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1. Introduction

Welcome to the Faculty of Law. The Faculty encourages postgraduate students to consider themselves as full members of the Faculty. You are very welcome to use the Staff Room, to participate in the Staff Seminar program and to attend social functions. Postgraduate students are encouraged to contribute to the teaching program as tutors. This is arranged between the Dean/Head of School, the postgraduate and their supervisor.

In general, the first point of contact if you have a problem or need advice should be your supervisor; otherwise you should see Professor Margaret Otlowski, Dean/Head of School (particularly for resource issues) or Jeremy Prichard, Co-ordinator for Postgraduate Students. A list of the staff with room numbers and phone numbers is given in Appendix A. Appendix B lists the main areas of research expertise for the Faculty's higher degree supervisors.

2. Policy on Financial Support to Postgraduate Students

The Faculty of Law supports, in principle, the allocation of funds for the support of postgraduate students. The level of support is determined at a staff meeting and any allocation decision is subject to review under normal budgetary processes.

The allocation for postgraduate support accounts is set at $1000 per annum period. This allocation is based on a full-time student load (part-time students receive a pro-rata allocation). Full-time or fractional members of staff are not eligible for funding, however postgraduate students involved in casual tutoring are eligible. Funds are to be spent only on items directly related to a student's candidature (e.g. texts, faxes, research travel, travel to conference, etc). Funds must be expended in line with general University Guidelines and not in a manner that attracts Fringe Benefits Tax.

Any application for funding support by a postgraduate student must first be approved by their supervisor before seeking approval by the Dean/Head of School.

Janice Pieterse or Rachael Ormerod will arrange purchase orders, reimbursements etc. after the appropriate approvals have been sought. For taxation purposes all items should be purchased through the University’s ordering system. On some items the University uses state government and other contracts, so please check before purchasing.

The money available to the Faculty to cover the cost of research and teaching is limited. We ask for your co-operation in keeping all costs to a minimum so that we can cover those that are an essential part of your study. You should keep in mind that the cost of faxes and photocopies are directly debited to your postgraduate support account. The Faculty also provides, free of charge, printing, photocopying, stationery, local area phone calls and postage for activities related to your candidature. However, you are asked to use these facilities sparingly.

Any use of facilities for private purposes (those that are not part of your study or research) must be paid for by you, including photocopying, printing, stationery, mail, and telephone calls. We work on an honesty system to avoid the administrative nightmare of justifying every call or photocopy you make, and ask for your full co-operation in maintaining this.

3. Enrolment and Progression

The Graduate Research Office coordinates and manages the administration of research higher degree candidature and scholarships including general enquiries, applications, enrolments, ongoing candidature and examinations.
Progress of all candidates is closely monitored. Any extensions of candidature beyond the allocated three years full-time, six years part-time study for PhD and two years full-time, four years part-time study for Masters need approval by the Dean of Graduate Studies by Research. Please note that extensions to scholarships are not granted automatically with extensions of candidature.

The Graduate Research Office website has many helpful resources: [http://www.utas.edu.au/research](http://www.utas.edu.au/research)

For information on making changes to your candidature, completing each milestone related to your research degree, examination, and training, please visit the website.

As a research candidate, you will also have an iGrad account. Key information relating to the progress of your degree and resources available to you will be on iGrad. You can access it here:

[http://www.utas.edu.au/research/graduate-research/igrad](http://www.utas.edu.au/research/graduate-research/igrad)

4. **Research Information**

(a) **Code of Conduct in Supervision**

Information on the University’s policy for supervisory expectations and other important guidelines can be downloaded from the following address: [http://www.utas.edu.au/policy/codes-of-conduct](http://www.utas.edu.au/policy/codes-of-conduct)

(b) **Responsible Conduct of Research Framework**

The University's Responsible Conduct of Research Framework is available here:


(c) **Ethics in Research**

The University has strict guidelines for research involving humans (including surveys and interviews). Information on guidelines is available here:


(d) **Thesis Printing and Binding**

The department will pay for the cost of thesis printing and binding (basic hard copies).

(e) **Publication of Material**

Students are encouraged to publish their material under the guidance of their supervisors. Currently the Department of Education and Training distributes a proportion of funding to the University based on research publications (and the University distributes these funds to departments based on the same criteria). Funds are distributed based on publications and the Department of Education and Training places particular emphasis on the production of:

Scholarly Books;

Chapters in Scholarly Books;

Refereed Journal Articles; and,

Published Refereed Conference Proceedings.

Although these funds will not flow directly to you, they will offset some of the costs of the Faculty of Law’s
Postgraduate Program and enhance our publications record (an important achievement in the current environment).

5. **Law Library**

The University Library is an essential resource for postgraduate students. New students should make an appointment to talk to the Law Librarian, Deborah Bowering, as soon as possible after their enrolment.

The Library provides research students with information resources, research training, and reference assistance.

Information resources for research students are available in print from the Law Library and other branch library collections, and online from the University Library web site. Resources not held in our collections may be obtained from the Document Delivery Service.

The Law Library offers training sessions tailored to the needs of research students. These sessions will be offered on an as per needs basis and can be organised by appointment with Deborah.

The Law Library staff are always available to help research students with reference enquiries, and to help with using the various legal databases. The Law Library also supports research students in their use of the preferred referencing style for Law, the Australian guide to Legal Citation 3rd edition. Copies of the style guide are available in the library, and the library can provide advice and training on the AGLC3 output style for EndNote, the University’s preferred referencing software.

If the University Library does not have the material you need, postgraduate students can request it from the Document Delivery Service. This uses interlibrary loan and commercial document suppliers to obtain the material. Information is available from library staff, or on the library web site at:


Postgraduate students enrolled at the University of Tasmania can also obtain lending rights when they visit other partner Australian University libraries. The University Libraries of Australia and New Zealand scheme is mostly free-of-charge at participating University libraries. For information on how it works, please visit the Law Library.

6. **Seminar Programs and Research Training**

(a) **Programs**

The Faculty of Law offers three seminar programs.

**The Faculty Seminar Program** brings academics and practitioners the Faculty and from interstate and overseas on a variety of topics. Many of these visitors also give guest classes during their stay. Postgraduate students are invited and encouraged to attend these seminars. Postgraduate students are also encouraged to consult with visitors in their areas of expertise. These seminars are conducted over a catered lunch.

**The Postgraduate Lunchtime Seminar Program** in which postgraduate students meet on a regular basis for collegial support, to discuss issues arising from their thesis program, and to meet with visiting speakers.

(b) **Research Training**

**Graduate Certificate in Research**

The University has approved a requirement that all higher degree by research students (Masters and PhD) complete the Graduate Certificate in Research, comprising four units: two generic required subjects and two electives. This Certificate will be offered flexibly on campus, in intensive workshops and online. For information on the Graduate Certificate in Research, visit the following webpage:
7. Faculty of Law Facilities

(a) Access and keys

Postgraduates are provided with keys to a shared office space (generally postgraduate room one or two) and swipe cards for the front door (for after-hours access) and Reception. Security is vital and all unoccupied rooms should be left locked. Facilities are for the sole use of students and staff of the Faculty. Students must not allow others access to the building after hours, or to use the facilities at any time.

Rachel Court, Janice Pieterse and Rachael Ormerod, (Main Office, room 2.04) will issue all Faculty keys and swipe cards. All keys and swipe cards must be returned to David McGuire prior to leaving the Faculty permanently or if you are suspending your studies for a length of time.

(b) Computers and Printing

The Graduate Research Office currently provides all PhD candidates with laptops. The Faculty of Law will provide access to computer facilities for Masters students.

IT support is available through Information Technology Services. For any issues, please log your job via email (service.desk@utas.edu.au) or phone (6226 1818).

(c) Email / Internet / Lexisnexis and Other On-Line Services

Please contact the IT Service Desk (service.desk@utas.edu.au) for any issues with email, etc.

(d) Desks and Offices

The Faculty provides personal desk space for all postgraduate students. The general principle of desk allocation is that full-time students are given preference over part-time students. Where possible, the Faculty attempts to house people with similar research interests together. The Faculty has set aside two postgraduate rooms (on the ground floor), which each seat five students, as well as a few offices on the second floor. Because of shortages we are forced to set priorities and if these offices are needed students will be asked to move. Space is always short, so we urge you to claim a desk only if you will be a regular and frequent user. Please approach David McGuire when applying for a desk, or if you are hoping to relocate from one desk to another.

(e) Facsimile Machine

There is a fax machine available for use in Reception. Faxes related to your candidature will be charged against your postgraduate support account and you will be expected to reimburse the Faculty for personal faxes. Faxes are charged out at $1.00 per page. Use only the last four digits of the fax number within the University (both Hobart and Launceston campuses).

(f) Photocopying and Scanning

Photocopiers are located behind Reception. The copiers have double siding, collating and other facilities. They can also scan

There is a spiral binding machine available in the photocopier room.

Private copies must be paid for at 10c per copy, and the money is to be paid to the receptionist. Photocopiers consume vast amounts of money and paper. Your discretion in keeping use to a minimum is essential. Wherever
possible you should photocopy materials double-sided.

(g) Copy cards

The University libraries' photocopiers are activated by your student card. Information on how this system works is available here: http://www.utas.edu.au/library/libraries/print-copy-scan.

(h) Postage

Outgoing mail should be placed in the appropriate tray provided near the pigeon holes in Reception. The mail is collected by Australia Post at approximately 9.15am and 3.15pm each day. Mail associated with your candidature is free of charge. However if you have bulk mailouts, this may be charged to your postgraduate support account. You cannot use the University mailing system for private purposes unless you attach a stamp.

Postgraduate students are allocated a pigeon hole for their mail in Reception.

(i) Stationery

Letterheads and envelopes are available in the photocopier room for official business.

The Faculty will supply you with office requisites such as pens, writing pads, folders, etc. However resources are scarce and you are asked to use these sparingly.

(j) Tea Rooms

Postgraduate students are encouraged to use the Staff Room on the third floor, and may also use facilities in the Student Common Room on the first floor and the tea room on the second floor. The Faculty of Law provides tea and coffee to staff and postgraduate students.

Students are reminded to keep the Staff Room and tea rooms clean and tidy at all times. If you use a utensil, either place it in the dishwasher or clean it. Please do not leave it in the sink.

(k) Telephones

All rooms have telephones from which local calls of a work-related nature can be made. It is not possible to make STD or ISD calls on the phones in student rooms. If you need to make these calls for the purposes of your research work, ask your supervisor, or the receptionist if you can use their phone. If you need to give a contact number, give the phone number in your room.

A list of UTAS key contacts is available here:

http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/key-contacts

* Dial 0 for an outside line and then the required number

* Dial the last four digits of University telephone numbers (including other University campuses)

Private calls may be made from the phones in student rooms. Please reimburse the cost (30c per call) to Katie or Samantha at Reception.

Calls within the university may also be made with Lync – an online telephony system. Your computer should automatically have it installed. Information on how to use it is available here:

http://www.utas.edu.au/first-year/home/connect-via-lync
8. Faculty of Law Procedures

(a) Fire Alarms

If the alarm bell rings continuously you must leave the building immediately via the closest fire exit. DO NOT re-enter the building until given the all clear by the fire service or a floor warden. Make sure you familiarise yourself with your nearest exit.

If you notice smoke or fire or any other hazard, and the fire alarm is not operating, notify the building controller or a floor warden immediately. **If you are unable to find the building controller or a floor warden** then ring campus services on 7600.

**Building Controller:** David McGuire, Rachel Wiggins

**Deputy:** Janice Pieterse, Rachael Ormerod

**Fire Wardens:** Alexandra Haddad, Gabrielle Sauvage, Kira White, Miriam Chalk, Deborah Bowering, Samantha Howlett, Katie Purchas.

(b) Incident Reports

Forms for reporting accidents within the school are available from the Main Office. For any incident where there is an injury or potential safety risk it is important that an incident report form be completed as the details may be needed later for insurance purposes, and they also serve to pinpoint areas where safety can be improved.

(c) Security

All keys to the Faculty must be safeguarded adequately and may not be copied or loaned to any other person. All doors must be secured after hours and not propped open. If you find open or unlocked doors after hours and cannot lock them yourself, please contact security on 2046 for non-urgent matters (phone 7600 for urgent matters).

(d) Sexual Harassment

Sexual harassment is unwanted, unsolicited, and unreciprocated conduct of a sexual nature. It will not be tolerated in the University, whether by staff or students. People who are sexually harassed are encouraged to talk to the Dean of the Faculty of Law (Professor Margaret Otlowski, Room 2.03). You can find a list of harassment and discrimination contact officers at:


(e) Smoking

Smoking is not permitted in any of the University’s buildings. The University of Tasmania is a smoke-free workplace, this includes any area within 10 metres of any window, entrance or exit from any University building, or air intake for ventilation equipment.

(f) Work Health and Safety

The University is a workplace and is covered by Tasmania’s work health and safety laws. Under these laws, as a student, you have a responsibility to yourself and others to undertake your activities at UTAS in a safe manner. If you would like to know more information about our policy, please visit the UTAS work health and safety webpage:

http://www.utas.edu.au/work-health-safety
(g) **First Aid**

If you require first aid assistance, Dr Jeremy Prichard is the Faculty’s first aid officer. He can be found in room 2.15, or on 6226 2080. The Faculty also has a first aid kit located in the Main Office (room 2.04).

9. **Opportunities for Teaching Experience**

The Faculty often recruits postgraduate students to assist with the undergraduate teaching program. Students interested in participating should make an appointment with, or write to, the Dean/Head of School (Prof. Margaret Otlowski, Room 2.03).

Staff may also hire research assistants from time to time. If you are interested in making yourself available as a research assistant, Samantha or Katie can advise all staff of your availability via email.

10. **Whom to Ask For Assistance**

Purchase orders, inter-departmental requisitions, Faculty maintenance, keys, salaries, air travel, reimbursements of expenditure.

*Dean of the Faculty of Law/Head of School*
  
  Professor Margaret Otlowski (Room 2.03)

*Co-ordinator for Postgraduate Students*
  
  Jeremy Prichard (Room 2.15)

*Enrolment Matters*
  
  Your Supervisor or Research Higher Degrees Unit Coordinator

*Inter Library Loans*
  
  Ms Deborah Bowering (Law Library)

*Computers*
  
  Call the Service Desk on ext 1818

*Petty Cash*
  
  Janice Pieterse or Rachael Ormerod

*Vehicle Requisitions*
  
  Rachel Court, Janice Pieterse or Rachael Ormerod

*Photocopying, faxes, mail, stationery, spiral binding machine*
  
  Samantha Howlett or Katie Purchas at Reception

A range of counselling, medical and other services are available on campus through the Student Services Section of the University (ext 7596) and through the Tasmania University Union (see TUU Contact Centre, located adjacent to the Uni Bar).
Appendix

Staff and Postgraduate Phone and Room Numbers

All staff phone numbers can be found through the University Directory

https://secure001.utas.edu.au/cgi-bin/phone_and_email_directory.pl?task=index_page

and via the Faculty of Law staff page

http://www.utas.edu.au/law/people

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<tr>
<td>Computer Lab Room</td>
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<tr>
<td>Law Review</td>
<td>7561</td>
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<tr>
<td>Postgraduate Room 1</td>
<td>2017</td>
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<tr>
<td>Postgraduate Room 2</td>
<td>2746</td>
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<tr>
<td>Publications</td>
<td>7552</td>
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<tr>
<td>Staff Room</td>
<td>7554</td>
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<tr>
<td>Student Legal Service</td>
<td>2847</td>
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<tr>
<td>Tasmanian University Law Society (TULS)</td>
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External Contacts

| Community Legal Service                  | 6223 2500 |
| Law Society                              | 6234 4133 |

Miscellaneous

| Legal Practice— Hunter Street            | 4394  |
| Student Administration Enquiries         | 2340  |
| University Security                      | 7600  |
Postgraduate Supervisors and Research Areas available to Postgraduate Students

All postgraduate students have a supervisor or co-supervisors appointed by the Board of Graduate Studies by Research on the recommendation of the Head of School. Only supervisors or co-supervisors registered with the Board may undertake the primary supervision role.

- **Aboriginal and Torres Strait Law:** Professor Benjamin J. Richardson
- **Biotechnology and the Law:** Professor Don Chalmers, Professor Dianne Nicol, Dr Lisa Eckstein
- **Civil Procedure:** Dr Olivia Rundle
- **Climate Change Law:** Professor Jan McDonald, Professor Benjamin J. Richardson, Dr Peter Lawrence and Dr Jeff McGee
- **Comparative Administrative Law:** Rick Snell
- **Competition Law:** Lynden Griggs and Dr Jane Nielsen
- **Constitutional Law:** Dr Brendan Gogarty and Ms Anja Hilkemeijer
- **Consumer Law:** Lynden Griggs
- **Contract Law:** Professor Don Chalmers
- **Corporate and Social Responsibility:** Professor Benjamin J. Richardson
- **Corporations Law:** Lynden Griggs
- **Criminal Law:** Dr Jeremy Prichard and Dr Helen Cockburn
- **Criminology and Criminal Justice:** Dr Terese Henning, Dr Jeremy Prichard, Dr Helen Cockburn and Dr Caroline Spiranovic
- **Dispute Resolution:** Dr Olivia Rundle
- **Fisheries Law:** Dr Gail Lugten
- **Environmental & Planning Law:** Professor Jan McDonald, Professor Benjamin J. Richardson, Dr Peter Lawrence and Dr Jeff McGee
- **Ethical Legal and Social Implications of Human Genetics:** Professor Don Chalmers, Professor Dianne Nicol, Professor Margaret Otlowski, Dr Lisa Eckstein
- **Equity and Trusts:** Professor Gino Dal Pont
- **Evidence and Criminal Procedure:** Ms Terese Henning
- **Family Law:** Professor Margaret Otlowski and Dr Olivia Rundle
- **Freedom of Information Law:** Rick Snell
- **Global Health Law:** Dr Lisa Eckstein
- **Human Rights Law:** Ms Terese Henning and Dr Anja Hilkemeijer
- **Industrial Relations Law:** Dr Peter Patmore
- **Technology and the Law:** Dr Brendan Gogarty
- **Intellectual Property Law:** Professor Dianne Nicol and Dr Jane Nielsen
- **International Humanitarian Law:** Tim McCormack
- **International Law:** Dr Peter Lawrence and Dr Gail Lugten
- **International Trade Law:** Dr Peter Lawrence, Jan McDonald and Ms Anja Hilkemeijer
- **Law and Ethics of Health Care/Medical Law:** Professor Don Chalmers, Professor Margaret Otlowski and Dr Lisa Eckstein
- **Land Law:** Lynden Griggs
- **Law of Charities:** Professor Gino Dal Pont
- **Law of the Sea:** Dr Gail Lugten
- **Legal Philosophy:** Dr Peter Lawrence
- **Media Law:** Professor Dianne Nicol, Associate Professor Rick Snell and Dr Brendan Gogarty
- **Professional Responsibility:** Professor Gino Dal Pont
- **Regulatory Theory and Practice:** Professor Di Nicol and Dr Brendan Gogarty
- **Succession Law:** Professor Dino Dal Pont
- **Sports Law:** Mr Lynden Griggs
- **Young People and the Law:** Dr Jeremy Prichard