

Closing date:
2 November 2009



The University of Sydney
FACULTY OF LAW

re-enrolment 2010

information for continuing
postgraduate students

please retain this booklet for future reference

Important!

Re-enrolment is **mandatory** for all continuing students.

You must re-enrol by

Monday 2 November 2009

otherwise you may be liable for the \$100 late enrolment fee.



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Faculty of Law
Level 3, Law School Building (F10)
Eastern Avenue, Camperdown Campus
The University of Sydney NSW 2006
Australia

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CRICOS Provider code 00026A

This guide is designed to assist continuing postgraduate students in completing their 2010 re-enrolment. The information contained in this guide is correct at the time of publication (September 2009), but is subject to change without notice. Please consult the Faculty website www.law.usyd.edu.au or contact the Postgraduate

Team (see page 4) for the latest information

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<p>The Postgraduate timetable is available at: www.law.usyd.edu.au/cstudent/coursework/units.shtml</p>

1. Contacting us

New Law School building:

The [new Law School building](#) at the Camperdown Campus is situated adjacent to Fisher (Library) Stack on Eastern Avenue. The nearest street entrances are Parramatta Road or City Road.

Address details are:
Faculty of Law F10
Eastern Avenue
University of Sydney NSW 2006

Location:
<http://www.law.usyd.edu.au/about/campus.shtml>

► Most classes will be taught in the [new Law School Building](#) at Camperdown Campus whilst some semester-length evening classes will continue to be held in [Phillip Street](#) unless specified otherwise. Class locations will be available in early 2010. See www.law.usyd.edu.au/cstudent/coursework/units.shtml

Postgraduate Team

The team is responsible for the administration of all aspects of coursework and research student enrolment and candidature. We are available from 9am to 5pm, Monday to Friday. Our contact details are as follows:

Contact address:
Postgraduate Team
Faculty of Law
Level 3, Law School Building F10
Eastern Avenue, Camperdown Campus
University of Sydney NSW 2006

► Coursework enquiries (local students)

Sarah Upatham
Student Liaison Officer (PG students A-L)
Telephone 9351 0451
Email s.upatham@usyd.edu.au

or
Donna Wilson
Student Liaison Officer (PG students M-Z)
Telephone 9351 0267
Email d.wilson@usyd.edu.au

or
Raul Puertas
Student Liaison Officer (Postgraduate Students)
Telephone 9351 0361
Email r.puertas@usyd.edu.au

or
David Yeates
Postgraduate Coursework & Systems Administrator
Telephone 9351 0347
Email d.yeates@usyd.edu.au

► Coursework enquiries (internat'l students)

Christine Jones
Student Liaison Officer (PG International)
Telephone 9351 0314
Email christine.jones@usyd.edu.au

► Postgraduate Team Leader & Research Students

Sue Ng
Telephone 9351 0265
Email s.ng@usyd.edu.au

Level 3 Information Desk

Hours of operation:
9am to 5pm, Monday to Friday

Telephone 9351 0351
Fax 9351 0200
Email law.info@usyd.edu.au

Services provided by the Information Desk staff include:

- distribution of course reading materials
- receipt and return of essays/assignments (after-hours chute is available at counter – no receipt will be issued)
- receipt of application and enrolment forms
- sale of Faculty merchandise

Application forms and lecture/exam timetables are available from the display stand located adjacent to the Information Desk and also at www.law.usyd.edu.au

2. Completing your re-enrolment

What is re-enrolment?

Re-enrolment (sometimes referred to as *pre-enrolment*) is the process of selecting the units of study you intend to undertake in the following academic year. By re-enrolling in October, you will not be required to attend the University to enrol in-person.

Do I need to re-enrol?

Re-enrolment is *mandatory* for all continuing students who intend to enrol in units of study in February and/or July Semester 2010. Please note that if you do not re-enrol by the closing date you may need to attend an in-person enrolment session in February. You may also be liable for the \$100 late enrolment fee.

► Suspension of studies

If you intend to take leave from studies for *both* semesters in 2010, you do *not* need to re-enrol. If you intend to suspend studies for *either* February *or* July Semester you should re-enrol for the semester in which studies will be undertaken. Students suspending studies in 2010 should seek approval to suspend their candidature by completing the *Change of Coursework Candidature* form (coursework programs) or *Change of Research Candidature* form (research programs) – see Section 8 of this booklet.

► Completion of studies (coursework programs)

If you expect to complete the requirements of your award course by December 2009, you do *not* need to re-enrol. You will receive a letter confirming your completion by March 2010. The next Faculty of Law graduation ceremony will be held in May 2010. Students who complete the requirements of their course by July 2010 will receive notification of completion in September 2010. Please visit www.usyd.edu.au/studentcentre/grads/index.shtml for details on graduation arrangements.

► Upgrading candidature

Graduate Diploma students intending to upgrade their candidature to a master's program in 2010 should *not* re-enrol. Please complete an *Application for admission to a postgraduate course* form, located at:

www.law.usyd.edu.au/fstudent/coursework/apply_local.shtml

and submit it by 2 November 2009. No additional documentation is required. Your application will be assessed upon confirmation of all latest results.

How do I re-enrol?

Re-enrolment should be completed online at MyUni: <http://myuni.usyd.edu.au> > MyAdmin > Pre-enrolment.

You will need your UniKey login name and password to access MyUni. These details can be found on *Confirmation of Enrolment* notices. If you have forgotten your password or require any assistance with MyUni, please contact the ICT Helpdesk on 9351 6000 or visit <http://itassist.usyd.edu.au>.

If you experience difficulties and are unable to complete your re-enrolment online, please complete a paper *Re-enrolment 2010* form, available at:

http://www.law.usyd.edu.au/cstudent/coursework/docs_pdfs/2010re-enrol.pdf

and submit it by **2 November 2009**.

When do I re-enrol?

Online re-enrolment will open on Thursday 8 October 2009. We recommend that you complete your re-enrolment as soon as possible, but no later than

Monday 2 November 2009

Enrolments may be capped in units where the maximum venue capacity has been reached.

Selecting units of study

MyUni will require you to enter the code (and in certain cases the session) of the units of study you intend to undertake in *both* February *and* July semesters 2010. You will find these details in the 2010 Postgraduate lecture timetable. Please note that MyUni will only permit you to enrol in units prescribed for your award course. To determine whether a particular unit is available to your award course, please refer to the 'Available to' column in the timetable.

► Intensive units

When selecting intensive units, please take careful note of the dates on which classes will be held. You will not be permitted to enrol in intensive units with conflicting dates.

► Quota-restricted units

Enrolment in a limited number of units is restricted by a class quota. If you wish to enrol in one of these units, please complete a paper *Re-enrolment 2010* form with the details of the quota unit you wish to undertake – you should enrol in any other units online. Please note that enrolment in quota-restricted units is on a 'first come, first served' basis. We recommend that you submit your request to enrol as soon as possible and well before the re-enrolment closing date.

If you do not initially secure a place, your name will automatically be placed on a waiting list and you will be contacted should a place become available.

► Research projects

If you intend to enrol in a research project, you must seek approval from your Program Coordinator and submit a detailed research proposal prior to enrolment. Once approval is granted, please complete a paper *Re-enrolment 2010* form with the details of the research project you wish to undertake – you should enrol in any other units online.

3. After you re-enrol

Confirmation of enrolment & fee invoice

A *Confirmation of Enrolment* notice and fee invoice (if applicable) will be mailed to students who have successfully re-enrolled in:

- late January for February Semester units (semester-length and intensive)
- mid August for July Semester units (semester-length and intensive)

Please report immediately any error in your enrolment or fee details.

Payment of fees (*coursework only*)

If you have elected (or are required) to pay your tuition fees upfront, please ensure that payment is made in full by the due date indicated on your invoice to avoid your enrolment being cancelled.

Payment may be made by:

Internet: Go to www.epay.usyd.edu.au (credit card)

Telephone: Call 1300 732 076 (credit card)

BPay: Please contact your participating bank or financial institution to make a payment from your nominated account.

Biller code: 252957

Ref no: located next to the BPay logo on your invoice

Mail: Credit card, cheque or money order (payable to 'The University of Sydney') payments may be sent to: Revenue Services

Financial Operations and Systems K07

The University of Sydney NSW 2006

In-person: Credit card, EFTPOS, cheque or money order (payable to 'The University of Sydney') payments may be made at: Cashier Office, [Student Centre](#), Level 3, Jane Foss Russell Building G02, Monday to Friday, 9am to 5pm.

The following credit cards are accepted: MasterCard, Visa, American Express and Diners Club.

Your invoice will contain further details on methods of payment.

Please note that fee receipt facilities are not available at the Law School. See above for payment options.

Student financial statement

The University's Student Centre will mail you a *Student Financial Statement* in:

- late April for February Semester units
- late September for July Semester units

The statement serves as a final confirmation of your enrolment details and financial liability for the semester. If you have elected (or are required) to pay your fees upfront, the statement serves as an official receipt for any fees that you have paid.

Cancellation of enrolment

Please note that failure to pay your fees in full by the due date indicated on your invoice may result in the cancellation of your enrolment. Students whose enrolment has been cancelled are not permitted to attend lectures or sit examinations, library and computer access will be suspended and examination results withheld. An additional charge of \$100 will apply if you wish to have your enrolment reinstated. Any outstanding debt to the University must be paid before any future enrolment can be made.

For enquiries concerning the processing of fee payment or refunds, please contact the Fee Payment Office on 9351 5857 or 9351 5222.

Student card

Continuing students who re-enrol by the closing date will be mailed their 2010 student card during February. Further details on student cards are available at:

www.usyd.edu.au/cstudent/student_cards.shtml

Variation of enrolment

Once you have re-enrolled, you will be able to vary your units of study online until 1 January 2010. Online enrolment variation is scheduled to re-open again on 15 February 2010.

If, for any reason, MyUni does not accept your enrolment variation, please complete an *Enrolment variation request* form (see Section 8 of this booklet).

A new *Confirmation of Enrolment* notice reflecting any amendments will be mailed to you within two weeks of making your request.

Deadlines for enrolments and withdrawals

It is *essential* that variations to enrolment be made by the relevant deadline published on the back cover of this booklet. The provisions of the *Higher Education Support Act 2003* prevent the University from accepting variation requests caused by student error (for example forgetting/misreading dates of intensive classes) beyond published deadlines. Please understand that it is *your* responsibility to ensure that your enrolment details are recorded correctly by the relevant census date. Fees will be charged accordingly.

Fee policy

100% tuition fee liability or FEE-HELP debt will be incurred after the relevant census date below. No refund is payable subsequent to these dates.

CENSUS DATE	SESSION(S) APPLICABLE
February Semester Units	
Monday 15 March	Session 63
Wednesday 31 March	Session 1, 6 and 7
Friday 30 April	Session 64
Monday 10 May	Session 8
Monday 31 May	Session 65
Monday 28 June	Session 61
July Semester Units	
Friday 13 August	Session 53
Tuesday 31 August	Session 2, 5 and 9
Friday 24 September	Session 10
Friday 29 October	Session 54
Friday 17 December	Session 51 and 52

Note: The Faculty of Law requests students intending to withdraw from an intensive unit of study do so *no later than the close of business on the first day of classes*. Withdrawal

requests received subsequent to the first day of classes may incur an administration fee.

Obtaining a fee refund

► Upfront payment

If, as a result of a variation to your enrolment, you are entitled to a fee refund, the amount overpaid can be refunded or credited towards the subsequent semester's liability. You can indicate your preference by completing the *Student Refund Information* form, located at:

www.finance.usyd.edu.au/revenue_income/refund.shtml

Your form should be sent to:

Revenue Services
Financial Operations and Systems K07
The University of Sydney NSW 2006
Fax: (02) 9351 4202

If you do not indicate a preference, the overpaid amount will be credited to the subsequent semester's liability (where one exists) or refunded by cheque after the census date of the subsequent semester (where no further liability exists).

For further information, please contact the Fee Payment Office on 9351 5222 or 9351 5857.

► FEE-HELP

If you have taken out a FEE-HELP loan and withdraw your enrolment in a unit on or before the census date for that unit, you will not incur a debt with the Commonwealth for that unit. For more information, please consult the booklet *FEE-HELP information 2010* (available from the Information Desk), visit www.goingtouni.gov.au or contact the University's Fees Office on 9351 5659 or 9351 5062.

UniKey & University email

A range of electronic student services are available to enrolled students through MyUni at <http://myuni.usyd.edu.au>. All students are issued with a UniKey login name and password at the time of initial enrolment. UniKey details are also listed on *Confirmation of Enrolment* notices. Please keep these details in a handy place as you will need them every time you log in to MyUni.

► University email

Your UniKey details also provide you with access to your University email account. Important notices such as availability of WebCT materials, notification of last-minute changes to class times/locations, reminders on enrolment procedures/deadlines as well as official correspondence from the University's central administration (including the library) will be sent to this account. It is *essential* that you either check it on a regular basis or arrange for mail to be redirected to an address of your choice (go to <http://itassist.usyd.edu.au>). If you choose to redirect your University email, please ensure you maintain a current alternate address.

The Postgraduate Team records a private email address for all students (normally a work address) for urgent daytime correspondence. If you have not advised us of a private address or need to update your address on our records, please send your details to Law.Postgrad@usyd.edu.au.

Reading materials

Reading materials are normally available approximately 2 to 3 weeks prior to the commencement of a unit and may be collected from the Information Desk upon presentation of your student card. In-house materials are free of charge to enrolled students. To view a list of reading materials currently available, please visit:

www.law.usyd.edu.au/cstudent/coursework/reading_materials.shtml

Reading materials may also be available online via the Library e-Reserve Collection at <http://opac.library.usyd.edu.au/search/r>.

Web Course Tools (WebCT)

Web Course Tools (WebCT) is the software that the Faculty of Law uses to manage its online course content. The material found on each WebCT site is supplemental and supportive to face-to-face studies. Unit outlines, class handouts, powerpoint slides, notices, and links to relevant University sites are some materials which may be available for each unit.

WebCT sites are generally accessible on the first day of classes for semester-length units. Students enrolled in intensive units will be notified of the availability of the WebCT site via their University email address. Enquiries regarding WebCT may be directed by email to Law.WebCT@usyd.edu.au

Students are advised to check WebCT regularly, especially for important notices that may need to be posted. To log into the WebCT site, go to <http://www.law.usyd.edu.au> and select "WebCT" from the "Quick Links" drop-down menu. You will require your unikey login to access the site.

Submission of assignments

All assignments must be lodged via the WebCT drop box by the prescribed due date in addition to submitting a hard copy together with the WebCT assignment lodgement receipt and assignment cover sheet (available from www.law.usyd.edu.au) at the Information Desk, new Law School (in person or by mail). The WebCT lodgement date will be your official submission date. For further information on assignment submission, please see the relevant unit outline(s).

Change of contact details

It is vital that you maintain current contact details with the University throughout your candidature. Whilst it is possible to update your address and contact numbers online, please ensure that you also notify the Faculty directly of any changes to your personal details. This may be done by completing the *Change of Contact Details* form (see Section 8 of this booklet), updating your details on your *Confirmation of Enrolment* notice or by faxing/mailling written advice.

4. Law School Building information

New Law School building opening hours

The standard opening hours are:

Monday to Friday	8am to 7.30pm
Saturday	9am to 5pm
Sunday	closed

For further information, please contact the Precinct Officers on 9351 0201.

Noticeboards

You will find helpful information such as the latest lecture and exam timetables, cancellation of lecture notices, course, scholarship and other relevant information posted on the postgraduate noticeboards on levels 3 and 1 of the new Law School.

Law Library

The Library is situated in the new Law School Building, Eastern Avenue, Camperdown Campus. For opening hours and other queries, please contact the Library Information Desk on 9351 0216 or visit <http://www.library.usyd.edu.au/libraries/law/>

ICT computer access lab

A computer access lab is located in the new Law School Library. All enrolled students are entitled to use the lab. The lab is managed by ICT. The Help Desk contact details are available from <http://itassist.usyd.edu.au/about/contacts/>

5. Coursework student information

Suspension of candidature

If you wish to take leave from studies in 2010, you must seek approval to formally suspend your candidature. You may apply to suspend for up to two semesters at a time.

Requests should be made via the *Change of Coursework Candidature* form (see Section 8 of this booklet) and should be submitted as soon as possible, but no later than:

- 31 March to suspend February Semester
- 31 August to suspend July Semester

Requests received subsequent to these dates *cannot* be considered. It is not possible to suspend your studies after the commencement of an intensive unit.

You will receive written notification of the outcome of your request following consideration by the relevant Program Coordinator or the Associate Dean (Coursework) where appropriate.

Withdrawal of candidature

If you are unable to continue your studies, please notify us by completing the *Change of Coursework Candidature* form (see Section 8 of this booklet). Notification should be received as soon as possible, but no later than:

- 31 March to withdraw from February Semester
- 31 August to withdraw from July Semester

A financial liability may be incurred for withdrawing subsequent to these dates. Please note that different dates apply if you are enrolled in intensive units. Please refer to the back cover of this booklet for full details.

Non-prescribed unit enrolment

If you wish to undertake a unit which is not prescribed for your award course, you must first seek permission from your Program Coordinator by completing an *Application for enrolment in a non-prescribed unit* form (see Section 8 of this booklet). You should

clearly indicate the reasons for your request and how the proposed unit relates to your studies or employment.

Cross-institutional study

Academic credit may be granted for completing approved units of study offered by other tertiary education institutions or faculties of The University of Sydney.

Applications detailing the content, total contact hours and assessment requirements (including word lengths, exam duration, etc.) of the proposed unit(s) to be undertaken, must be submitted *before* enrolling with the 'host' institution by completing the *Application for Credit or Cross-institutional Study* form (see Section 8 of this booklet). Please note that credit will only be granted for postgraduate units of study equivalent to those offered by the Faculty of Law (University of Sydney) in terms of contact hours and assessment requirements. Credit cannot be granted for correspondence/online units.

The minimum time required for applications to be considered and for the necessary processing to take place is ten working days. Please ensure that your application is submitted well in advance of the enrolment deadline of the 'host' institution.

You will receive written notification of the outcome of your application following consideration by the relevant Program Coordinator or Associate Dean (Coursework) where appropriate.

If approval is granted, you will not be permitted to enrol in another unit of study (at The University of Sydney or elsewhere) with substantial overlap in content.

Upon successful completion of the approved unit(s), you should forward an original academic transcript of your results for processing. Your transcript will be returned to you together with a letter confirming the credit granted.

Attendance at lectures

All postgraduate students undertaking coursework units are required to attend at least 70% (80% student visa holders) of all lectures in order to satisfy class attendance requirements. Participation in all scheduled sessions of an intensive unit is essential. Exemption may only be considered by the Unit Coordinator/Lecturer upon satisfactory evidence of compelling grounds i.e. sudden illness or serious misadventure which occur during an intensive unit. Students with an unsatisfactory attendance record may be refused permission to undertake assessment tasks in the unit, and must therefore discontinue the unit. Students cannot request for a lecture to be audio/video taped.

Exams, Results & Special Consideration

It is the student's responsibility to familiarise themselves with Faculty and University policies and information, which are available at <http://www.law.usyd.edu.au/cstudent/coursework/exams.shtml>

FEE-HELP

FEE-HELP enables Australian citizens and holders of permanent humanitarian visas enrolled in a coursework award course to obtain a loan from the

Commonwealth Government to cover all or part of their tuition fees incurred. Please refer to the booklet *FEE-HELP information 2010* (available from the Information Desk) or visit www.goingtouni.gov.au for further details on the scheme. Copies of the *Request for FEE-HELP assistance* form are available from the Information Desk.

HECS equity scholarship

The Faculty of Law provides a limited number of HECS Equity Scholarships to postgraduate coursework students within the Faculty. The purpose of the scholarship is to provide financial assistance to students who might otherwise have difficulty meeting the cost of undertaking study within one of the Faculty's coursework programs. Successful applicants will incur a government HECS liability instead of paying full fees. The financial benefit of this depends on the program in which the student is enrolled. Students not engaged in full-time study will be charged on a pro-rata basis. Application information is available at

www.law.usyd.edu.au/fstudent/coursework/scholarships.shtml

Sydney Law School in Europe

The Faculty of Law offers Australian postgraduate students and lawyers the opportunity to travel to Germany and the United Kingdom to undertake units of study as part of their award course. Further information about the Sydney Law School in Europe units, including an enrolment and payment form, timetable and unit descriptions can be found at www.law.usyd.edu.au/fstudent/coursework/LLM

Offshore opportunities

The Faculty of Law also offers a number of postgraduate units of study at locations in Japan and China through the Shanghai Winter School (CAPLUS), ACCEL and ANJeL. Please visit the relevant Centres and Institutes website

<http://www.law.usyd.edu.au/about/centres.shtml>

or for latest timetable

<http://www.law.usyd.edu.au/cstudent/coursework/units.shtml>

Student visa holders should consult with the International Office Compliance section at compliance@io.usyd.edu.au regarding their visa status prior to enrolling.

Course transfer fee policy

Where approval is granted for a candidate to transfer from an award course in a lower fee band to a course in a higher fee band, the candidate is liable to pay the difference between the higher and lower fee bands at the time a unit of study was undertaken, for each unit to be credited to the higher fee band course. The course transfer fee cannot be covered by FEE-HELP and must be paid upfront at the time of transfer.

HECS exempt research candidates who transfer to a coursework program are liable to pay the tuition fee for each unit of study they wish to credit towards the coursework degree or diploma.

Useful coursework links

Postgraduate Law Coursework Noticeboard
(To view latest updates on timetables, reading

materials, WebCT, collection of returned assignments etc)

www.law.usyd.edu.au/cstudent/coursework/

Help Manual & Style Guide for Postgraduate Research & Coursework Students

www.law.usyd.edu.au/cstudent/coursework/docs_pdfs/helpmanualstyleguide.pdf

Postgraduate Studies Handbook

www.usyd.edu.au/handbooks/handbooks_admin/postgraduate.shtml

University of Sydney Calendar online

www.usyd.edu.au/calendar/

Secretariat and Student Affairs

http://www.usyd.edu.au/secretariat/students/risk_index.shtml

Exams, Results & Special Consideration

www.law.usyd.edu.au/cstudent/coursework/exams.shtml

Disability Services

www.usyd.edu.au/stuserv/disability/index.shtml

Learning Centre Workshops

www.usyd.edu.au/stuserv/learning_centre/time.shtml

6. Research student information

Research students who wish to vary their candidature by way of suspension, withdrawal, change of attendance pattern, time away or extension (please see details below) must complete the *Change of Research Candidature* form (see Section 8 of this booklet) no later than:

- 31 March for February Semester
- 31 August for July Semester

Requests received subsequent to these dates cannot be considered.

Suspension of candidature

Students may apply to suspend their candidature for up to two semesters at a time via the *Change of Research Candidature* form. Requests received subsequent to the relevant deadline (indicated above) cannot be considered.

You must seek approval from your supervisor(s) prior to submitting a form together with a statement from the supervisor(s) and a revised thesis completion timetable. You will receive written notification of the outcome following consideration by the Associate Dean (Research).

Withdrawal of candidature

If you are unable to continue your studies, please notify us by completing the *Change of Research Candidature* form by the relevant deadline (indicated above). Course withdrawal subsequent to these dates may incur a fee penalty. Please refer to the back cover of this booklet for full details.

Change of attendance pattern

If you wish to change your attendance pattern, you must seek approval by completing the *Change of*

Research Candidature form by the relevant deadline (indicated above). Requests received after these dates cannot be considered. Please ensure that your supervisor(s) have completed the relevant sections of the form and that you have attached a revised thesis completion timetable before returning the form to the Postgraduate Team Leader.

Time away

There is provision to spend time at another university or institution during your candidature and also to complete your candidature away from the University of Sydney. If you wish to apply for time away, you must seek approval by completing the *Change of Research Candidature* form by the relevant deadline (indicated above). Please ensure that your supervisor(s) have completed the relevant sections of the form and that you have attached supporting documentation before returning the form to the Postgraduate Team Leader.

Extension of candidature

Requests to extend candidature are considered on compelling grounds. If you wish to have your candidature extended, you must seek approval by completing the *Change of Research Candidature* form by the relevant deadline (indicated above). Please ensure that your supervisor(s) have completed the relevant sections of the form and that you have attached supporting documentation and a revised thesis completion timetable before returning the form to the Postgraduate Team Leader.

Annual progress review

All departments in the University are required to review the progress of each postgraduate research student every twelve months. The purpose of the annual review is to assist students to complete their research project within the maximum course duration. The annual review process also helps the Faculty to ensure that satisfactory progress is being made. To this end, students are required to complete the *Annual Progress Report* form and attend a progress interview.

Postgraduate Research Support Scheme (PRSS)

PRSS is a scheme introduced by the University in 2001 to provide direct support for currently enrolled postgraduate research students. Under the scheme, funds are allocated to Schools or Departments (in some cases Faculties) based on their higher degree research enrolment figures in the previous year. The funds are not allocated directly to students but are awarded by Schools or Departments to eligible applicants on a competitive basis according to the University's general guidelines. More information on PRSS can be found at:

www.law.usyd.edu.au/cstudent/research/index.shtml

Research computer access lab (Level 5)

There is a lab on Level 5 for use by research degree students only. To apply for access, please complete the *Application for Access to the Postgraduate Room* and submit this form to the Facilities & Technical Officer on Level 3. This form is available at:

www.law.usyd.edu.au/cstudent/research/forms.shtml

Useful research links

Postgraduate Law Research Noticeboard

www.law.usyd.edu.au/cstudent/research

Faculty of Law Handbook

www.usyd.edu.au/handbooks

Help Manual & Style Guide for Postgraduate Research
& Coursework Students
[www.law.usyd.edu.au/cstudent/coursework/docs_pdfs/
/helpmanualstyleguide.pdf](http://www.law.usyd.edu.au/cstudent/coursework/docs_pdfs/helpmanualstyleguide.pdf)

The Thesis Guide
www.supra.usyd.edu.au/Pub/Thesis_Guide.html

Postgraduate Studies Handbook
[www.usyd.edu.au/handbooks/handbooks_admin/post
graduate.shtml](http://www.usyd.edu.au/handbooks/handbooks_admin/postgraduate.shtml)

University of Sydney Calendar online
www.usyd.edu.au/calendar/

Secretariat and Student Affairs
http://www.usyd.edu.au/secretariat/students/risk_index.shtml

University Research Scholarships
www.usyd.edu.au/su/reschols/scholarships

Ethics Clearance
<http://www.usyd.edu.au/ro/ethics/default.shtml>

Research Training Scheme
www.goingtouni.gov.au

Disability Services
www.usyd.edu.au/stuserv/disability/index.shtml

Learning Centre Workshops
www.usyd.edu.au/stuserv/learning_centre/time.shtml

Participation in faculty events

Research degree students are encouraged to actively participate in events, seminars and courses organised by the Faculty. To find out more information regarding the following please visit www.law.usyd.edu.au/cstudent/research

► *News and events*

To obtain the latest information on Faculty events, academic vacancies, seminars and conferences, please contact the relevant organiser for more details.

► *Seminars and courses*

Currently enrolled Faculty of Law research degree students may attend seminars and courses relevant to their thesis topic free of charge. For further information and registration, please contact the Legal Professional Development Coordinator on 9351 0238 or law.events@usyd.edu.au. Research degree students must provide their University of Sydney student number, award course and name of supervisor(s) at the time of registration.

Program Coordinators 2009/10

Portfolio	Associate Dean	Telephone	Email	Room No
Pro-Dean	Prof Lee Burns	9351 0283	l.burns@usyd.edu.au	326
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Coursework	Prof Roger Magnusson	9351 0211	r.magnusson@usyd.edu.au	628
International Students	Ms Susan Shearing (2009)	9351 0373	susan.shearing@usyd.edu.au	620
	Dr Belinda Smith (2010)	9351 0229	Belinda.Smith@usyd.edu.au	504
Portfolio	Program Coordinator	Telephone	Email	Room No
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Commercial Law	Prof Joellen Riley	9351 0476	joellen.riley@usyd.edu.au	500
Corporate Law	Prof Jennifer Hill	9351 0280	J.Hill@usyd.edu.au	426
Criminology	Prof Julie Stubbs	9351 0251	j.stubbs@usyd.edu.au	526
Environmental Law & MEnvSciLaw	Ms Nicola Franklin	9351 0274	n.franklin@usyd.edu.au	616
	Admin Assistant	9351 0324	Law.Accel@usyd.edu.au	612
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Health Law	<i>Joint Co-ordinators</i> Prof Roger Magnusson	9351 0211	r.magnusson@usyd.edu.au	628
	Dr Kristin Savell	9351 0390	ksav6172@usyd.edu.au	536
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	A/Prof Chester Brown (Students M-Z)	9351 0466	chester.brown@usyd.edu.au	626
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LLM, GradDipLaw	Dr Arlie Loughnan	9351 0246	A.Loughnan@usyd.edu.au	527
MBL, GradDipIntBusLaw & MIntBus&L	Prof Roger Magnusson	9351 0211	r.magnusson@usyd.edu.au	628
Sydney Law School in Europe	A/Prof Barbara McDonald	9351 0307	b.mcdonald@usyd.edu.au	415
Taxation	A/Prof Rebecca Millar	9351 0319	R.Millar@usyd.edu.au	412
	Ms Nancy Carrasco (Admin Assistant)	9351 0282	n.carrasco@usyd.edu.au	423

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Staff @Sydney Law School Directory

<http://www.law.usyd.edu.au/about/staff/index.shtm>

University Student Administration

Students are encouraged to contact the Postgraduate Team law.postgrad@usyd.edu.au or visit the Faculty of Law website <http://www.law.usyd.edu.au/> for Faculty specific information prior to contacting the following central student administration offices. *Enquiries regarding:*

Office	Location	Telephone	Email
Academic transcripts	Level 3, G02	8627 8229	academic.records@usyd.edu.au
Disability Services	Level 5, G02	8627 8422	disserv@stuserv.usyd.edu.au
Exams	Level 3, G02	8627 8217	exams.office@exams.usyd.edu.au
Fisher Library	Eastern Avenue	9351 2993	www.library.usyd.edu.au
Graduation Ceremony	Level 3, G02	8627 8223	grads.office@usyd.edu.au
International Office	Level 4, G02	8627 8300	info@io.usyd.edu.au
ICT Helpdesk	Access Labs	9351 6000	support@usyd.edu.au
Learning Centre	Level 7, Education Bldg, A35	9351 3853	learning.centre@usyd.edu.au
Revenue Services	1st Fl, 71-79 Arundel St, Margaret Telfer Bldg, K07	9351 5840	feespay@usyd.edu.au
Student Affairs Unit	Level 3, G02	8627 8425	sau.appeals@usyd.edu.au
Student Cards	Level 2, Fisher Library	9351 2423	university.cards@usyd.edu.au

[G02 - Jane Foss Russell Building](#)

City Road, Darlingtown Campus, The University of Sydney NSW 2006

Opening Hours: 9am - 5pm, Monday to Friday