, family law, environmental law, law of the sea, sentencing, administrative law and criminal law.

Like many modern libraries today, the Law Library has invested in its collection of online resources, which allow greater flexibility and convenience for students working from home or on other parts of the campus. In addition, the print collection has been well maintained and is constantly growing to include archival and current materials.

7. Library Opening Hours 2008

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

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<td>Semester 1 &amp; 2</td>
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<td>Inter-Semester</td>
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<td>Summer Vacation</td>
<td>24 Nov to 24 Dec 5 Jan to Feb 23 2009</td>
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*During SWOT VAC and exams the Library is open to 11pm Monday to Friday
8. Law Online

Much of the Law collection is available online and can be accessed from the Library’s Web site (http://www.library.uwa.edu.au) which is the electronic gateway to information resources held within the UWA Library and around the world. The Library Web site is the default homepage on all Library computers. It is also a good idea to bookmark this page on your home or office computer.

Some of the most useful links on this page include:
- Library Catalogue – locate resources in the UWA Library collection
- SuperSearch – locate and search selected online databases
- Course Materials Online – locate course readings

9. Legal Research Skills Classes

The Law Library team supports your learning experience by presenting a series of legal research skills classes and electronic learning tools. These will teach you fundamental legal research skills, such as finding case law and legislation, which will be essential throughout your studies at UWA Law School and beyond in legal practice. Classes are taught by the librarians and legal research skills form part of the content of core Units. Details will be outlined at lectures during week 1.

10. Borrowing from the Library

Use your campus card to take out up to 30 books at a time for a six-week period. Managing your loans is a breeze, just visit

https://catalogue.library.uwa.edu.au/patroninfo~S3/

Here you can easily check when your loans are due and renew them when necessary. For further information on lending services, including penalties see

http://www.library.uwa.edu.au/library_services/lending_services
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. Much of this material is duplicated in electronic format, which can be accessed anywhere at anytime.

11. Printing, Copying and Scanning

There are a number of multi-function devices in the Library that provide both black and white and colour copying as well as scanning. In addition there are printers on levels 1 and 2 and you can print from any computer in the Library.

You need your Campus Card for copying and printing – you can add value using the autoloaders in any of the campus libraries – there is one located on the ground floor in Law. Printing and copying costs 12 cents per A4 page. Please note print quotas are unable to be used in the Library. For more information see: www.library.uwa.edu.au/library_services/photocopying__and__printing_services

In some units lecturers prepare books of course materials which include extracts from cases and articles. These materials can be purchased from the University Co-operative Bookshop in the Guild Village. Other (course) handouts such as lecture synopses and tutorial problems are distributed in class. 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.

12. Course Materials Online

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 5pm 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.
13. Get Started in the Law Library with a Tour

**Get Started in the Law Library with a Tour!**

Put your name down to attend a tour of the Library in Week 1

**Tours will be limited to groups of 10**

Please reserve your place on a tour by:

- Telephone (08) **6488 2351**
- Book at the Law Library Inquiry Desk
- Email: lawlib@library.uwa.edu.au

<table>
<thead>
<tr>
<th>Session Times</th>
<th>Meet at the Library Inquiry Desk on Level 1  Duration (30 mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, 3 March</td>
<td>11am</td>
</tr>
<tr>
<td>Mon, 3 March</td>
<td>2pm</td>
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<tr>
<td>Mon, 3 March</td>
<td>4pm</td>
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<tr>
<td>Tues, 4 March</td>
<td>11am</td>
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<td>Tues, 4 March</td>
<td>2pm</td>
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<tr>
<td>Tues, 4 March</td>
<td>4pm</td>
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<tr>
<td>Wed, 5 March</td>
<td>11am</td>
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<tr>
<td>Wed, 5 March</td>
<td>2pm</td>
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<tr>
<td>Wed, 5 March</td>
<td>4pm</td>
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<tr>
<td>Thurs, 6 March</td>
<td>11am</td>
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<tr>
<td>Thurs, 6 March</td>
<td>2pm</td>
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<tr>
<td>Thurs, 6 March</td>
<td>4pm</td>
</tr>
<tr>
<td>Fri, 7 March</td>
<td>11am</td>
</tr>
</tbody>
</table>
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.

1. 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.

2. 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.

3. 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.uwa.edu.au/page/98190

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.

1. General Enquiries

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 in the Law School office (6488 2961) or email law-fao@law.uwa.edu.au

2. Questions of the Associate Dean

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 Office (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.

3. When to contact your Unit Coordinator

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.
CONTACTING STAFF IN THE LAW SCHOOL

The Unit Outline will generally set out for you the best way of contacting the staff involved in a unit and their office consultation times. Make sure that before you ask an administrative or content-oriented question that you have attempted to answer the query yourself by checking the Unit Outline or website, following the lectures and doing the reading for the relevant classes. You will also often find that unit websites, WebCT or your student email will provide you with much information about the administrative arrangements for a unit. Note that emails which do not show that a prior attempt has been made to tackle a question may not be answered by staff.

The Law School recommends that students maintain a university email address for sending emails within the University as well as receiving notices in relation to your units. Be aware that emails from non-university addresses (such as hotmail and yahoo) may not be received due to the University spam filter. When sending emails make sure you always identify yourself, include details of the unit that the query relates to and the best way for the staff member to contact you.

Sometimes queries (particularly detailed ones) are not easily addressed by email. Staff may indicate that it would be best for you to make a time to come and see them or that you should visit during their office consultation slots. Also, as staff have responsibilities during semester outside of their teaching, you may find that they may not always be able to respond to student emails more frequently than on a weekly basis. Always refer to the Unit Outline for any particular arrangements for contacting or emailing staff in relation to that unit.

Finally, staff will always try to treat you with politeness and respect – please try to reciprocate (in emails and in your face-to-face dealings).
HOW THE LAW SCHOOL CONTACTS YOU

The Law Faculty teaching and administrative staff will use electronic communication, via your student email address, for all official purposes including keeping you informed about unit information and course content, confirming receipt of your assignments and notifying you of the outcome of applications you make for special consideration, cross-institutional studies, advanced standing and so on. It is advisable that you check your student email daily throughout the semester.

Student administration will email you with notification of your examination timetable, release of results and re-enrolment information. You will receive fee information and library notices electronically. At the completion of each unit you will also be asked to provide us with important unit feedback (SURF surveys) electronically.

Many units also provide important material and other resources in electronic form. It is therefore essential that you familiarise yourself thoroughly with the electronic services provided by the university and the law faculty.

To access these resources, including “Student Connect” and learning management systems such as “WebCT” you must activate your UWA student account and email address. Go to: http://www.studentconnect.uwa.edu.au

1. Student Connect

Student Connect is UWA’s student access to the Student Information Management System. Using Student Connect, you can:
- manage your current enrolment
- view your financial liability, current balance and print your Commonwealth Assistance Notice
- view your personal examination timetable
- view your past unit results and see new results as they’re released
- view and update your current address, and notify us of any future address changes
- order academic Transcripts and/or Statement of Qualifications.

If you are not currently using your central UWA Email account go to http://www.uwa.edu.au/page/99145

2. WebCT

For WebCT student support, visit http://www.uwa.edu.au/page/109200
3. Business School IT Services

You will also need to set up an account with BITS (Business School IT Services) to access Law School teaching material and to meet course work requirements, including the submission of assignments.

For information about setting up your BITS account:

http://www.uwa.edu.au/page/99262

Then, if you still have a question on how, where, why, when, what and can’t find the answer go to:

http://www.ipoint.uwa.edu.au

24seven access to answers at UWA.

LECTOPIA IN THE LAW SCHOOL

Lectopia is a system that records lectures and other events for delivery via the internet. Students can access these recordings over the internet 24 hours a day, 7 days a week at their own convenience. The Law School has its own policy explaining its general approach to the use of Lectopia as a teaching tool. You may find that different Faculties and disciplines adopt different approaches in relation to using Lectopia.

The UWA Law School is not a distance education provider and it is therefore educationally desirable for students to attend all classes. We have not adopted Lectopia as a substitute for your face-to-face engagement with Law School staff and peers. The extent to which units in the Law School utilise Lectopia is at the discretion of the lecturers teaching that unit. The merits of using Lectopia are weighed up for each unit after careful consideration of that unit’s needs and learning outcomes and therefore you should not have an expectation that all lectures or units in the Law School will necessarily be recorded.

If a unit does routinely record lectures you should be prepared for the possibility that Lectopia may sometimes fail to record classes. Technical difficulties, recording failures or booking errors may mean that all or part of a lecture is not recorded. If this occurs, it may not be able to be rectified and lecturers will not be required to re-deliver the class. In such situations, you can acquaint yourself with the material covered in the lecture by referring to any lecture outlines and the assigned readings for the relevant class.

Units utilising Lectopia may be available in ‘streamed’ media format but will not generally allow you to download or podcast the recording. The preference for ‘streaming’ lectures stems from the need to accommodate a number of concerns relating to the release of the recording (and therefore the intellectual property) into the public domain.
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>Grade Level</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 N</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:

- Ungraded Pass: UP
- Ungraded Fail: UF

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. The Law School has a general policy in relation to various aspects of the submission of assignments which applies to all units unless expressly varied by the unit coordinator. Details of the policy are available on all unit web pages.

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.

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 and the Faculty of Law Policy on Academic Misconduct.

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

Full details of the University Guidelines relating to Academic Misconduct, Academic Literacy and Ethical Scholarship can be found at: http://www.uwa.edu.au/page/72852

b. Academic Conduct Essentials (ACE)

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. You should read and understand the Policy before submitting your first assessable work. Findings of academic misconduct can lead to serious academic penalties and may be considered by admitting authorities in deciding whether an applicant will be permitted to practise law.

The Law School Policy on Academic Misconduct can be found at: http://www.uwa.edu.au/page/98190

d. Citation of Sources

The Law School’s Policy on Academic Misconduct contemplates that students will read widely and research and discuss other peoples’ work and ideas. Consequently, it is expected that when a student submits work for assessment it will frequently contain the thoughts and ideas of other people. This is permissible provided the other person’s work is fully and accurately acknowledged. In citing the work of others, students should, unless otherwise advised by unit coordinators, refer to the Australian Guide to Legal Citation – a link can be found on the Law Review webpage: http://www.lawreview.law.uwa.edu.au
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:

http://www.uwa.edu.au/page/20777

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 twenty 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 you 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:

http://www.uwa.edu.au/page/20777
6. Satisfactory Progress

To make "SATISFACTORY PROGRESS" students must comply with University General Rule 1.2.1.29 and Faculty of Law Rule 7.2.2.9.

http://www.uwa.edu.au/page/15879

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:

http://www.uwa.edu.au/page/98264

1. Examination Timetable

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

(a) The University Examinations Office will advise you via your student email when the timetable is available on Student Connect.

(b) It is the student’s responsibility to check his/her own personal timetable via Student Connect: http://www.studentconnect.uwa.edu.au

(c) Students who have a clash of exams, eg two exams at the same time, will have “TBA” as their venue and will be contacted by the Examinations Office.

(d) Students are required to familiarise themselves with the examination rules – http://www.uwa.edu.au/page/21585

Any other exam queries contact http://www.ipoint.uwa.edu.au/ or alternatively, you may call in person at the Enquiry Counter, Student Administration (Hackett Hall) or telephone 6488 3235, fax 6488 1083.

2. 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.

3. 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 immediately to the Examinations Office, Student Administration. Any later notification should be made to the Associate Dean.
4. **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.

5. **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.

6. **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.

7. **Scaling of Results**

The Law School applies a mandatory graded percentile scale for final grades in all LLB units of 30 students or more. For units of less than 30 students the scale is not mandatory but is a guide to examiners.

The range of final grades for scaling purposes is:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – 10%</td>
<td>HD</td>
</tr>
<tr>
<td>25 – 40%</td>
<td>HD and D</td>
</tr>
</tbody>
</table>

For further details see: [http://www.uwa.edu.au/page/98264](http://www.uwa.edu.au/page/98264)

8. **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.
9. Check Marking

All examination scripts which are graded as Fails are 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.

10. Results

Results are released after the Board of Examiners meeting. Students are notified by email when their results are available on Student Connect.  

http://www.studentconnect.uwa.edu.au

Details on how to obtain a hard copy of your results can be found at:

http://www.uwa.edu.au/page/8577

For all other exam enquiries visit http://www.ipoint.uwa.edu.au or call in person at the Enquiry Counter, Student Administration (Hackett Hall). Telephone 6488 3235 or fax 6488 1083.

11. Supplementary Assessment

Students who fail a unit will only be permitted to sit a supplementary examination in limited circumstances. These are set out at:

http://www.uwa.edu.au/page/21592

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

12. Deferred Examinations

A student may be permitted to take a deferred examination in one or more units if 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 special consideration application form available from http://www.uwa.edu.au/page/8581 or in hard copy from Law School Reception and submit it to the Faculty. Students must have the form completed in full by a suitable report provider. Where it is not possible to have a report provider sign the form, students may submit supporting documentation provided that the documentation includes all information requested on the form. The latest date such an application can be submitted is three University working days after the date of the relevant scheduled examination.

Guidelines for the granting of a deferred exam can be viewed at:

http://www.uwa.edu.au/page/134501

Students wishing to discuss deferred examinations should contact Law School Reception to arrange an appointment.
13. Rescheduled Examinations

The Faculty does not have the power to reschedule exams. In limited circumstances, the Exams Office may be able to make a slight adjustment in the timing of an exam if the student is able to show just cause. Such students should present to the Student Administration Enquiry Counter in Hackett Hall with appropriate documentation outlining why they are unable to sit the exam at the scheduled time.

14. Requests for Special Consideration

University General Rule 1.2.1.21 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 Special Consideration Committee in accordance with Faculty policy:

http://www.uwa.edu.au/page/134501

Where an alteration to a mark is made, such alteration will be made prior to the release of results to students.

15. Appeals against Academic Assessment

University General Rule 1.2.1.27 stipulates that students may appeal against an academic assessment in accordance with the appeals procedure, details of which can be accessed at: http://www.uwa.edu.au/page/20777

16. Alternative Exam Arrangements

Students who are affected by ongoing medical or other relevant circumstances can apply for alternative exam arrangements. Such arrangements can include extra time, the provision of a scribe, access to a computer and so on. Students who feel they would be eligible for such assistance must contact UniAccess at least several weeks before the start of the exam period for which they require the alternative arrangements. For full details:

http://www.uwa.edu.au/page/14731

17. More Information

Comprehensive information on special consideration, deferred examinations, rescheduled examinations, alternative exam arrangements and related matters can be obtained by reading the Law School guidelines for applying for special consideration available at

http://www.uwa.edu.au/page/98190
ENROLMENT

1. ACE Academic Conduct Essentials

All students who have not previously been enrolled at UWA 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. More information is available at http://ace.uwa.edu.au

2. 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: http://www.uwa.edu.au/page/106244

3. Part-time Studies

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

4. 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 5 below.

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.

5. 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.
Students must maintain a valid enrolment in at least one unit of study in each academic year (Calendar year). If you choose to interrupt your studies by not enrolling in an academic year it is important you apply for Approved Leave: [http://www.uwa.edu.au/page/58907](http://www.uwa.edu.au/page/58907)

Students who do not enrol in and complete at least one unit of study in an academic year and have not gained approval for a period of leave will be regarded as having discontinued their studies, and should they seek to resume their studies at a later date, they will be required to re-apply for admission.

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

6. Change of Enrolment and Withdrawal from Course

Log in to your Student Connect to change enrolment up to the end of week three in standard semesters one and two. For non standard semesters you can add a unit up to, and including, the census date for that unit. For more information: [http://www.uwa.edu.au/page/8856](http://www.uwa.edu.au/page/8856)

Don’t panic if enrolment in a unit shows as “INVALID”. There may be a number of reasons, amongst them that your enrolment breaches a rule attached to that unit. If your enrolment shows as “INVALID” contact the Faculty Administrative Officer on 6488 2960 or 6488 2961.

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.

7. 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: [http://www.uwa.edu.au/page/14567](http://www.uwa.edu.au/page/14567)

8. 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 office (ground floor in the Law Link Building) or phone 6488 2945 to arrange an appointment with the Associate Dean.
9. 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.uwa.edu.au/page/98235

10. 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.

11. Scholarships and Prizes

Details concerning the scholarships and prizes for which law students are eligible are contained at the following web page:
http://www.uwa.edu.au/page/61021

12. 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 at another institution or who have completed law studies through the UWA Access Programme may apply for credit for their studies. Students should complete and submit an Application for Advanced Standing form available from http://www.uwa.edu.au/page/8581 or in hard copy from the Law School Office. If your studies were undertaken at an institution other than UWA, you must attach certified or original copies of your formal academic transcripts.

The Faculty will generally only credit studies undertaken towards a Bachelor of Laws or equivalent qualification at an approved institution. If you are applying for credit from an institution outside of Western Australia, the Faculty may require you to provide additional information such as unit outlines before we can make a decision on credit. As we receive a large volume of applications for advanced standing from students transferring from other Western Australian law schools, we will usually not require you to provide such information as we will have alternative access to it.

Students should be aware that the Faculty may grant an exemption for some units but may not award the equivalent UWA credit points. For example, a student who studies Criminal Law over one semester at another institution may be granted an exemption from LAWS1105 Criminal Law I and LAWS1106 Criminal Law II but may only be given credit equivalent to one semester unit at
UWA. Such a student would need to make up the difference by taking an additional option unit.

In line with the relevant University General Rules, students generally cannot be given credit for more than 50% of their course and we can credit a maximum of 30 points (5 units) towards a Bachelor of Laws qualification from units undertaken through UWA Access. Students in the single, undergraduate Bachelor of Laws course (4 year) cannot credit a non-law unit to their course despite the fact that the course rules allows students to study one non-law unit in place of a Law option.

The information on credit should be read in conjunction with the Faculty of Law Credit Policy available at http://www.uwa.edu.au/page/98190 as well as Faculty of Law Rule 7.2.2.7 and University General Rule 1.2.1.11 as set out in the University Handbooks at http://handbooks.uwa.edu.au

13. 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. Please contact the Law School office (in the Law Link Building) on 6488 2945 to arrange an appointment with the Associate Dean.

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.

14. 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.uwa.edu.au/page/8581

15. 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 approved for students in their penultimate year with at least a 65% course average. Provided the subjects you study while on exchange have been approved by the Associate Dean they can be credited towards your LL.B.

Points to note:
- Students must study a full-time load while they are away;
- Units taken on Exchange are recorded as ungraded passes or fails on your UWA academic record;
• You can seek approval for Exchange from the Associate Dean if you do not meet the minimum requirements;
• The Faculty Administrative Officer can work out how the period of Exchange will fit in with your course pathway.

Student Exchange is a fantastic opportunity for students. Your achievement in a different academic and cultural environment proves flexibility to future employers.

Information about the universities at which you may study law is available from the International Students Office:
http://www.international.uwa.edu.au/9717

16. Overview

All of the forms you may need throughout your studies can be located on the Student Administration website:
http://www.uwa.edu.au/page/8581

Following is a guide to each form:

**Academic Transcript/Record Request Form**
Use this form if you require a copy of your Academic Transcript, or a statement of your qualifications. Order on the web by fax or mail or in person at the Enquiry Counter, Student Administration. Submit completed form to Student Administration.

**Advanced Standing**
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, submit it to the Law School office. For units taken outside UWA, please attach an original or certified copy of a formal academic transcript.

**Amenities and Services Fee Access Form**
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 and also to specify their choice of Guild membership and Sport and Recreation Association membership. **This form must be handed in direct to the Guild Student Centre.**

**Approved Leave Application Form**
This form is for students who are seeking approval for leave of absence from their course. Leave the completed form at the Law School office to pass on to the Faculty Administrative Officer (FAO). You will receive notification of the outcome of your request from Student Administration.
**Change of Address**
If you change your address you **must** update your details via Student Connect using your Student Number and password. Alternatively you can advise Student Administration in writing with your signature, of your new contact address details.

**Cross-Institutional Approval Form**
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 office on 6488 2945 to make an appointment with the Associate Dean or FAO. Remember to attach a unit description to the form.

**Special Approval Form**
Use this form if you wish to apply for the approval of a course of study which falls outside normal course guidelines. Contact the Law School Office on 6488 2945 to make an appointment with the Associate Dean or FAO.

**Special Consideration Form**
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. This form is used to apply for:

- late withdrawal without academic penalty
- deferred examinations
- special consideration of circumstances in your academic assessment

Leave the completed form with the Law School Office to pass on to the FAO. You will receive notification of the outcome of your request by email to your student email address.

**Transfer Form**
Use this form if you wish to apply to transfer from one undergraduate degree course to another. Submit completed form to Student Administration.