



The University of Sydney
FACULTY OF LAW
Undergraduate



Combined Law

Years 2 & 3

Pre-enrolment

2010

please retain this booklet for future reference



The University of Sydney
FACULTY OF LAW
Undergraduate



Important dates 2010

SEMESTER ONE

| | |
|---|------------------------------------|
| Semester begins | Monday 1 March |
| Last day to add a Semester 1 unit | Friday 12 March |
| Last day to withdraw from a Semester 1 unit | Wednesday 31 March |
| Easter recess | Friday 2 April to Friday 9 April |
| Last day to discontinue a Semester 1 unit (not to count as fail) | Friday 23 April |
| Last day to discontinue a Semester 1 unit (will count as fail) | Friday 4 June |
| Study vacation | Monday 7 June to Friday 11 June |
| Examination period | Monday 14 June to Saturday 26 June |
| Semester ends | Saturday 26 June |

SEMESTER TWO

| | |
|---|---|
| Semester begins | Monday 26 July |
| Last day to add a Semester 2 unit | Friday 6 August |
| Last day to withdraw from a Semester 2 unit | Tuesday 31 August |
| Last day to discontinue a Semester 2 unit (not to count as fail) | Friday 10 September |
| Semester recess | Monday 27 September to Friday 1 October |
| Last day to discontinue a Semester 2 unit (will count as fail) | Friday 29 October |
| Study vacation | Monday 1 November to Friday 5 November |
| Examination period | Monday 8 November to Saturday 20 November |
| Semester ends | Saturday 20 November |

Pre-enrolment closing dates:

Online: Friday 13 November 2009

Paper: Friday 30 October 2009

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 of Law website www.law.usyd.edu.au for the latest information.

Contents

| | |
|--|----|
| 1. Contacting us | |
| Undergraduate Team | 3 |
| Level 3 Information desk..... | 3 |
| Law library..... | 3 |
| 2. Completing your pre-enrolment | |
| Do I need to pre-enrol?..... | 4 |
| How do I pre-enrol? | 4 |
| When can I pre-enrol? | 4 |
| Choosing units of study | 4 |
| Rules of progression | 5 |
| Exchange | 5 |
| Concurrent enrolment..... | 6 |
| Sydney Summer School..... | 6 |
| 3. After you pre-enrol | |
| Confirmation of enrolment | 7 |
| Payment of fees | 7 |
| Student card | 7 |
| Deadlines for enrolments and withdrawals | 7 |
| Personal timetables | 7 |
| Commonwealth Assistance Notice..... | 8 |
| Student financial statement..... | 8 |
| University email and correspondence | 8 |
| Class attendance | 8 |
| Satisfactory progress and Students at Risk | 8 |
| WebCT | 9 |
| Reading materials | 9 |
| 4. Useful information | |
| Learning Centre workshops | 10 |
| Disability Services | 10 |
| Student Services..... | 10 |
| University Health Service..... | 10 |
| International Office | 10 |
| International Student Support Services Unit (ISSU) | 10 |
| 5. Useful phone numbers | |
| Unit convenors | 11 |
| University services | 11 |
| Unit of study descriptions | |

The Undergraduate Law timetable is available at:

<http://www.law.usyd.edu.au/cstudent/undergrad/timetables.shtml>

1. Contacting us

Undergraduate Team

Faculty of Law
Level 3, Law School Building F10
Eastern Avenue, Camperdown Campus
University of Sydney NSW 2006
Email: Law.Undergrad@usyd.edu.au
Website: www.law.usyd.edu.au

The Undergraduate Team is responsible for the administration of all aspects of undergraduate student enrolment and candidature and is available from 9am to 5pm, Monday to Friday. The Associate Deans are available by appointment. Our contact details are as follows:

Associate Dean (Undergraduate)

Dr Fiona Burns
Telephone: 9351 0247
Email: f.burns@usyd.edu.au

Associate Dean (International Students)

Ms Susan Shearing
Telephone: 9351 0373
Email: susan.shearing@usyd.edu.au

Student Liaison Officer (Local students)

Kathleen McDonnell
Telephone: 9351 0344
Email: k.mcdonnell@usyd.edu.au

Student Liaison Officer (International Students)

Fabricio Bettega Nascimento
Telephone: 9351 0346
Email: f.bettega@usyd.edu.au

Undergraduate Systems Administrator

Barry Passaris
Telephone: 9351 0427
Email: b.passaris@usyd.edu.au

Undergraduate Team Leader

Natasha De Zilva
Telephone: 9351 0345
Email: n.dezilva@usyd.edu.au

Law School Information desk

Hours of operation: 9 am to 5 pm, Monday to Friday (during teaching weeks)
Telephone: 9351 0351
Email: law.info@usyd.edu.au

Services provided by the Law School Information Desk staff include receipt and return of essays/assignments (after-hours chute is available at counter – no receipt will be issued) and sale of Faculty merchandise.

Law Library

The Law Library is located at the Law School on Eastern Avenue. For opening hours and other queries, please contact the Library Information Desk.

Telephone: 9351 0216
Email: law@library.usyd.edu.au
Website: www.library.usyd.edu.au/libraries/law

2. Completing your pre-enrolment

Do I need to pre-enrol?

Pre-enrolment is *mandatory* for all continuing students who intend to enrol in units of study in Semester 1 and/or Semester 2 2010. Failure to pre-enrol may result in a \$100 late penalty fee and will require attendance at an in-person enrolment session in February.

For combined students in years 2 and 3, pre-enrolment in law units is part of their pre-enrolment for their non-law award course.

Completion of studies

If you expect to complete the requirements of your non-law award course by December 2009, you are required to pre-enrol in JH000. Please refer to the *Law School Pre-enrolment 2010* guide, available from the Law School Information Desk and website.

How do I pre-enrol?

The University's Student Centre will mail pre-enrolment information to all students. Pre-enrolment should be completed online at MyUni: <http://myuni.usyd.edu.au> > MyAdmin > Pre-enrolment.

When can I pre-enrol?

Online pre-enrolment will open on Tuesday 6 October 2009. It is recommended that you complete your pre-enrolment *as soon as possible*, but no later than **Friday 13 November 2009**.

Students who have difficulties pre-enrolling online are advised to contact the office of the partner faculty managing their award course. The partner faculty will advise you of any alternative pre-enrolment arrangements. Paper pre-enrolment must be submitted by **Friday October 30 2009**.

Choosing units of study

Students enrolling in Combined Law 2 or 3 are required to follow the progression rules as prescribed by the relevant LLB degree resolutions. If you have any queries regarding these resolutions or how they apply to you, please contact the [Undergraduate Team](#) before you pre-enrol.

LLB Resolutions

| Code | Unit of Study | Credit Points | Session | Pre-requisite(s) |
|---------------|---|---------------|---------|---|
| Year 1 | | | | |
| LAWS1006 | Foundations of Law# | 6 | 1 | |
| LAWS1012 | Torts | 6 | 2 | |
| LAWS1013 | Legal Research I | 0 | 1, 2^ | |
| Year 2 | | | | |
| LAWS1015 | Contracts | 6 | 1 | |
| LAWS1014 | Civil and Criminal Procedure/Processes of Justice | 6 | 1 | |
| LAWS1016 | Criminal Law | 6 | 2 | Civil and Criminal Procedure/Processes of Justice |
| Year 3 | | | | |
| LAWS1018 | International Law | 6 | 1 | |
| LAWS1017 | Torts and Contracts II | 6 | 2 | Torts, Contracts |
| LAWS1021 | Public Law | 6 | 2 | |
| LAWS1019 | Legal Research II | 0 | 1, 2^ | |

Foundations of Law is a pre-requisite for all other law units.

^Students only enrol in Legal Research I and Legal Research II in one semester only. Session 1 classes are for Students in the Faculties of Arts, Engineering and Science. Session 2 classes are for student in the Faculty of Economics and Business.

Transfer students

Students who have transferred to the Combined Law degree in 2007 or 2008, are proceeding under the new resolutions, and are required to enrol according to the following schedule:

| Code | Unit of Study | Credit Points | Session | Pre-requisite(s) |
|---------------|---|----------------------|-------------------|---|
| Year 2 | | | | |
| LAWS1006 | Foundations of Law | 6 | 1 | |
| LAWS1014 | Civil and Criminal Procedure/Processes of Justice | 6 | 1 | |
| LAWS1012 | Torts | 6 | 2 | |
| LAWS1003 | Criminal Law | 8 | 2 | Civil and Criminal Procedure/Processes of Justice |
| LAWS1013 | Legal Research I | 0 | 1, 2 [^] | |
| Year 3 | | | | |
| LAWS1018 | International Law | 6 | 1 | |
| LAWS1015 | Contracts | 6 | 1 | |
| LAWS1017 | Torts and Contracts II | 6 | 2 | Torts, Contracts |
| LAWS1021 | Public Law | 6 | 2 | |
| LAWS1019 | Legal Research II | 0 | 1, 2 [^] | |

[^]Students only enrol in Legal Research I and Legal Research II in one semester only. Session 1 classes are for students in the Faculties of Arts, Engineering and Science. Session 2 classes are for student in the Faculty of Economics and Business.

Rules of progression

Students are expected to be familiar with the appropriate LLB degree resolutions and the various Law Faculty policies as outlined in the Faculty Handbook (available at www.usyd.edu.au/handbooks). Please note the following basic rules of progression:

- Students must complete 96 credit points of compulsory units of study and 48 credit points of elective units (including at least 6 credit points from Part 2). Students are not permitted to enrol in more than 48 credit points of elective units.
- Student must complete their law units in the prescribed order. If you fail or discontinue a compulsory unit, you must re-enrol in that unit at the earliest opportunity.
- Students will not be permitted to graduate with their non-law award until they have completed all 48 credit points of law units attributed to that degree.
- Completion of the appropriate Legal Research unit(s) is a compulsory requirement of both the LLB and the non-law award course. Students will not be permitted to graduate with their non-law award unless they have satisfied the requirements of this unit(s).
- Students who fail more than 50 percent of units in which they are enrolled in a semester, or who fail a unit more than once, may be deemed to be making unsatisfactory progress and may be placed on the 'student at risk' register. This may ultimately lead to the cancellation of a student's candidature.

Exchange

Students undertaking an exchange program as part of their non-law award, are not permitted to enrol in any law units while they are on exchange. The law units that you would normally undertake at Sydney must be deferred.

Where a student is undertaking an exchange in year 3, they will normally be required to enrol concurrently in year 4 (see 'Concurrent enrolment' below). However students should be advised of the significant implications to their law progression. In particular, failure to undertake Public Law in year 3, will mean an inability to enrol in Administrative Law and Federal Constitutional Law in year 4.

Where possible, students who are considering an exchange, should seek approval to undertake the relevant law unit(s) before going on exchange or enrolling in summer/winter session at the Sydney Summer School.

Students intending to undertake an exchange program, should seek advice regarding their degree structure from the [Undergraduate Team](#) at the Law School.

Concurrent enrolment

If you have a limited number of units of study (less than a full-time load) to complete in 2010 in order to qualify for your first (non-law) degree, it may be possible for you to undertake a limited number of Bachelor of Laws units to make up a full-time study load. Students enrolled concurrently cannot undertake more than 24 credit points in total per semester.

If you believe this situation applies to you, please complete an *Application for Concurrent Enrolment* form, available from the Law School Information Desk and website, and submit it by **13 November 2009** at the Law School. You should pre-enrol online for any units to be undertaken as part of your non-law degree. It is not possible for you to enrol online in Bachelor of Laws units. If your application for concurrent enrolment is successful, we will contact you to organise enrolment in these units.

Sydney Summer School 2009/2010

Students wishing to enrol at the Sydney Summer School must meet the LLB progression requirements. Therefore, the only law units that are available to students in Combined law are Contracts and Public Law. Students are not permitted to enrol in more than two units of study over the summer session, and they must ensure that there is no overlap in terms of classes or assessment.

Students seeking to accelerate their degree are reminded that they will not be permitted to undertake any Bachelor of Laws compulsories or electives until they have completed all the requirements of their first (non-law) degree.

Please note that enrolment in Summer School units is separate from the pre-enrolment process and students must apply directly to the Sydney Summer School (Tel: 9351 5542/www.summer.usyd.edu.au).

3. After you pre-enrol

Confirmation of enrolment

An approved pre-enrolment automatically enrolls you for 2010. If your pre-enrolment is successful you will receive a *Confirmation of Enrolment* notice and fee invoice (if applicable) in mid to late January. Please report immediately any error in your enrolment or fee details. Please understand that it is your responsibility to ensure that your enrolment and details are recorded correctly.

If your pre-enrolment is not successful, you will need to enrol in person in February 2010. Students will be advised by mail in late January of the arrangements for in-person enrolment.

Payment of fees

If you have elected to pay your tuition fees upfront, please ensure that payment is made in full by the due date indicated on your invoice. Please refer to your invoice for details on methods of payment. Failure to pay by the due date may result in a cancellation of your enrolment.

Student card

Students who have successfully pre-enrolled by the closing date will have their student card mailed to their preferred correspondence address in February. Please ensure that you have provided the University with your current address details so the card is mailed to the correct location. Addresses can be updated via MyUni.

Further details on student cards are available at http://www.usyd.edu.au/card_centre/student

Deadlines for enrolments and withdrawals

It is *essential* that variations to enrolment be made by the relevant deadline below. The provisions of the *Higher Education Support Act 2003* prevent the University from accepting variation requests caused by student error beyond published dates. Please understand that it is *your* responsibility to ensure that your enrolment details are recorded correctly by the relevant census date. Failure to withdraw from units appropriately will result in a fail or discontinuation from the subject. Students will also incur a 100% tuition fee liability, HECS-HELP or FEE-HELP liability.

| Last day to... | Semester 1 2010 | Semester 2 2010 |
|--|---------------------|---------------------|
| add* | Friday 12 March | Friday 6 August |
| withdraw (unit will not appear on academic record) | Wednesday 31 March# | Tuesday 31 August# |
| discontinue – not to count as failure (DNF) † | Friday 23 April | Friday 10 September |
| discontinue – fail (DF)^ | Friday 4 June | Friday 29 October |

* Students are strongly advised to finalise enrolment in units of study as soon as possible to ensure pre-class details (personal timetable, WebCT access, etc.) are available prior to commencement of classes.

100% tuition fee liability, HECS-HELP or FEE-HELP debt will be incurred after this date.

† A DNF for a law unit may be granted after these dates at the discretion of the Faculty of Law Undergraduate Associate Dean.

^ A DF result is assigned a mark of zero (0) for the purpose of WAM (Honours) calculation. Unit withdrawal after these dates is not accepted and students will receive a result of Absent Fail (AF).

Personal timetables

The University's centralised timetabling system will allocate students into groups and will produce a personalised timetable for each student. The system allocates students according to a student's particular combination of units and the availability of places in groups. It is not possible to indicate a preference for a particular group or time slot during the pre-enrolment period.

You will be able to access your personal timetable and vary your class times (where possible) on MyUni (<http://myuni.usyd.edu.au>). Please note that any individual change may affect your entire timetable.

If you are unsuccessful in your attempt to change your timetable online and you have a *compelling* reason, you may submit an application to change your personal timetable. Application forms will be available at the Law School

Information Desk and the Faculty website and should be submitted at the Information Desk. Applications will be accepted during the following periods:

| | |
|------------|--------------------------------------|
| Semester 1 | Monday 22 February to Friday 5 March |
| Semester 2 | Monday 19 July to Friday 30 July |

To minimise disruption to classes, changes to personal timetables *must* be finalised by the end of the first week of each semester. Requests *cannot* be considered after 5 March (Semester 1 timetables) and 30 July (Semester 2 timetables). You will be able to confirm the outcome of your request to change your timetable by viewing your timetable via MyUni. Should your request be unsuccessful, you will be advised by email.

Important: Under no circumstances should you attend classes other than those in which you are officially timetabled until the changes you have requested appear on MyUni. Please do not approach teaching staff for permission to attend their group as they are unable to approve such requests.

It is critically important that you attend the group(s) in which you are officially timetabled. In certain units of study, syllabus and assessment requirements vary from group to group, so it is essential that your name appears on the roll for the group you are attending.

Commonwealth Assistance Notice

Shortly after each census date, the University will send all Commonwealth-supported students a *Commonwealth Assistance Notice* to their University email account. This notice confirms your enrolment details, the financial details relevant to your status and a range of other information.

Student financial statement

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

- late April for Semester 1 units
- late September for Semester 2 units

The statement serves as a final confirmation of your enrolment details and financial liability for the semester, as well as a receipt for any fees that you may have paid.

University email and correspondence

Your UniKey details 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 email account. It is *essential* that you either check this account on a regular basis or arrange for mail to be redirected to an alternate email 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.

Certain correspondence will be mailed to your nominated correspondence address. Please ensure that you maintain current contact details with the University at all times. You can update your address and contact numbers online at MyUni or by updating your details on your *Confirmation of Enrolment* notice.

Class attendance

Students are required to attend at least 70% of classes (80% for international students) for each law unit of study in order to satisfy unit requirements. Students with an unsatisfactory attendance record may be refused permission to undertake assessment tasks in the unit, and must therefore discontinue the unit.

Satisfactory progress and Students at Risk (SAR)

All students are expected to satisfy unit requirements and progress satisfactorily throughout their candidature. Students who fail to meet progression requirements are at risk of exclusion from their degree. The University's policy on Identifying and Supporting Students at Risk promotes the early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion. The policy provides for periodic stages of intervention to help students 'stay on track' with their studies. Students are identified 'at risk' if they fail a unit of

study more than once or if they fail to successfully complete a minimum of 12 credit points, or more than 50 percent of the credit points for which they were enrolled in a semester.

For more information on the SAR policy, please see the following website:

www.usyd.edu.au/secretariat/students/riskstudents.shtml

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. Students are advised to check WebCT regularly, especially for important notices that may need to be posted. To login 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. Enquiries regarding WebCT may be directed by email to Law.WebCT@usyd.edu.au

Reading materials

Reading materials can be purchased from the University Copy Centre, located on the ground floor of the University of Sydney Sports and Aquatic Centre. For opening hours and further details, please visit: <http://www.usyd.edu.au/ucc/>

To view a list of law reading materials currently available for purchase, please go to:

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

4. Useful information

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 etc. Further information can be found at: http://www.usyd.edu.au/stuserv/learning_centre/index.shtml

Disability Services

Disability Services is the principal point of contact and support for current and prospective students with disabilities. The unit works closely with all faculties of the university to ensure that reasonable adjustments relating to teaching and assessment are made for students with disabilities, whilst maintaining the academic integrity and core requirements of the individual courses. Further information is available at: www.usyd.edu.au/stuserv/disability/index.shtml

Student Services Unit

The Student Services Unit is located on Level 5 of the Jane Foss Russell Building at the Camperdown Campus. Information on the unit can be found at <http://www.usyd.edu.au/stuserv/>. The Student Services Unit provides a range of services to enrolled students including:

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

2. Casual employment service

The Casual Employment Service helps students find casual and part-time work during their studies and university vacations. Further information can be found at www.usyd.edu.au/stuserv/employment/index.shtml

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 <http://www.usyd.edu.au/stuserv/welfare/uhs.shtml>

International Office

The International Office provides assistance to international students with admissions procedures and administrative matters prior to their arrival but also remains an important resource throughout a student's 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

International Student Support Unit (ISSU)

The International Student Support Unit (ISSU) 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.

A program of social and cultural activities is also arranged throughout the year. Details on the entire range of services provided by ISSU can be found at www.usyd.edu.au/su/issu

5. Useful phone numbers

Unit convenors 2010

| Unit of Study | Convenor | Telephone | Email |
|------------------------------|-----------------------------|-----------|--|
| Civil and Criminal Procedure | Ms Miiko Kumar | 9351 0261 | m.kumar@usyd.edu.au |
| Contracts | Dr Gregory Tolhurst | 9351 0243 | g.tolhurst@usyd.edu.au |
| Criminal Law | Assoc Prof Gail Mason | 9351 0326 | g.mason@usyd.edu.au |
| Foundations of Law | Prof David Kinley | 9351 0215 | d.kinley@usyd.edu.au |
| International Law | Dr Tim Stephens | 9351 0205 | t.stephens@usyd.edu.au |
| Legal Research I & II | Mr Graeme Coss | 9351 0227 | g.coss@usyd.edu.au |
| Public Law | Ms Nicola Franklin | 9351 0274 | n.franklin@usyd.edu.au |
| Torts | Assoc Prof Barbara McDonald | 9351 0307 | b.mcdonald@usyd.edu.au |
| Torts and Contracts II | Assoc Prof Barbara McDonald | 9351 0307 | b.mcdonald@usyd.edu.au |

University Services

The central administration offices of the University are located at the Camperdown Campus.

| Department | Location | Telephone | Fax |
|--|---|------------------------|-----------|
| Academic Records (to obtain academic transcripts) | Level 3, Jane Foss Russell Building | 862 78229 | 862 78284 |
| Disability Services | Level 5, Jane Foss Russell Building | 8627 8433 | 8627 8482 |
| Revenue Services (for payments, refunds, etc) | Level 1, Margaret Telfer Building | 9351 5222 9351 5857 | 9351 4202 |
| HECS and FEES Office (FEE-HELP & HECS-HELP enquiries) | Level 3, Jane Foss Russell Building | 8627 8239 | 8627 8285 |
| Fisher Library | Eastern Avenue | 9351 2993 | 9351 2890 |
| ICT Help Desk (MyUni enquiries) | Boundary Lane | 9351 6000 | 9351 6004 |
| International Office | Level 4, Jane Foss Russell Building | 8627 8302 | 8627 8387 |
| International Student Support Unit (for advice and counselling) | Level 5, Jane Foss Russell Building | 8627 8437 | 8627 8482 |
| Learning Centre | Level 7, Education Building | 9351 3853 | 9351 4865 |
| Student Centre | Level 3, Jane Foss Russell Building | 8627 8200 | 862 78279 |
| Student Counselling Service | Level 5, Jane Foss Russell Building | 8627 8433 | 8627 8482 |
| University Switchboard | | 9351 2222 | |
| Student Services | http://www.usyd.edu.au/stuserv/ | | |

For other contact details, please visit the online University directory at: www.usyd.edu.au/staff/directories