



Legal Profession
Admission Board
Of New South Wales

THE LAW
EXTENSION
COMMITTEE



THE UNIVERSITY OF
SYDNEY

Diploma in Law Course Handbook

WINTER 2025 UPDATE

An Affordable and Accessible Pathway to Legal Education

Your Legal Career Awaits!

2025

The Legal Profession Admission Board's course exists to provide an affordable, accessible and flexible pathway so that students from all walks of life can enter and enrich the legal profession. The Law Extension Committee of the University of Sydney continues to teach students of the Board's course as a practical reflection of the University's values of inclusion and diversity, and openness and engagement.



Legal Profession
Admission Board
Of New South Wales

THE LAW
EXTENSION
COMMITTEE



THE UNIVERSITY OF
SYDNEY

Contents

Welcome	4
The Diploma in Law	6
Curriculum	8
Life as a Student-at-Law	9
Subject Descriptions	12
Enrolment	15
Tuition	18
Academic Integrity and LEC Code of Conduct	21
Assignments	23
Extra Curricular Activities	26
Other Useful Information	27
Examination Information	29
Prizes	38
The Rules	40
Library Resources	43
Contact Us	46



Welcome

From The Presiding Member And Chairperson

On behalf of the Legal Profession Admission Board and the Law Extension Committee we welcome all students to the Diploma in Law.

The Board conducts examinations in law subjects that are necessary to satisfy the academic requirements for admission to practice as a lawyer.

The University of Sydney Law Extension Committee has for over 60 years been providing the tuition for the Board's students in the form of lectures, weekend schools, library facilities and other materials, as well as the provision of formative assessments to improve student outcomes.



The Hon. Justice Anthony Payne

Presiding Member,
The Legal Profession Admission Board



The professional orientation of the examinations and the tuition provided is reflected in the curriculum, and in the backgrounds and expertise of the examiners and lecturers, who come from both practice and university.

The Board and the Law Extension Committee together aim to provide a course that is readily accessible and academically rigorous. We hope that you will benefit from your studies and achieve your objectives in obtaining an education in law as a stepping stone in your career.



The Hon. Justice Ian Pike

Chairperson,
The Law Extension Committee





The Diploma in Law

The Diploma in Law is a unique pathway to admission into the Legal Profession established under the NSW Admission Board Rules 2015.

A continuation of first NSW Supreme Court examinations to enter the legal profession which started in 1848, the course is the oldest path to joining the legal profession in NSW. For the purpose of meeting the academic requirements for admission as a lawyer under the Uniform Law the Diploma in Law is equivalent to a Bachelor of Laws or Juris Doctorate from an accredited university law school.

Tuition is provided by the Law Extension Committee of the University of Sydney (the LEC) which has been preparing students-at-law for the Board's examinations for more than sixty years.

The Diploma in Law provides an affordable, flexible, accessible pathway to the study of the law. The LPAB and LEC are committed to fostering inclusion and diversity within the legal profession through the Diploma.

The curriculum demonstrates a practical emphasis on the professional life of a lawyer. This is reflected in the large compulsory core which includes those subjects such as Conveyancing and Succession that often form the basis of legal practice.

The LPAB is not a university or Higher Education Institute and the LPAB Diploma in Law does not come under ASQA or TESQA and therefore it is not assessed under the AQF.

The practical result of this is that while the emphasis is on teaching and high academic standards are maintained, not all the services and assistance that a tertiary institution may offer are available to the Board's students. Individual attention is not available and students are required to have initiative and motivation to succeed. This allows for the Diploma to continue to be offered at an affordable rate.

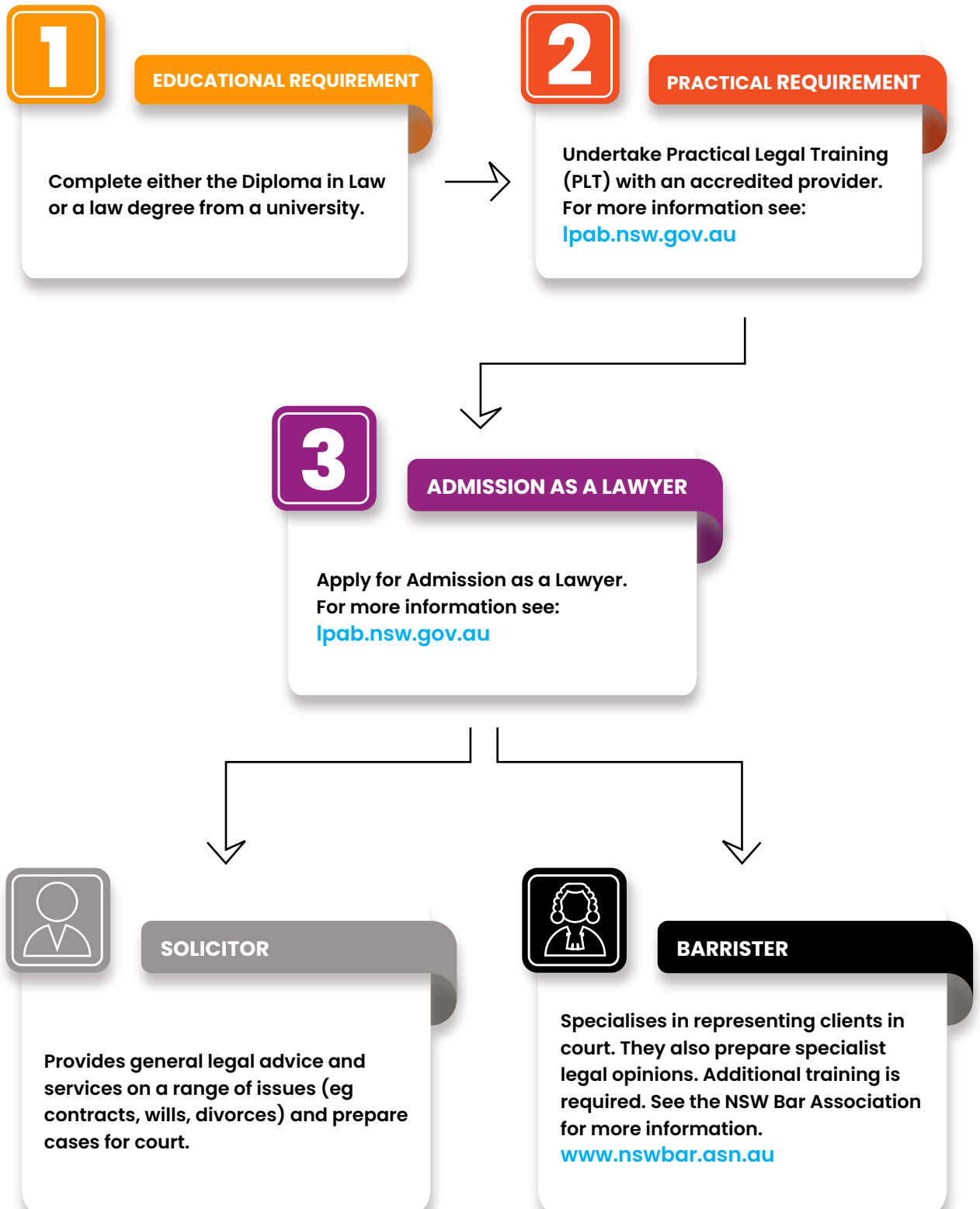
The Board and the LEC

For more information about the Board and its functions, you can read about them at their website: lpab.nsw.gov.au

For information about the LEC go to their website: lec.sydney.edu.au



Becoming a Lawyer



Curriculum Requirements

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

Group A - Compulsory Subjects

(These subjects are offered every semester)

- 01 Foundations of Law**
- 02 Criminal Law & Procedure**
- 03 Torts**
- 04 Contracts**
- 05 Real Property**
- 06 Australian Constitutional Law**
- 07 Equity**
- 08 Commercial Transactions**
- 09 Administrative Law**
- 10 Law of Associations**
- 11 Evidence**
- 12 Taxation & Revenue**
- 13 Succession**
- 14 Conveyancing**
- 15 Practice & Procedure**
- 17 Legal Ethics**
- 24 Jurisprudence**

Group B - Elective Subjects

(From 2026 all electives will be offered once a year)

- 16 Insolvency**
(Winter)
- 18 Conflict of Laws**
(Summer)
- 19 Family Law**
(Summer)
- 20 Planning & Environmental Law**
(Winter)
- 21 Industrial Law**
(Summer)
- 22 Intellectual Property**
(Winter)
- 23 Public International Law**
(Winter)
- 25 Competition and Consumer Law**
(Summer)
- 26 Advanced Statutory Interpretation**
(Winter)
- 27 Health Law**
(Summer)

A Student-at-Law who has passed all the subjects in Group A and three of the subjects in Group B is eligible for the award of the Diploma in Law. This satisfies the academic requirements for admission as a Lawyer of the Supreme Court of New South Wales. Their position with respect to eligibility for admission is exactly the same as that of a person with an accredited law degree from a New South Wales university.

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

Life as a Student-at-Law

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

As a Student-at-law your candidature is governed by the NSW Admission Board Rules 2015. You should become familiar with these. They are available on the LPAB website.

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

Summer Semester:

Enrolment in October with lectures commencing in November and ending in February; and

Winter Semester:

Enrolment in April with lectures commencing in May and ending in August.

There is a two or three week mid-semester break each semester.

Weekly evening lectures run for 12/13 weeks. Weekend schools are held twice a semester.

Subjects must be taken in order until you have successfully passed (or been exempted from) at least 11 subjects. After this, you may take the remaining subjects in any order.

Students may study up to two subjects a semester. When you have passed (or been exempted from) 8 compulsory subjects, you may take three subjects a semester.

See the rules on page 40 for more details.

Suggested Study Sequence

1st

SEMESTER

- 01 Foundations Of Law
- 02 Criminal Law & Procedure

2nd

SEMESTER

- 03 Torts
- 04 Contracts

3rd

SEMESTER

- 05 Real Property
- 06 Australian Constitutional Law

4th

SEMESTER

- 07 Equity
- 08 Commercial Transactions

5th

SEMESTER

- 09 Administrative Law
- 10 Law of Associations
- 11 Evidence

6th

SEMESTER

- 12 Taxation & Revenue Law
- 13 Succession
- Elective 1

7th

SEMESTER

- 14 Conveyancing
- 15 Practice & Procedure
- Elective 2

8th

SEMESTER

- 17 Legal Ethics
- 24 Jurisprudence
- Elective 3

Following this sequence you will complete the Diploma in Law in four years. You may choose to vary this depending on your circumstances.

To progress through the course, students are required to sit a minimum of TWO exams over two successive semesters. That means you can study one subject a semester, if you would prefer.

This also allows you to take a semester off without having to defer, provided you sit two exams in the proceeding semester and two in the semester following your break.

Things to consider when deciding on how many subjects to study each semester:

Reflect on your past study experiences

Assess your past experiences with study and current skills and limits. Everyone is different and has unique circumstances. Be realistic.

Your time

Think about how much time you have to dedicate to study. Schedule your time to ensure you can attend lectures, complete readings and do assignments. Do not underestimate the workload. It is common for new students to take longer to complete tasks. However, as your experience increases, so will your speed.

Your ability to write clearly and accurately in good English

Just as physicists need a good command of mathematics, lawyers need a good command of English – to be able to communicate their ideas accurately and clearly. If you do not feel confident in your English language skills, consider doing only one subject to begin with and spend the extra time improving your language skills.

Your family and work responsibilities

Most people studying this course are either working, caring for a family or both. We understand and expect that you will have other calls on your time – it is up to you to plan your time to enable sufficient study for success.

Your goals

Everyone approaches this course with different motivations. What is your personal timeline?

Clashes in the timetables

The timetables are designed for students who are following the suggested study sequence. If you are, for whatever reason, not following this sequence, it is important that you check the timetables on our website to ensure that you do not have any clashes in lectures or exams times in this, or future, semesters. You may not be able to proceed with your enrolment if there is a clash.



Subject Descriptions

Compulsory Subjects

01 Foundations of Law

This course introduces students to the origins, history and present operation of the institutions which make up the Australian legal system, to the sources of law, and to the Commonwealth and New South Wales constitutions.

02 Criminal Law & Procedure

This course provides students with an understanding of the general principles of criminal law, together with a detailed knowledge of the application of these principles in respect of major crimes and defences.

03 Torts

A tort is a civil wrong. Negligence is the principle tort studied. Intentional torts, such as trespass, are also considered.

04 Contracts

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

05 Real Property

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

06 Australian Constitutional Law

Australian Constitutional law is a branch of public law which focuses upon the primary source of that law in the Commonwealth of Australia Constitution Act 1900.

07 Equity

Equity, which includes the law of trusts, begins with a study of the historical origins and development of the equitable jurisdiction and then moves on to consider equitable doctrines.

08 Commercial Transactions

This course is about buying and selling personal property, and some aspects of securities over and payments for personal property.

09 Administrative Law

Administrative law is a branch of public law which is concerned with the legal control of decisions and actions of governmental agencies and officials, and those of non-governmental bodies which affect the public.

10 Law of Associations

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

11 Evidence

The Evidence course is devoted to an examination of the rules governing the presentation of evidence in common law trials, both civil and criminal. The central focus of the



course is on the provisions of the Evidence Act 1995 (Cth). The matters considered include the manner and form in which evidence can be presented to the court, the matters which are susceptible of proof as defined by the inclusionary and exclusionary rules, and the tests to be applied in determining whether sufficient evidence has been introduced.

12 Taxation & Revenue Law

The Taxation and Revenue Law course is an overview of the Income Tax Assessment Act 1997 (Cth) and related legislation.

13 Succession

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

14 Conveyancing

The course is designed to provide the theoretical and practical foundations of conveyancing practice. Particular emphasis is placed on the structure of the current edition of the Contract for Sale of Land.

15 Practice & Procedure

The subject of Practice and Procedure deals with the day to day practicalities of civil litigation in the Supreme Court of New South Wales. Students consider how to commence and progress a civil matter according to the rules and procedures of the Court.

17 Legal Ethics

The objectives of the course are to give the student a sound background of the statute, common law and rules and regulations which govern professional practice as a barrister or solicitor; and to provide guidance as to what can go wrong, how to recognise a problem, and what help is available, and what may occur where there has been an ethical breach.

24 Jurisprudence

This course in jurisprudence will apply the concepts and techniques of philosophical analysis to an examination of the nature of law and issues surrounding legal reasoning, and the relationship between law, morals and theories of justice.

Elective Subjects

16 Insolvency

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

18 Conflict of Laws

Conflict of laws, or private international law, is the part of private law concerned with legal questions which contain a foreign element.

The course objective is to give you an opportunity to gain an appreciation and understanding of the transnational dimension of private law and the fact that many legal questions which arise in everyday life are not confined within one legal system.

19 Family Law

This course is designed to provide students with a general yet comprehensive introduction to family law in Australia.

20 Planning & Environmental Law

The course examines the environmental and planning laws which regulate the use of land, the subdivision of land, the erection of buildings, the carrying out of works, air quality and water pollution. The law regulating planning and the environment is dynamic and sometimes quite contentious.

21 Industrial Law

The Industrial Law course is a general introduction, having the primary objective of introducing students to the system of conciliation and arbitration which operates in Australia, and the common law duties imposed on both employers and employees.

22 Intellectual Property

The law of intellectual property encompasses the areas of copyright, design, circuit layouts, patent, plant variety rights, confidentiality information, business reputation and trade marks. The course provides a general introduction to intellectual property outlining for each category of protection how the rights arise, the nature of the rights, ownership and exploitation as well as infringement and remedies.

23 Public International Law

Public International Law is the regime of legal rules which primarily seeks to regulate relations between sovereign states. This course is a general introduction to the sources and techniques of public international law with the objective of imparting to the student an appreciation and understanding of the role of legal rules in regulating the conduct of states and individuals in international society.

25 Competition & Consumer Law

The Competition and Consumer Act 2010 (Cth), incorporating the Australian Consumer Law, has a significant impact on every aspect of commercial life in Australia. This course complements other commercial subjects by covering the restrictive trade practices (e.g. misuse of market power, exclusive dealing, resale price maintenance, cartels etc), deceptive trade practices (unconscionable conduct, misleading and deceptive conduct), product liability, enforcement and remedies (damages and other orders etc.) provisions of the Act.

27 Health Law

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



Enrolment

At the start of each semester you must enrol in the subjects you wish to take that semester and pay your subject fees. Please refer to the information on Curriculum Requirements section of this handbook on page 8 for details of the correct order of subjects.

When Do I Enrol?

The enrolment period typically starts two to three weeks before lectures begin. Our websites will list the dates for the next enrolment period. You will receive an email prompt at the start of the enrolment period to remind you to enrol.

How Do I Enrol?

All students must enrol via the LPAB's Student Tuition and Enrolment Management System [STEMS](#).

Please select the 'Enrolment' button on the home page in the STEMS portal. Follow the prompts to enrol in your courses.

STEMS will only allow you to enrol in subjects as per the Boards Progression Rules unless you have submitted a Student Course Application (SCA) prior to enrolment.

You will be asked to pay by credit or debit card towards the end of the process. If you are not able to pay via this method, please contact the LPAB to arrange another method of payment. A list of current fees can be found on the Board's website.

Payment of course fees must be made in full at the time of enrolment each semester.

Unfortunately, part payments cannot be made.

Student Course Applications (SCA)

You will need to make a SCA in the following circumstances:

- If you would like to request an increase your study load
- If you would like to request to study a subject out of order
- If you have been excluded by breaching any of the rules of the course and wish to apply to resume your studies. Please refer to the Rules on page 40 of this handbook and the LPAB's website for more details.

You will be able to provisionally enrol in subjects while your application is being reviewed. If the application is approved you will remain enrolled in STEMS and in Canvas. If the application is refused you will be withdrawn from the subject/s in STEMS and Canvas and you will be refunded all enrolment fees.

Make an application via STEMS by selecting the 'Student Course Application' button on the 'Welcome' page and follow the prompts. Before completing this application to increase study load or change subject order, please read the Fact Sheet - Applying for relaxation of the Progression Rules available on the LPAB website.

Timetable And Scheduling

If you are taking subjects out of order (including elective subjects), please check that the lectures and exams for the subjects you wish to enrol in do not clash. Students will not be permitted to sit an examination on an alternate date.

Confirmation of Enrolment

Upon enrolment you should have received two emails from notifications.lpab@justice.nsw.gov.au: one confirming enrolment and one confirming payment. Each email will have a pdf attached with details. Please check your email, including junk folders.

If you are unable to locate the original email you are also able to access these documents in STEMS at any time.

Once your enrolment has been finalised you will also automatically be given access to CANVAS.

Next Steps

If you are a new student...

If you are a new student of the Diploma in Law, you will need to complete additional steps the first time you enrol.

Canvas

The LEC use a Learning Management System called Canvas (lec.instructure.com) to deliver course information and materials. Your log in to Canvas will be your LPAB student number. The first time you log in to Canvas you will need to set up a new password. You can do this by clicking on the "Request a Password" link. Canvas will then send a reset password link to your nominated email address.

UniKey

The University of Sydney will issue you with a UniKey log in to enable you to access University systems online, such as on-campus WiFi and library databases. The UniKey is an 8-digit code made up of four letters and four numbers, for example abcd1234. Your Unikey will be emailed to you by the University during the enrolment period. The email message will also include a link to set up your password.

The University of Sydney employs multi-factor authentication (MFA) for added security. The University has partnered with Okta to provide multi-factor authentication when accessing University applications. The Okta Verify app allows you to securely access your university applications through a 2-step verification process. You will need to download this app to activate your MFA. Setting up MFA is a simple process and should only take about 5 minutes. Carefully read and follow the instructions on the set up [MFA page guide](#) to activate your MFA.

Student Card

The University of Sydney will also issue you with an LPAB student card. This card will enable access to some University buildings (such as the library and study hubs) and also act as your library borrowing card. We will use the photo you uploaded with your student-at-law application for your card. However, if this photo is not of acceptable quality we may need to ask you for a different photo.

If you are a continuing student...

Students who were enrolled in the previous semester and are already set up on the University systems will automatically have the expiry date of their UniKey and student card extended once they have enrolled in the new semester. This can take up to two weeks from the date of your enrolment in the semester, so please ensure you enrol promptly.

If you are a returning student...

If you are returning to the course after taking a break, we may need to take extra steps to re-instate your system access. If your break was less than two years, then your UniKey and student cards can be re-enabled. If the break from study was more than two years, we may need to treat you as a new student and set up a new UniKey and student card. Please contact the LEC directly if you have been away from the course for more than two years so we can assess the best course of action for your onboarding.

A photograph of a bald man with a beard, wearing a green ribbed sweater over a blue collared shirt. He is smiling broadly, showing his teeth, and holding a spiral-bound notebook with a white cover. The background is blurred, showing green foliage and a building. The image is partially obscured by a white circular graphic on the left side of the page.

Withdrawing from a Subject

A student may withdraw from a subject they have enrolled in via the STEMS portal Miscellaneous tab. The final day for withdrawing without financial penalty is at the end of the third week of lectures.

Changes to Personal Details

Any changes to your personal details – such as address, name or email – should be updated in STEMS as soon as practicable. Supporting documentation may be required.

Tuition

Lectures

Each year, the teaching program for the Winter semester begins in May and ends with exams in September. The Summer semester begins in November and finishes with exams in the following March.

Each subject has one 3-hour evening lecture per week. Additionally, there are two Weekend Schools each semester. At Weekend Schools students attend one 3-hour seminar for each subject in which they are enrolled.

Evening lectures and weekend schools are held on the main campus of the University of Sydney at Camperdown. Evening lectures commence at 6pm and conclude at 9pm.

The dates of the Weekend Schools can be found on the published semester calendars, which can be downloaded from the LEC [website](#).

Once you have enrolled in your subjects, specific details of your lecture dates and venues will be available to you in Canvas. Each subject in Canvas has a link to a map of the University to allow you to find your lecture venue. Indicative timetables are available on the LEC website for planning purposes.

Lecture Attendance

Students are expected to attend the weekly lecture – either in person, or online via a live-stream. All students should also attend in person the two Weekend Schools each semester. Each course is designed around these lectures and seminars and attendance is required. Regular lecture attendance is critical so that you can build your knowledge throughout the semester. It enables students to ask questions

of the lecturer, engage in discussions and helps develop the professional skills of listening, analysing, understanding and note-taking. They also allow students to meet each other and develop future professional networks.

Lecture Recordings

Lecture recordings are made available periodically throughout the semester – in weeks 3, 6, 9 and 12 - to allow you to catch up on any lecture they may have missed. Recordings are released for 2 weeks at a time.

Orientation for New Students

At the start of each semester, the LEC hosts an Orientation for all new students. Orientation is held on the University of Sydney main campus and all students should attend in person. Orientation is NOT live-streamed. It is usually held on the Saturday and Sunday before the weekly lectures commence. Refer to the published semester calendar for dates.

Foundations of Law Introductory Weekend

New Students who are enrolled in the first subject, Foundations of Laws, will attend an additional Introductory Weekend (usually about two weeks after Orientation), where they will learn important skills such as legal research and

citation and referencing. More information about the Foundations of Law Introductory Weekend will be available in the Canvas course.

Weekend Schools

Weekend schools are held twice each semester and are run as seminars rather than lectures. They are an opportunity for you to ask questions, to consolidate your understanding and practice and review concepts and legal problem solving skills. **All students, wherever they live, are expected to attend the Weekend School in person.** These seminars are not live-streamed.

Skills Seminars at Weekend Schools

Successful completion of the required subjects will give you the knowledge you need to be successful legal practitioner. However, it is also important to build a strong base of relevant legal skills. For this reason, the Law Extension Committee also offers a number of free, opt-in sessions, allowing students to develop their skills as required. These sessions are offered in conjunction with Weekend Schools.

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

Seminars change each semester, but commonly include:

- **Citation And Referencing**
- **Reading Strategies**
- **Legal Research**
- **Rhetoric And Modern Legal Writing**
- **Legal Problem Solving**
- **Preparation For Exams**
- **Transitioning To Practice**



Tutorials

To further assist students in their studies, optional online tutorials are available in some compulsory subjects. Currently, these include Foundations of Law, Contracts, Real Property, Equity, and Evidence.

Students in these subjects will be given an opportunity at the beginning of semester to register for the tutorial program. More information will be available in the Canvas course.

Disability

The LEC is dedicated to ensuring that all students have equal access to learning. If you have a disability that may impact on your ability to attend lectures, engage with course materials or prepare assignments, please refer to the Disability Guidelines available in Guides and Policies on Canvas, for information on how to submit a request for reasonable adjustments.



Academic Integrity and the LEC Code of Conduct

Conduct

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

To be part of the legal profession, and part of a group of law students, is a privilege. Knowledge of the law can be an invaluable tool in terms of access to power and lifestyle. That type of freedom, in our society, carries responsibility. People rely on lawyers, often when the impact on their livelihood is very high. If there is one encompassing characteristic that we aim for, it is professional and personal integrity.

While cheating gets all the publicity in the context of academic conduct, good fame and character requires more than the avoidance of cheating. Rather it embodies a set of positive standards – the standards of behaviour that underpin a profession centred on representing clients and advising on their problems. Impartiality and civility are hallmarks of a good lawyer. The way we communicate is often as important as what we communicate. Aspiring lawyers should be especially aware of their responsibilities relating to their behaviour.



The LEC Code of Conduct

Each time you enrol, you agree to be bound by the Code of Conduct. This document is available on the LEC website and on Canvas. Make sure you are familiar with it, and can comply with it. When you log on to Canvas for the first time you agree to abide by the terms of use. Make sure you read these – especially as they pertain to civil communications through Canvas.

Materials and Resources

Students must be mindful of copyright laws. Copyright protects original works, including books, articles, images, and digital content, and unauthorized use may constitute infringement. The library, its resources and lecture materials provided by the LEC on Canvas are for private study by enrolled students and should not be reproduced anywhere else.

Integrity in Study

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

We must be confident that the work presented is truly a student's own work. This does not

mean that the ideas you put forward will be of your own invention – but they should represent your considered response, and should always acknowledge when they rely on the thoughts and the words of others. Failure to do so will constitute plagiarism. Another situation that can lead to complications is the outcome of collaborative learning. We encourage study groups but it is imperative that students are able to present and argue their own views on issues and assignment problems. In assignments and examinations the work submitted must be your own.

Proper conduct demands integrity and an independence of thought. This simply does not occur if you are paying someone else to think – or write – for you. Do not engage in contract cheating. Developing your own voice from the beginning of your study of law will not only be in keeping with the aims of the profession, it will be satisfying and increase the likelihood of your success.

The Use of AI in Study

Artificial intelligence (AI) can be a valuable tool for enhancing legal study, providing support in research, writing, and analysis. Students may use AI-powered tools to summarize cases, generate study notes, and refine legal arguments. However, AI should be used responsibly and ethically. It is essential to critically evaluate AI-generated content for accuracy and bias, as these tools are not infallible. AI should not replace independent thought, legal reasoning, or academic integrity.



Assignments

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

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

An integral part of the discipline of studying law is that tasks are performed in a responsible and timely manner. Adhering to deadlines is an important aspect of this. Also, to be fair to all students, there must be a substantially equal amount of time available for each assessment task.

Very early in each semester you should make sure you note and will be able to adhere to the prescribed submission dates for each compulsory task. Assignment questions and due dates in all subjects can be found on Canvas.

Compulsory Assignments

There is at least one compulsory assignment in each subject. In some subjects there may be more than one compulsory subject. Students must submit a genuine attempt in all compulsory assignments to be eligible to sit the exam at the end of the semester.

Students who submit their assignment within the submission window (that is, up to 10 days after the published due date) will be eligible to proceed to the exam. Any submission is required to be a valid attempt to answer the

questions. Those submitting token attempts will not be eligible to sit the exam. We do not accept assignments more than 10 days after the published due date.

Referencing and Academic Honesty

Unless otherwise stated on the question, students should follow the most recent edition of the Australian Guide to Legal Citation (AGLC) for referencing.

Any submission which uses the ideas of others without attribution, or fails to reference properly the words and ideas of others, or which has been prepared - in whole or in part - by someone other than the student, will be regarded as plagiarism. Students must acknowledge any assistance provided in preparing this assignment, including the use of automated writing tools, artificial intelligence (AI), reference generators, and translation software.

The LEC and the LPAB take any form of dishonesty very seriously. Severe consequences can result if a student is found to have plagiarized or engaged in cheating in assessments.

Assignment Marks

Assignments are marked out of 20. A pass mark is 50% or 10 out of 20. The mark forms a valuable part of your feedback – a low mark suggests that you are not well placed for success in the exam. If you receive a mark below 8 for your assignment you should seriously consider whether you are ready to sit the exam.



Due Dates and Late Submission

Assignments should be submitted by the due date listed on the assignment in Canvas unless an extension has been granted; otherwise a late penalty will apply. Late assignments that have not been granted an extension attract a penalty of one mark out of 20, or 5% of the total marks available, per day. Assignments that are submitted more than ten days after the published due date will not be accepted for marking.

All students should aim to avoid last minute crises by completing assignments well before the due date.

Extensions

In some exceptional cases, an extension may be granted if a student has experienced unforeseen illness or misadventure that has impacted their ability to prepare their assignment. An extension waives the late penalty for the time specified. It does not extend the submission window beyond 10 days.

Extension requests must be submitted BEFORE the assignment due date.

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

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

The extension request should be submitted via STEMS on the Application for Extension form and must be accompanied by a detailed medical certificate, or in other extenuating circumstances, by a statutory declaration and evidence of unforeseen disruption to study. More details are available in the LEC Guide to Assignments, which is available on Canvas. A response to the request will be sent within two business days.

All extension requests are treated in the strictest confidence.

Submitting Assignments

All assignments must be submitted electronically. Assignments should be submitted to the LEC through Canvas, ensuring they arrive no later than 11.59pm on the due date.

The assignment must be submitted in a readable format, such as .docx or pdf. Students should follow the formatting guidelines given on the assignment question. Take care to ensure you submit the correct version of your assignment and that the answer to all parts of a question are submitted as one document. Failure to adhere to these rules may result in all or part of your assignment not being accepted for marking.

You will receive on screen confirmation when you have submitted successfully in Canvas, along with a copy of the file submitted. Please check this carefully.

It is your responsibility to ensure that you have submitted correctly.

If for some reason you are unable to submit via Canvas, you must email your assignment, prior to the deadline, to the LEC at lecadmin@sydney.edu.au.

Re-submission

If you make an error in submission or wish to submit an updated version of your assignment, you may re-submit a second version via Canvas

prior to the assignment due date. If you re-submit after the due date, you will be subject to late penalties or your late submission may not be accepted for marking.

Assignment Assessment Criteria

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

Results

Your assignment mark will be released through Canvas and your paper with individual feedback will be returned to you electronically through Canvas.

Markers will make every effort to mark your assignments quickly. However, especially in large cohorts, this takes time. You should allow at least four weeks for marking to be completed and marks to be published.

Reviews

Except in the case of a demonstrable error, assignment marks will not be reviewed.

Feedback

All too often, students respond to the mark, without thoughtfully reflecting on the total feedback. The mark is one part of your feedback. We understand that low marks are disappointing, but they also help you honestly assess your progress and the development of your skills. Assume the feedback is trying to help you improve, it is not personal criticism.

When you receive your feedback, take some time to think about what you have submitted in the light of the comments. Then ask yourself how you might change or improve your response, if you have misunderstood anything, and what further practice you need to undertake to be ready for the exam.

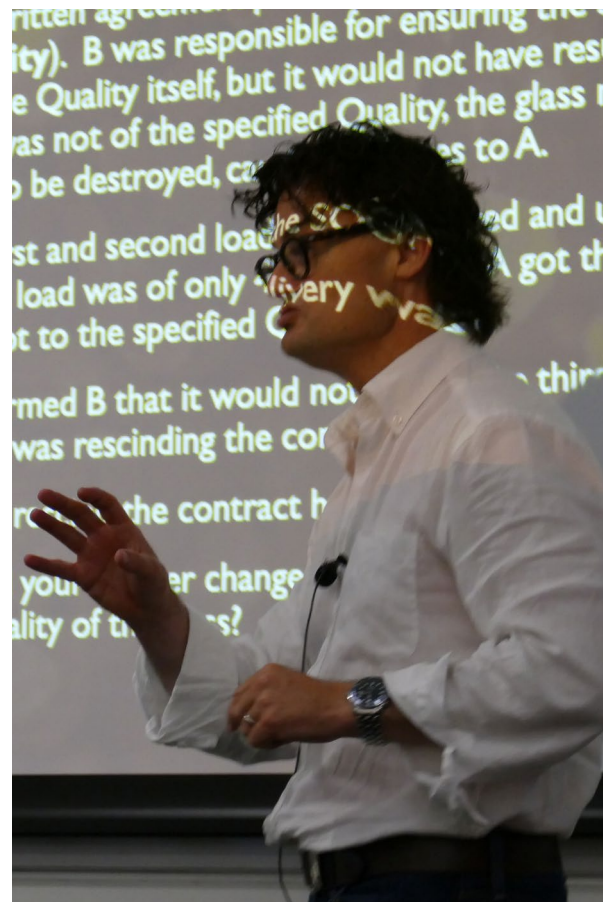
If, after having considered the comments carefully and critically, you cannot understand a specific aspect of the marking, you may contact the LEC for clarification. **It is not appropriate to contact the lecturer or marker directly.** A request for further feedback must be made through the LEC, and should be as particular as possible.

Assignments Submitted in a Previous Session

A student must complete all compulsory assignments in that subject to be eligible to sit the ensuing examination. An assignment submitted in a previous session does not count towards the current semester.

Further Information

Further information regarding the submission of the assignments is provided in the LEC Guide to Assignments, which is available on Canvas. Please familiarise yourself with this guide.



Extra-Curricular Activities

LEC Moot Competition

The LEC runs a yearly internal moot competition for students.

A moot is a simulated court proceeding where student argue a fictional case to practice legal reasoning and advocacy. It is an optional activity and students are invited to register to participate in the competition, if they wish. Those that do participated work in a small team to prepare written submissions and oral arguments. The teams are mentored by an expert in the field to achieve their individual and team best.

The competition itself consists of several preliminary rounds held in conjunction with the Weekend Schools, to allow both local and distance students to participate. The final is held in a real court and presided over by a Judge.

Network Building

Networks are an important part of professional life, particularly in the legal profession. Students should recognise that today's class mate is tomorrow's colleague. We aim to give students the opportunity to build their professional networks through social opportunities and other occasions hosted as a result of student initiatives and supported by the LEC.

Court Visits

As part of your legal education, students will be given the opportunity to participate in a guided excursion to the Supreme Court of NSW to observe judicial proceedings firsthand. This visit is designed to provide practical insight into courtroom procedures, advocacy, and judicial decision-making. Students are expected to conduct themselves with the highest level of professionalism, adhering to the court's decorum policies, including appropriate attire and respectful behavior.



Other Useful Information

Getting to Campus

As parking on campus is limited, we encourage everyone to use public transport to get to the University.

Public Transport

For lectures and weekend school classes held on the main campus, the most convenient entry points are the main Parramatta Road gate or the City Road gate. Bus stops are located at both entrances and buses from these stops travel to Central Station.

The closest train station is Redfern, which is about a 10 minute walk.

Uni Shuttle Bus

The University security service runs free shuttle buses between the Fisher Library and Redfern railway station in the evening during the University's semester. Note that the University's semester and the LEC semester do not always overlap.

Parking

Parking is available on the Camperdown/Darlington Campus for staff, students and visitors. There are several carpark buildings, outdoor parking areas, and off-street parking.

The University is a paid parking area at all times.

Pay As You Go (PAYG) parking

The University uses a Pay As You Go (PAYG) parking system across the Camperdown/Darlington and Mallet Street campuses. A tariff (maximum of \$5 per day) will need to be paid for through the CelloPark app.

Motorcycle, scooter and moped parking on campus is free. Please ensure you are parked in a 'motorcycle only' bay.

Emergencies & Safety on Campus

Your safety and wellbeing is our highest priority.

In the event of an emergency:

1. Dial triple zero (000)

Dial triple zero (000) for emergency services (fire/ambulance/police). Calling the police is the quickest way to get help in an emergency.

To speak to NSW Police about an incident of sexual harassment or assault, dial triple zero (000) or contact the Police Assistance Line on 131 444.

2. Call campus security on 9351 3333

Notify Campus Security on +61 2 9351 3333 or 1800 SYD HLP (1800 793 457).

Campus Security are available 24 hours a day to assist with an emergency or safety threat. Security officers are certified to perform first aid and their vehicles are equipped with automatic defibrillators.

Report a safety concern

If you feel unsafe on campus or are concerned for someone else's safety, call Campus Security on +61 2 9351 3333 or 1800 SYD HLP (1800 793 457), 24 hours a day.

Your Safety Responsibilities

To help us achieve a welcoming and safe learning environment, we ask that you:

- take reasonable care for your own safety and others
- comply with reasonable instructions and signage
- cooperate with emergency procedures
- report any hazards, injuries or incidents to the LEC/LPAB
- reach out for assistance if you need help

Lost and Found on Campus

If you lose an item on campus, you can lodge a lost property report through the reporting portal.

You need to be connected to the Sydney University Network to submit an online Lost Property Report.

When completing a lost Property Report make sure you enter your information in as much detail as possible, including a contact email address, phone number, detailed description and/or a photograph of the item. Contact information is required if you would like to be notified when this report is received and acknowledged.

You may also visit to see if your property has been handed in to Protective Services.

Camperdown/Darlington Campus

G12 Services Building, Level 1 front desk

Monday to Friday 8am to 4pm.

Phone: +61 2 9351 2000.

Private Tuition

Individuals or organisations may offer private tuition to students undertaking the course. The Law Extension Committee and the Legal Profession Admission Board do not endorse anyone for the purposes of private tuition in relation to the Board's examinations. Please exercise caution if engaging a private tutor.

General Feedback

The Board is keen to receive feedback from its students about any aspect of the course and its administration. If you have any suggestions which you think will help the Board to improve the course or the way in which it is managed, please let us know by sending an email to lpab@justice.nsw.gov.au with the subject heading: Course Feedback.

Student Survey

At the end of each semester the LEC will invite you to complete a short survey. Please take the time to complete this as your feedback is very important to us and helps us understand what we are doing well and how we can improve. Student feedback may also be given directly to the LEC at any time at lecadmin@sydney.edu.au.

LEC Complaints Policy

The LEC Complaints Protocol is available in the Guides and Policy course on Canvas.

We Are Here To Help

Both the LEC and LPAB, we are always happy to help students. If for any reason you encounter difficulties it is important you let us know sooner rather than later.

Exam Information

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

Student Responsibilities

- Familiarise yourself with the information contained within this handbook
- Read the 'Deferred Examination Policy'
- Read **ALL** correspondence sent by the Board regarding exams
- Know where your examination venue is located and arrive at your examination at least 40 minutes before the exam is due to start
- Produce appropriate photo identification (see below)
- Follow all instructions given by the exam supervisor; and
- Comply with the instructions printed on the examination paper, attendance sheet and answer booklet.

Eligibility to Sit

You will be eligible to sit for an exam if:

- You have both enrolled in a subject through STEMS; and
- satisfactorily completed any task prescribed in the LEC's teaching program. This usually means completion of the compulsory assignments.

The LEC will notify any enrolled student prior to the examination, if they have not completed the requirements of the course to the satisfaction of the LEC.

- Eligibility to sit the examination is displayed in the STEMS student portal under 'examinations'.

If you are not eligible to sit for an examination, this will not be as a fail. You will receive a Did Not Sit grade (DNS) and the subject will not be included on your academic transcript.

Examination Dates & Times

The examination timetable is set out on the Board's website, it is a student's responsibility to ensure they are available on the examination date.

There are two examination sessions per day.

- **AM Session – 9:00am-12:15pm**
- **PM Session – 1:45pm-5:00pm**

Each examination consists of 15 minutes reading time at the start of the exam and 3 hours writing time.

Examinations **MUST** be taken on the date and at the time specified in the timetable. Examinations will not be administered before the scheduled date.

A maximum of two exams may be sat in one day.

Examination Centres

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

The current examination centres are in the following locations:

- Sydney CBD
- Broken Hill (CUC)
- Canberra
- Cooma (CUC)
- Cowra (CUC)
- Cowra (CUC)
- Grafton (CUC)
- Griffith (CUC)
- Kempsey (CUC)
- Moree (CUC)
- Narrabri (CUC)
- Newcastle
- Parkes (CUC)
- Ulladulla (CUC)
- Wangaratta (CUC)

Please Note: Candidates sitting at a Country University Centre (CUC) may be required to register with the CUC before attending examinations. Venues are subject to change due to availability or circumstances. Any change in venues will be communicated by email to affected students.

Changing Examination Centres

If you wish to sit a schedule examination centre other than the centre you nominated at the time of enrolment, you must forward a

written request to the LPAB at least six weeks before the commencement of the examination period.

Deferred Exams

There are no supplementary exams, candidates who fail to attend an exam will be required to re-enrol and sit in a later semester.

Deferred exams (after the scheduled date) may be granted in **exceptional circumstances** where there has been a recent, direct, and catastrophic impact on the candidate.

These circumstances are outlined in our Deferred Examination Policy available on the LPAB website.

Minor medical, recreational travel and personal scheduling conflicts are specifically excluded from the possibility of a deferred exam.

Deferred examination must be sat within seven days of the original exam date.

The bar for granting deferred exams is set high, and they are rarely approved.

Requests must be received prior to the scheduled start time of the examination via email to lpabexams@justice.nsw.gov.au

Examination Mode

There are three exam modes:

Mode 1) handwriting at a supervised exam venue, or

Mode 2) typing at a supervised exam venue using Examplify on a byo device, or

Mode 3) typing at a remote location using Examplify, ExamMonitor and Zoom on a byo device.

Mode 3 (typing at a remote location) is only available in exceptional circumstances, subject to prior approval with an administration fee. For full details see the Online Examinations by Exception Policy.

Identification

A candidate is required to bring their Student/Library Card to the examination or alternative acceptable photo ID, ie passport, Australian driver licence or NSW Photo Card.

Service NSW ID will only be accepted by showing the application with hologram. No screenshots will be accepted.

ID must be placed on top of the desk and remain there for the duration of the exam. Any candidate without acceptable identification may not be permitted in the examination room.

Reasonable Adjustments and Special Arrangements

The Legal Profession Admission Board is committed to implementing reasonable adjustments during examinations to accommodate Students at Law with special circumstances to ensure they can achieve their full potential in the Diploma in Law course.

Please refer to the Special Examination Arrangements Policy on the LPAB website for information on the criteria to apply.

To lodge an application for special examination arrangements, go to the STEMS Miscellaneous and select Special Arrangements. Download the Application for Special Arrangements in Examinations form. Complete the applicant's section yourself and then ask your GP, specialist or other health professional to complete the rest of the form. The form should then be uploaded in STEMS.

Applications should be lodged upon enrolment. To accommodate unforeseen circumstances applications may be lodged no later than six weeks prior to the start of the examination period. Assistance for applications submitted after this date may be limited.

Please note that if you are provided with special arrangements your exam(s) may be held in a different venue to the one nominated at enrolment.



Examination Attendance

Candidates must attend their nominated exam venue.

Candidates should arrive at the examination centre 40 minutes before the exam and enter the exam room 20 minutes prior so that they are aware of all announcements regarding examination protocols.

A candidate who arrives at the examination centre after the commencement of an examination may not be permitted to enter the examination room, or if so permitted will not be allowed additional writing time at the end of the examination.

Each candidate must remain in the examination room for at least one hour after the commencement of the examination, and must not leave the examination room until his or her answer booklets and all question papers have been collected and permitted materials checked. Under no circumstances will candidates be permitted to remove exam question papers from the exam room.

A candidate who enters the examination room, but does not attempt any questions will be deemed to have sat for the examination.

Items in Examinations in Exam Room

Permitted Items:

- Pens, pencils, highlighters and erasers
- Analogue or digital watch (not a smart watch) which will be placed on the desk during exam.
- A bottle of water in a clear container, with labels removed. No metal containers permitted.
- For open book exams: printed material such as textbook and written or typed notes on paper.

Prohibited Items:

- ANY food items*
- Any digital materials e.g. e-books
- Any electronic devices such as mobile phone, smart watch or calculator
- Headphones, earbuds or earplugs unless supplied by venue
- Hats or head coverings, unless it is typically worn for religious/cultural reasons.
- For closed book exams: any printed material such as textbooks or written notes on paper, dictionaries, blank paper or notebooks. Note: examiners may specify permitted materials which will be listed on the examination cover sheet, eg published legislation

* Students with a medical condition which requires the consumption of food, drink or medicine during an exam may apply for special examination arrangements in accordance with the instructions above.

There will be a designated place for students to place their personal items in the examination room, student will not be able to access these items for the duration of the exam e.g. bags, purses, switched off mobile devices

Any items taken into the examination room must be made available for inspection by the examination supervisors or Board staff before, during or after the examination.

Exam Cover Pages

Students should refer to the Exam Cover Pages page on the LPAB website for specific information about the format of each exam such as if their examination will be open or closed book and whether or not any permitted material is will be allowed.

Students will be notified during the semester when these are available for viewing.

Students are requested to pay particular attention to the list of permitted materials so that they do not inadvertently take unauthorised material into an examination.

You should rely only on information from the Board in relation to permitted materials. Do not rely on remarks by lecturers or students.

Candidates will not be allowed to share permitted materials.

Candidates are warned that the bringing of unauthorised material into the examination room will be considered serious misconduct and may result in instant expulsion from the examination and exclusion from all further examinations.

Handwriting Legibility

Candidates are cautioned that handwritten exam answers must be clear and distinct. If a student has poor quality handwriting, it is strongly recommended that they spend time practising writing under examination conditions.

Where writing is illegible, the Examiner will be instructed to mark the legible parts of the original exam script strictly on its merits.

Exam Room Instructions

- Students must comply any instructions given by a Supervisor during the examination.
- Unless otherwise specified on the exam paper cover page, no textbooks, notes, written materials or blank sheets of paper may be taken into the exam room.
- Question papers and the inside of answer booklets must not be marked in any way until the instruction that you may do so is given by the Supervisor.
- Candidates are strongly encouraged to read with care all instructions on the cover of the answer booklet and question paper, and to take particular note of:
 1. The number of questions to be answered;
 2. The allocation of marks for each question; and
 3. Any compulsory questions.

The first **15 minutes** of each exam is reading time.

The official time is designated by the clock identified by the room supervisor. i.e. not clocks within the application or any other clock.

A warning will be given when there is 15 minutes remaining. Candidates may not leave their desks during the final 15 minutes of the exam.

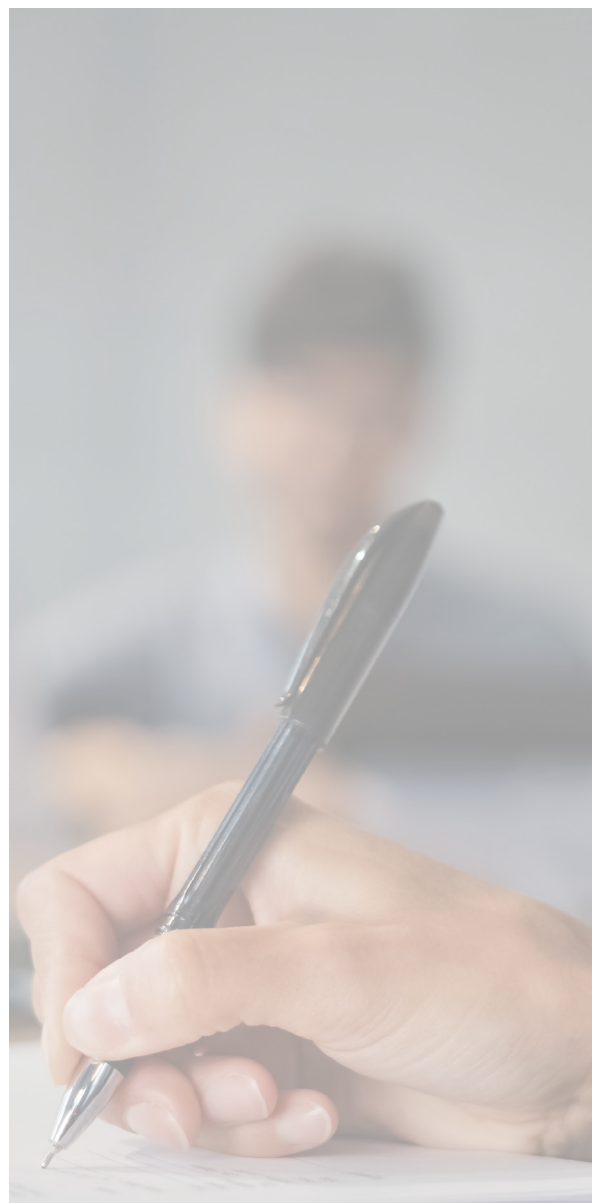
When the Supervisor announces that the exam time has ended, candidates must stop writing or typing.

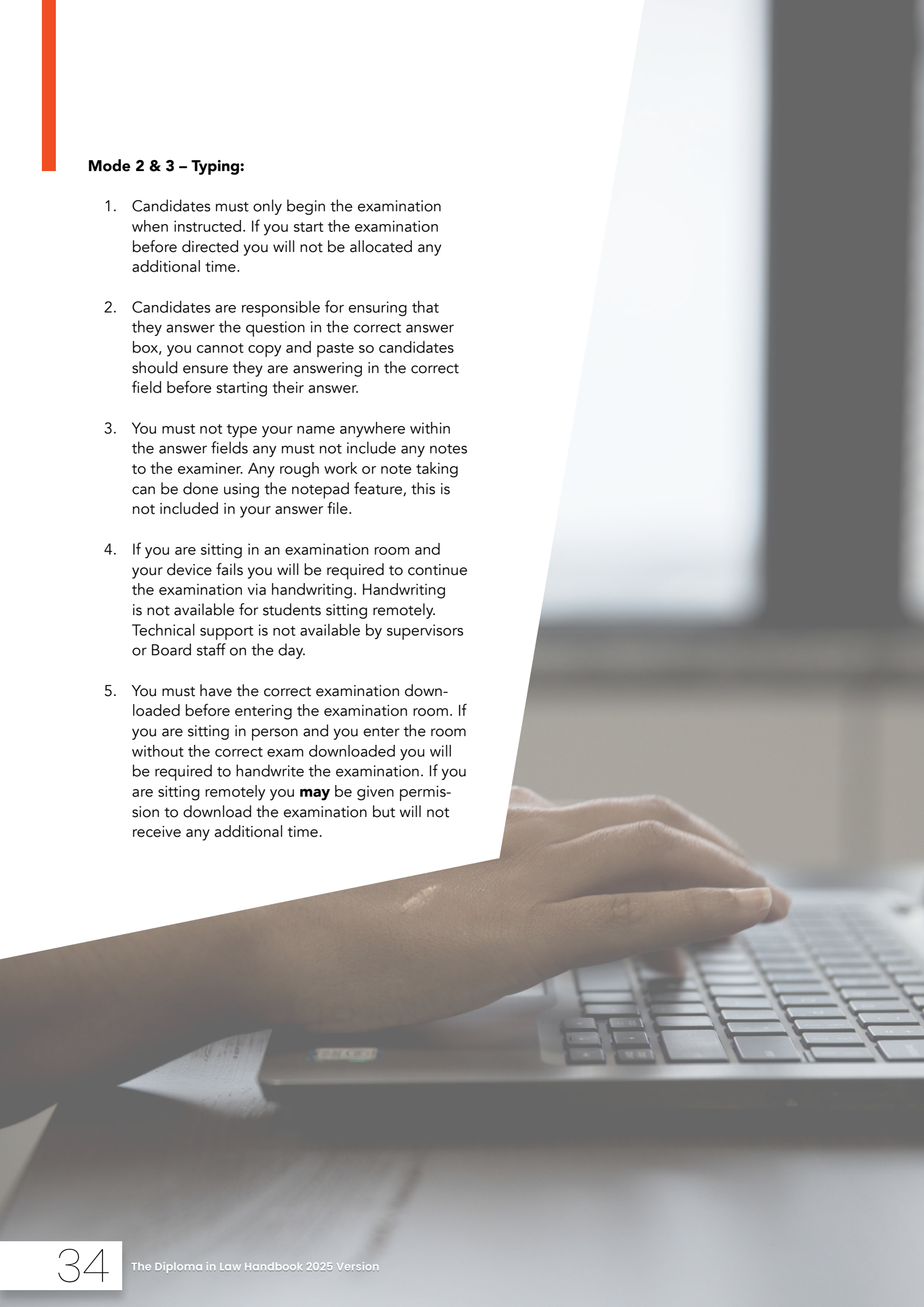
Candidates must remain quiet and seated until they are told they can leave by the Supervisor. Exam conditions remain in place while in the exam room.

All examination answer booklets and question papers must be handed in to a Supervisor before a candidate leaves the exam room.

Mode 1: Handwriting:

1. Your answers must be written on the lined pages of the answer booklet. Any rough work may be written on the blank pages.
2. The cover of all used answer booklets must be fully and correctly filled in during the time allowed for the exam.
3. Candidates must not write their name anywhere on or inside the answer booklet.
4. It is a candidates responsibility to correctly label which question they are answering.





Mode 2 & 3 – Typing:

1. Candidates must only begin the examination when instructed. If you start the examination before directed you will not be allocated any additional time.
2. Candidates are responsible for ensuring that they answer the question in the correct answer box, you cannot copy and paste so candidates should ensure they are answering in the correct field before starting their answer.
3. You must not type your name anywhere within the answer fields any must not include any notes to the examiner. Any rough work or note taking can be done using the notepad feature, this is not included in your answer file.
4. If you are sitting in an examination room and your device fails you will be required to continue the examination via handwriting. Handwriting is not available for students sitting remotely. Technical support is not available by supervisors or Board staff on the day.
5. You must have the correct examination downloaded before entering the examination room. If you are sitting in person and you enter the room without the correct exam downloaded you will be required to handwrite the examination. If you are sitting remotely you **may** be given permission to download the examination but will not receive any additional time.



Plagiarism and Academic Misconduct

A Student-at-Law must ensure that any examination or assignment work which he or she submits as his or her own, really is his or her own, and has not been created, wholly or in part, through the use of an unauthorised aid or someone else's work.

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

While full referencing is not expected in exams and full case citations need not be provided, you should at least make the marker aware that you are familiar with the source you are quoting and the marker must be able to locate the source from the information you give. For example, you should clearly name a case to which you are referring – you need not provide a full citation.

Candidates should note particularly that the answers they submit must be their own work. Any part of an answer that is not your own words must be specifically identified and referenced. As with assignments, plagiarism or any other form of academic misconduct in examinations will be dealt with under Part 9 of the NSW Admission Board Rules 2015 and can attract serious penalties.

One of the most fundamental qualities of a lawyer is honesty. Cheating in an assessment shows a lack of this most fundamental quality. The Board takes cheating very seriously and unless it is satisfied that a person is honest, the Board must refuse that person's application for admission to the legal profession.

In 2004 the Board refused to approve the admission of a university law graduate found guilty of several instances of plagiarism. In December 2007 an Australian lawyer was struck off the roll for failing to disclose a plagiarism offence at the time of admission.

The Board's disciplinary provisions may be employed in relation to other forms of misconduct but, in recent times, there have been more allegations of cheating than any other form of misconduct.

No Special Considerations

Examiners are required to mark scripts strictly according to their merits, without regard to candidates' medical or personal problems.

Under no circumstances should a candidate attach a medical certificate to an examination booklet or otherwise communicate with an Examiner or Lecturer seeking special consideration in relation to their performance.

A candidate whose examination performance is likely to be adversely affected by personal circumstances may be better advised not to present themselves for examination. Students will have to make the best decision based on their circumstances.

If you are unable to sit due to serious illness or misadventure you may be eligible for a deferred exam, please refer to the above information.

Withdrawal from an Examination

Candidates are not required to give notice that they are withdrawing from subjects in which they are enrolled, but it is appreciated. Withdrawal can be completed via the STEMS portal Miscellaneous tab.

A candidate who does not present themselves for examination will not be recorded as having failed the examination. They will receive a 'Did Not Sit' mark. This mark will not appear in your academic transcript.

Students will need to re-enrol in the subject (pay the enrolment fee, submit assignment, and sit the exam). Enrolment fees are not refunded, nor carried forward to a later session, in cases where a student did not sit for an examination.

In ceasing to prepare for an examination, however, a candidate should be mindful of the progression and exclusion rules and to any special conditions which may have been imposed on them as part of a Rule 67 decision.

Results

Marks will display as the following:

>= 85 High Distinction
(previously PD - Pass with Distinction)

>= 75 Distinction
(previously PD - Pass with Distinction)

>= 65 Credit
(previously PM - Pass with Merit)

>= 50 Pass

<= 49 Fail

Results are emailed to students and available in STEMS. Results will not, under any circumstances, be given over the telephone by the Board's staff, nor will they be available over the counter at the Board's office.

Candidates with overall marks between **40% and 49%** automatically have their exam scripts and assignments reviewed by a Revising Examiner.

This review occurs before results are published, making all results final. The second academic opinion ensures that marks are appropriate, especially when they are close to a Pass grade.

There is no re-mark facility.



Post Examination Interviews

A student may apply for an interview with an examiner to review and discuss their exam performance. The interview allows the student to learn from the examiner how the student's exam script meets or does not meet the exam requirements.

It should be noted that an interview is not part of the marking process, and that a student's result will not be changed at, or as a result of, an interview.

Students are not, under any circumstances, otherwise permitted to contact an Examiner or Lecturer to discuss his or her examination performance or result.

To book an interview with an Examiner select the 'Miscellaneous' button in STEMS on the home page. Then select 'Interview with Examiner' in the drop-down menu. You will be required to pay the proscribed fee.

The deadline to submit an interview request is by the end of late enrolment period for the following term. **Late applications will not be accepted.**

The interview will be held at a time and place convenient to the Examiner and the student will be notified of arrangements for the interview as soon as possible.

A student will not be able to obtain their original exam script prior to an interview. If a student should subsequently decide to withdraw from an interview, he or she must inform the Board immediately. Please note in such instances the application fee is nonrefundable.

Examination Scripts

A student may make an application to the Board to read their examination script at the offices of the Board. Alternative arrangements may be made for students unable to travel in line with eligibility criteria set in the Online Examinations by Exception policy.

The application must be lodged within one month after the publication of examination results. All scripts remaining in the possession of the Board will then be destroyed.

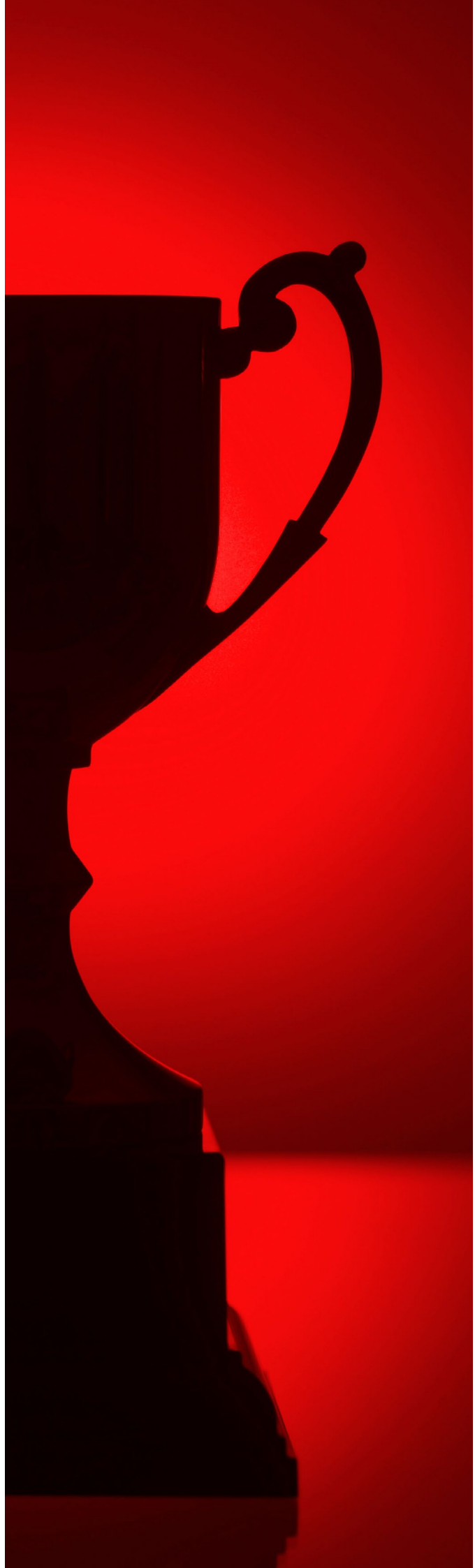


Exams

Prizes

**The Legal Profession
Admission Board The
University of Sydney
Law Extension Committee
Prizes are awarded each
semester in a number of
subject areas as
determined by the
Examinations
Committee and subject to
the prize not having been
withdrawn by the sponsor.**

**Prizes are only awarded to
students who have
enrolled in the subject
once and are
eligible for the award of
the Diploma in Law.
For example, a student
who intends to
complete less than half of
the Board's examinations
is not eligible to receive
any prizes.**



Stuart Spencer Prize for Academic Excellence

A cash prize of \$300 will be awarded to the most distinguished student graduating in the Diploma in Law.

Frank Astill Prize

This prize is awarded to recognise the contribution of a student who has achieved academic success and made a significant contribution to the life of the course. A cash prize of \$300 will be awarded on the recommendation of the Law Extension Committee.

Conflict of Laws Prize

A cash prize of \$450 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest mark in the subject Conflict of Laws.

Peter Underwood Prize

A cash prize of \$500 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest mark in the subject Real Property.

The Law Partners Torts Award

A cash prize of \$500 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest mark in the subject Torts.

HL & WG Spencer Prize

A cash prize of \$100 will be awarded to one eligible student, having enrolled in the subject only once, achieves the highest mark in the subject Administrative Law.

Thomson Reuters Prizes

A Thomson and Reuters book voucher to the value of \$500 will be awarded to one eligible student who having enrolled in the subject only once, achieves the highest combined assignment and examination mark in each of the following subjects:

- Evidence,
- Contracts,
- Family Law and
- Competition & Consumer Law.

Sir Owen Dixon Chambers Prize

A cash prize of \$250 plus two (2) weeks practical work experience with Sir Owen Dixon Chambers Barristers will be awarded to one eligible student having enrolled in the subject only once, achieves the highest mark in the subject Practice & Procedure.

Susan Cullen Prize

The Susan Cullen Memorial Prize has been established in memory of a former student. A cash prize of \$300 will be awarded to one eligible student having enrolled in the subject only once, achieves the highest mark in the subject in Conveyancing.

Law Society Prize Excellence in Professional Conduct Award

The Law Society of NSW issues the Excellence in Professional Conduct Award annually to one student member of the Society from each participating institution. The student with the highest mark in Legal Ethics in a calendar year is invited to attend the Law Society of NSW Awards to receive the award and a prize of \$1000. The prize is administered by the Society.

Prizes

The Rules

As students of the Legal Profession Admission Board your candidacy is governed by the [NSW Admission Board Rules 2015](#).

Below we have listed some of the rules that commonly affect students.

Rule 59

1. Students can sit a maximum of two (2) subjects per semester until you have passed or been exempted from eight (8) compulsory subjects. Afterward, you can enrol in a maximum of three (3) subjects per semester.
2. Subjects must be completed in a specific order until you have passed or been exempted from at least 11 subjects. If you are completing the full Diploma this means you must have passed subject 11 - Evidence.

Rule 60 (4)

A student may withdraw without penalty by the end of the third week of tuition in a subject, and will be entitled to a refund of any fees paid. This is commonly referred to as a census date by higher education institutions.

Rule 63 A

Student must satisfactorily meet the requirements of the LEC tuition before being deemed eligible to sit for an examination. This is usually achieved by making a genuine attempt at compulsory assignments.

Rule 64

This rule requires students to sit at least two exams in any two successive terms, this means you must sit the examination. Even if you choose to withdraw from a term, you would remain actively enrolled in the course. As a result, the courses progression rules still apply. Not enrolling in subjects for a semester/s is considered the equivalent to not sitting for an examination. The progression rules are not paused due to non-enrolment. Consequently, the course progression rules still apply.

Rule 66

If you fail the same subject twice you will be excluded.

Rule 67

The LPAB understands that life can sometimes interfere with studies and there are provisions for excluded students to return by making an application under Rule 67. If you have been excluded from the course and wish to resume your studies you will be required to make a Rule 67 application through the STEMS portal. Select 'Student Course Application' button on the 'Welcome' page and follow the prompts.



THE RULES & RE



Library Resources for LPAB Students

The Library is here for you throughout your academic journey with spaces to study and collaborate in, collections to enrich your research, and services to assist you.

The Library has a wide variety of study spaces across campuses, as well as extensive online Law resources accessible from anywhere, anytime. The Library is also your place to socialise and connect with the University community, with year-round events and workshops.

Quick Links:

Library website:

library.sydney.edu.au

Herbert Smith Freehills Law Library:

library.sydney.edu.au/visit/herbert-smith-free-hills-law-library

Law resources:

library.sydney.edu.au/browse/law

Contact:

library.sydney.edu.au/about/contact

Law Library

The Herbert Smith Freehills Law Library is located on level L of the New Law Building (F10) on the Camperdown Campus. The New Law Building can be accessed via Eastern Avenue (main entrance) or Barff Road (Library level). The Law Library is accessible with a valid student card 24/7 (after-hours access via Fisher Library next door).

Opening hours, contact details, room bookings and further details are available on the

Library website:

library.sydney.edu.au/visit/herbert-smith-free-hills-law-library

Support

The Library offers a Live Chat service, with extensive support hours, and with referral to an Academic Liaison Librarian available.

Visit the Library website to connect:

library.sydney.edu.au/about/contact

Alternatively, you can talk to staff in-person in the Law Library or in other Library locations. Details of all Library sites are available online:

library.sydney.edu.au/visit

Student Cards

Once you have registered and provided the Law Extension Committee (LEC) with a photo, you will receive your student ID card, which also acts as your Library card and will remain valid for the time you are enrolled.

You will also receive a UniKey, which is required for online verification.

Your student card will give you full access to Library services and borrowing. Please note that your card is non-transferable.

For further information, contact 1800 SYD UNI (1800 793 864) or visit the

Student Centre website:

sydney.edu.au/students/student-cards.html

Online Collections

Most of the legal resources needed for the Diploma in Law can be accessed through the Library's online collections.

This collection includes an extensive range of legal databases providing access to eBooks and full-text cases, legislation and journal articles. These can be accessed both on and off campus (using your UniKey) whilst you are enrolled in the Diploma in Law.

Search for particular databases, books and journals via the search bar on the Library website. Or explore recommended resources: library.sydney.edu.au/browse/law

Physical Collections

General collection

This collection contains multiple copies of popular texts. There is a guaranteed seven day borrowing period for General collection items. You may be able to keep an item up to 365 days subject to the following conditions:

- The item is not recalled by another client.
- You have a current University of Sydney enrolment or membership throughout the borrowing duration.
- There are no fines or blocks on your borrowing record.

General collection items:

- Can not be renewed.
- Are subject to being recalled, which will shorten the initial loan date to seven days from the date of recall.

Law Research collection

This collection is located on the mezzanine level of the Law Library. Borrowing conditions are the same as those for the General collection listed above.

Short Loan collection

These high-demand materials can be borrowed for 3 hours.

Further information regarding borrowing can be found on the library website at library.sydney.edu.au/support/borrowing

Loans

Loans, due dates and fines can be checked via your online Library account, accessible from the Library website homepage. It is recommended that you regularly check your account for upcoming due dates.

Overdue, lost or damaged items will incur a fine. Full details:

library.sydney.edu.au/about/governance/borrowing-terms-and-conditions

Emailed reminder notices are provided by the Library as a courtesy service only. Please ensure you provide the LEC with your correct and current email address as this is the email address that will be used by the Library.

Hard copy law reports, legislation, loose-leaf services and journals cannot be borrowed but many of these materials are also available online through the Library website: library.sydney.edu.au

Reading Lists on Canvas

Many required readings will be already listed and available in your course's Canvas page.

ULANZ Borrowing Scheme

LPAB students are also eligible for the University Library Australia and New Zealand (ULANZ) Borrowing Scheme. This will enable you to borrow from another participating university library that may be closer to you. Please note that a fee may be required.

To apply, contact the library you would like to borrow from directly. Instructions and contact information of participating libraries is outlined online:

caul.edu.au/services-programs/ulanz-borrowing-scheme

Document Request Service

Scans of cases, journal articles and book chapters required for private study that are unavailable online can be requested by LPAB distance students via the Library catalogue.

Book Request Service For Distance Students

If you are an LPAB student living beyond an area bounded by Faulconbridge, Wollongong, Lisarow, Picton and Richmond train stations, you can register as a distance client. This allows you to request Library books to be sent by post to your home address.

Please note standard borrowing conditions apply and fines still apply for any late, lost or damaged books. The Library will cover postal charges to send the item to you. You are responsible for return postage charges.

Register online:

library.sydney.edu.au/support/borrowing/distance-client-registration

Once you have registered you can request books and scans of items in our collection via the Library catalogue.

Enhance Your Research Skills

Introductory guides and exercises

The Library has created a series of online modules and quick guides to help you learn about and practice basic skills to find case law or legislation and to search for information more broadly. The modules can be accessed via Canvas.



Useful Legal Research Texts:

Nemes and Coss' Effective Legal Research/Bruce Bott and Ruth Talbot-Stokes, Sydney: LexisNexis, 2021. 8th ed, available as eBook via the Library

A Practical Guide to Legal Research / Jay Sanderson, Kim Kelly and Drossos Stamboulakis, Sydney: Thompson Reuters (Professional) Australia Ltd. 2021. 5th ed. Law 340.072 33

Legal Referencing/ Anita Stuhmcke, Sydney: LexisNexis, 2019. 5th ed. 340.148 5

Contact Us

(Please submit enquiries in the STEMS portal.)



Legal Profession
Admission Board
of New South Wales

The Legal Profession Admission Board (LPAB)

Office: Level 18, 109 Pitt Street Sydney NSW 2000
(counter hours Tue & Thurs 12-2pm)
Telephone: (02) 9338 3500 (10am - 3pm)
Email: lpab@justice.nsw.gov.au
Website: www.lpab.nsw.gov.au
Postal Address: GPO Box 3980S Sydney NSW 2001 Australia



The Law Extension Committee (LEC)

Office: Suite 10.02, Level 10, 139 Macquarie Street
Sydney NSW 2000 (hours Mon & Fri 9am-5pm)
Telephone: (02) 8089 1950
Email: lecadmin@sydney.edu.au
Website: lec.sydney.edu.au



Other Important Contact Details

University of Sydney Herbert Smith Freehills Law Library

Location: Level L, New Law School Building (F10), Eastern Avenue, Camperdown
Campus The University of Sydney, NSW 2006 Australia
Telephone: (02)9351 0216 **Web:** <https://library.sydney.edu.au>

University of Sydney – ICT Helpdesk (UniKey)

Telephone: 1800 SYD UNI (1800 793 864) **Email:** ict.helpdesk@sydney.edu.au

Student Centre

Location: Level 3, Jane Foss Russell Building, G02, The University of Sydney 2006
Telephone: 1800 793 864 (1800 SYD UNI) **Email:** university.cards@sydney.edu.au
Web: <http://sydney.edu.au/study/student-administration.html>

Canvas

Web: lec.instructure.com/login/
Student Login: Your student number plus the password you create
Student Support Hotline: 1800 771 423

Exam Soft

Web: support.examsoft.com
24/7 Phone Support: 03 8594 1209 or +1 954 429 8889, ext 1

The future lawyer in you starts here



Legal Profession
Admission Board
Of New South Wales

THE LAW
EXTENSION
COMMITTEE



THE UNIVERSITY OF
SYDNEY