1. INTRODUCTION

2. GENERAL INFORMATION - TEACHING & LEARNING

2.1 Graduate Attributes
2.1.1 UTS: Law Bachelor of Laws
2.1.2 UTS: Law Postgraduate
2.1.3 UTS: Law Professional Legal Program

2.2 Audio Recordings of Lectures
Recorded Lectures on UTS Online

2.3 Academic Misconduct

2.4 Assessment
2.4.1 Written Communication
2.4.2 Assignments
Academic Writing
Presentation
Referencing
Copyright
Online Plagiarism Prevention
Assignment Cover Sheet
Submission
Late Work
Extensions
Return of Papers
Feedback

2.4.3 Exams
Centrally Conducted Exams
Scheduling Difficulties: Rescheduled Exams
Missed a Centrally Conducted Exam?
Missed a Centrally Conducted Special or Supplementary Exam?
Faculty Based Exams
Difficulties Attending a Faculty Based Exam
Missed a Faculty Based Exam
Past Papers and Return of Exam Papers
Late Take Home Exams 16

2.5 Academic Liaison Officer (ALO) 16

2.6 Special Needs 17

2.7 Special Consideration Examinations 17
Assessment Items (e.g essays, presentations 18

2.8 Grades and Review of Grades 19
Review of Assessment Result 19
Review of Final Subject Result 19

2.9 HELPS (Higher Education Language & Presentation Support) 19

2.10 Special Exam Conditions for non english speaking background (NESB) students 20

2.11 Timetable 20

3. RESOURCES 21

3.1 Student Services 21
3.1.1 Counselling 21
3.1.2 Student Wellbeing 21

3.2 UTS Library 22
3.2.1 Study Skills 22

3.3 UTSOnline 22

3.4 UTS Student Centre 23

3.5 Law Reception 23

3.6 UTS Law Students Society 23

4. UTS: LAW MENTORING PROGRAMS 24

4.1 First Year Peer MENTORING 24

4.2 International student MENTORING 24

4.3 Academic Mentoring 24
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4</td>
<td>High achievers MENTORING</td>
<td>25</td>
</tr>
<tr>
<td>5.</td>
<td>BRENNAN JUSTICE AND LEADERSHIP PROGRAM</td>
<td>25</td>
</tr>
<tr>
<td>5.1</td>
<td>Reflections on Justice</td>
<td>25</td>
</tr>
<tr>
<td>5.2</td>
<td>Leadership Through Service</td>
<td>25</td>
</tr>
<tr>
<td>6.</td>
<td>MOOTING COMPETITION PROGRAM</td>
<td>26</td>
</tr>
<tr>
<td>7.</td>
<td>UTS RULES, DATES AND WEB REFERENCES</td>
<td>27</td>
</tr>
<tr>
<td>7.1</td>
<td>University Rules</td>
<td>27</td>
</tr>
<tr>
<td>7.2</td>
<td>Attendance and/or Participation Requirements</td>
<td>27</td>
</tr>
<tr>
<td>7.3</td>
<td>Assessment Requirements</td>
<td>27</td>
</tr>
<tr>
<td>7.4</td>
<td>Release of Final Assessment Results</td>
<td>28</td>
</tr>
<tr>
<td>7.5</td>
<td>Withdrawal from a Subject</td>
<td>28</td>
</tr>
<tr>
<td>7.6</td>
<td>Key Dates</td>
<td>28</td>
</tr>
<tr>
<td>7.7</td>
<td>Student Related Rules</td>
<td>28</td>
</tr>
<tr>
<td>7.8</td>
<td>Student Self-administration</td>
<td>29</td>
</tr>
<tr>
<td>7.9</td>
<td>References</td>
<td>29</td>
</tr>
<tr>
<td>8.</td>
<td>CONTACTS</td>
<td>30</td>
</tr>
<tr>
<td>8.1</td>
<td>Internal</td>
<td>30</td>
</tr>
<tr>
<td>8.2</td>
<td>External</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Legal Profession Admission Board</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Law Society of NSW</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Law Society of NSW – Young Lawyers</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>New South Wales Bar Association</td>
<td>31</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

This booklet presents a range of information that all students need to be aware of.

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 booklet is read in conjunction with the outline for the specific subjects that you are enrolled in.
2. GENERAL INFORMATION - TEACHING & LEARNING

2.1 GRADUATE ATTRIBUTES

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

2.1.1 UTS: LAW BACHELOR OF LAWS

GRADUATE ATTRIBUTES

Graduate Attribute 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.

Graduate Attribute 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.

Graduate Attribute 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.

Graduate Attribute 4: Research skills
Well-developed cognitive and practical skills necessary to identify, research, evaluate and synthesise relevant factual, legal and policy issues.

Graduate Attribute 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.

Graduate Attribute 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 UTS: LAW POSTGRADUATE
GRADUATE ATTRIBUTES

Graduate Attribute 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.

Graduate Attribute 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.

Graduate Attribute 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.

Graduate Attribute 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.

**Graduate Attribute 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.

**Graduate Attribute 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 UTS: LAW PROFESSIONAL LEGAL PROGRAM

#### GRADUATE ATTRIBUTES

1. **Critical Thinking**
   An advanced level of independent thinking, creativity and critical analysis.

2. **Analysis and Evaluation**
   A developed ability to strategically analyse issues of law, evaluate options and viewpoints to reach and implement decisions.

3. **Spoken and Written Communication**
   Advanced oral and written communication skills that demonstrate an ability to communicate in ways that are effective, appropriate and persuasive for legal and non-legal audiences.

4. **Legal Research and Technological Literacy**
   A developed ability to use appropriate research techniques to acquire, distil and utilise legal information in a professional context.
5. Disciplinary Knowledge
Advanced applied knowledge and skills to demonstrate autonomy, well
developed judgment, adaptability and responsibility as a practitioner.

6. Life Long Learning
A developed ability to reflect, practise and integrate knowledge, skills and
awareness.

7. Ethics
A developed ability to exercise professional judgment and to recognise and
reflect on ethical issues and the professional responsibilities of lawyers in
service to the community and in promoting justice.

8. Self and co-operative work management
A developed capacity to exercise self and priority management skills
including cooperative work and a capacity to participate in, and engage
with, the legal profession.

9. Cultural Awareness and Social Justice
A developed awareness and acceptance of social responsibility within the
profession and a capacity to deliver legal services to a culturally diverse
community.

2.2 AUDIO RECORDINGS OF LECTURES
Unless you are enrolled in an off campus subject, you are expected to be
physically present at lectures. 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.

RECORDED LECTURES ON UTS ONLINE
Arrangements may be in place for lecture audio recordings, taped 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.

2.3 ACADEMIC MISCONDUCT
Allegations of academic misconduct are regarded very seriously and where proven will be penalised accordingly.

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

A finding of academic conduct may be relevant to a student’s application to the Legal Practitioners’ Board for admission as a lawyer to the Supreme Court of NSW.

For more details visit www.sau.uts.edu.au/academic/misconduct/index.html
2.4 ASSESSMENT

2.4.1 WRITTEN COMMUNICATION
Students must always use their UTS Email address when emailing their lecturer or other University staff.

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 at [Guide to Written Communication](#). 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.

2.4.2 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:

1. The Guide referred to above, and
2. HELPS referred to on page 17.

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 but 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.

REFERENCING
Detailed information regarding referencing is available in the UTS: Law Guide to Written Communication which is available online at Guide to Written Communication

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

ONLINE PLAGIARISM PREVENTION
Students should note that academics have access to resources that can check for evidence of student plagiarism.

ASSIGNMENT COVER SHEET
The UTS: Law Assignment Cover Sheet must be completed and stapled on the top left-hand corner of each assignment. This includes student acknowledgment of the University Rules regarding plagiarism and academic misconduct. Cover sheets are available at the Law Reception foyer, or at UTS: Law Assignment Cover Sheet

SUBMISSION
Assessment tasks must be submitted in hard copy to the Faculty of Law Reception (CM05B.03.03) by 6pm on the due date during Faculty teaching weeks, or 5pm on the due date during Faculty non-teaching weeks and Summer semester unless otherwise advised. Assignments will not be accepted by fax, email or via UTS Online unless otherwise advised by the Subject Coordinator. Students must retain a copy of their assignment(s).

Please do not place your work in a plastic sleeve or binder unless specifically requested to do so by the Subject Coordinator.
LATE WORK
Any assessment task (excluding take home exams) submitted after 6pm on the due date during Faculty teaching weeks, or after 5pm on the due date during Faculty non-teaching weeks, and summer semester 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 (5) per cent of marks for the assessment task will be deducted per day for assessment tasks submitted after the due date).

Loss of marks penalty will not apply in cases of approved extensions by the Subject Coordinator. Additionally, this 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.

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

Forms are available at the Law Reception foyer (CM05B.03.03) or at Extensions. Application forms must be submitted, before the due date for the assessment item, directly at Law Reception on level 3 of the Law Faculty or by fax to (02) 9514 3400. Late or mislodged applications may not be considered.
Students whose studies are affected by serious illness or hardship, and require long-term extensions should submit an online Application for Special Consideration - www.sau.uts.edu.au/assessment/consideration/.

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 PAPERS
Assignments will be available for collection from the Law Reception counter, unless otherwise arranged by the Subject Coordinator.

A list of marked assignments available for collection by students is published on the law website, by clicking on the Important Notices link under Current Students - Assignment Collection

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.

2.4.3 EXAMS
Examinations for subjects are either conducted centrally by the Student Administration Unit or 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 (www.sau.uts.edu.au/assessment/exams/central.html) 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
• special exams periods
• results release dates
• supplementary exams periods
• exam timetable

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 at www.sau.uts.edu.au/assessment/exams/timetable/difficulties.html.

MISSED A CENTRALLY CONDUCTED EXAM?
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 a special exam within two working days of the missed exam. The online application system is accessible at www.sau.uts.edu.au/assessment/exams/missed.html

MISSED A SUPPLEMENTARY EXAM?
Students who, through illness or circumstances beyond their control, cannot attend, or have missed a centrally conducted special or supplementary exam may apply to the Faculty of Law for a final chance to sit that exam. This process is called the Exam after the Examination Period.

To apply for The Exam after the Examination Period please 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.

**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. Details of Faculty based exams are normally specified in the Subject Outline or released in class.

**DIFFICULTIES ATTENDING A FACULTY BASED EXAM**
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 email **lawexams@uts.edu.au** requesting further instructions at least ten working days prior to the scheduled exam.

**MISSED A FACULTY BASED EXAM**
Students who, through illness or circumstances beyond their control cannot attend, or have missed a Faculty based exam and wish to have their eligibility for another attempt at that exam assessed, are advised to email **lawexams@uts.edu.au** requesting further instructions within two working days of the missed exam.

**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**.

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

2.5 ACADEMIC LIAISON OFFICER (ALO)
The Academic Liaison Officer (ALO) is the contact for students with special needs, Indigenous students, and InpUTS educational access scheme students; or those who experience difficulties with their studies because of primary carer's commitments, have an illness or experienced misadventure that has affected the student for the duration of a semester. Accordingly, you will need to see 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 Special Needs 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 semester.
- an Indigenous student.
- an InpUTS educational access scheme or Principals’ Recommendation Scheme (PRS) student.

Requests to the ALO must be made by no later than week nine for Autumn and Spring semesters, and week two for Summer semester.

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 2.10).

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

For further information refer to the following site - www.ssu.uts.edu.au/sneeds/services/assessment/alo.html

Information relating to learning and assessment adjustment arrangements is available on the relevant application forms at www.sau.uts.edu.au/forms/index.html#assessment

2.6 SPECIAL NEEDS
The Special Needs 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.

Special Needs 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. Further information can be found online at www.ssu.uts.edu.au/sneeds/.

2.7 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 official 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.

The application for special consideration purposes 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 of the examination. Further details, including the application portal, are available online at www.sau.uts.edu.au/assessment/consideration/.

ASSESSMENT ITEMS (E.G ESSAYS, PRESENTATIONS)
Special consideration applications relating to assessments must be lodged online before the due date of the assessment item. Further details, including the application portal, are available online at www.sau.uts.edu.au/assessment/consideration/.

2.8 GRADES AND REVIEW OF 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.

REVIEW OF ASSESSMENT RESULT

If you believe that a mistake has been made in the calculation of the mark/grade or result for your assessment, please contact your Lecturer or Tutor to discuss the reasons for your result. If you are not satisfied with the outcome of your discussion, you may then wish to escalate the matter by contacting the Subject Coordinator to further discuss options that may be available to you.

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). Requests for a review must be made in writing by the specified closing date, and in accordance with the processes outlined on the Application for a Review of a Final Subject Assessment Result which is available from the UTS website at www.sau.uts.edu.au/forms/index.html#assessment

2.9 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 Conversations@UTS (www.ssu.uts.edu.au/Helps). HELPS is located in Student Services, on level 3 building 1 at City Campus - phone 9514-2327.
2.10 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 Centre, Haymarket for more information.

2.11 TIMETABLE
Class timetables are available online at http://timetable.uts.edu.au/. Students need to register for subject activities using My Subject Activities at https://mysubjects.uts.edu.au/. According to UTS Timetable policy, all teaching activities will preferably be scheduled in full hour blocks and timetabled to 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.
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 www.ssu.uts.edu.au.

3.1.1 COUNSELLING

Counsellors are available at both the City and Kuring-gai campuses. This is a confidential service and counsellors can assist all students 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 www.ssu.uts.edu.au/counselling/

3.1.2 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:

- 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/
- Tristan Jepson Memorial 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 www.tjmf.org.au/wellness-network/.

3.2 UTS LIBRARY

The UTS Library (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.

3.2.1 STUDY SKILLS

The library offers a range of services to assist students with study. Under the HELP 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.

3.3 UTS ONLINE

Most subjects offered by the Law Faculty have an UTSOnline site (http://online.uts.edu.au/) that includes announcements made in lectures, lecture overheads/slides, resources, and administrative matters. The Student guide to UTSOnline provides helpful information to get started: http://www.iml.uts.edu.au/elearning/student/.

It is the responsibility of students to ensure they are registered on UTSOnline for the subject, and regularly check UTSOnline for announcements. If you have difficulties accessing UTSOnline, contact the ITD Service Desk by phone on (02) 9514 2222 or by logging a job through the ITD Service Desk - https://servicedesk.uts.edu.au/.
3.4 UTS STUDENT CENTRE
The Student Centre, Haymarket provides general student administration related information and course progression advice to students, as well as specific administration services for Law students. Students with enquiries on course or student administration related matters should contact the Student Centre Haymarket by phone on 1300 ASK UTS or 1300 275 887, or by lodging a written enquiry via the ASK UTS portal at http://ask.uts.edu.au/. The Student Centre, Haymarket is located in Building 5 and students are advised to check the opening hours online prior to visiting the Centre at Student Centre.

3.5 LAW RECEPTION
Staff at Law Reception will happily assist with such matters as the:

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

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

3.6 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

3.7 DIRECTOR OF STUDENTS
The Director of Students in the Faculty is available for students who need specific advice or assistance concerning their study. For administrative enquiries, students should seek assistance from the Student Centre. Contact details for the Director of Students are on the Faculty webpage.
4. **UTS: 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: [http://www.law.uts.edu.au/mentoring/](http://www.law.uts.edu.au/mentoring/)

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.


**4.2 INTERNATIONAL STUDENT MENTORING**

International students from all years can attend tailored mentoring sessions run by international students. In addition, the Faculty runs an international students mentoring workshop at the beginning of semester. The workshop provides an opportunity for students to network, 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 they bring to their studies and later professional work. Those 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 done in either legal or non-legal contexts.
6. MOOTING COMPETITION PROGRAM

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 a credit towards your degree.

7. UTS RULES, DATES AND WEB REFERENCES

7.1 UNIVERSITY RULES

Students are strongly advised to read the Rules of the University, available from the UTS website at www.gsu.uts.edu.au/rules/index.html, and to understand the requirements of their course by referring to the Online Handbook at www.handbook.uts.edu.au. Staff at the Student Centre Haymarket 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 http://ask.uts.edu.au/

7.2 ATTENDANCE AND/OR PARTICIPATION 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:

(1) refuse permission for the student to be considered for assessment;
(2) refuse permission for the student to attempt an assessment task;
(3) refuse permission for the student to undertake an examination in that subject;
(4) 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 Centre Haymarket to ascertain the appropriate method of application.

7.3 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.

7.4 RELEASE OF FINAL ASSESSMENT RESULTS
Rule 8.4.3 states that the final subject assessment result may 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.

7.5 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 at [www.sau.uts.edu.au/managing/msa.html](http://www.sau.uts.edu.au/managing/msa.html) and MUST do so by the Census Date for the current semester they are enrolled in. Census dates are published on the UTS website at [www.sau.uts.edu.au/dates/census](http://www.sau.uts.edu.au/dates/census). 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 [www.sau.uts.edu.au/enrolment/changes.html](http://www.sau.uts.edu.au/enrolment/changes.html)

7.6 KEY DATES

7.7 STUDENT RELATED RULES
Variation of Enrolment [www.gsu.uts.edu.au/rules/7-5.html](http://www.gsu.uts.edu.au/rules/7-5.html)
7.8  STUDENT SELF-ADMINISTRATION

e-Request  
Forms: Student Admin  
My Student Admin  
My Subject Activities  
UTS Online

7.9  REFERENCES

Law Handbook  
Law Website  
Student Admin Unit  
Student Centres  
UTS Policies
8. CONTACTS

8.1 INTERNAL

Academic Liaison Officer  www.law.uts.edu.au/alo/
HELPS  www.ssu.uts.edu.au/helps
Staff Directory  http://email.itd.uts.edu.au/webapps/directory/byname/
UTS Student Centres  www.uts.edu.au/students/centres.html
UTS Student Services  www.ssu.uts.edu.au
Student Association  www.ssu.uts.edu.au/

8.2 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:  www.lawlink.nsw.gov.au/lpab

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 support and resources to 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 booklet is correct as of January 2013. The University reserves the right to alter any matter described in this booklet without notice. For the most up-to-date information please refer to the relevant UTS website.