



The University of Sydney
FACULTY OF LAW
Undergraduate



Law School Pre-enrolment 2010

please retain this booklet for future reference



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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 Undergraduate timetable is available at:

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

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 for the latest information.

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Units of study list / Unit of study descriptions

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.

Suspension of studies

If you intend to suspend your studies for *both* semesters in 2010, you do *not* need to pre-enrol. If you intend to suspend studies for *either* semester in 2010, you should pre-enrol for the semester in which studies will be undertaken. Students should seek approval to suspend their candidature by completing the *Change of Candidature* form – see ‘Suspension of candidature’ in Section 3 for full details.

Completion of studies

If you expect to complete the requirements of the Bachelor of Laws by December 2009, you do *not* need to pre-enrol. The next Faculty of Law graduation ceremony will be held in May 2010. Please visit www.usyd.edu.au/studentcentre/grads/index.shtml for more details on graduation arrangements.

Am I eligible to pre-enrol?

The following students are eligible to pre-enrol:

- Currently enrolled graduate law or combined law students;
- Students who were enrolled in Semester 1 2009 but withdrew from Semester 2 prior to 31 August;
- Students enrolled in honours at the University of Sydney.

All other students who are returning from a suspension of candidature will not be eligible to pre-enrol and will be required to enrol in person at the Law School on 15 February 2010.

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*.

Combined Law 3 students:

To pre-enrol in Combined Law 4 for 2010, you will need to transfer your award course to **JH000 Bachelor of Laws** before you are able to enter your 4th year law units. Once you have logged on to the pre-enrolment site under your Combined Law degree code, click on the “course transfer” button and then enter your units of study.

Please note: only students who have been coded as potential graduands in their first degree by the partner faculty will be eligible to pre-enrol. Please contact the partner faculty for any queries regarding your graduand status.

Honours students:

If you are currently undertaking an honours year and intend to resume law studies in 2010, you will not be able to pre-enrol online. Please complete a *Pre-enrolment 2010* form, available at:

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

Old resolutions students:

If you need to pre-enrol in any 8 credit point compulsories, you will not be able to do so online. Please submit a *Pre-enrolment 2010* form or a *Variation of Enrolment Request* form where a partial online pre-enrolment has been completed.

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**.

If, for any reason, MyUni does not accept your pre-enrolment, please complete a *Pre-enrolment 2010* form, available at: <http://www.law.usyd.edu.au/cstudent/undergrad/forms.shtml> and submit it to the Law School Information Desk no later than: **Friday 30 October 2009**.

Choosing units of study

Students enrolling in Combined Law 4 or Graduate Law 2 are required to follow the progression rules as prescribed by the relevant LLB degree resolutions – see ‘Sequence of Units of Study’ in Section 4. If you have any queries regarding these resolutions or how they apply to you, it is recommended that you contact the [Undergraduate Team](#) before you pre-enrol.

It is strongly recommended that final year students *carefully* select the elective units of study they wish to undertake in 2010. The pre-enrolment period is the *best* opportunity to secure a place in your preferred units. If you wish to vary your chosen units at a later date, you may be required to place your name on a waiting list and may miss out on a place altogether. To avoid disappointment, please take the time to select your elective units carefully at this stage. It is recommended that you complete your pre-enrolment early as some electives may be restricted following the pre-enrolment closing date.

Variations of pre-enrolment

Students have the opportunity to vary their pre-enrolment online. Variations can be made immediately following the completion of pre-enrolment. All pre-enrolment variations must be finalised **by 1 January 2010**.

Variations to pre-enrolment will be restricted by availability. Students seeking to enrol in any law unit that requires departmental permission (where permission has been granted) will not be able to vary online and will be required to submit a formal variation of enrolment request by **11 December 2009**.

Units of study requiring special application

The following elective units require special application during the pre-enrolment period. It is not possible to enrol online in these units. If you are formally accepted into one of these units, you will need to submit a *Variation of enrolment request* form to secure your enrolment.

LAW3025 External Placement Program

In this unit of study, students are afforded the opportunity to work for up to one day each week during the semester in a ‘public interest’ placement site. In addition, students attend fortnightly seminars which are designed to promote discussion and reflection on a range of issues that may arise during the course of the placement as well as seminar presentations on matters relevant to public interest externships. The unit has a public interest focus which is reflected in the selection of placement sites.

The following criteria will be applied to allocate places to applicants:

- students entering their final year of either Combined Law or Graduate Law
- students with an attraction to public interest lawyering, and/or students with a history of engagement in community service.
- for many placement sites, students with a healthy WAM, and/or completion of (or enrolment in) a particular elective unit.

For full details on the program, please contact the Unit Convenor, Graeme Coss on 9351 0227 or g.coss@usyd.edu.au.

Students who wish to be considered for this program must complete the *EPP Student Expression of Interest 2010* form available on the Faculty website, and should submit this via email to the Unit Convenor no later than **18 December 2009**.

Please note this unit is offered in Semester 2 2010. It is not offered in Semester 1.

LAW3461 Social Justice Clinical Course

In this unit of study, students have the opportunity to work in a ‘social justice’ placement site such as the Refugee Advice and Casework Service (RACS) the Public Interest Law Clearinghouse (PILCH) and the Public Interest Advocacy Centre (PIAC). Through such organisations students will be exposed to real world cases and projects which have a social justice focus. Normally students will be required to attend the clinical placement site one day per week, commencing in week 2 of the semester. In some instances, the sites may be able to take students for shorter term more intensive periods. There is a weekly structured seminar program dealing with social justice issues and aspects of public interest law. The weekly seminars are also designed to provide students with the

basic knowledge and skills required to participate in a working clinical legal organisation and to facilitate discussion of legal issues specific to the placement sites. Classes for this unit of study commence in Week 2 of semester.

As there are limited places the following criteria will be applied to allocate places to applicants:

- students entering their penultimate or final year of either combined law or graduate law
- students with an interest in public interest law and/or with a history of engagement with social justice
- reasonable academic performance in their current law degree
- availability for one-day per week placement vacancies

Further details of the program are available on the Law School website. The Unit Convenor is Professor Peter Cashman: p.cashman@usyd.edu.au.

Students who wish to be considered for this program must submit a one page application via email to the Faculty's Executive Officer, Peter Lead: p.lead@usyd.edu.au.

The application must include the following:

- your full name, SID, contact details, and present academic program and year;
- which day or days of the week you would be available to attend the clinical placement during semester (from week 3 to the end of week 13);
- any involvement /experience in social justice activities; and
- why you are interested in doing this course.

Application closing dates:

Semester 1 - **11 December 2009**

Semester 2 - **28 June 2010**

LAWS3434 Independent Research Project

Students have the opportunity to undertake a 6 credit point Independent Research Project if they are in their final year of study and have a WAM of 70% or higher.

Students who have a shortfall in the required number of credit points for their degree, due to the transitional phase of the Bachelor of Laws to new resolutions, may apply to undertake a 2 or 4 credit point Independent Research Project. Please seek advice from the [Undergraduate Team](#) in the first instance to determine eligibility.

An *Application to Undertake a Research Project* is available from the Law School Information Desk and the Faculty website. Please submit your application (endorsed by your supervisor) no later than **Friday 26 February 2010** for Semester 1 enrolment or **Friday 23 July 2010** for Semester 2. Please attach a *Variation of Enrolment Request* form to your application. This form will be processed if approval is granted for you to undertake an Independent Research Project.

LAWS3057 Sydney Law Review

Sydney Law Review is a skills based unit with restricted enrolment. This unit is offered each semester under the supervision of the Editor of the *Sydney Law Review*, who is a member of the full-time teaching staff. The unit is limited to approximately 32 students per year. Application is a competitive process based on academic merit, team skills, organisational ability and writing and editing ability. Students must complete an application form to be considered. Applications are assessed progressively, so students may have a greater chance of acceptance if they apply early. Preference may be given to students in their final year.

Applications are considered by the Editor who decides which students are to be offered a place in the unit. Students selected for this unit must be prepared to serve for six months, so that duties may extend beyond the end of formal teaching and assessment, or commence before formal teaching.

Students may register interest in this unit, although this is not a guarantee of selection. Applications are available online at the *Sydney Law Review* website www.law.usyd.edu.au/slr, from the coordinator Jo Howse (j.howse@usyd.edu.au) or at the Law School Information Desk. Applications must be received by **7 December 2009**.

Concurrent enrolment (*Combined degree candidates only*)

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

The following law units of study are scheduled to be run in the Summer Session 2009/2010:

LAWS1015	Contracts
LAWS1018/LAWS2005	International Law
LAWS1021	Public Law
LAWS2014/LAWS2003	Corporations Law/ Corporate Law
LAWS3015	Private International Law
LAWS3039	Intellectual Property
LAWS3059	Media Law
LAWS3428	Defamation and Privacy
LAWS3423	Copyright, Design and Patents

The following units of study are scheduled to be run in the Winter Session 2010:

LAWS1017	Torts and Contracts II
LAWS1018/LAWS2005	International Law
LAWS2017/LAWS2007	Real Property

Students wishing to enrol in Sydney Summer School units must meet the progression requirements set out in Section 4 of this guide. Please note:

- The completion of Law 1 (or equivalent) is required to be eligible for enrolment in any electives.
- Enrolment in Sydney Summer School units is limited to a maximum of two units.
- Students proceeding under the old resolutions and who are completing their final LLB units in the summer session must enrol in 8 credit point units. Old resolution students who have further electives to complete in 2010, should seek advice from the [Undergraduate Team](#) before enrolling in any summer session units.
- New resolution students must enrol in 6 credit point units.

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).

Cross-institutional study

Academic credit may be granted for completing approved elective units of study offered by other tertiary education institutions. Students are not permitted to undertake compulsory units of study at another institution. Students must also meet the progression requirements of the LLB and are not permitted to enrol cross-institutionally unless they have completed the equivalent of Law 1. Students will not be permitted to enrol in more than two units of study over the summer session, or to enrol in more than 24 credit points in total (University of Sydney enrolment inclusive) in each semester.

Requests to undertake units of study on a cross-institutional basis will only be considered if there are no equivalent units offered by the University of Sydney in the same academic year or at the Sydney Summer School. Distance education and online units cannot be recognised for credit.

Applications detailing the content, total contact hours, assessment requirements (including the word length of any assessable work) of the proposed unit(s) to be undertaken, must be submitted *before* enrolling with the 'host'

institution by completing the *Application for Cross-institutional Study* form, available from the Law School Information Desk and the Faculty website. The Associate Dean will determine the number of credit points to be granted for each unit of study to be undertaken. It should not be assumed that the same level of credit will be granted by the University of Sydney as accorded it by the other law school.

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 Associate Dean.

Please note: it is the student's responsibility to ensure that all required documentation is submitted with the application form. Failure to do so will result in a delay in processing or application rejection.

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. The unit(s) will appear on your University of Sydney academic transcript as 'unspecified credit'.

Please note: no more than 24 credit points of unspecified credit can be credited to your Bachelor of Laws candidature.

Exchange

Exchange programs offer students an exciting opportunity to broaden their academic experience and sample a different lifestyle and culture by completing units of study overseas and receiving credit for this study towards their candidature.

LLB students are eligible to undertake an exchange program in the final year of their candidature. Students will need to have completed all their compulsory units, as well as the compulsory Jurisprudence requirement, prior to undertaking their exchange program.

For students interested in undertaking a Faculty-specific exchange in 2011, information will be available in May 2010.

Exchange information is also available from the University's Study Abroad and Exchange office which is located within the International office: http://www.usyd.edu.au/current_students/student_exchange/index.shtml

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.

A small number of students will not have their pre-enrolment approved. This is usually due to incomplete or fail results in Semester 2 2009. These students will be required to **enrol in-person on 15 February 2010**. Further advice regarding in-person enrolment will be mailed to students in late January.

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

Variation of enrolment

Online enrolment variation will re-open in mid February 2010. If, for any reason, your attempt to vary your enrolment online via MyUni is unsuccessful, you can submit a *Variation of Enrolment Request* form at the Law School Information Desk from **22 February 2010**. The form is available on the Law School website and from the Law School Information Desk.

For some units of study, online enrolment variation is not possible and the message “departmental permission required” will be displayed. This indicates that a particular unit is full or requires special permission to enrol. Please see ‘Waiting lists’ (below) and ‘Units of study requiring special application’ (Section 2) for further details.

Waiting lists

Once an elective unit has reached its quota (normally 60 students per group), no further enrolments will be accepted. A waiting list will operate for all elective units that are full. If you wish to have your name placed on a waiting list, please complete a *Waiting List Request* form indicating the unit in which you wish to enrol and any you wish to withdraw should your application be successful. Your form should be submitted in-person at the Law School Information Desk and will be date and time stamped. Forms may also be mailed or faxed, but please note that these will be time stamped 5pm on the day of receipt. You will be advised promptly by email if your waiting list request has been successful.

Waiting list applications may be submitted during the following periods:

Semester One	Monday 22 February to Friday 12 March
Semester Two	Monday 19 July to Friday 6 August

Restrictions may be placed on the number of requests made per student.

Important: Under no circumstances should you attend classes or purchase course materials until you are officially advised that your enrolment in a wait-listed unit has been successful. Please do not approach teaching staff for permission to attend their unit as they are unable to approve such requests.

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 (<i>unit will not appear on academic record</i>)	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.

Suspension of candidature

If you wish to take leave from studies in 2010, you must seek approval to formally suspend your candidature. A suspension of one year may be granted (provided you have previously maintained a continuous full-time attendance pattern). Further suspensions will not normally be granted except in extreme and extenuating

circumstances.

Suspension requests should be made via a *Change of Candidature* form and should be submitted at the Law School Information Desk as soon as possible, but no later than:

- 31 March to suspend Semester 1
- 31 August to suspend Semester 2

Requests received subsequent to these dates cannot be considered. You will receive written notification of the outcome of your request following consideration by the Associate Dean.

International students on a student visa who wish to suspend their candidature should first seek advice from the Compliance section of the International Office regarding their visa conditions: compliance@io.usyd.edu.au.

Withdrawal of candidature

If you are unable to continue your studies in the Bachelor of Laws, please notify the Undergraduate Team by completing a *Change of Candidature* form. Notification should be received as soon as possible, but no later than:

- 31 March to withdraw from Semester 1
- 31 August to withdraw from Semester 2

A financial liability will be incurred for withdrawal after these dates. A confirmation will be sent to students once the withdrawal is processed.

International students should contact the International Office (www.usyd.edu.au/internationaloffice) prior to withdrawal of candidature to obtain advice regarding financial liability and student visa requirements.

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.

Cancellation of enrolment

Please note that failure to pay your fees in full by the due date indicated on your invoice, or failure to provide a tax file number where HECS-HELP or FEE-HELP is sought, 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. In addition, local students will not be permitted to enrol as Commonwealth-supported students and will be required to pay local undergraduate fees. International students on a student visa whose enrolment has been cancelled are not permitted to remain in the country.

A charge of \$100 will apply if a student wishes to have their 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. International students should contact the Finance Section of the International Office at finance@io.usyd.edu.au.

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 completing a *Change of Contact Details* form, updating your details on your *Confirmation of Enrolment* notice or by faxing/ mailing written advice to the Undergraduate Team.

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.

In addition, international students must maintain a full-time enrolment of 24 credit points at all times as a student visa requirement, unless approved otherwise by the Faculty and the International Office.

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 more than 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. LLB Degree Rules

Sequence of units of study

You are required to complete law units of study in the approved annual sequence. Permission to deviate from this sequence will not be granted under any circumstances, and students may not be permitted to re-enrol if they do not adhere to this sequence.

New resolutions

Year	Unit of study	Credit points
Law 1	Foundations of Law	6
<i>Combined Law 1-3 & Graduate Law 1</i>	Torts	6
	Legal Research 1	0
	Processes of Justice/Civil and Criminal Procedure	6
	Contracts	6
	Criminal Law	6
	International Law	6
	Public Law	6
	Torts and Contracts II	6
	Legal Research II	0
	<i>Law 2# Combined Law 4 & Graduate Law 2</i>	Administrative Law
Federal Constitutional Law		6
Introduction to Property and Commercial Law		6
The Legal Profession		6
Real Property		6
Corporations Law		6
Equity		6
Evidence		6
<i>Law 3 Combined Law 5 & Graduate Law 3</i>	7 Elective units of study selected from Part 1	42 (maximum)
	1 Elective unit(s) of study selected from Part 2	6 (minimum)
Total credit points required:		144

Old resolutions

Most students who commenced Combined Law prior to 2006 or transferred in 2006 (and undertook either Criminal Law or Contracts in that year), and students who began Graduate Law prior to 2008, are proceeding under the old (2000) resolutions.

If you are proceeding under the old resolutions and have not completed all your compulsories, different transitional arrangements have been made for individual units of study. Please ensure that you enrol in the correct unit of study code and check your personalised timetable carefully. If you are at all unsure about which classes you need to attend, please contact the [Undergraduate Team](#).

If you are completing elective requirements, please ensure that you complete 48 credit points of electives. You do not need to complete 8 credit point elective units.

Year	Unit of study	Credit points
Law 1	Foundations of Law (formerly <i>Legal Institutions</i>)	6/8
<i>Combined Law 1-3 & Graduate Law 1</i>	Torts	6/8/10
	Legal Research	0
	Contracts	6/8
	Criminal Law	6/8
	Federal Constitutional Law	8/10/12
	Law, Lawyers and Justice	6/8/10/12
	Law 2*	Administrative Law

<i>Combined Law 4 & Graduate Law 2</i>	International Law	8
	Real Property	8
	Corporate Law	8
	Equity	8
	Litigation	8
Law 3	Elective units of study selected from Part 1	42 (maximum)
<i>Combined Law 5 & Graduate Law 3</i>	Elective unit(s) of study selected from Part 2	6 (minimum)
Total credit points required:		144

Jurisprudence/Part 2 requirement

It is a requirement of the Bachelor of Laws that all candidates, including old resolutions candidates, undertake at least 6 credit points of Jurisprudence units (Part 2 of the table of undergraduate units of study in the Faculty Handbook). The following elective units of study satisfy this requirement in 2010:

Semester 1

LAWS3114	Law as Communication (Seminar)
LAWS3468	Theories of Justice
LAWS3470	Theories of Legal Reasoning

Semester 2

LAWS3436	International/Comparative Jurisprudence
LAWS3447	Law and Economics
LAWS3459	Rights, Morality, and Law
LAWS3462	Sociological Theories of Law
LAWS3469	Theories of Law
LAWS3473	Critical Legal Theory

Legal Research requirement

Completion of the appropriate Legal Research unit(s) is a compulsory requirement of the Bachelor of Laws. If you have not yet completed this unit(s), you must enrol in it as soon as possible or you will not be eligible to graduate.

Rules of progression

Please note the following basic rules of progression of the Bachelor of Laws. More detailed information may be found in the Faculty of Law Handbook (available at www.usyd.edu.au/handbooks):

- 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.
- No more than 24 credit points may be completed in any one semester. An exception may be made for students in their final year who would otherwise be required to attend for an additional semester in order to complete one remaining unit.
- Students are required to enrol in a standard full-time load each semester. Local students may be permitted to undertake a reduced load in one semester, but should be aware that for Centrelink purposes, an enrolment of less than 24 credit points per semester may be considered a part-time load and payment may be adjusted (or cancelled) accordingly. International students who wish to undertake less than a standard full-time study load will only be permitted to do so for reasons of serious illness or misadventure or students at academic risk. Supporting documents will need to be submitted to the Faculty for this request to be considered.
- A minimum of 12 credit points must be successfully completed each semester. Failure to do so will result in a student being placed on the 'student at risk' register which could ultimately lead to the cancellation of a student's candidature.
- A unit failed more than once will also result in a student being placed on the 'student at risk' register.

Students seeking to take more or less than a standard load or to vary their progression requirements in any way must have the approval of the Undergraduate Associate Dean. Students should, in the first instance, email their application along with any supporting documentation, to the Undergraduate Team Leader.

Honours & the Weighted Average Mark (WAM)

Honours in the Bachelor of Laws is currently awarded on the basis of the Weighted Average Mark (WAM). All law units of study are weighted equally for the purpose of WAM calculation. The WAM is therefore the mean (average) of results in all law units of study attempted. Units of study with a result of Absent fail (AF) or Discontinued – fail (DF) are assigned a mark of zero (0) for the purpose of WAM calculation. Units of study assessed on a pass/fail basis or undertaken at other institutions (exchange program, cross-institutional study, etc.) do *not* contribute towards the WAM. Two levels of honours are awarded: Honours Class I (WAM of 75% and above) and Honours Class II (WAM of 70% - 74.9%). Students with a WAM below 70% will be awarded the degree at 'Pass' level.

Students who are scheduled to graduate in the Bachelor of Laws from 2013 onwards will be awarded Honours subject to the new Honours resolutions. This will require the completion of an Honours dissertation and entry will be on a competitive basis. Please see the Faculty Handbook for details: www.usyd.edu.au/handbooks

5. 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

6. Useful phone numbers

Unit convenors 2010

Unit of Study	Convenor	Telephone	Email
Administrative Law	Ms Nicola Franklin	9351 0274	n.franklin@usyd.edu.au
Civil and Criminal Procedure	Prof Reg Graycar	9351 0390	r.graycar@usyd.edu.au
Contracts	Dr Gregory Tolhurst	9351 0243	g.tolhurst@usyd.edu.au
Corporations Law	Prof Jennifer Hill	9351 0280	jennifh@usyd.edu.au
Criminal Law	Dr Kristen Savell	9351 0222	k.savell@usyd.edu.au
Equity	Mr James Glistler	9351 0277	j.glistler@usyd.edu.au
Evidence	Assoc Prof David Hamer	tba	tba
Federal Constitutional Law	Dr Peter Gerangelos	9351 0313	p.gerangelos@usyd.edu.au
Foundations of Law	Mr Fady Aoun	9351 0226	f.aoun@usyd.edu.au
International Law	Mr Ross Anderson (Grad) Dr Tim Stephens (8cp)	9351 0258 9351 0205	r.anderson@usyd.edu.au t.stephens@usyd.edu.au
Introduction to Property and Commercial Law	Ms Patricia Lane	9351 0322	p.lane@usyd.edu.au
Legal Research I & II	Mr Graeme Coss	9351 0227	g.coss@usyd.edu.au
Litigation	Assoc Prof David Hamer	tba	tba
Public Law	Ms Nicola Franklin	9351 0274	n.franklin@usyd.edu.au
Real Property	Dr Fiona Burns	9351 0247	f.burns@usyd.edu.au
The Legal Profession	Dr Rita Shackel	9351 0368	r.shackel@usyd.edu.au
Torts	Assoc Prof Barbara McDonald	9351 0307	b.mcdonald@usyd.edu.au
Torts and Contracts II	Mr Ross Anderson	9351 0258	r.anderson@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