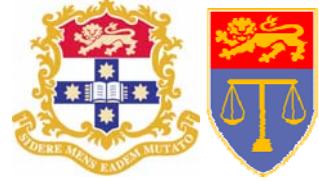


Closing date:  
2 November 2009



The University of Sydney  
FACULTY OF LAW

# re-enrolment 2010

information for continuing  
postgraduate international students

*Please retain this booklet for future reference*

# Important!

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

You must re-enrol by

**Monday 2 November 2009**

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



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

Coursework Enquiries  
Telephone +61 2 9351 0314  
Facsimile +61 2 9351 0200  
Email [Christine.jones@usyd.edu.au](mailto:Christine.jones@usyd.edu.au)  
Internet [www.law.usyd.edu.au](http://www.law.usyd.edu.au)

Postgraduate Team Leader / Research Enquiries  
Telephone +61 2 9351 0265  
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Email [s.ng@usyd.edu.au](mailto:s.ng@usyd.edu.au)  
Internet [www.law.usyd.edu.au](http://www.law.usyd.edu.au)

CRICOS Provider code 00026A

This guide is designed to assist continuing international 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](http://www.law.usyd.edu.au) or contact the Postgraduate Team (see page 5) for the latest information

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**Important dates for postgraduate students**

<p>The <b>Postgraduate timetable</b> is available at:  <a href="http://www.law.usyd.edu.au/cstudent/coursework/units.shtml">www.law.usyd.edu.au/cstudent/coursework/units.shtml</a></p>
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## 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](http://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:

#### ► Coursework enquiries

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

#### ► Team Leader/Research enquiries

Sue Ng  
*Postgraduate Team Leader*  
Telephone 9351 0265  
Email [s.ng@usyd.edu.au](mailto: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](mailto: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](http://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.

### 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 July Semester (if applicable) 2010. Please note that if you do not re-enrol by the closing date you may be liable for the \$100 late enrolment fee.

#### ► 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 as soon as all results become available. The 2010 Faculty of Law graduation ceremonies will be held in May and November 2010. Please visit [www.usyd.edu.au/studentcentre/grads/index.shtml](http://www.usyd.edu.au/studentcentre/grads/index.shtml) for details on graduation arrangements. The ISSU also holds Returning Home Seminars in order to prepare students for return to their home country. For more information see:

<http://www.usyd.edu.au/stuserv/issu/returnh.shtml>

#### ► Upgrading candidature

Graduate Diploma students intending to upgrade their candidature to a Master's program in 2010 should *not* re-enrol. Please complete a *Postgraduate Coursework Application for International Students* form, located at: [www.usyd.edu.au/fstudent/international/postgrad/apply/apply.shtml](http://www.usyd.edu.au/fstudent/international/postgrad/apply/apply.shtml)

and submit it by 2 November 2009. No additional documentation is required. The application will be assessed upon confirmation of all latest results. Sponsored students must seek approval from their sponsor prior to submitting an application for upgrade.

### 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](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 (if applicable) 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 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)

This information will also become available on your MyUni portal.

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

#### Student Visa Requirements

From 1 July 2007, Higher Education Providers are required by the Australian Government to ensure that Student Visa holders complete their studies within the duration specified on the electronic Confirmation of Enrolment (eCoE). For this reason, Student Visa holders are restricted from enrolling in less than 24 credit points in each semester via web pre-enrolment.

In certain limited circumstances, Student Visa holders may be permitted to study a reduced load. These circumstances include where there are compassionate and compelling circumstances that can be supported

by satisfactory documentation. Concurrent employment and/or further study beyond the requirements of your enrolment at the Law Faculty are not grounds for reduced study load.

#### 2010 International course fees

Research programs: \$26,400 pa (*except Master of Criminology: \$25,920*)

Masters by coursework: \$28,080 (*except Master of Criminology: \$26,640*)

Graduate Diplomas: \$14,040 (*except Graduate Diploma in Criminology: \$13,320*)

#### Payment of fees

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](http://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: Cashiers 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.

#### 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](http://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 9 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 will be incurred **after** the following dates. No refund is payable subsequent to these dates.

CENSUS DATE	SESSION(S) APPLICABLE
<b>February Semester Units</b>	
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
<b>July Semester Units</b>	
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

International students must comply with the University's international student refund policy which can be found at:

[www.usyd.edu.au/fstudent/international/postgrad/costs/refund.shtml](http://www.usyd.edu.au/fstudent/international/postgrad/costs/refund.shtml)

If, as a result of a variation to your enrolment, you are entitled to a fee refund, the amount owing will remain as a credit in your account or can be refunded. Please contact the International Office Finance section for more information:

Telephone: 9351 5840

Email: [finance@io.usyd.edu.au](mailto:finance@io.usyd.edu.au)

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.

#### 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 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](mailto: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/readingmaterials.shtml/](http://www.law.usyd.edu.au/cstudent/coursework/readingmaterials.shtml/)

Reading materials may also be available online via the Library e-Reserve Collection at:

<http://opac.library.usyd.edu.au/search>.

#### 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](mailto: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](http://www.law.usyd.edu.au)) at the Information Desk, Level 3, 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 9 of this booklet), updating your details on your *Confirmation of Enrolment* notice or by faxing/mailing 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

### 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 9 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 9 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% of all lectures. International students on a student visa must attend at least 80% of all lectures as a condition of their visa.

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.

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. For more information please consult with the International Office Compliance section at [compliance@io.usyd.edu.au](mailto:compliance@io.usyd.edu.au). 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>

### Satisfactory progress

All postgraduate students are expected to satisfy unit requirements and progress satisfactorily throughout their candidature. Where unsatisfactory progress is evident, students may be required to show cause as to why their candidature should not be terminated. Please refer to the faculty handbook for further details: [www.usyd.edu.au/handbooks/](http://www.usyd.edu.au/handbooks/)

Please note: International students must maintain satisfactory course progress as a requirement of their student visa. The University is required to report cases of unsatisfactory progress to the Australian Government. For further information, please contact the Compliance section of the International Office at [compliance@io.usyd.edu.au](mailto:compliance@io.usyd.edu.au).

### Students at Risk (SAR)

The University of Sydney through its Academic Board has always been concerned to develop policies and procedures that promote the welfare and well-being of students of the university.

In particular, the Academic Board recognises the value of reliably and efficiently monitoring the progress of students in their studies, and of having systems in place to promote the early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion from their degree.

A benefit of early detection of students in this 'at risk' category is that it allows timely intervention, and the provision of advice and assistance to support students in their ongoing studies.

For more information on the SAR policy, please see the following website: [www.usyd.edu.au/secretariat/students/riskstudents.shtml](http://www.usyd.edu.au/secretariat/students/riskstudents.shtml)

### Learning Centre Workshops

The Learning Centre assists enrolled students to develop the generic skills required for learning and communicating knowledge and ideas at University. The Centre helps students achieve their academic potential by conducting free workshops in study skills, academic reading and writing, oral communication, examination skills and postgraduate research and writing skills. All International students are encouraged to attend these workshops to help develop and strengthen such skills. Further information is located at: [www.usyd.edu.au/stuserv/academic\\_support/learning\\_centre](http://www.usyd.edu.au/stuserv/academic_support/learning_centre)

### Sydney Law School in Europe

The Faculty of Law offers 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](http://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 the latest timetable <http://www.law.usyd.edu.au/cstudent/coursework/units.shtml>

Please consult with the International Office Compliance section at [compliance@io.usyd.edu.au](mailto:compliance@io.usyd.edu.au) regarding your visa status prior to enrolling.

### 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/](http://www.law.usyd.edu.au/cstudent/coursework/)

Faculty of Law Handbook [www.usyd.edu.au/handbooks/](http://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)

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

University of Sydney Calendar online [www.usyd.edu.au/calendar/](http://www.usyd.edu.au/calendar/)

Secretariat and Student Affairs <http://www.usyd.edu.au/secretariat/students/index.shtml>

Exams, Results & Special Consideration [www.law.usyd.edu.au/cstudent/coursework/exams.shtml](http://www.law.usyd.edu.au/cstudent/coursework/exams.shtml)

Disability Services [www.usyd.edu.au/stuserv/disability/index.shtml](http://www.usyd.edu.au/stuserv/disability/index.shtml)

## 6. Research student information

### 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](http://www.law.usyd.edu.au/cstudent/research/index.shtml)

### 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

- 31 March for February Semester

- 31 August for July Semester

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. Please contact the International Office Compliance section at [compliance@io.usyd.edu.au](mailto:compliance@io.usyd.edu.au) for more information on Student Visa requirements.

#### Computer access lab (research students)

A lab on level 5 is available 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](http://www.law.usyd.edu.au/cstudent/research/forms.shtml)

#### Useful research links

Postgraduate Law Research Noticeboard

[www.law.usyd.edu.au/cstudent/research](http://www.law.usyd.edu.au/cstudent/research)

Faculty of Law Handbook

[www.usyd.edu.au/handbooks](http://www.usyd.edu.au/handbooks)

Help Manual and Style Guide for Postgraduate Coursework & Research students

[www.law.usyd.edu.au/cstudent/research/study\\_resources.shtml](http://www.law.usyd.edu.au/cstudent/research/study_resources.shtml)

The Thesis Guide

[www.supra.usyd.edu.au/Pub/Thesis\\_Guide.html](http://www.supra.usyd.edu.au/Pub/Thesis_Guide.html)

Postgraduate Studies Handbook

[www.usyd.edu.au/handbooks/handbooks\\_admin/postgraduate.shtml](http://www.usyd.edu.au/handbooks/handbooks_admin/postgraduate.shtml)

University of Sydney Calendar online

[www.usyd.edu.au/calendar/](http://www.usyd.edu.au/calendar/)

Secretariat and Student Affairs

[http://www.usyd.edu.au/secretariat/students/risk\\_index.shtml](http://www.usyd.edu.au/secretariat/students/risk_index.shtml)

Ethics Clearance

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

Research Training Scheme

[www.goingtouni.gov.au](http://www.goingtouni.gov.au)

Disability Services

[www.usyd.edu.au/stuserv/disability/index.shtml](http://www.usyd.edu.au/stuserv/disability/index.shtml)

Learning Centre Workshops

[www.usyd.edu.au/stuserv/learning\\_centre/time.shtml](http://www.usyd.edu.au/stuserv/learning_centre/time.shtml)

Academic Board

<http://www.usyd.edu.au/ab/>

Research Office

[www.usyd.edu.au/ro/](http://www.usyd.edu.au/ro/)

#### 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](http://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](mailto: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.

## 7. Useful Information

### Graduation

Masters candidates who have successfully completed 48 credit points and Graduate Diploma candidates who have completed 24 credit points are eligible to graduate. If you are eligible to graduate, you will be sent an award letter from the Faculty of Law which indicates you have satisfied degree requirements. This letter will include the title of the degree to be awarded, commencement and completion dates of the degree, the language of instruction, and ceremony information. If you complete all course requirements by December, you will receive an award letter by the end of January. If you complete by July, you will receive your letter by the end of August. Please make certain the Faculty of Law has your current address details so that you receive this letter.

#### Graduation Ceremony

Ceremonies are held in May and November of each year. The Graduations Unit will send you details of the formal requirements of the ceremony approximately three weeks before the ceremony date.

#### Graduating in absentia

If you are unable to attend the graduation ceremony in person, your degree may be conferred in absentia at a monthly meeting of the University Senate. If you wish to graduate in absentia, you need to notify the Graduations Office after you receive your award letter from the Law School.

#### Offshore ceremonies

Graduation ceremonies and associated alumni events will also be held in Singapore, Hong Kong and Shanghai.

Further information on graduation can be found on the Graduations website:

[www.usyd.edu.au/studentcentre/grads](http://www.usyd.edu.au/studentcentre/grads)

### Returning Home Seminars

Returning Home Seminars are held at the end of each semester by the International Student Support Unit (ISSU) for international students finishing their studies. This seminar will help you prepare to leave Sydney and to return to your home country. You will have the opportunity to have your photo taken in academic dress, against the backdrop of the historic Main Quadrangle, as well as to celebrate your academic achievement at a morning tea. The ISSU organises for a professional photographer to take photos and subsidises part of the payment for academic dress hire. For further information please visit [www.usyd.edu.au/stuserv/issu/return.shtml](http://www.usyd.edu.au/stuserv/issu/return.shtml)

## Alumni

The University wishes to maintain contact with its graduates so it is important to provide a permanent overseas address. Students will be sent a copy of the Law School Jurisdiction and the University's 'Sydney Alumni Magazine'. For further information, please contact the Sydney Law School Alumni & Events Coordinator.

## International Office (IO)

The International Office provides assistance with admissions procedures and administrative matters prior to your arrival but also remains an important resource throughout your candidature, advising on issues such as student visas, health care cover, work permits and payment of fees. The International Office website is located at:

[www.usyd.edu.au/internationaloffice](http://www.usyd.edu.au/internationaloffice)

Your enquiries should be directed to the following relevant staff/offices:

### *Coursework Admissions*

Thushara Fernando  
Tel: 9351 3698  
Email: [t.fernando@usyd.edu.au](mailto:t.fernando@usyd.edu.au)

### *Research Admissions*

Manuela Bogdan  
Tel: 9036 5150  
Email: [m.bogdan@usyd.edu.au](mailto:m.bogdan@usyd.edu.au)

### *Finance*

Tel: 9351 5840  
Email:  
[finance@io.usyd.edu.au](mailto:finance@io.usyd.edu.au)

### *AusAID*

Katy Cuthbert  
Tel: 8627 8329  
Email:  
[k.cuthbert@io.usyd.edu.au](mailto:k.cuthbert@io.usyd.edu.au)

## SUPRA

SUPRA (Sydney University Postgraduate Representative Association) is the postgraduate student organisation at The University of Sydney and is run by postgraduate students. All postgraduate students at Sydney University are automatically members of SUPRA, and all postgraduates can look to SUPRA for assistance with any issues that may confront them - both academically and personally - during the course of their candidature.

SUPRA advises and acts on behalf of individual students and can assist with supervisory problems, appeals, matters relating to their coursework fees, basically anything that may impact on their academic or general welfare. Further information on SUPRA can be located at [www.supra.usyd.edu.au](http://www.supra.usyd.edu.au)

## International Student Support Unit (ISSU)

The International Student Support Unit aims to help international students develop successful strategies for coping with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies and to make the experience of being an

international student rewarding and enjoyable. ISSU provides an integrated service to international students and their families, which includes free and confidential counselling, welfare advice, information, and assistance with accessing other support services and resources on campus and in the community. Services include pre-departure information, on-arrival information sessions and an Orientation Program for new international students. ISSU also arranges a program of social and cultural activities throughout the year. Details on the entire range of services provided by ISSU can be found at:

[www.usyd.edu.au/su/issu](http://www.usyd.edu.au/su/issu)

## Student Services Unit

The Student Services Unit is located on Level 5 of the Jane Foss Russell Building G02, City Road (beside the Wentworth Building), Darlington Campus. and information on the unit can be found at:

[www.usyd.edu.au/future\\_students/services\\_accommodation.shtml](http://www.usyd.edu.au/future_students/services_accommodation.shtml)

The Student Services Unit provides the following range of services to **enrolled** students:

### *1. Accommodation Service*

The Accommodation Service assists enrolled students to find off-campus accommodation by maintaining an extensive database of suitable accommodation. Links are provided to on-campus accommodation including residential colleges, university owned accommodation and the Sydney University Village. Further information can be found at

[www.usyd.edu.au/stuserv/accommodation/index.shtml](http://www.usyd.edu.au/stuserv/accommodation/index.shtml)

### *2. Casual Employment Service*

The Casual Employment Service helps students find casual and part-time work during their studies and during university vacation. Information can be found at [www.usyd.edu.au/su/cas\\_emp/welcome.html](http://www.usyd.edu.au/su/cas_emp/welcome.html)

## University Health Service

The University Health Service offers a general practitioner service and emergency medical care to all members of the University Community. For International students, the Health Service bills Overseas Student Health Cover WorldCare for the cost of most consultations. Students should take their current valid Health Cover card with them to the Health Service each time they visit. Information can be found at [www.unihealth.usyd.edu.au](http://www.unihealth.usyd.edu.au)

## Program Coordinators 2009/2010

Portfolio	Associate Dean	Telephone	Email	Room No
Pro-Dean	Prof Lee Burns	9351 0283	<a href="mailto:l.burns@usyd.edu.au">l.burns@usyd.edu.au</a>	326
Research	A/Prof Greg Tolhurst	9351 0243	<a href="mailto:g.tolhurst@usyd.edu.au">g.tolhurst@usyd.edu.au</a>	420
Coursework	Prof Roger Magnusson	9351 0211	<a href="mailto:r.magnusson@usyd.edu.au">r.magnusson@usyd.edu.au</a>	628
International Students	Ms Susan Shearing (2009)	9351 0373	<a href="mailto:susan.shearing@usyd.edu.au">susan.shearing@usyd.edu.au</a>	620
	Dr Belinda Smith (2010)	9351 0229	<a href="mailto:Belinda.Smith@usyd.edu.au">Belinda.Smith@usyd.edu.au</a>	504
Portfolio	Program Coordinator	Telephone	Email	Room No
Administrative Law & Policy	Prof Margaret Allars	9351 0257	<a href="mailto:m.allars@usyd.edu.au">m.allars@usyd.edu.au</a>	538
Commercial Law	Prof Joellen Riley	9351 0476	<a href="mailto:joellen.riley@usyd.edu.au">joellen.riley@usyd.edu.au</a>	500
Corporate Law	Prof Jennifer Hill	9351 0280	<a href="mailto:J.Hill@usyd.edu.au">J.Hill@usyd.edu.au</a>	426
Criminology	Prof Julie Stubbs	9351 0251	<a href="mailto:j.stubbs@usyd.edu.au">j.stubbs@usyd.edu.au</a>	526
Environmental Law & MEnvSciLaw	Ms Nicola Franklin	9351 0274	<a href="mailto:n.franklin@usyd.edu.au">n.franklin@usyd.edu.au</a>	616
	Admin Assistant	9351 0324	<a href="mailto:Law.Accel@usyd.edu.au">Law.Accel@usyd.edu.au</a>	612
Global Law	Prof Roger Magnusson	9351 0211	<a href="mailto:r.magnusson@usyd.edu.au">r.magnusson@usyd.edu.au</a>	628
Health Law	<i>Joint Co-ordinators</i> Prof Roger Magnusson Dr Kristin Savell	9351 0211 9351 0390	<a href="mailto:r.magnusson@usyd.edu.au">r.magnusson@usyd.edu.au</a> <a href="mailto:ksav6172@usyd.edu.au">ksav6172@usyd.edu.au</a>	628 536
International Law	<i>Joint Co-ordinators</i> Dr Jacqueline Mowbray (Students A-L) A/Prof Chester Brown (Students M-Z)	9351 0316 9351 0466	<a href="mailto:j.mowbray@usyd.edu.au">j.mowbray@usyd.edu.au</a> <a href="mailto:chester.brown@usyd.edu.au">chester.brown@usyd.edu.au</a>	608 626
Jurisprudence	Dr Kevin Walton	9351 0286	<a href="mailto:kwal3303@usyd.edu.au">kwal3303@usyd.edu.au</a>	404
Labour Law & Relations	Dr Shae McCrystal	9351 0318	<a href="mailto:s.mccrystal@usyd.edu.au">s.mccrystal@usyd.edu.au</a>	506
LLM, GradDipLaw	Dr Arlie Loughnan	9351 0246	<a href="mailto:A.Loughnan@usyd.edu.au">A.Loughnan@usyd.edu.au</a>	527
MBL, GradDipIntBusLaw & MIntBus&L	Prof Roger Magnusson	9351 0211	<a href="mailto:r.magnusson@usyd.edu.au">r.magnusson@usyd.edu.au</a>	628
Sydney Law School in Europe	A/Prof Barbara McDonald	9351 0307	<a href="mailto:b.mcdonald@usyd.edu.au">b.mcdonald@usyd.edu.au</a>	415
Taxation	A/Prof Rebecca Millar	9351 0319	<a href="mailto:R.Millar@usyd.edu.au">R.Millar@usyd.edu.au</a>	412
	Ms Nancy Carrasco (Admin Assistant)	9351 0282	<a href="mailto:n.carrasco@usyd.edu.au">n.carrasco@usyd.edu.au</a>	423

Postal address:

[Faculty of Law](#)  
[Law School Building \(F10\)](#)  
[Eastern Avenue, Camperdown Campus](#)  
[The University of Sydney NSW 2006](#)

Telephone: +61 2 9351 2222

Facsimile: +61 2 9351 0200

Website: [www.law.usyd.edu.au](http://www.law.usyd.edu.au)

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](mailto: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
<a href="#">Academic transcripts</a>	Level 3, G02	8627 8229	<a href="mailto:academic.records@usyd.edu.au">academic.records@usyd.edu.au</a>
<a href="#">Disability Services</a>	Level 5, G02	8627 8422	<a href="mailto:disserv@stuserv.usyd.edu.au">disserv@stuserv.usyd.edu.au</a>
<a href="#">Exams</a>	Level 3, G02	8627 8217	<a href="mailto:exams.office@exams.usyd.edu.au">exams.office@exams.usyd.edu.au</a>
<a href="#">Finance Office,</a> <a href="#">International Office</a>	Level 4, G02	9351 5840	<a href="mailto:finance@io.usyd.edu.au">finance@io.usyd.edu.au</a>
Fisher Library	Eastern Avenue	9351 2993	<a href="http://www.library.usyd.edu.au">www.library.usyd.edu.au</a>
<a href="#">Graduation Ceremony</a>	Level 3, G02	8627 8223	<a href="mailto:grads.office@usyd.edu.au">grads.office@usyd.edu.au</a>
<a href="#">International Office</a>	Level 4, G02	8627 8300	<a href="mailto:info@io.usyd.edu.au">info@io.usyd.edu.au</a>
<a href="#">ICT Helpdesk</a>	<a href="#">Access Labs</a>	9351 6000	<a href="mailto:support@usyd.edu.au">support@usyd.edu.au</a>
<a href="#">Learning Centre</a>	<a href="#">Level 7,</a> <a href="#">Education</a> <a href="#">Bldg, A35</a>	9351 3853	<a href="mailto:learning.centre@usyd.edu.au">learning.centre@usyd.edu.au</a>
<a href="#">Student Affairs Unit</a>	Level 3, G02	8627 8425	<a href="mailto:sau.appeals@usyd.edu.au">sau.appeals@usyd.edu.au</a>
<a href="#">Student Cards</a>	<a href="#">Level 2,</a> <a href="#">Fisher Library</a>	9351 2423	<a href="mailto:university.cards@usyd.edu.au">university.cards@usyd.edu.au</a>

[G02 - Jane Foss Russell Building](#)

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

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