Welcome to the 2020 Law Student Guidebook!

This Guidebook contains useful information about:

**Study Resources**, such as the Graduate Attributes for your course, legal writing and the library.

**Opportunities**, including mentoring, mooting and the Brennan Justice and Leadership program.

**Student Support**, including the Faculty’s Academic Liaison Officer for Accessibility Services, special consideration and student wellbeing.

**Administration** matters, such as email communication, requests for extensions and exams.

Keep the Guide handy and use it as the first place to look when you have a question relating to your study. Your lecturers and tutors will expect you to have done your research in the Guidebook before asking a question. You may also find the answer to your question at one of the following resources:

1. University Handbook
2. University and Law webpages
3. Law Student Society webpage

The Faculty’s Director of Students, Stuart Lowe, is available to assist students with major decisions concerning their study.

The academic and professional staff in the Law Faculty wish you all the very best for your study in 2020.

**Maxine Evers**
Associate Dean (Education)
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- **UTS:LAW STUDENTS' SOCIETY**

## UTS FACULTY OF LAW MENTORING PROGRAMS

- **FIRST YEAR PEER MENTORING**
- **INTERNATIONAL STUDENT MENTORING**
- **ACADEMIC MENTORING**
- **HIGH ACHIEVERS MENTORING**

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1. INTRODUCTION

This Guide sets out a range of information that all students are required to be aware of. Information and resources concerning written assessment tasks can be found in the Guide to Written Communication.

In some cases the information is only provided in summary form, with an indication of where further details can be found. Additional and more comprehensive information is provided in the official UTS sources that are located on the Faculty of Law and UTS websites:

www.law.uts.edu.au

www.uts.edu.au

You are encouraged to visit these websites for further details. It is important that this Guide is read in conjunction with the Subject Outline for the specific subjects that you are enrolled in.
2. GENERAL INFORMATION - TEACHING & LEARNING

2.1 GRADUATE ATTRIBUTES

The graduate attributes reflect the overall educational aims of courses at each stage of the course, allowing current and prospective students, staff, employers and the community to gain an understanding of the intended professional, personal and intellectual attributes of graduates. UTS:Law has graduate attributes for undergraduate and postgraduate courses.

2.1.1 BACHELOR OF LAWS GRADUATE ATTRIBUTES

1. LEGAL KNOWLEDGE
A coherent understanding of fundamental areas of legal knowledge including the Australian legal system, social justice, cultural and international contexts and the principles and values of ethical practice.

2. ETHICS AND PROFESSIONAL RESPONSIBILITY
A capacity to value and promote honesty, integrity, accountability, public service and ethical standards including an understanding of approaches to ethical decision making, the rules of professional responsibility and, an ability to reflect upon and respond to ethical challenges in practice.

3. CRITICAL ANALYSIS AND EVALUATION
A capacity to think critically, strategically and creatively including an ability to identify and articulate legal issues, apply reasoning and research, engage in critical analysis and make reasoned choices.

4. RESEARCH SKILLS
Well-developed cognitive and practical skills necessary to identify, research, evaluate and synthesise relevant factual, legal and policy issues.

5. COMMUNICATION AND COLLABORATION
Effective and appropriate communication skills including highly effective use of the English language, an ability to inform, analyse, report and persuade using an appropriate medium and message and an ability to respond appropriately.
6. **SELF-MANAGEMENT**
The ability to implement appropriate self-management and lifelong learning strategies including initiating self-directed work and learning, judgment and responsibility, self-assessment of skills, personal wellbeing and appropriate use of feedback and, a capacity to adapt to and embrace change.

2.1.2 **JURIS DOCTOR GRADUATE ATTRIBUTES**

1. **LEGAL KNOWLEDGE**
An advanced and integrated understanding of a complex body of legal knowledge including the Australian legal system, social justice, cultural and international contexts, the principles and values of ethical practice, and contemporary developments in law and its professional practice.

2. **ETHICS AND PROFESSIONAL RESPONSIBILITY**
An advanced and integrated capacity to value and promote honesty, integrity, accountability, public service and ethical standards including an understanding of approaches to ethical decision making, the rules of professional responsibility, an ability to reflect upon and respond to ethical challenges in practice, and a developing ability to engage in the profession of law and to exercise professional judgment.

3. **CRITICAL ANALYSIS AND EVALUATION**
A capacity to think critically, strategically and creatively including an ability to identify and articulate complex legal issues, apply reasoning and research to generate appropriate theoretical and practical responses, and demonstrate sophisticated cognitive and create skills in approaching complex legal issues and generating appropriate responses.

4. **RESEARCH SKILLS**
Well-developed cognitive and practical skills necessary to identify, research, evaluate and synthesise relevant factual, legal and policy issues and demonstrate intellectual and practical skills necessary to justify and interpret theoretical propositions, legal methodologies, conclusions and professional decisions.
5. **COMMUNICATION AND COLLABORATION**
Effective and appropriate professional communication skills including highly effective use of the English language, an ability to inform, analyse, report and persuade using an appropriate medium and message and an ability to respond appropriately.

6. **SELF-MANAGEMENT**
A high level of autonomy, accountability and professionalism, the ability to implement appropriate self-management and lifelong learning strategies including initiating self-directed work and learning, judgment and responsibility, self-assessment of skills, personal wellbeing and appropriate use of feedback and, a capacity to adapt to and embrace change

2.1.3 **POSTGRADUATE GRADUATE ATTRIBUTES**

1. **LEGAL KNOWLEDGE**
An advanced and integrated understanding of a complex body of legal knowledge including the Australian legal system, social justice, cultural and international contexts, the principles and values of ethical practice, and contemporary developments in law and its professional practice.

2. **ETHICS AND PROFESSIONAL RESPONSIBILITY**
An advanced and integrated capacity to value and promote honesty, integrity, accountability, public service and ethical standards including an understanding of approaches to ethical decision making, the rules of professional responsibility, an ability to reflect upon and respond to ethical challenges in practice, and a developing ability to engage in the profession of law and to exercise professional judgment.

3. **CRITICAL ANALYSIS AND EVALUATION**
A capacity to think critically, strategically and creatively including an ability to identify and articulate complex legal issues, apply reasoning and research to generate appropriate theoretical and practical responses, and, demonstrate sophisticated cognitive and creative skills in approaching complex legal issues and generating appropriate responses.
4. **RESEARCH SKILLS**  
Well-developed cognitive and practical skills necessary to identify, research, evaluate and synthesise relevant factual, legal and policy issues and demonstrate intellectual and practical skills necessary to justify and interpret theoretical propositions, legal methodologies, conclusions and professional decisions.

5. **COMMUNICATION AND COLLABORATION**  
Effective and appropriate professional communication skills including highly effective use of the English language, an ability to inform, analyse, report and persuade using an appropriate medium and message and an ability to respond appropriately.

6. **SELF-MANAGEMENT**  
A high level of autonomy, accountability and professionalism, the ability to implement appropriate self-management and lifelong learning strategies including initiating self-directed work and learning, judgment and responsibility, self-assessment of skills, personal wellbeing and appropriate use of feedback and, a capacity to adapt to and embrace change.

2.1.4 **PRACTICAL LEGAL TRAINING (PLT)**

1. **LEGAL KNOWLEDGE**  
An advanced and integrated understanding of a complex body of legal knowledge including the Australian legal system, social justice, cultural and international contexts, the principles and values of ethical practice, and contemporary developments in law and its professional practice.

2. **ETHICS AND PROFESSIONAL RESPONSIBILITY**  
An advanced and integrated capacity to value and promote honesty, integrity, accountability, public service and ethical standards including an understanding of approaches to ethical decision making, the rules of professional responsibility, an ability to reflect upon and respond to ethical challenges in practice, and a developing ability to engage in the profession of law and to exercise professional judgment.
3. **CRITICAL ANALYSIS AND EVALUATION**
A capacity to think critically, strategically and creatively including an ability to identify and articulate complex legal issues, apply reasoning and research to generate appropriate theoretical and practical responses, and, demonstrate sophisticated cognitive and creative skills in approaching complex legal issues and generating appropriate responses.

4. **RESEARCH SKILLS**
Well-developed cognitive and practical skills necessary to identify, research, evaluate and synthesise relevant factual, legal and policy issues and demonstrate intellectual and practical skills necessary to justify and interpret theoretical propositions, legal methodologies, conclusions and professional decisions.

5. **COMMUNICATION AND COLLABORATION**
Effective and appropriate professional communication skills including highly effective use of the English language, an ability to inform, analyse, report and persuade using an appropriate medium and message and an ability to respond appropriately.

6. **SELF-MANAGEMENT**
A high level of autonomy, accountability and professionalism, the ability to implement appropriate self-management and lifelong learning strategies including initiating self-directed work and learning, judgment and responsibility, self-assessment of skills, personal wellbeing and appropriate use of feedback and, a capacity to adapt to and embrace change.

2.1.5 **DISPUTE RESOLUTION**

1. **DISCIPLINARY KNOWLEDGE**
An advanced and integrated understanding of a complex body of disciplinary knowledge including the Australian Legal System, social justice, cultural and international contexts, the principles and values of ethical practice, and contemporary developments in law and dispute resolution and professional practice.
2. **ETHICS AND PROFESSIONAL RESPONSIBILITY**
An advanced and integrated capacity to value and promote honesty, integrity, accountability, public service and ethical standards including an ability to recognize, reflect upon and respond to ethical issues likely to arise in professional contexts in ways that evidence professional judgment, promote justice and serve the community.

3. **CRITICAL ANALYSIS AND EVALUATION**
A capacity to think critically, strategically and creatively including an ability to identify and articulate complex socio-legal and other cross disciplinary issues, apply reasoning and research to generate appropriate theoretical and practical responses, and, demonstrate sophisticated cognitive and create skills in approaching complex socio-legal and dispute resolution issues and generating appropriate responses.

4. **RESEARCH SKILLS**
Well-developed cognitive and practical skills necessary to identify, research, evaluate and synthesise relevant factual, legal and policy issues and demonstrate intellectual and practical skills necessary to justify and interpret theoretical propositions, dispute resolution methodologies, conclusions and professional decisions.

5. **COMMUNICATION AND COLLABORATION**
Effective and appropriate professional communication skills including highly effective use of the English language, an ability to inform, analyse, report and persuade using an appropriate medium and message and an ability to respond appropriately.

6. **SELF-MANAGEMENT**
A high level of autonomy, accountability and professionalism, the ability to implement appropriate self-management and lifelong learning strategies including initiating self-directed work and learning, judgement and responsibility, self-assessment of skills, personal wellbeing and appropriate use of feedback and a capacity to adapt to and embrace change.
2.1.6 **INDIGENOUS GRADUATE ATTRIBUTES**

The Law Faculty has a commitment to implementing an Indigenous Graduate Attribute as part of the law degree.

We’re aiming to replicate the success of the Faculty of Health in acknowledging Indigenous culture, knowledge and perspectives in the teaching of law subjects.

Our objective is to engender respect for Indigenous history and law, as well as to ensure that faculty classrooms are culturally safe spaces for our Indigenous students. This will be done by embedding Indigenous knowledge, perspectives and aspects of Indigenous law in the curriculum as a way of promoting Indigenous ways of knowing. We anticipate that this will result in enhanced skills for practitioners, in working effectively with and for Aboriginal and Torres Strait Islander peoples and communities.

This initiative is being guided by the expertise of the UTS Centre for Advancement of Indigenous Knowledge (CAIK) and in collaboration with Indigenous community members with expertise and experience in the law and Indigenous and non-Indigenous students.

2.2 **LEGAL THEORY OPTIONS**

The study of traditional and contemporary approaches to legal theory provides an essential framework to better understand the implementation and operation of laws and legal institutions and participate in related ongoing processes of renewal and change. Students who commenced their JD or LLB from 2014 are required to undertake one legal theory subject from a choice of subjects listed on the Faculty webpage – (JD: [https://www.uts.edu.au/future-students/law/course-experience/subjects-offered/juris-doctor#legal-theory](https://www.uts.edu.au/future-students/law/course-experience/subjects-offered/juris-doctor#legal-theory), and LLB: [https://www.uts.edu.au/future-students/law/course-experience/subjects-offered/undergraduate-law/legal-theory](https://www.uts.edu.au/future-students/law/course-experience/subjects-offered/undergraduate-law/legal-theory)."
As individual subjects are offered in different teaching periods, students should plan ahead if they wish to undertake a particular legal theory subject. The legal theory subject is undertaken during the final stage of core subjects. Please see the Handbook for course progression and subject description.

2.3 AUSTRALIAN QUALIFICATION FRAMEWORK (AQF)
The AQF is the national policy that regulates qualifications in Australian education and training. Each degree/diploma/certificate course has an AQF level of qualification. Undergraduate studies are considered a level 7 qualification while Masters Studies are considered a level 9 qualification. The JD is ranked at level 9 and it is primarily for this reason that JD students are not able to study Undergraduate electives.

2.4 HONOURS
If you are doing particularly well in your undergraduate law degree, you should consider undertaking Honours.

If you are a student who commenced in 2014 or prior, to undertake Honours you must complete the law elective subject 76040 Research Thesis. Research Thesis is normally taken as one elective among other subjects in your final session of study.

If you are a student who commenced in 2015 or after, you must first complete the law elective subject 76090 Research Methodology, and then enrol into law elective subject 76040 Research Thesis.

An additional year of study is NOT required. These subjects form part of the credit points required for the completion of a Bachelor of Laws with Honours.

For more information visit https://www.uts.edu.au/current-students/current-students-information-faculty-law/honours-and-research
2. 5 AUDIO RECORDINGS OF LECTURES
Unless you are enrolled in an online subject, you are expected to be physically present at lectures, unless otherwise advised in the Subject Outline or by the Subject Coordinator. There are many reasons why it is important for you to attend, including the opportunity to ask questions and engage with fellow students and the lecturer.

Audio or visual recording of lectures by students is strictly prohibited unless written approval is sought and given in advance by the Subject Coordinator. Approval for audio or visual recording will usually be limited to medical or hardship reasons, and if approved, must be arranged by the student.

Students may only use the audio or visual recording for private study purposes and (to avoid any legal action) permission must be obtained from the Subject Coordinator for any other use.

Given the interactive nature of classes, any student who does not wish to be audio-taped must advise the Subject Coordinator in advance, otherwise permission from students is assumed.

2. 5.1 RECORDED LECTURES ON UTSOnline
Arrangements may be in place for lecture audio recordings, recorded by the University, to be made available for download from UTS Online for a limited time. Students need to check with the Subject Coordinator to determine if such arrangements are in place.

No responsibility is taken for the quality or reliability of recordings and no Special Consideration applications will be considered in relation to problems experienced by students using this service. Students may only use these recordings for private study purposes and permission must be obtained from the Subject Coordinator for any other use.

2. 6 ACADEMIC AND OTHER MISCONDUCT BY STUDENTS
Some students against whom allegations of academic misconduct are brought say that they did not know or understand the meaning of
misconduct, or that if they did know and understand that they were simply careless or under pressure. Are you confident that you know and understand the University definition of Student Misconduct? Are you aware of the penalties if allegations of misconduct are proven?

Allegations of student misconduct are taken seriously by UTS and if proven can lead to penalties that may be relevant to a student’s application to the Legal Profession Admission Board for admission to the Supreme Court of NSW to practice as a lawyer.


Academic misconduct includes the following:

- cheating or acting dishonestly in any academic assessment (for example, in an exam or an assignment)
- assisting or inciting another student to cheat or act dishonestly
- plagiarism

Plagiarism is easy to avoid, and referencing skills are an essential part of your legal education. In some subjects, referencing and citation skills form part of the marking criteria. It’s important that you understand how to avoid plagiarism and have the practical skills to reference and cite all materials appropriately. Failure to acknowledge the ideas and/or writing of others, and representing their work as your own is dishonest. If you didn’t write something yourself, you need to say who did through a footnote or other obvious and acceptable referencing technique.

Students should note that academics have access to resources that can check for evidence of student plagiarism in addition to their existing knowledge of the literature on the subject. Online plagiarism prevention is an important
way that you can check your own work prior to submission for any failure to reference sources appropriately. Students are encouraged to use Turnitin as an opportunity to double-check their work for any potential issues prior to submission. If you are confused about referencing skills please consult the University’s online resource to help you learn and practice your referencing skills.


It is better to ask if you are confused and reference properly than to risk a penalty which might form part of your Student Record. Check with your teacher if you have any queries.

2. 6.1 AVOIDING PLAGIARISM—TUTORIALS AND QUIZZES

The university regards plagiarism as a type of cheating which can result in serious penalties for student misconduct. However we have found that students can be unsure about what constitutes plagiarism. To remedy this we have created three online plagiarism modules to ensure students understand their referencing and originality obligations. The plagiarism modules will be a compulsory component of 70103-Ethics Law and Justice (Introductory Module), 70311-Torts (Intermediate Module) and 70317-Real Property (Proficient Module). While these modules must be completed to pass the respective subjects they are not awarded marks which go to overall assessment. Students are able to make multiple attempts of the modules until they pass. The pass mark for the modules is 80%. We hope these modules will assist in helping students avoid plagiarism in their legal writing.

2.7 CONTACT WITH THE FACULTY

In compliance with the UTS rules for official communication, students must always use their UTS email address when emailing University staff. Email from the University to a student will only be sent to the student’s UTS email address. Email from a student to the University must be sent from the student’s UTS email address. University staff will not respond to email from any other email accounts for currently enrolled students.
2. 7.1 EMAIL ETIQUETTE
When emailing teaching or professional staff note that with all your writing that you are developing a professional identity as a lawyer. Avoid relying on a too casual or familiar approach.

‘Hey there’ or ‘Hi’ does not establish a professional identity and may even determine the type of response you are going to receive.

Maintain a level of formality and respect in any communication with UTS staff.

2. 7.2 VOICEMAIL ETIQUETTE
When leaving a message speak slowly and clearly but be concise. State your full name, and if you would like to be called back repeat your phone number and say the numbers at writing speed.

2. 7.3 COMPULSORY TRAINING MODULES
From time to time the university or the faculty will require certain online student education modules to be completed as a continuing enrolment requirement. They will not be course or subject specific but contribute to a student’s overall study skills or social responsibility. For example current law students are required to complete online Plagiarism (see 2.6.1 above) and Consent modules. If the modules have not been completed as required subject or course results may be withheld.

2.8 DIRECTOR OF STUDENTS
The Director of Students in the Faculty is available for students who need specific advice or assistance concerning their study. The Director provides pastoral care to undergraduate and postgraduate students, as well as academic advice on course progression. For administrative enquiries, students should seek assistance from the Student Service Centre. Contact details for the Director of Students are on the Faculty webpage
29 ACADEMIC LIAISON OFFICER
The Academic Liaison Officer (ALO) is the Faculty contact for students with special needs, Indigenous students, InpUTS educational access scheme students and or Schools’ Recommendation Scheme/Schools’ Recommendation Scheme (PRS/SRS) students; or those who experience difficulties with their studies because of commitments as primary carers, have an illness or experienced misadventure that has affected the student for the duration of a teaching session. Accordingly, you should consult the ALO for applications for assessment adjustment arrangements if you are:

- a student with disabilities and ongoing illnesses. These students need to consult with the UTS Accessibility Service to discuss suitable learning and assessment arrangements prior to seeing the ALO.
- a student who experiences difficulties with their studies because of family commitments such as primary carers of small children or family members with a disability or ongoing illness. This includes students with maternity needs and students who have an illness or experience misadventure for the duration of a teaching session.
- an Indigenous student.
- an InpUTS educational access scheme or Schools’ Recommendation Scheme/Schools’ Recommendation Scheme (PRS/SRS) student.

Students must make their requests to the ALO prior to the census date.

Please note the ALO does not:

- process applications due to temporary illness/misadventure, or pass on general requests for extensions. Students in these circumstances must lodge the relevant applications.
- assess or process applications for special conditions in tests or examinations for students of non-English speaking backgrounds. Students from non-English speaking backgrounds should contact the Higher Education Language and Presentation Support (HELPS) for
further information, and/or to request extra time/dictionaries in examinations (see 2.14).

The ALO can be contacted by email – alolaw@uts.edu.au

Information relating to learning and assessment adjustment arrangements is available on the relevant application forms at
https://www.uts.edu.au/current-students/information-special-needs-students/students-disabilities-or-ongoing-illnesses

2.10 ASSESSMENT

2.10.1 WRITTEN COMMUNICATION
All written communication submitted to the Law Faculty for assessment must comply with specific requirements. For all aspects of written communication, please refer to the latest edition of the UTS:Law Guide to Written Communication online. This is a very helpful guide for the preparation and presentation of assignments and for email communication protocol. We recommend all students access and read the Guide.

2.10.2 ASSIGNMENTS

ACADEMIC WRITING
Law students are required to adhere to academic literacy in their writing. Academic literacy is the generic skill that is required of, and developed by, academic study and research. This includes the use of plain language and appropriate grammar, spelling and structure. Assessments may include marks for academic literacy. Two resources to assist with developing academic literacy are:

- The Guide referred to above, and
- HELPS referred to on page 29.

PRESENTATION
Assignments must be typed in a legible font at least 11 point in size (use one consistent font - Arial 11 or Times New Roman 12) with numbered pages, and printed on A4 paper. The left margin should be approximately 3cm and right,
top and bottom margins should be at least 2cm. Headings may be underlined, in bold or upper case and be consistent throughout the document. Line spacing should be 2 lines space for normal text; 1.5 line space for indented quotes. Do not underline typed text in the body of your paragraphs. Underlining (or alternatively, blue text) may only be used on html documents where the underlined text is hyperlinked to another webpage.

**TURNITIN**
Most subjects use Turnitin as part of assessment submission. Instructions on how to use Turnitin can be found here:


**WORD LIMITS**
Word limits must be observed, and students must not deviate from the word limit by more than ten per cent. Penalties for deviation may be stipulated in Subject Outlines. The suggested word length will help you to remain focused on the real issues in your writing. The legal profession is increasingly required to write submissions and court documents to a word limit. Clients expect concise and relevant advice. It is essential in practice to address the crucial issues in a clear, succinct manner. Footnotes, bibliographies and endnotes are not usually included in the word count.

**REFERENCING**
Detailed information regarding referencing is available in the UTS:Law Guide to Written Communication which is available online at [Guide to Written Communication](https://www.uts.edu.au/current-students/support/helps/self-help-resources/using-turnitin)

**COPYRIGHT**
Students need to be aware of, and pay attention to, copyright requirements in their work. Copyright affects students in a number of ways, especially in knowing what materials can be copied as well as in terms of publishing student work. The current requirements are set out in fact sheets provided
by the Library which can be found at www.lib.uts.edu.au/about-us/policies-guidelines/copyright-and-uts

Copyright in the text of all Faculty of Law teaching materials which includes slides, subject outlines, assessment tasks, feedback and exemplars vests in either the respective lecturer or UTS itself. To reproduce these materials or make them available to others for distribution is a breach of this copyright. There is an obligation to respect the efforts of your teachers in creating these resources.

**Assignment Cover Sheet**
The UTS Faculty of Law Assignment Cover Sheet must be completed in full, signed and stapled to the top left-hand corner of each assignment. This includes student acknowledgment of the University Rules regarding plagiarism and academic misconduct. Hard copy assignment cover sheets will no longer be available at Law Reception. Instead copies of the cover sheet will be made available on UTS Online or the UTS:Law Assignment Cover Sheet. If an assignment must be submitted in hard copy with a cover sheet then it will be the student’s responsibility to print out a copy and attach it to their assignment. Students need to factor in the time it will take to do this when considering submission deadlines.

Please do not place your work in a plastic sleeve or binder unless specifically requested to do so by the Subject Coordinator.

Your submission of the assignment online will also constitute acceptance of the terms of the honesty declaration which includes

- that you are aware of the University rules regarding plagiarism and academic conduct,
- that the assignment is entirely your own work and you have not previously submitted any part of it for assessment at UTS or any other institution
- that you have read and understood the current version of the UTS:Law Guide to Written Communication.
SUBMISSION

Assessment tasks must be submitted in hard copy to the Faculty of Law Reception (CB05B.03.03) by 6pm (local Sydney time) on the due date during Faculty teaching weeks, or 5pm (local Sydney time) on the due date during Faculty non-teaching weeks and Summer teaching session unless otherwise advised. Assignments will not be accepted by fax, email or via UTSONline unless otherwise advised by the Subject Coordinator. Students must retain a soft copy of their submitted assignment(s).

Computer and associated hardware theft and/or malfunction is not considered as an excuse for a student’s inability to access their work or grounds for an extension. UTS offers its students free Cloud storage for assignments. The onus is on students to always back up their work.

Where students are required to submit their assignments through Turnitin, the submission should be in either pdf or word document format only and not in other format such as jpeg.

COLLECTING ASSIGNMENTS

Assignment must be collected in person and on presentation of your Student Card as ID. However, a third party may collect assignments on behalf of student on presentation of an email from the student’s UTS account only, authorising receipt. The person collecting the assignment nevertheless must produce their own ID.

Marks will not be provided over the phone or via email.

LATE WORK

Any assessment task (excluding take home exams-see page 21) submitted after 6pm (local Sydney time) on the due date during Faculty teaching weeks, or after 5pm (local Sydney time) on the due date during Faculty non-teaching weeks, and summer teaching session will be either:

- rejected without assessment (where the Subject Outline states that this will be the consequence of an assessment task being submitted after the due time on the due date) or
• penalised by way of loss of marks (five per cent (5%) of the marks for the assessment task will be deducted per day for assessment tasks submitted after the due date, including Saturdays, Sundays and public holidays). For assessment tasks submitted after the due date and time when the following day is a week-end or public holiday, the date of receipt will be deemed to be the first business day following the week-end or public holiday.

A penalty for late work will not apply in cases of approved extensions by the Subject Coordinator. Approved extensions cannot be made without a Request for Extension or Application for Special Consideration. A penalty may not apply after due consideration of any submission (Request for Extension or Application for Special Consideration) by the Academic Liaison Officer (ALO), on behalf of Special Needs students.

In the absence of compelling circumstances, no application for a Request for Extension will be accepted after the due date.

Under no circumstances will assessment tasks be accepted after assessments have been returned to other students.

2.10.3 EXTENSIONS
Students applying for extensions must be prepared to supply evidence of the work already completed at the time of the application. Subject Coordinators may request this evidence.

Extensions are not granted for time-management issues. Time management issues include, but are not limited to, other study commitments (including competitions or other assignments); work or family obligations.¹ Your own circumstances need to be extraordinary, unexpected, supported by evidence, and not of your own making, before an extension may be granted.

¹ But those students with carer responsibilities should refer to: https://www.uts.edu.au/students-who-are-parents-or-carers/information-carers
Please note that having made a request for an extension does not mean you have been granted an extension. It is only when the subject coordinator has formally advised you of the success or otherwise of any application that you can rely on a later submission date. Up to that time you should work on your assignment as if one has not been granted.

**One Week or Less**

Requests for short-term extensions (no more than one week) without academic penalty must be made formally using the Request for Extension form. Extensions may only be granted for up to one week.

Forms are no longer available at the Law Reception. Forms are available online at [Extensions](https://www.uts.edu.au/).  

**For Assignments Due on Weekdays**

Applications should be emailed to [Law Extensions](https://www.uts.edu.au/) by no later than 6pm during teaching weeks or 5pm during non-teaching weeks and Summer session, **Two Business Days Prior** to the due date of the assessment.

**For Assignments Due on Weekends**

Applications should be emailed to [Law Extensions](https://www.uts.edu.au/) by no later than 6pm during teaching weeks or 5pm during non-teaching weeks and Summer session, **The Thursday Prior** to the due date of the assessment.

Students who lodge applications after the due dates and times above accept the risk that their application may not be assessed and late penalties will be applied.

**More Than One Week**

Students whose studies are affected by serious illness or hardship, and require long-term extensions should submit an online Application for [Special Consideration](https://www.uts.edu.au/).

Special consideration applications relating to extensions for more than one week must be lodged online before the due date of the assessment item.
Students are required to have supporting documents or evidence as set out on the Request for Extension and Special Consideration application forms. In cases where extensions have not been granted, please note the penalty for late work will apply.

**RETURN OF ASSIGNMENTS**
Assignments will be available for collection from the Law Reception counter, unless otherwise arranged by the Subject Coordinator.

Any uncollected assignments are destroyed one year after the session in which they are submitted. For example, assignments submitted in Autumn 2016 will be destroyed in Autumn 2017.

**FEEDBACK**
Students seeking oral feedback on an assignment should make an appointment with the Subject Coordinator. You must take a copy of your assignment to the appointment.

**2.10.4 EXAMS**
Examinations for subjects are either centrally conducted exams, administered by the Student Administration Unit, or faculty based exams, administered by the Faculty. Students are responsible for familiarising themselves with, and acting upon, all requirements relating to examinations. Students also have a responsibility to make themselves available for exams during the official examination period and/or designated examination sessions.

**CENTRALLY CONDUCTED EXAMS**
Centrally conducted exams (also known as formal exams) are scheduled and conducted by the University’s Student Administration Unit. It is a student’s responsibility to check important dates in relation to centrally conducted exam matters on the UTS website [http://www.uts.edu.au/current-students/managing-your-course/important-dates/centrally-conducted-exams-dates-and-timetables](http://www.uts.edu.au/current-students/managing-your-course/important-dates/centrally-conducted-exams-dates-and-timetables), which includes the following:
- deadline for assessment arrangements (Special Conditions application)
- final centrally conducted exams timetable release date
- deadline for Advice of Scheduling Difficulties applications
- centrally conducted exams periods
- alternative exams periods
- results release dates
- supplementary exams periods
- exam timetable link to My Student Admin

**SCHEDULING DIFFICULTIES: RESCHEDULED EXAMS**

Students who have three centrally conducted exams scheduled within any 24 hour period, or any student who has an exam schedule conflict and is unable to attend an exam, are advised to lodge an Advice of Scheduling Difficulties for Centrally Conducted Examinations application in order to request a Rescheduled exam. Students need to refer to the SAU webpage for the grounds for rescheduling, the form and application deadline can be found at [https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/exams](https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/exams).

**EXCEPTIONAL CIRCUMSTANCES OF ILLNESS OR MISADVENTURE COINCIDING WITH A CENTRALLY CONDUCTED EXAM**

Student Rule 9.2.1 states that the official examination periods are part of the officially designated teaching periods of the University. All students undertaking coursework subjects have a responsibility to make themselves available for assessment and examination during the official examination periods (see [http://www.gsu.uts.edu.au/rules/student/section-9.html#r9.2](http://www.gsu.uts.edu.au/rules/student/section-9.html#r9.2)).

However, in exceptional circumstances students who, through illness or other circumstances beyond their control, have missed a centrally conducted exam are advised to lodge an online application to request an alternative exam. Students must lodge an application within two business days following the date of the missed exam. Supporting documentation must also be
received within two working days of the missed exam. The online application system is accessible at https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/exams/alternative-exam-arrangements

Failures by a student to inform him or herself of the time and/or place of an examination is not an acceptable ground for special consideration; nor are work, family, holiday or social engagements.

If granted an alternative Exam, students must be available to sit the exam on the required date.

**SUPPLEMENTARY EXAMS**

At the end of the teaching session a Supplementary Exam may be offered to students who are in their final teaching session or if provided for in the Subject Outline. Supplementary exams are conducted by the Student Administration Unit and are held on the date indicated in the examination guide available on the exams website. The date for supplementary exams for both Autumn and Spring Teaching sessions is published at the beginning of the year. Please check the website: https://www.uts.edu.au/current-students/managing-your-course/important-dates/centrally-conducted-exams-dates-and-timetables

It is the responsibility of the student to check their UTS email (including Spam filter) for notification of the date of the Supplementary exam. A student who receives notification of a supplementary exam must be present in Sydney on the nominated date to sit the exam. **No alternate date will be offered to students in the circumstances that the student was unavailable on the nominated date** (rule 8.5) http://www.gsu.uts.edu.au/rules/student/section-8.html. The UTS Principal Dates are accessible at http://www.handbook.uts.edu.au/dates.html. It is the responsibility of students to ensure they are available during the Supplementary Exam
period. Travel commitments will **NOT** be considered as an excuse for missing the Supplementary Exam.

**EXAM AFTER EXAM PERIOD (EAEP) FOR EXCEPTIONAL CIRCUMSTANCES OF ILLNESS OR MISADVENTURE COINCIDING WITH A SUPPLEMENTARY OR ALTERNATIVE EXAM**

The exam after exam period (EAEP) is for students facing exceptional circumstances of illness or misadventure coinciding with a supplementary or alternative exam. This is a student’s final chance to sit that exam.

To apply for the EAEP students must complete the [online application form](#).

All applications for an Exam after the Examination period are to be completed within 2 working days of the missed exam and must be accompanied by appropriate supporting documents. In the case of illness a [Professional Authority Form](#) must be completed, medical certificates will not be accepted. Please see the list of [approved supporting documents](#) for other circumstances.

Students must ensure that their Professional Authority form has been completed, accurately and in full, with all requested details provided.

The Professional Authority form must include both the Medicare Provider Number AND the Practitioner Registration Number. If either number is missing, then the Professional Authority form cannot be accepted.

In order to be able to authenticate the Professional Authority form and identify fraudulent documents, UTS must be able to confirm the registration of your medical practitioner on the Australian Health Practitioner Regulation Agency (AHPRA) Register of Practitioners.

The Law Faculty's Exam after the Examination Period is held 5 working days after the last centrally conducted Alternative Exam. These exams are held over the course of 2 working days. No further exam accommodations can be made.
FACULTY BASED EXAMS
Faculty based exams (also known as informal exams) are scheduled by the Subject Coordinator, and conducted at the Faculty level. The timetable for Faculty based exams is not formally published. This is normally specified on the Subject Outline for each subject, or released in class by the individual Subject Coordinator or Lecturer.

EXCEPTIONAL CIRCUMSTANCES OF ILLNESS OR MISADVENTURE COINCIDING WITH A FACULTY BASED EXAM
Part 5.2.1 of the University’s “Policy for the Assessment of Coursework Subjects” (available from http://www.gsu.uts.edu.au/policies/coursework-assessments-policy.html) sets out that students should not enrol in a subject in the knowledge that they will not be able to meet requirements, including published attendance/participation requirements. However, students who know in advance that they will be unable to attend a Faculty based exam due to serious illness or other circumstances beyond their control are advised to complete a special consideration application which will be assessed by the subject coordinator.

However a faculty based exam will only be available within a narrow range of dates after the UTS formal exam period. If a student cannot sit any of these exams then no further exam options will be offered except in the most extremely exceptional circumstances. This will be decided by a Faculty RAO. Note that a student who fails a subject because of circumstances beyond their control which could not have been predicted before census date can apply for Remission of fees and academic penalty. The success of any application will be determined by the university and not by the faculty.

PAST PAPERS AND RETURN OF EXAM PAPERS
Past exam papers may be available from the UTS Library website in electronic format at www.lib.uts.edu.au/students/my-subject-resources.
Students should be aware that past exam papers are not available for every subject.

Completed final exam papers are not returned to students. However, if you would like feedback on your exam you may request an appointment with the Subject Coordinator who will go over your paper with you. Papers will be held for a maximum of six months from the date of the exam.

Please note there are time limits for requesting feedback on an exam. For more information, please see Procedures for the Assessment of Coursework Subjects available online at: http://www.gsu.uts.edu.au/policies/coursework-assessments-procedures.html

LATE TAKE HOME EXAMS
Take home exams lodged by students after the due date and time will be rejected without assessment unless otherwise approved by the Subject Coordinator.

2.11 ACCESSIBILITY SERVICE
The Accessibility Service works with University staff to ensure that appropriate support is available for students:

- with disabilities and ongoing illnesses, and
- admitted through the inpUTS Educational Access Scheme and special admission schemes.

Accessibility Service provides a central contact point for information about the services and procedures the University has in place to ensure the accessibility of its educational programmes to people with disabilities and ongoing illnesses. Students who are registered with Accessibility Service should contact Accessibility Service for request for extensions or special care that relate to their special need.

Registration with Accessibility Service does not necessarily equate to a student receiving additional marks.
Further information can be found online at https://www.uts.edu.au/current-students/students-with-accessibility-requirements/accessibility-service

2.12 SPECIAL CONSIDERATION
UTS recognises that students may experience a disruption to their assessment in a subject as a result of circumstances beyond their control, including but not limited to serious illness, psychological conditions, significant loss, bereavement, hardship or trauma.

Special consideration is the formal process by which students may seek to have these factors addressed. Special circumstances do not override the requirement that to achieve a pass grade, students must be competent in the knowledge and skills in the subject. The special consideration process is not intended as an insurance policy against a possible fail. Extra marks will not necessarily be added to the mark for an assessment or when finalising results.

If your work during a teaching period or performance in an assessment item, including examinations, has been seriously affected by illness or other factors you may be eligible for Special Consideration. Requests will only be considered in terms of UTS rule 8.3 Special Consideration of Disruption to Assessment, (www.gsu.uts.edu.au/rules/8-3.html) and in accordance with the criteria specified on the application form. Students also should be aware of the time limits for applying for special consideration and adhere to these time limits.

The application for special consideration is to ensure that the student’s circumstances are made known to the relevant Subject Coordinator and to provide equitable treatment to students whose performance in an assessment item or items is affected by circumstances beyond their control.

EXAMINATIONS
Special consideration applications relating to examination performance must be lodged online within two working days following the date of the
examination. Further details, including the application portal, are available online at https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special.

**Assessment Items (e.g. Essays, Presentations)**
Special consideration applications relating to assessments, including request for extensions of more than 1 week, must be lodged in accordance with the special consideration requirements found in the link provided below. Further details, including the application portal, are available online at https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/special-circumstances/special.

For further information see the Online Special Consideration Student Guide: https://www.uts.edu.au/sites/default/files/Student_Portal_Guide_V_1%205_May2014.pdf

### 2.13 Grades
Grades are criterion-referenced which means that student assignment tasks are assessed against the assessment criteria, and not against the work of other students in the subject.

#### 2.13.1 Review of Assessment Mark/Grade
If you believe that there has been an error in the marking of an assessment task, you should consult the Coursework Assessment Procedure (section 4.50) for the relevant action to take. Students should be aware that a review of their assessment mark/grade will not necessarily result in the granting of a remark.

There are strict time limits for making a claim concerning any possible error, and students should make an appointment to see the Subject Coordinator within five working days following the date of the release of the result for assessment tasks completed during the teaching weeks, and within five working days following the date of the release of final results in the case of a final examination. A Subject Coordinator may refuse to consider a student’s request where five working days have passed.
Students are required to familiarise themselves with the Coursework Assessments Policy, as well as the Coursework Assessment Procedure prior to consulting with the Subject Coordinator.

2.13.2 REVIEW OF FINAL SUBJECT RESULT

Students may only apply for a review of a final result for a subject by the relevant Faculty Student Assessment Review Committee, if there were procedural irregularities in the determination of the final assessment result for a subject (see Rule 8.6 - Assessment of Coursework Subjects – www.gsu.uts.edu.au/rules/8-6.html and the Policy for the Assessment of Coursework Subjects for the definition of procedural irregularity www.gsu.uts.edu.au/policies/assessment-coursework-policy.html).

The Procedures for the Assessment of Coursework Subjects define ‘procedural irregularity’ to mean that the assessment process was not conducted according to the University’s procedures. Examples might include errors in adding marks, or with the administration of an examination, or an officer of the University failing to consider mitigating circumstances presented in accordance with published procedures (http://www.gsu.uts.edu.au/policies/documents/assessment-coursework-procedures.pdf).

Requests for a review must be made in writing by the specified closing date, and in accordance with the process outlined on the Application for a Review of a Final Subject Assessment Result form which is available from the UTS website at https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/review-final-subject

A procedural irregularity does not include academic merits concerns where students believe their assessment task has not been properly marked. Academic merit queries or complaints are dealt with under the Coursework Assessment Procedure.
2.14 HELPS (HIGHER EDUCATION LANGUAGE & PRESENTATION SUPPORT)
HELPS provides assistance with English language proficiency and academic language. Students who need to develop their written and/or spoken English and academic literacy should make use of the free services offered by HELPS, including academic language workshops, vacation intensive courses, drop-in consultations, individual appointments and Conversation @ UTS.

HELPS is located in Student Services, on Level 3 of Building 1, Room 8 at City Campus - phone 9514-2327.

2.15 SPECIAL EXAM CONDITIONS FOR NON ENGLISH SPEAKING BACKGROUND (NESB) STUDENTS
Students from Non-English Speaking Backgrounds may be eligible to apply for special exam conditions. The University makes provisions for students who have been studying English for a limited time to use a paper dictionary, and to have extra time in exams. Contact the Student Service Centre, for more information.

2.16 TIMETABLE
Class timetables are available online at https://www.uts.edu.au/current-students/timetable/uts-timetable-planner. Students need to register for subject activities using My Subject Activities at https://mytimetable.uts.edu.au/. Subject Coordinators are unable to allocate students to tutorials. Students who wish to change tutorials are required to submit eRequests. According to UTS Timetable policy, all teaching activities commence on the hour.

All activities are required to vacate the teaching venue 10 minutes prior to the scheduled finish time to allow staff and students to travel to their next class and to allow staff to setup a classroom if required.

2.17 OVERSEAS EXCHANGE APPLICATIONS
UTS law students are encouraged to seek international study experience.
Students may get credit for their Law degree by undertaking subjects offered by other universities internationally. Note that the UTS Law Faculty will only give credit for subjects taught by recognised Law schools.

Also students need to get approval prior to their studies. The form can be found here


Prior to receiving written approval students must not commit to travel, accommodation or enrolment. That class mates may have been granted approval is not guarantee another applicant will also be given approval. Each student’s study plan is different. The fact of financial commitment will not be factored into any decision regarding credit recognition approval. There is a credit limit of two subjects in any exchange session.

3  RESOURCES

3.1  STUDENT SERVICES
The Student Services Unit (SSU) provide a range of professional services to assist UTS students, including counselling, special needs, financial assistance, health and careers. For further information please see Student Services: https://www.uts.edu.au/current-students/support.

3.2  COUNSELLING
A confidential free counselling service is available to all students. Counsellors can assist with a wide range of personal, relationship, psychological, study and administrative difficulties including:

- If you think you may have chosen the wrong course
- If you have stressful circumstances or psychological or emotional issues which interfere with your studies
- With managing administrative problems or complaints
- If you want to develop better generic learning skills
• If you need help as you are on Academic Caution

For further information please see https://www.uts.edu.au/current-students/support/health-and-wellbeing/counselling-service-and-self-help

3.3 STUDENT WELLBEING

The study of Law requires commitment and, at times, hard work. Good health is a significant part of students’ ability to enjoy their studies. There are several resources, within and outside of the University, available to assist law students with their wellbeing and health. These include:

• Batyr – A program designed to educate, engage and empower young people to think and talk about mental health at http://www.batyr.com.au

• The Desk – a university designed program with tools and tips for study and health at www.thedesk.org.au

• Survive Law – a law students’ guide to study, tricks and tips, careers and wellbeing at http://survivelaw.com/

• Minds Count Foundation - The Foundation’s objective is to decrease distress, disability and the causes of depression and anxiety in the legal profession and includes resources and information for law students at https://mindscount.org/

3.4 UTS LIBRARY

The UTS Library (http://www.lib.uts.edu.au) has a wide range of services and resources that are useful, including law reports, law journals, textbooks, and access to online resources. Relevant materials for subjects may also be available on Closed Reserve which is a special borrowing service that allows you to use the material for two hours or overnight, to ensure the materials are available to many students. Materials on Closed Reserve are listed in the library catalogue by subject details and Subject Coordinator. Contact the Law Librarian on (02) 9514 3726 for further information or assistance.
3.4.1 STUDY SKILLS
The library offers a range of services to assist students with study. Under the study skills link from the library homepage, students can access Study Skills, including referencing, group work and presentations. The library also offers workshops and tours – see the website for details, and in particular, the following link: http://www.lib.uts.edu.au/help/study-skills

3.5 CAREERS
The UTS Careers Service (LINK) offers career consulting, helpful advice and assistance in finding work opportunities. The service provides career development advice including work-ready programs, planning resources, job-search strategies and events, as well as help with resumes, applications and interviews.

The Faculty has a Law Careers Consultant, Sam Berry. Sam works with law students to assist with career development in legal workplaces

3.6 UTSONLINE
All subjects offered by UTS:Law have a UTSONline site (https://online.uts.edu.au/) that includes the Subject Outline, announcements and resources such as lecture overheads/slides, useful links, etc. If you wish to retain any electronic materials accessed via UTSONline, you should download and save these.

The Student Guide to UTSONline provides helpful information to get started: https://help.online.uts.edu.au/information-for-all-users/for-students/.

It is the responsibility of students to ensure that they:

- are registered on UTSONline for the subject
- regularly check UTSONline for announcements
- progressively download and save their subject materials from UTSONline through the teaching session
UTSOnline also hosts separate course sites for JD and LLB students with useful general information relating to your relevant study.

If you have difficulties accessing UTSOnline, contact the ITD Support by phone on (02) 9514 2222 or by logging a job through the Service Connect – https://www.uts.edu.au/current-students/managing-your-course/using-uts-systems/serviceconnect

3.7 UTS STUDENT SERVICE CENTRE
The Student Service Centre, provides general student administration related information and course progression advice to students. Students with enquiries on course or student administration related matters should contact the Student Centre by phone on 1300 ASK UTS or 1300 275 887, or by lodging a written enquiry via the ASK UTS portal at https://www.uts.edu.au/current-students/managing-your-course/ask-uts/ask-uts

3.8 LAW RECEPTION
Staff at Law Reception will assist with:

- submission and collection of Law assignments
- collection of course materials for the current teaching session
- submission of applications for Requests for Extensions

Location details and opening hours for Law Reception are available at UTS:Law Reception.

3.9 UTS: LAW STUDENTS’ SOCIETY
The Law Students' Society (LSS) is situated within the Faculty and represents and promotes the interests and concerns of Law students. More information is available on the website http://www.utslss.com
4. UTS FACULTY OF LAW MENTORING PROGRAMS

The Faculty of Law offers comprehensive mentoring programs designed to support the various needs of UTS:Law students. We offer several discrete programs which target different student groups. More information is available on the website:


Currently, the mentoring programs are:

4.1 FIRST YEAR PEER MENTORING

The first year peer mentoring program is run in conjunction with the Law Students' Society (LSS) and is available to both undergraduate and postgraduate students. The program provides two benefits:

- a medium for new students to connect with their peers and senior law students, and
- an opportunity to focus on developing legal study skills.

For further information visit: https://www.facebook.com/UTS-LSS-Herbert-Smith-Freehills-First-Year-Peer-Mentoring-136834003022053/

4.2 INTERNATIONAL STUDENT MENTORING

International students from all years can attend tailored orientation sessions run by the University. In addition, the Law Students Society runs a “Buddy Program” that matches junior buddies, who are commencing their studies in the Faculty of Law, with senior buddies who are established students at the Faculty. The program provides an opportunity for students to network, join in social events, get advice from senior students and be introduced to the Faculty and University services.

4.3 ACADEMIC MENTORING

This program provides one-on-one, staff-to-student support for students who have demonstrated the capacity to study law but who have experienced
severe challenges during their studies. Students that could benefit from being in the program are identified by academic staff.

4.4 HIGH ACHIEVERS MENTORING
Students who demonstrate outstanding academic performance will be identified by the Faculty of Law and offered a place in this program. Identified students will have the opportunity to meet with, and be mentored by, leading members of the legal profession.

5. BRENNAN JUSTICE AND LEADERSHIP PROGRAM
The Brennan Program is a voluntary program for UTS Law students. It seeks to strengthen the justice consciousness, idealism and sense of service that students bring to their studies and later professional work. Students who complete the program receive the Brennan Justice and Leadership Award. The Program and Award are named after Sir Gerard Brennan, former Chief Justice of the High Court and UTS Chancellor. The two main components of the program are:

5.1 REFLECTIONS ON JUSTICE
This component is designed to stimulate an intellectual engagement with the idea of justice across the law program and beyond, and generate a group conversation about justice through special lectures, debates and discussion groups.

5.2 LEADERSHIP THROUGH SERVICE
In this component students undertake voluntary roles with a service and leadership element. Volunteering may be either legal or non-legal in nature.

Further information about the program is available at https://www.uts.edu.au/current-students/current-students-information-faculty-law/brennan-justice-and-leadership-program

6. MOOTING COMPETITION PROGRAM
Mooting is a simulated appeals court proceeding where competitors take on the role of opposing counsel.
The Law Faculty supports an extensive mooting competition program both nationally and internationally, as an opportunity for students to gain an international perspective on their courses and careers. Mooting is an exciting way to gain high level courtroom skills, research experience and is fully funded by the Faculty (incl. airfares, accommodation & competition expenses).

Participation in some mooting teams may be counted as credit towards your degree.


7. SAFETY AND WELLBEING ESSENTIALS
UTS is committed to providing a safe and healthy study environment for all UTS students. To ensure you are aware of health and safety procedures and resources at UTS, students are asked to undertake the Safety and Wellbeing Essentials training module via UTSOnline.

**HOW TO ACCESS THE SAFETY AND WELLBEING ESSENTIALS TRAINING ON UTSOnline**
Log in to UTSOnline using your student ID number and web mail password. You can then select the Law:Safety and Wellbeing Essentials item under the My Subjects heading, and then click the Begin button to commence the training. Please note that the passing grade for this module is 80%.

Please note that:

- You should turn off any pop-up blocking option in your web browser.
- Once you have completed the Assessment, click the Exit link in the upper-right corner.
- Then click the Exit button again in the following screen: This will record your results and return you to UTSOnline.
8. **UTS RULES, DATES AND WEB REFERENCES**

8.1 **UNIVERSITY RULES**

Students are strongly advised to read the Rules of the University, available from the UTS website at [http://www.gsu.uts.edu.au/rules/student/index.html](http://www.gsu.uts.edu.au/rules/student/index.html), and to understand the requirements of their course by referring to the Online Handbook at [www.handbook.uts.edu.au](http://www.handbook.uts.edu.au).

Staff at the Student Service Centre are available to answer any further enquiries you may have and can be contacted by phone on 1300 ASK UTS or 1300 275 887 or by lodging a written enquiry via the ASK UTS portal at [https://www.uts.edu.au/current-students/managing-your-course/ask-uts/ask-uts](https://www.uts.edu.au/current-students/managing-your-course/ask-uts/ask-uts).

8.2 **ATTENDANCE AND/OR PARTICIPATIONS REQUIREMENTS**

Rule 3.8.2 states that if a student does not satisfy the prescribed attendance and/or participation requirements for a subject, the Responsible Academic Officer may:

- refuse permission for the student to be considered for assessment
- refuse permission for the student to attempt an assessment task
- refuse permission for the student to undertake an examination in that subject
- record a final result of `Fail' for the student in that subject

If a student is prevented from meeting prescribed attendance or participation requirements as a result of illness or other circumstances beyond the student's reasonable control, the student may apply for consideration of alternative arrangements. Applications must be made through the prescribed University processes, and students are advised to consult with staff at the Student Service Centre to ascertain the appropriate method of application.
8.3 ASSESSMENT REQUIREMENTS
The UTS Policy and Procedures for the Assessment of Coursework subjects can be found at www.gsu.uts.edu.au/policies/assessment-coursework-html

Details of assessment requirements are specified in the Subject Outline for each subject and students have a responsibility to ensure that they are fully informed of all aspects of the subject assessment requirements and of the assessment processes. Students are responsible for familiarising themselves with, and acting upon, all requirements relating to assessments and examination. Students also have a responsibility to make themselves available for exams during the official examination period and/or designated examination sessions.

8.4 RELEASE OF FINAL ASSESSMENT RESULTS
Rule 8.4.3 states that the final subject assessment result must not be released to students prior to the official release of results. Accordingly, the last piece of assessment may only be made available for collection following the official release of results by the University.

8.5 WITHDRAWAL FROM A SUBJECT
Students wishing to withdraw from a subject without academic and/or financial penalty are able to self-withdraw online via My Student Admin and MUST do so by the Census Date for the current teaching session they are enrolled in. Census dates are published on the UTS website. If students are unable to withdraw prior to the Census date but believe they have a genuine case where their ability to continue studying was, or is affected by circumstances beyond their control, they may apply to withdraw from a subject. Further details are available at https://www.uts.edu.au/current-students/managing-your-course/your-enrolment/enrolment-changes

8.6 KEY DATES
Academic Year http://www.handbook.uts.edu.au/dates_academic.html
Census Date http://www.uts.edu.au/current-students/managing-your-course/important-dates/census-date
8.7 STUDENT RELATED RULES


SPECIAL CONSIDERATION  http://www.gsu.uts.edu.au/rules/student/section-8.html#r8.3


8.8 STUDENT SELF-ADMINISTRATION

E-REQUEST  UTS: Variation of Program - StudentLogin

MY STUDENT ADMIN  https://onestopadmin.uts.edu.au/estudent/

MY SUBJECT ACTIVITIES  https://mytimetable.uts.edu.au/

UTSONLINE  https://online.uts.edu.au/


8.9 REFERENCES

LAW HANDBOOK  www.handbook.uts.edu.au/law

WEBSITE  www.law.uts.edu.au

STUDENT CENTRES  http://www.uts.edu.au/current-students/contacts/
9. CONTACTS

9.1 INTERNAL

HELPs  
https://www.uts.edu.au/current-students/support/helps

STAFF DIRECTORY  
http://email.itd.uts.edu.au/webapps/directory/byname/

UTS STUDENT CENTRES  
http://www.uts.edu.au/current-students/contacts/general-contacts

UTS STUDENT SERVICES  
https://www.uts.edu.au/current-students/support/

UTS STUDENT OMBUD  

UTS STUDENTS’ ASSOCIATION  
https://sa.uts.edu.au/

ACADEMIC LIAISON OFFICER  

UTS: LAW RECEPTION  
https://www.uts.edu.au/current-students/current-students-information-faculty-law/overview#uts-law-reception

UTS CAREERS  
https://www.uts.edu.au/current-students/current-students-information-faculty-law/career

9.2 EXTERNAL

LEGAL PROFESSION ADMISSION BOARD

The Legal Profession Admission Board (LPAB) is a self-funding body, created by legislation, responsible for making rules, approving the admission of lawyers to the Supreme Court of NSW in order to be entitled to apply to practice as a legal practitioner. Further information is provided on the LPAB website: http://www.lpab.justice.nsw.gov.au/
To be eligible for admission, students must complete both the academic and the practical requirements of study. UTS is the only Sydney-based University that offers the practical requirement (PLT) as well as the academic requirement. Further information about the Practical Legal Training (PLT) is available here.

**LAW SOCIETY OF NSW**

The Law Society is the professional association for solicitors and located at 170 Phillip Street, Sydney NSW 2000
T: (02) 9926 0333; F: (02) 9231 5809
E: lawsociety@lawsociety.com.au
W: www.lawsociety.com.au

**LAW SOCIETY OF NSW – YOUNG LAWYERS**

Young Lawyers provides opportunities to engage with the profession, and support and resources for solicitors up to age 36 or in their first five years of practice. Membership is automatic and free and is available to law students. The Young Lawyers website has helpful information on resilience and wellbeing. Contact Young Lawyers through http://www.lawsociety.com.au/about/YoungLawyers/index.htm.

The Law Society and Young Lawyers have events throughout the year, advertised on their webpages of interest to law students.

**NEW SOUTH WALES BAR ASSOCIATION**

The Bar Association is the professional association for barristers and is located at:
174 Phillip Street, Sydney NSW 2000.
T: (02) 9232 4055; (F): 02 9221 1149
Disclaimer: The information in this guide is correct as of January 2020. The University reserves the right to alter any matter described in this guide without notice. For the most up-to-date information please refer to the relevant UTS website.