



# Application for review of decision of the Academic Exemptions Sub-Committee

## Instructions (Form R1)

GPO Box 3980 Sydney NSW 2001  
Telephone: 02 9338 3500 | Email: [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)  
Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

Use the attached principal form if you have had your academic qualifications assessed by the Academic Exemptions Sub-Committee and you wish to request a review of a decision. Please complete the form electronically and email it to us.

### Tell us which areas or subjects

On the principal form and any necessary supplementary form, use the drop-down lists to nominate any area or subject from which you are seeking academic exemption.

### Attach and summarise your submissions

You may attach written submissions which set out your grounds for seeking a review of the decision. For each area or subject you nominate on the form, please enter a short summary of your submissions in relation to that area or subject. The form will limit each summary to about 300 characters.

### Submissions that are not in relation to stale learning

- If you are seeking a review of a direction made pursuant to r. 11 of the *Legal Profession Uniform Admission Rules 2015* (Uniform Admission Rules) requiring the study of the whole or part of an area set out in Schedule 1 to the Uniform Admission Rules (area), you must show you have appropriate understanding and competence in each element of the area or part. For this purpose, you must attach a table, in portrait format not landscape, listing the elements of the area as set out in the Schedule and your studies and experience in relation to each element. An example is at the end of these instructions. If a definition in the Schedule contains two alternative sets of elements, the table can address just one set. The definition of Equity in the Schedule does not correctly divide its sets, so please use the version in Schedule 1 to the 'Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission', available at <https://www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx>.
- In the table for an area you should, in relation to each element –
  - (a) explain how your studies and experience demonstrate appropriate understanding and competence in the element, and
  - (b) demonstrate the process by which you gained understanding and competence in the element by reference to the length, breadth and depth of your study of the area, and
  - (c) to the extent that you rely upon experience, explain in a detailed way how your experience addressed each of the elements.
- If you are seeking an exemption from an LPAB subject, you must show you have already adequately covered the substance of the subject in your studies or experience.
- If you are seeking an exemption from an LPAB unspecified elective, to reduce the number of electives to be studied, you must show you have completed studies or had experience comparable to the studies required for a typical LPAB course elective.

Submissions in respect of studies or experience in a foreign jurisdiction should be made with regard to the 'Uniform Principles' (see above), and the 'What to Expect When Seeking Academic Exemptions' guidelines, available on the LPAB's website [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).

You should also take into account -

- Academic Exemptions Guidelines for Ethics and Professional Responsibility, available at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)
- Guidelines for Interpreting Overseas Marks and Grades, available at [www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx](http://www.legalservicescouncil.org.au/Pages/about-us/law-admissions-consultative-committee.aspx).

### Submissions in relation to stale learning

If you are seeking a review of a stale learning decision that you need to study the whole or part of an area set out in Schedule 1 to the Uniform Admission Rules, you must show that the study of the area or part is not necessary to refresh and update your understanding and competence in each element of all the areas set out in Schedule 1 to the Rules.

## Attach and list your supporting documents

- On the principal form, list the supporting documents that you are attaching.
- Supporting documents include but are not limited to the table (where required, as referred to above), academic transcripts, a description of your practice, letters from supervisors, and subject outlines issued by an institution.
- The subject outlines should include a list of lectures and their content, and assessment methods.
- You may attach electronic copies or photocopies of your supporting documents. However, please note you may be required to produce the original of any of those documents for inspection and copying before an exemption is granted. The granting of an exemption may also be conditional on the production of original documents for inspection and copying.
- Any supporting document you prepare must be in portrait format not landscape.

## Where to send your application and fee

Please email – in a single PDF file - your completed principal form, any supplementary forms, tables, copies of your supporting documents and a copy of the receipt of payment in respect of the application fee to [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au). Please refer to the LPAB's website [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au) under Forms and fees for the prescribed fee and to access the online payment method.

If using email or paying by credit card causes any difficulty for you, please contact us.

## What happens next

Reviews are determined at meetings of the Legal Qualifications Committee. Deadlines for meeting dates are in the LPAB calendar at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au) under the menu item 'Publications and Resources'.

For more information, telephone us on (02) 9338 3510 or email [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)

## EXAMPLE TABLE in support of an application for review of a decision requiring the study of the whole or part of an academic area of knowledge

**Table 1: TORTS**

ELEMENTS of ACADEMIC AREA OF KNOWLEDGE as set out in Schedule 1 to the Uniform Admission Rules	Submissions in support of application
Either the following topics:	
(a) Negligence, including defences	By way of guidance, you should include here submissions that: (a) Explain how your studies and experience demonstrate appropriate understanding and competence in the topic. (b) Demonstrate the process by which you gained understanding and competence in this topic by reference to the length, breadth and depth of your study of the area. (c) To the extent that you rely upon experience, explain in a detailed way how your experience addressed each of the topics or elements.
(b) A representative range of torts (other than negligence) and their defences	As above
(c) Damages	As above
(d) Concurrent liability	As above
(e) Compensation schemes,	As above
OR submissions confirming subjects or topics studied that are of such breadth and depth as to cover, at a minimum the areas of • negligence and a representative range of torts, • defences and damages, and • alternative methods of providing compensation for accidental injury. Examples of these topics include concurrent liability, defamation, economic torts, nuisance, breach of statutory duty and compensation schemes.	If subject outlines or handbooks are provided in support of your submission, please identify which page or paragraph you rely upon in advancing those submissions



Legal Profession Admission Board

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Principal form (Form R1)

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Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

This form is for applicants who have had their academic qualifications assessed by the Academic Exemptions Sub-Committee and wish to seek a review of the decision.

## PART A: Personal details

### Q.1 Your name

Title:  First name:  Middle name:   
Gender:  Last name:

### Q.2 LPAB reference number (from your decision letter)

### Q.3 Personal contact details

Postal address:  Suburb:  Postcode:   
Email:   
Home:  Work:  Mobile:

## PART B: Areas or subjects

Area or Subject name (Please select)

Summary of submissions made in relation to this area or subject (up to 300 characters)

Area or Subject name (Please select)

Summary of submissions made in relation to this area or subject (up to 300 characters)

Area or Subject name (Please select)

Summary of submissions made in relation to this area or subject (up to 300 characters)

## PART C: List of supporting documents

**Note:** As indicated in the Instructions accompanying this Form, if your application for review is in respect of a direction to undertake further study in an academic area of knowledge, your supporting documents must include the Table described in those Instructions.

## PART D: Declaration

I have read the Instructions and any relevant document mentioned in the Instructions when completing this application.

Signature (*a digital signature is acceptable*)

Date (*dd/mm/yyyy*)

## Office Use Only

Reference No.:

Date received:



# Application for review of decision of the Academic Exemptions Sub-Committee

Supplementary form (Form R1)

GPO Box 3980 Sydney NSW 2001  
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Website: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

This supplementary form is only for applicants who have completed the principal form and wish to nominate further areas or subjects.

## PART A: Personal details

### Q.1 Your name

Title:  First name:  Middle name:   
Gender:  Last name:

## PART B: Areas or subjects

Area or Subject name (Please select)

Summary of submissions made in relation to this area or subject (up to 300 characters)

Area or Subject name (Please select)

Summary of submissions made in relation to this subject (up to 300 characters)

Area or Subject name (Please select)

Summary of submissions made in relation to this area or subject (up to 300 characters)

## Office Use Only

Reference No.:

Date received: