

NSW Admission Board Rules 2015

Part 1 Preliminary

1

- (1) These Rules are made by the Legal Profession Admission Board under section 21A of the *Legal Profession Uniform Law Application Act 2014*.
- (2) These Rules may be cited as the *NSW Admission Board Rules 2015*.

2 These Rules succeed the *Legal Profession Admission Rules 2005* with effect from 1 July 2015.

3 These Rules are divided into Parts as follows:

Part 1—Preliminary, rules 1–6

Part 2—Administration, rules 7–14

Part 3—Legal Qualifications Committee, rules 15–26

Part 3A—Examinations Committee, rules 27–27K

Part 4—Students-at-Law, rules 28–36

Part 5—Repealed

Part 6— Repealed

Part 6A— Repealed

Part 7—Examinations, rules 46–78A

Part 8—Certificates, rules 79–81

Part 9—Discipline, rules 82–88

Part 10—Hearings, rules 89–93

Part 11—Exemptions, rules 97-98

Part 11B— Repealed

Part 12—Fees, rules 109–113

Part 13—Transitional, rules 113A–115

Part 14—Miscellaneous, rules 116–118

4 Definitions

In these Rules, unless the context or subject matter otherwise indicates or requires:

Act means the *Legal Profession Uniform Law Application Act 2014*.

Approved forms means forms approved by the Board.

Bar Association means the New South Wales Bar Association.

Board means the New South Wales Legal Profession Admission Board.

Board's examinations means the examinations set out in these Rules.

Court means the Supreme Court of New South Wales.

Examinations Committee means the Committee established under these Rules to oversee the content and conduct of the Board's examinations and the candidature of students-at-law.

Executive Officer means the person appointed as Executive Officer to the Board under rule 7.

graduate means a person who has taken a degree after examination at any university considered by the Board to be of good standing.

Judge means a Judge or Associate Judge of the Court.

Law Extension Committee means the Law Extension Committee of the University of Sydney.

Law Society means The Law Society of New South Wales.

Legal Qualifications Committee means the Committee established under these Rules to superintend the qualification of candidates for admission and to advise the Board in relation to the accreditation of academic and practical training courses.

PLT means Practical Legal Training

prescribed fee means a fee set out in the Third Schedule.

Presiding Member means the presiding member of the Board determined, nominated or elected in accordance with Schedule 3 of the Act.

Rules means the *NSW Admission Board Rules 2015*.

student-at-law means a person registered as such under these rules Part 4.

Uniform Law means the *Legal Profession Uniform Law (NSW)*.

Uniform Rules means the *Legal Profession Uniform Admission Rules 2015*.

5 Unless the context or subject matter otherwise indicates or requires, the definitions in the Act, Uniform Law and Uniform Rules, applies to these Rules.

6 (Repealed)

Part 2 Administration

7 Executive Officer and deputies

(1) The Board shall appoint an Executive Officer.

- (2) The Executive Officer shall either in person or by deputy approved by the Presiding Member attend all meetings of the Board, keep minutes of its proceedings, conduct its correspondence and perform such other duties as the Board may require.

8 Duties of the Executive Officer

The Executive Officer shall keep the Board aware of the financial position of the Board at all times and shall provide the appropriate information to enable the Board to comply with the *Government Sector and Audit Act 1983*.

9 Corporate Seal

- (1) The Board shall have a seal.
- (2) The seal may be affixed to any document or certificate issued by the Board under the hand of the Chief Justice, the Presiding Member, another judicial member of the Board or the Executive Officer.

10 (Repealed)

- 11** The Board may adjourn consideration of an application or matter before it under these Rules pending the provision of such further material or evidence as it considers necessary or appropriate.

- 12** The Board may inform itself of any matter which it considers relevant to an application before it in any manner it thinks appropriate, but the Board shall not determine an application adversely to an applicant on material not supplied by the applicant without first giving notice of the material to the applicant.

13

- (1) Subject to the provisions of the Act, the Board, the Legal Qualifications Committee or the Examinations Committee may, in circumstances which it regards as sufficiently special and upon such conditions as it thinks fit, relax any of these Rules.
- (2) An application for relaxation of the Rules shall be made through the Executive Officer not less than 14 days before the meeting at which the application is to be considered.
- (3) Without derogating from the generality of sub-rule (1), the Board may relax any of the rules relating to the registration as a student-at-law.
- (4) An application for relaxation of any of the rules relating to students-at-law may be made together with a corresponding application for registration.

14

- (1) Every applicant for registration as a student-at law shall, if required by the Board, provide answers to such questions as the Board may put relating to his or her

conduct, and shall if required attend the Board for the purpose of providing further explanations.

- (2) If an applicant fails to provide answers within one month of being required to do so, or fails to attend the Board as required, the Board may, without further notice, refuse the application.

Part 3 Legal Qualifications Committee

15 The Legal Qualifications Committee is hereby constituted to superintend the qualification of candidates for admission and to advise the Board in relation to the accreditation of academic and practical training courses.

16

(1) The Legal Qualifications Committee shall consist of the following persons:

- (a) three Judges nominated by the Chief Justice,
- (b) three Barristers nominated by the Bar Council,
- (c) three Solicitors nominated by the Law Society Council, and
- (d) three Professors of Law or full-time Law Lecturers nominated by the Committee of NSW Law Deans.

(2) The Legal Qualifications Committee may, by co-option, appoint up to three further members being persons who are or have been Judges, Barristers, Solicitors, Legal Practitioners, Lawyers, Professors of Law or full-time Law Lecturers.

(3) The person or body responsible for an appointment or nomination under this rule may vary that appointment or nomination.

17 Nominations under rule 16 shall be made to the Executive Officer.

18

(1) The term of office of a member of the Legal Qualifications Committee shall normally be from 1 July of an even numbered year to 30 June of the next even numbered year.

(2) All positions become vacant on 30 June of an even numbered year.

(3) Members may be re-nominated for subsequent terms.

19

(1) The Chief Justice may from time to time nominate:

- (a) as Chairperson of the Legal Qualifications Committee a Judge appointed under rule 16 (1) (a), and

- (b) a Deputy Chairperson to exercise all the powers of the Chairperson when the Chairperson is absent.
 - (2) In the absence of both the Chairperson and Deputy Chairperson, the committee may elect a member to act as Chairperson during that absence.
- 20** The Executive Officer shall be the Executive Officer of the Legal Qualifications Committee.
- 21** Five members shall constitute a quorum of the Legal Qualifications Committee.

22 Academic Exemptions Sub-Committee

The Legal Qualifications Committee shall appoint an Academic Exemptions Sub-Committee of up to three members to determine applications under Uniform Rules 11, 5(2) and under rule 97.

23 Practical Training Exemptions Sub-Committee

The Legal Qualifications Committee shall appoint a Practical Training Exemptions Sub-Committee of up to three members to determine applications for assessment under Uniform Rules 11, 6(4) and under rule 98.

23A The Legal Qualifications Committee may also, with the consent of the Executive Officer, appoint one or more members of staff of the Board (including the Executive Officer) as members of any Academic Exemptions Sub-Committee or Practical Training Exemptions Sub-Committee.

23B Practical Training Exemptions Sub-Committee may delegate

The Practical Training Exemptions Sub-Committee may delegate to a member, or several of its members, the making of a decision or decisions on any application or class of applications, provided always that a person aggrieved by a decision of a delegate on any application may apply for a reconsideration of the matter by the Legal Qualifications Committee.

24 The Legal Qualifications Committee shall appoint an Accreditation Sub-Committee of up to three members to make recommendations relating to the recognition and accreditation of courses under Uniform Rules 7 and 8.

25 The Legal Qualifications Committee may delegate to its Chairperson, a member, several members, the Executive Officer or any combination of the foregoing the making of a decision or decisions on any matter or class of matters, provided always that a person aggrieved by a decision of a delegate on any matter may apply for a reconsideration of the matter by the Legal Qualifications Committee.

- 26** The Legal Qualifications Committee is accountable to the Board and shall report to the Board at least once in each calendar year as to its activities, including in its report any proposals the Committee may wish to make about the Rules, procedures or other matters relating to the Committee's work.

Part 3A Examinations Committee

- 27** The Examinations Committee is hereby constituted to oversee the content and conduct of the Board's examinations and the candidatures of students-at-law.

27A Membership of the Examinations Committee

- (1) The Examinations Committee shall consist of the following persons:
- (a) two Judges nominated by the Chief Justice,
 - (b) one Barrister nominated by the Bar Council,
 - (c) one Solicitor nominated by the Law Society Council,
 - (d) two persons nominated by the Law Extension Committee, and
 - (e) two Examiners appointed by the Chairperson of the Examinations Committee.
- (2) The Examinations Committee may, by co-option, appoint up to two further members being persons who are or have been Judges, Barristers, Solicitors, Legal Practitioners, Lawyers, Professors of Law or full-time Law Lecturers.
- (2A) The Board may appoint up to two further members being persons who are or have been Judges, Barristers, Solicitors, Legal Practitioners, Lawyers, Professors of Law or full-time Law Lecturers.
- (3) The person or body responsible for an appointment or nomination under this rule may vary that appointment or nomination.

- 27B** Nominations under rule 27A shall be made to the Executive Officer.

27C

- (1) The term of office of a member of the Examinations Committee shall normally be from 1 July of an even numbered year to 30 June of the next even numbered year.
- (2) All positions become vacant on 30 June of an even numbered year.
- (3) Members may be re-nominated for subsequent terms.

27D

- (1) The Chief Justice may from time to time nominate:

- (a) as Chairperson of the Examinations Committee a Judge appointed under rule 27A (1) (a), and
 - (b) a Deputy Chairperson to exercise all the powers of the Chairperson when the Chairperson is absent.
- (2) In the absence of both the Chairperson and Deputy Chairperson, the committee may elect a member to act as Chairperson during that absence.

27E The Executive Officer shall be the Executive Officer of the Examinations Committee.

27F Four members shall constitute a quorum of the Examinations Committee.

27G The Examinations Committee shall appoint a Performance Review Sub- Committee of up to three members to determine applications under rule 67.

27H The Examinations Committee shall appoint a Curriculum Sub-Committee of up to three members:

- (a) to plan and periodically review, in consultation with Examiners and Revising Examiners, the curriculum and syllabi for the Board's examinations, and
- (b) to prescribe materials on which the Board's examinations may be set.

27I The Examinations Committee shall appoint a Quality Sub-Committee of up to three members to oversee the quality of the Board's examinations and the marking of examination papers.

27J

- (1) The Examinations Committee shall in the name of the Board appoint such Examiners and Revising Examiners as are required to set and mark the Board's examinations.
- (2) Every appointment under sub-rule (1) shall, unless otherwise specified, be for a single examination period.
- (3) The Examinations Committee may delegate to its Chairperson, a member, several members, the Executive Officer or any combination of the foregoing the making of a decision on any particular matter or class of matters, provided always that a person aggrieved by a decision of a delegate on any matter may apply for a reconsideration of the matter by the Examinations Committee.

27K The Examinations Committee is accountable to the Board and shall report to the Board at least once in each calendar year as to its activities, including in its report any proposals the Committee may wish to make about the Rules, procedures or other matters relating to the Committee's work.

Part 4 Students-at-law

28 An application for registration as a student-at-law shall be in a form approved by the Board.

29 Eligibility for registration as a student-at-law

(1) A person is eligible to apply for registration as a student-at-law if he or she intends to remain in Australia during the whole of his or her candidature for the Board's examinations and:

- (a) has passed the Special Tertiary Admissions Test (STAT MC or STAT T) with a mark of 149 or above,
- (b) is a graduate,
- (c) has completed the NSW Higher School Certificate achieving the levels set out in the following table:

Years	Minimum Level	Minimum English mark calculated as an average of HSC examination and assessment marks	
Before 1986	Aggregate of 253	2 Unit General/2 Unit A	60
		2 Unit	53
1986–1990	TES of 253	2 Unit General	60
		2 Unit	53
1990–1999	TER of 50	2 Unit Contemporary	60
		2 Unit Related/General	53
1999–2000	UAI of 66	2 Unit Contemporary	60
		2 Unit Related/General	53
2001–2008	UAI of 66	Standard/Advanced	60
		ESL	70
2009–	ATAR of 68.90	Standard/Advanced	60
		ESL	70

- (d) has completed the equivalent of the NSW Higher School Certificate examination in Australia or New Zealand, achieving a level equivalent to one of the levels set out in the table in paragraph (c),
- (e) holds a Graduate Certificate/Vocational Graduate Certificate, Graduate Diploma/Vocational Graduate Diploma, an associate degree, advanced diploma, diploma, or associate diploma from an Australian university or TAFE college, and is aged 18 years or over,
- (f) has passed the International Baccalaureate examination with a result of 30 points or more and a result in English A of at least 4 points at the Higher Level or 5 points at the Standard level,

- (g) has been admitted to candidature for a degree in an Australian or New Zealand university,
 - (h) has qualified in a TAFE college or elsewhere for the award of a Certificate III or Certificate IV as assessed by the Australian Qualifications Framework, and is aged 18 years or older,
 - (i) has gained qualifications outside Australia equivalent to a Diploma, Advanced Diploma, Certificate III or Certificate IV,
 - (j) has been employed as a paralegal or a legal secretary undertaking actual legal work under supervision for at least three years, or
 - (k) has been or is either a police officer or a registered nurse who has passed examinations in either of those professions.
- (2) The Executive Officer of the Performance Review Sub-Committee or the Performance Review Sub-Committee may, in circumstances which it, he or she regards as sufficiently special and upon such conditions as it, he or she thinks fit, relax this rule.
 - (3) A person with a direction under Rule 11 of the Uniform Rules (whether in New South Wales or elsewhere) shall be exempt from the residency requirement.

Note: A candidate may apply for review under rule 71

30

- (1) Subject to sub-rules (2) and (4), where the Board is satisfied that an applicant for registration as a student-at-law is eligible for registration it shall register the applicant as a student-at-law.
- (2) The Board may refuse to register an applicant if it is not satisfied that he or she is of good fame and character and otherwise suitable for registration.
- (3) In considering whether an applicant is suitable for registration, the Board may have regard to matters set out in Uniform Rule 10.
- (4) The Board may refuse to register an applicant if it is not satisfied that the applicant intends to reside in Australia during his or her candidature for the Board's examinations.

31

- (1) The Executive Officer shall notify an applicant for registration as a student-at-law of the outcome of his or her application as soon as practicable after the meeting at which the application is considered.
- (2) If the Board refuses to register an applicant, he or she may ask the Board to give reasons for the refusal.
- (3) An applicant who is aggrieved by a refusal of an application may ask the Board to reconsider the application, and may request an oral hearing before a committee of the Board.

32–36 (Repealed)

Part 5 (Repealed)

Part 6 (Repealed)

Part 7 Examinations

46 The Board's Examinations shall be held twice each year at such places and times as the Board shall appoint.

47 Only students-at-law shall sit for the Board's Examinations.

48–52 (Repealed)

53 Examinable subjects

The Board's examinations are:

(a) the following subjects:

- Foundations of Law
- Criminal Law and Procedure
- Torts
- Contracts
- Real Property
- Australian Constitutional Law
- Equity
- Commercial Transactions
- Administrative Law
- Law of Associations
- Evidence
- Taxation and Revenue Law
- Succession
- Conveyancing
- Practice and Procedure
- Legal Ethics
- Jurisprudence

(b) three of the following subjects:

- Insolvency

Conflict of Laws
Family Law
Planning & Environmental Law
Industrial Law
Intellectual Property Law
Public International Law
Competition and Consumer Law
Advanced Statutory Interpretation
Health Law

54

- (1) The Examinations Committee may recommend to the Board:
 - (a) a variation of the list of examinations and subjects set out in rule 53,
 - (b) a variation in the order in which the subjects are to be taken, and
 - (c) any transitional arrangements which may be necessary to accommodate a variation of the subjects or the order in which they are taken.
- (2) The Board may approve a recommendation under sub-rule (1), with or without amendment, refuse to approve the recommendation, or remit it to the Examinations Committee for further consideration.

55 Upon the Board accepting a recommendation under rule 54, the list of examinations shall be deemed varied as and from the next set of examinations, without the necessity for any amendment of rule 53, and thereafter the examinations as varied shall constitute the Board's examinations.

56, 57 (Repealed)

58

- (1) No student-at-law whose application for registration as a student-at-law is lodged later than 1 March in any year shall sit for the Legal Institutions examination in September of that year.
- (2) No student-at-law whose application for registration as a student-at-law is lodged later than 1 September in any year shall sit for the Legal Institutions examination in March of the succeeding year.

59

- (1) A student-at-law who has not passed the examinations in or been credited with or exempted from at least 11 subjects must sit for the examinations in the order in which they appear in rule 53 or in any variation thereof under rule 55.

- (2) A student-at-law who has passed the examinations in or been credited with or exempted from at least 11 subjects may sit for the examinations in the remaining subjects in any order.
- (3) A student-at-law must not, at any one sitting, sit for examination in more than two subjects until he or she has passed or been credited with or exempted from eight compulsory subjects after which he or she may not, at any one sitting, sit for examination in more than three subjects.
- (4) The Executive Officer or the Examinations Committee may, in circumstances which it, he or she regards as sufficiently special and upon such conditions as it, he or she thinks fit, relax this rule.
- (5) A person aggrieved by a determination of the Executive Officer may, within one month of being given notice of the determination or within such extended time as the Examinations Committee may allow, apply to the Examinations Committee for a review of the determination.
- (6) A person aggrieved by a determination of the Examinations Committee may, within one month of being given notice of the determination or within such extended time as the Board may allow, apply to the Board for a review of the determination.

60

- (1) A person desirous of proceeding to any examination or examinations under these Rules (in this and succeeding rules referred to as **the candidate**) shall make an application to the Board for enrolment in accordance with the procedures and within the times set out on the Board's website for the session in which they intend to proceed.
- (2) The candidate shall enrol for the examination or examinations and at the same time for the corresponding course or courses of instruction conducted by the Law Extension Committee.
- (3) At the time of enrolling, the candidate shall pay to the Board the examination fee and also such fees for the courses of instruction conducted by the Law Extension Committee as have been fixed from time to time by the University of Sydney.
- (4) A candidate may withdraw without penalty from an examination by the end of the third week of tuition in a subject, and shall be entitled to a refund of any fees paid under subrule 3 following that withdrawal without penalty.

61

- (1) Subject to sub-rule (2), the Board's examinations may be undertaken only at the examination centres and at the dates and times set out on the Board's website.
- (2) The Examinations Committee may, in circumstances which it regards as sufficiently special and upon such conditions as it thinks fit, permit a candidate to undertake an examination at an alternative centre or date and time.

62 (Repealed)

- 63** If the Board determines not to hold an examination at a country centre, the candidates who desired to sit for the examination at that centre shall be notified in time to enable them to sit for the examination in Sydney or at such other country centre as the Board may determine.
- 63A** A candidate who has enrolled for and undertaken a course of instruction in a subject of examination conducted by the Law Extension Committee and who has completed the requirements of the course may sit for the examination in that subject unless the Law Extension Committee notifies the candidate and the Examinations Committee prior to the examination that the candidate has not completed the requirements of the course to the satisfaction of the Law Extension Committee.
- 64** Subject to rule 67, any candidate who, without prior leave of the Examinations Committee, fails to sit for examination in at least two subjects in any two successive sessions shall be excluded from taking any further examination prescribed by these Rules.
- 65** Subject to rule 67, a candidate who has passed the examinations in all subjects except one and fails to sit for examination in the remaining subject at least once in any two successive sessions shall be excluded from taking any further examination in the remaining subject.
- 66** Subject to rule 67, a candidate who fails any subject a second time shall be excluded from taking any further examination prescribed by these Rules.

66A

- (1) Subject to rule 67, a candidate who has not completed the examinations prescribed in rule 53 within 10 years of enrolling in their first subject shall be excluded from taking any further examination prescribed by these Rules.

67 Relaxation of exclusion rules

- (1) A person excluded by rule 64, rule 65, rule 66 or rule 66A may apply for a relaxation of the Rules to the Executive Officer.
- (2) The Executive Officer may refer any application to the Performance Review Sub-Committee for determination.
- (3) The Executive Officer or the Performance Review Sub-Committee may, in circumstances in which it, he or she regards as sufficiently special and upon such conditions as he or she thinks fit, relax the relevant rule.

The Examinations Committee may publish guidelines from time to time on the operation of this rule, and which may also include the types of matters which may be dealt with by either the Performance Review Sub-Committee or the Executive Officer.

Note: A candidate may apply for review under rule 71.

68–70 (Repealed)

71 Review

- (1) A person aggrieved by a determination of the Performance Review Sub-Committee or the Executive Officer under rule 29 or 67 may, within one month of being given notice of the determination or within such extended time as the Examinations Committee may allow, apply to the Examinations Committee for a review of the determination.
- (2) A person aggrieved by a determination of the Examinations Committee under subrule (1) may, within one month of being given notice of the determination or within such extended time as the Board may allow, apply to the Board for a review of the determination.

72–76 (Repealed)

77 The Examinations Committee may refer to the Board any matter relating to the examinations.

78 The Examinations Committee may, in circumstances which it regards as sufficiently special and upon such conditions as it thinks fit, grant:

- (a) exemption from any examination prescribed by these Rules, or
- (b) exemption from any of the requirements of this Part.

78A

- (1) The Board may award academic prizes to candidates in respect of their performance in the Board's examinations.
- (2) The terms and conditions of each prize shall be determined by the Board.

Part 8 Certificates

79

- (1) Upon request and upon payment of the prescribed fee, the Executive Officer may issue the following certificates:
 - (a) a certificate of registration as a student-at-law,
 - (b) a certificate of current admission,
 - (c) a certificate of academic record.

80 Diploma in Law

- (1) Subject to sub-rule (2), a person who has passed the Board's examinations save those from which he or she has been exempted or credited with, is entitled to receive from the Board a certificate entitled "Diploma in Law".
- (2) No person is entitled to receive the Diploma if he or she has sat for and passed less than ten (10) of the Board's examinations.
- (3) Subject to sub-rule (4), no charge shall be made for the issue of a Diploma.
- (4) A person who wishes to receive from the Board a Diploma to which he or she is entitled on account of examinations completed more than one year before making application for that Diploma, shall pay to the Board the fee prescribed in the Third Schedule for original diplomas and certificates.
- (5) Upon receipt of a Diploma in Law, the person named therein shall be entitled to adopt the description of the holder of that Diploma, and shall be entitled to use the post- nominal "DipLaw".

81 A student-at-law who is awarded an academic prize by the Board is entitled to receive from the Board a certificate relating to that prize.

Part 9 Discipline

82 The Examinations Committee and the Law Extension Committee shall be vigilant to detect any cases of cheating in examinations or in home assignments (in this Part referred to as academic misconduct).

83

- (1) Where an allegation of academic misconduct is made against a student-at-law, the Executive Officer shall, unless he or she is of the view that the allegation is frivolous, put the allegation to the student-at-law and request the student-at-law to show cause in writing within 14 days why he or she should not be dealt with under rule 84.
- (2) The Executive Officer shall refer the allegation, and any response by the student-at-law, to the Examinations Committee.

84

- (1) The Committee shall consider any allegation of academic misconduct referred to it by the Executive Officer, and any response by the student-at-law, and may decide:
 - (a) that the allegation is not substantiated,
 - (b) that the allegation is substantiated, but that no action should be taken in respect of the allegation, or
 - (c) that an oral hearing should be held in respect of the allegation.

(2) Where the Examinations Committee decides that an oral hearing should be held, the procedure for the hearing shall be as close as practicable to the procedure set out in Part 10.

(3) The Examinations Committee may, after considering the allegation, any response of the student-at-law, and any report of a hearing committee, decide:

- (a) that the allegation is not substantiated,
- (b) that the allegation is substantiated but that no action should be taken in respect of the allegation, or
- (c) that the allegation is substantiated and:
 - (ca) that the student-at-law be admonished or reprimanded,
 - (cb) that the student-at-law be refused admission to further examinations for a defined period, or
 - (cc) that the matter be reported to the Board.

85 Upon any matter coming before the Board under rule 84 (3) (c) (cc), the Board may decide:

- (a) that no action be taken,
- (b) that the student-at-law be admonished or reprimanded,
- (c) that the student-at-law be refused admission to further examinations for a defined period, or
- (d) that the registration of the student as a student-at-law be cancelled.

86 A student-at-law aggrieved by a decision of the Examinations Committee under rule 84 (3) (c) (ca) or rule 84 (3) (c) (cb) may apply to the Board for a review of the decision.

87

(1) Where an allegation of misconduct, not being academic misconduct under rule 82, is made against a student-at-law, the Executive Officer shall, unless he or she is of the view that the allegation is frivolous, put the allegation to the student-at-law and request the student-at-law to show cause in writing within 14 days why he or she should not be dealt with under rule 88.

(2) The Executive Officer shall refer the allegation, and any response by the student-at-law, to the Board.

88

(1) The Board shall consider any allegation of misconduct referred to it by the Executive Officer under rule 87 (2), and any response by the student-at-law, and may decide:

- (a) that the allegation is not substantiated,
 - (b) that the allegation is substantiated, but that no action should be taken in respect of the allegation, or
 - (c) that an oral hearing should be held in respect of the allegation.
- (2) Where the Board decides that an oral hearing should be held, the procedure for the hearing shall be as close as practicable to the procedure set out in Part 10.
- (3) Where an oral hearing is held, the Board may, after considering the allegation, any response of the student-at-law, and any report of a hearing committee, decide:
- (a) that the allegation is not substantiated,
 - (b) that the allegation is substantiated but that no action should be taken in respect of the allegation, or
 - (c) that the allegation is substantiated and:
 - (ca) that the student-at-law be admonished or reprimanded, or
 - (cb) that the registration of the student as a student-at-law be cancelled.

Part 10 Hearings

89 Hearing committee

Whenever the Board considers that an oral hearing of any matter before it is necessary or desirable, or where an oral hearing is requested under rule 31 (3), the Presiding Member shall convene a hearing committee unless he or she considers that the hearing should be before the whole Board.

90 Composition of hearing committee

- (1) A hearing committee shall consist of one or more members nominated by the Presiding Member.
- (2) Where more than one person is nominated, the Presiding Member shall also nominate a Chairperson.

91

- (1) The Chairperson of a hearing committee, or the sole member thereof, shall notify the applicant and all other persons entitled to participate in the hearing of the time and place of a preliminary conference at which directions will be given with respect to the hearing.
- (2) At the preliminary conference the Chairperson, or sole member of the hearing committee, shall give such directions as to the conduct of the oral hearing as he or she considers just.

92 (Repealed)

93

- (1) The Chairperson or sole member of a hearing committee shall report to the Board in respect of the oral hearing.
- (2) The Board shall not finalise its consideration of the matter to which the hearing relates before receiving the report of the hearing committee.

Part 11 Exemptions

94 – 96 (Repealed)

97 Exemptions and credits in the Board's course

- (1) Subject to subrule (7), a person who is not eligible to apply for a direction under the Uniform Rules, rule 11 may apply under this rule for a credit towards, or an exemption from some or all of the examinations set out in rule 53.
- (2) Where a person has received a direction under Uniform Rule 11 (whether in New South Wales or elsewhere), the Executive Officer shall permit the applicant to sit the Board's subjects that equate to the directions made, and in the case of doubt in respect of a subject or subjects, may refer that to the Board, or to the relevant committee or sub-committee for resolution.
- (3) A person with permission under subrule (2) is deemed to be exempted from examination in the balance of the subjects.
- (3A) A person deemed to be exempted shall not be awarded a Diploma in Law until all of the directed examinations that equate to the directions have been passed.
- (4) Where a person is not eligible to apply for a direction under Uniform Rule 11, the Academic Exemptions Sub-Committee or the Performance Review Sub-Committee may give credit for or exempt that person from undertaking any examination referred to in rule 53 if it is satisfied, having regard to the person's studies, academic qualifications, the system of law applicable in the jurisdiction in which the person obtained those qualifications, the nature and extent of the person's experience and the person's performance in any task set by the Sub-Committee, that the person ought not be required to undertake that examination.
- (5) The Academic Exemptions Sub-Committee or the Performance Review Sub-Committee may grant credits or exemptions to a person pursuant to sub-rule (4) upon the person making an application or request under this rule or the Uniform Rules.
- (5A) A credit shall only be granted where the person making the application has completed studies at another institution that is accepted as being equivalent towards the completion of the examinable subject.
- (5B) A transcript may record any credits granted for studies at other institutions.
- (6) The Academic Exemptions Sub-Committee or the Performance Review Sub-Committee may grant exemptions to a person pursuant to sub-rule (4) on such conditions as it thinks fit.

- (7) Notwithstanding sub-rule (1), no student-at-law shall apply under this rule for any credit or exemption arising from studies which the student-at-law has undertaken after registering as a student-at-law unless –
 - (a) the student-at-law has obtained the prior approval of the Examinations Committee to undertake those studies, or
 - (b) the Examinations Committee has allowed the application in the special circumstances of the case.
- (7A) The Examinations Committee may publish guidelines on the operation of Rule 97 and which may include the types of matters that may be dealt with by the Performance Review Sub-Committee or the Academic Exemptions Sub-Committee.
- (8) An application for exemption under this rule or the Uniform Rules, rules 5(2) or 11 shall be in a form approved by the Board.
- (9) A person aggrieved by a determination of the Executive Officer, the Performance Review Sub-Committee or the Academic Exemptions Sub-Committee under this rule may, within one month of the making of the determination, or within such extended time as the Examinations Committee or the Legal Qualifications Committee may allow, request the Legal Qualifications Committee to review the determination.
- (10) A request for review under this rule shall be in a form approved by the Board.

98

- (1) A person who falls within one of the categories set out in sub-rule (2) may apply to the Practical Training Exemptions Sub-Committee for exemption from practical training from some or all of the competencies set out in schedule 2 of the Uniform Rules.
- (2) The categories referred to in sub-rule (1) are:
 - (a) persons referred to Uniform Rule 6(4),
 - (b) persons referred to Uniform Rule 11(2),
 - (c) persons who have attained the age of 30 years, and have completed either seven years' service as a New South Wales government, or government related, employee performing legal services, or 15 years' service in courts administration in New South Wales.
- (3) The Practical Training Exemptions Sub-Committee may
 - (a) grant an exemption to a person upon the person making an application under this rule, and
 - (b) grant the exemption on such conditions as it thinks fit.
- (4) A person aggrieved by a determination of the Practical Training Exemptions Sub-Committee under this rule may, within one month of the making of the determination, or within such extended time as the Legal Qualifications Committee may allow, request the Legal Qualifications Committee to review the determination.

Part 11B (Repealed)

Part 12 Fees

109

- (1) The fees to be charged for applications and services are those set out in the Third Schedule.
- (2) Once in each calendar year the Board shall review the fees to be charged.
- (3) Where the Board varies the fees to be charged, the Third Schedule is amended accordingly.

110–112 (Repealed)

113

- (1) A person may apply to the Board for the waiver of any fee payable under these Rules, other than a fee payable under rule 60 (3) in respect of courses of instruction conducted by the Law Extension Committee.
- (2) No fee is payable in respect of an application under this rule.

Part 13 Transitional

113A

- (1) Each of the following bodies or persons shall continue in office under these Rules:
 - (a) the Legal Qualifications Committee and the Examinations Committee constituted under the *Legal Profession Admission Rules 2005*,
 - (b) the Academic Exemptions Sub-Committee, the Practical Training Exemptions Sub-Committee, the Accreditation Sub-Committee, the Curriculum Sub-Committee and the Quality Committee appointed under the *Legal Profession Admission Rules 2005*,
 - (c) the Executive Officer appointed under the *Legal Profession Admissions Rules 2005*.
- (2) The Board and each of the bodies and persons referred to in sub-rule (1) shall carry out their duties in such a way as to ensure, as far as practicable, that there is a smooth transition from the operations of the Legal Profession Admission Board under the *Legal Profession Admission Rules 2005* to those of the Legal Profession Admission Board under the *NSW Admission Board Rules 2015*.

114

- (1) A student-at-law who has passed an examination under the Barristers and Solicitors New Examination Rules, the Barristers and Solicitors Admission Rules 1989 the Legal Practitioners Admission Rules 1994 or the Legal Profession

Admission Rules 2005 shall be deemed to have passed the corresponding subject in the Board's examinations.

- (2) A student-at-law who has passed or been credited with the examination in Preliminary before 1 May 1993 shall be deemed to have passed the examination in Legal Institutions and one of the examinations referred to in rule 53 (b).

115

- (1) Any person who considers that he or she has suffered special prejudice as a result of the taking effect of these Rules may apply to the Board for relief from such special prejudice.
- (2) The Board may in its discretion grant any application under this rule unconditionally, or on such conditions as it considers appropriate.

Part 14 Miscellaneous

116 Forms and Online lodgment

- (1) Where these Rules provide that an application shall be in a particular form, the form referred to is to be published on the Board's website.
- (2) Where the Executive Officer has made provision for a Form to be available to be lodged online, any application lodged in accordance with that online process shall be deemed sufficient compliance with the requirements for lodging the relevant prescribed form, provided that:
 - (a) any requirement that specified information or a statutory declaration be included in, attached to or furnished with the prescribed form, has been complied with during that online process; and
 - (b) any prescribed fee has been paid, or suitable arrangements have been made with the Executive Officer for payment.
- (3) Where a form requires the original of a document to be provided, the application is not duly completed until the original is provided to the Executive Officer.

117 An application under these rules shall not be made to the Board, the Legal Qualifications Committee or the Examinations Committee unless the application has attached to it all necessary supporting material and is accompanied by the prescribed fee.

118 The Board may delegate to the President, a member, several members, the Executive Officer or any combination of the foregoing the making of a decision on any matter or class of matters, provided always that a person aggrieved by a decision of a delegate on any matter may apply to the Board for a reconsideration of the matter.

Schedules

First Schedule (Repealed)

Second Schedule (Repealed)

Third Schedule

Legal Profession Admission Board - Schedule of Fees	
Table of fees effective 1 July 2025	
Admission as a Lawyer	
Application for Admission as a Lawyer (Form 10 or Form 11) (includes free certificate of admission)*	\$950
Certificate of Current Admission	\$115
Replacement of original Certificate of Admission \$110	\$215
Application to change ceremony date	\$115
Application for Re-Admission as a Lawyer (Form 12)	\$1,600
Section 21 application (early assessment of suitability)	\$470
Other application/certificate – Admission	\$115
Diploma-in-Law	
Application for registration as a student (Form 1)	\$340
Enrolment fee (per subject, including tuition & examination)	\$1089
Student Course Application (for relaxation of a progression rule, Rule 67 application and/or Rule 71 (2) application)	\$116
Application for Online Examination	\$220
Examination in unscheduled location in a single examination period, where permitted: NSW first subject/additional subject	\$350/260

Elsewhere in Australia first subject/additional subject	\$470/300
Interview with Examiner (per subject)	\$205
Academic Transcript	\$59
Replacement of original Diploma certificate	\$215
Late application - Diploma-in-law	\$115
Application for student misconduct report	\$113
Other application/certificate - Diploma-in-law	\$114
Other services/applications	
Application for assessment of academic qualification (Form A1-A3)	\$370
Application for assessment of PLT qualifications (Form P1-P3)	\$370
Application for review of decision of AESC or PLT sub-committee (Form R1/R2)	\$365
Application for early commencement of PLT	\$115
Application for extension of period of validity	\$115
Application for exemption from IELTS requirements	\$115
Skills Assessment letter	\$115
Qualification in law satisfies NSW admission requirements (original academic transcript required)	\$115
Late application	\$115
For services not listed in this table	\$115
Dishonour fee	\$40

*This fee is included for information purposes, the fee being set separately under the *Legal Profession Uniform Law Application Regulation 2015*, clause 63

Fourth Schedule (Repealed)

Fifth Schedule (Repealed)

Sixth Schedule (Repealed)

Status information

Currency of version

Current version amendments up to 1 July 2025.

Amending legislation

Name	Commencement
NSW Admission Board Amendment (Fees) Rule 2015	1 October 2015
NSW Admission Board Amendment (Fees) Rule 2016	1 July 2016
NSW Admission Board Amendment (Fees) Rule 2017	1 July 2017
NSW Admission Board Amendment (Fees) Rule 2019	1 July 2019
NSW Admission Board Amendment (Fees) Rule 2021	9 February 2021
NSW Admission Board Amendment (Fees) Rule 2023	1 April 2023
NSW Admission Board Amendment (Fees) Rule 2023	28 April 2023
NSW Admission Board Amendment Rule 2023	6 October 2023
NSW Admission Board First Amendment Rule 2024	9 February 2024
NSW Admission Board Second Amendment Rule 2024	9 February 2024
NSW Admission Board Third Amendment Rule 2024	9 February 2024
NSW Admission Board Amendment (Fees) Rule 2024	1 July 2024
NSW Admission Board Fifth Amendment Rule 2024	1 July 2024
NSW Admission Board Sixth Amendment Rule 2024	28 June 2024
NSW Admission Board Seventh Amendment Rule 2024	28 June 2024
NSW Admission Board (withdraw without penalty) Amendment Rule 2024	4 October 2024
NSW Admission Board Eighth Amendment Rule 2024	25 October 2024
NSW Admission Board Ninth Amendment Rule 2024	13 December 2024
NSW Admission Board Ninth Amendment Rule 2024 - Errata	10 January 2025
NSW Admission Board First Amendment Rule 2025	24 April 2025
NSW Admission Board Second Amendment Rule 2025	9 May 2025
NSW Admission Board Third Amendment Rule 2025	27 June 2025
NSW Admission Board Fourth Amendment Rule 2025	27 June 2025
NSW Admission Board Amendment (Fees) Rule 2025	1 July 2025
NSW Admission Board Fifth Amendment Rule 2025	29 August 2025
NSW Admission Board Sixth Amendment Rule 2025	29 August 2025
NSW Admission Board Seventh Amendment Rule 2025	29 August 2025
NSW Admission Board Eighth Amendment Rule 2025	16 January 2026
NSW Admission Board Ninth Amendment Rule 2025	16 January 2026
NSW Admission Board Tenth Amendment Rule 2025	16 January 2026
NSW Admission Board Amendment (Third Fees) Rule 2025	16 January 2026

History notes

Rule 4	Amended by NSW Admission Board Amendment (Fees) Rule 2025
Rule 7	Amended by NSW Admission Board First Amendment Rule 2025
Rule 8	Amended by NSW Admission Board First Amendment Rule 2025
Rule 9	Amended by NSW Admission Board First Amendment Rule 2025
Rule 19	Substituted by NSW Admission Board First Amendment Rule 2024
Rule 23A	Inserted by NSW Admission Board Seventh Amendment Rule 2024 (28 June 2024)
Rule 23B	Inserted by NSW Admission Board Fourth Amendment Rule 2025

Rule 4	Rule 4 amended by NSW Admission Board Fifth Amendment Rule 2025
Rule 22	Rule 22 substituted by NSW Admission Board Eighth Amendment Rule 2025
Rule 23	Rule 23 substituted by NSW Admission Board Eighth Amendment Rule 2025
Rule 27A	Rule 27 amended by NSW Admission Board Tenth Amendment Rule 2025
Rule 27D	NSW Admission Board First Amendment Rule 2024
Rule 29	Rule 29 substituted by NSW Admission Board Ninth Amendment Rule 2024 (13 December 2024) Rule 29(3) added by NSW Admission Board Third Amendment Rule 2025
Rule 53	Amended by NSW Admission Board First Amendment Rule 2025
Rule 59	Rule 59(1) substituted by NSW Admission Board Sixth Amendment Rule 2024; Rule 59(2)(3)(4)(5)(6) substituted by NSW Admission Board Second Amendment Rule 2024
Rule 60	Rule 60(1) substituted by NSW Admission Board Sixth Amendment Rule 2024; Rule 60(4) inserted by NSW Admission Board (withdraw without penalty) Amendment Rule 2024 (4 October 2024)
Rule 61	Rule 61 substituted by NSW Admission Board Sixth Amendment Rule 2024
Rule 66A	Rule 66A inserted by NSW Admission Board Fifth Amendment Rule 2024
Rule 67	Rule 67(1)&(2) substituted by NSW Admission Board Amendment Rule 2023; Rule 67(3) substituted by NSW Admission Board Fifth Amendment Rule 2024; Rule 67 substituted by NSW Admission Board Ninth Amendment Rule 2024. Rule 67(2) amended by NSW Admission board Ninth Amendment Rule 2024 Errata Rule 67(1) amended by NSW Admission Board First Amendment Rule 2025 Rule 67 substituted by NSW Admission Board Seventh Amendment Rule 2025
Rule 71	Rule 71 substituted by NSW Admission Board Ninth Amendment Rule 2024
Rule 80	Heading inserted and Rule 80(2) substituted by NSW Admission Board Ninth Amendment Rule 2024. Rule 80(1) amended by NSW Admission Board Second Amendment Rule 2025
Rule 89	Amended by NSW Admission Board First Amendment Rule 2025
Rule 90	Amended by NSW Admission Board First Amendment Rule 2025
Rule 97	Rules 97((1)(5)(6)(7)&(8) substituted by NSW Admission Board Sixth Amendment Rule 2024, Rules 97(2)(3)(4)(9)(10) substituted by NSW Admission Board Third Amendment Rule 2024 Rules 97(1)(4)(5)&(7) amended and Rules 97(3A)(5A)&(5B) inserted by NSW Admission Board Second Amendment Rule 2025 Rule 97(8) substituted by NSW Admission Board Eighth Amendment Rule 2025 Rule 97(1)(4)(5)(6)(7)(9) amended and Rule 97(7A) inserted by NSW Admission Board Ninth Amendment Rule 2025

Rule 98	Rules 98(1)(2) substituted by NSW Admission Board Third Amendment Rule 2024; Rule 98(3) amended by NSW Admission Board Eighth Amendment Rule 2024, Rule 98(4) inserted by NSW Admission Board Sixth Amendment Rule 2024
Rule 113	Amended by NSW Admission Board First Amendment Rule 2025
Rule 116	Rule 116 substituted by NSW Admission Board Sixth Amendment Rule 2025
Sch 3	Substituted by NSW Admission Board Amendment (Fees) Rule 2025
Sch 3	Substituted by NSW Admission Board Amendment (Second Fees) Rule 2025
Sch 3	Amended by NSW Admission Board Amendment (Third Fees) Rule 2025