FACULTY OF LAW

STUDENT INFORMATION HANDBOOK

2015
This Handbook is a guide for Law students at the University of Tasmania. It contains general information about the Faculty and the University which has been drawn from various sources.

Students should note that courses, examinations and other similar matters are governed by the Academic Senate Rules contained at the following website:


The Course and Unit Handbook is available at the following website:

http://www.utas.edu.au/courses
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Dean’s Welcome - Prof Margaret Otlowski

Welcome back to continuing students and a warm welcome to new students. This handbook has been prepared to assist you and to answer questions about the Law School and the University. Inevitably, queries and problems will arise during the academic year and it is important that these are addressed as quickly as possible to allow you to concentrate on your studies. I particularly draw your attention to the section "Who Can Help". Apart from these people, all staff are available for consultation and advice. We are here to help.

The Law School community strives to interact collegially to assist you in achieving an enriching and enjoyable University life. We are all conscious that almost every student is involved in part-time work. We recognise that everyone now pays fees and we endeavour to provide a first class legal education. We have an excellent and helpful library staff and an outstanding team of academics involved in teaching and cutting edge research.

May I encourage you to find time to get involved with the Law School and with the University. The Tasmanian University Law Students Society (TULS) is a wonderful asset. Apart from enjoyable social occasions, TULS runs a Career Service, a Social Justice Program, and represents students on committees of the Faculty. The Tasmanian University Union (TUU) is one the oldest unions in the country and enhances University life with a host of political, social and sporting activities. I encourage you all to get involved. The Law School has not only provided generations of judges, magistrates and lawyers for this State and interstate but has also been a cradle for many political, business, community and international careers.

I look forward to meeting you personally in 2015.
The University and the Faculty of Law Structure

The following brief description will help you to understand where the Law Faculty fits in with the academic structure of the University as a whole.

The University is a large and complex organisation which has a University Council as its supreme decision making body. The Council consists of staff, students and members of the community.

The Council is advised on academic matters by a senior academic body called the Academic Senate, which is made up of a number of senior staff and student representatives.

At the next level are several academic faculties, which consist of one or more schools. The Faculty of Law consists of two schools: the Law School and the Centre for Legal Studies. Schools are responsible for delivering units in their specific disciplines.

Faculties are responsible for all award courses and make recommendations to the Academic Senate on academic matters affecting their disciplines. You will notice that students are represented at all three levels of academic decision making and can have a significant say in matters affecting their courses, units, teaching, learning and assessment.

The principal officer of the University is the Chancellor, who is a prominent person in the community. The chief academic and executive officer is the Vice-Chancellor, who is a full-time employee of the University. The principal officer of each faculty is the Dean, who is responsible for academic and resource issues within the faculty.

There are several levels of teaching staff. In ascending order of academic seniority these are: Tutor, Lecturer, Senior Lecturer, Associate Professor and Professor.

A list of academic and administrative staff is available on the Faculty of Law website at www.utas.edu.au/law. Details of their teaching and research interests and responsibilities are also listed.
Law Faculty Staff

**Academic Staff**

**Dean and Head of School**
Professor Margaret Otlowski

**Associate Dean (Research)**
Professor Jan MacDonald

**Associate Dean (Teaching & Learning)**
Dr Gail Lugten

**Deputy Dean and Deputy Head of School**
Associate Prof Rick Snell

**Deputy Associate Dean (Teaching & Learning)**
Dr Jeff McGee

**Honours Co-ordinator**
Dr Peter Lawrence

**Professors**
Professor Don Chalmers
Professor Gino Dal Pont
Professor Jan McDonald
Professor Gary Meyers
Professor Dianne Nicol
Professor Margaret Otlowski
Professor Benjamin Richardson

**Associate Professor**
Associate Professor Rick Snell

**Senior Lecturers**
Dr Heather Forrest
Lynden Griggs
Terese Henning
Dr Peter Lawrence
Dr Gail Lugten
Dr Jeff McGee
Dr Jeremy Prichard

**Lecturers**
Susan Bartie
Dr Lisa Eckstein
Dr Brendan Gogarty
Anja Hilkemeijer
Sarah Hiller
Dr Elise Histed
Dr Jane Nielsen
Dr Olivia Rundle

**Co-ordinator International Student Support Program**
Anja Hilkemeijer

**Part-time Teaching Staff**
John Blackwood
Professor Tim McCormack
Dr Peter Patmore
Dr Rohan Price
Rev Prof Michael Tate AO

**Professional Staff**

**Senior Executive Officer**
David McGuire

**Manager, Academic Administration**
Kira White & Miriam Chalk

**Administrative Staff**
Rachel Court
Rachael Ormerod
Janice Pieterse
Gabrielle Sauvage
Rachel Wiggins

**Receptionist**
Samantha Howlett
## Key Academic Dates for 2015

### FIRST SEMESTER

#### January
- Friday 30: Course commences for Graduate Diploma in Legal Practice

#### February
- Monday 23: Semester 1 commences

#### March
- Sunday 23: Semester 1 HECS-HELP census date

#### April
- Thursday 2: Mid semester break
- Thursday 9: Semester 1 classes resume

#### May
- Friday 8: Semester 1 examination timetable released
- Friday 29: Semester 1 ends

#### June
- Monday 1–5: Study period
- Saturday 6: Semester 1 examinations commence
- Tuesday 23: Semester 1 examinations end
- Wednesday 24: Semester 1 break commences

#### July
- Wednesday 8: Semester 1 exam results released
- Monday 13: Semester break ends
- Wednesday 15–17: Supplementary & Deferred exam period

### SECOND SEMESTER

- Monday 13: Semester 2 commences

### August
- Monday 10: Semester 2 HECS-HELP census date
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 1</td>
<td></td>
<td>Semester 2 mid-semester break commences</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Semester 2 classes resume</td>
</tr>
<tr>
<td>Friday 25</td>
<td></td>
<td>Semester 2 Examination timetable released</td>
</tr>
<tr>
<td>October 16</td>
<td>Friday</td>
<td>Semester 2 ends</td>
</tr>
<tr>
<td>Monday 19-23</td>
<td></td>
<td>Study period</td>
</tr>
<tr>
<td>Saturday 24</td>
<td></td>
<td>Semester 2 examinations begin</td>
</tr>
<tr>
<td>November 10</td>
<td>Tuesday</td>
<td>Semester 2 examinations end</td>
</tr>
<tr>
<td>Friday 27</td>
<td></td>
<td>Semester 2 results released</td>
</tr>
<tr>
<td>December 10-17</td>
<td>Thursday</td>
<td>Supplementary &amp; Deferred exam period</td>
</tr>
</tbody>
</table>
Who Can Help You

Directories detailing the location of the office of all members of staff are on Level 1 and on Level 2 directly opposite the main entrance.

Teaching, research, results, discipline and complaints
All teaching, research, results, discipline and complaint queries should be directed to the Dean and Head of School, Professor Margaret Otlowski, telephone 6226 2071 or email Margaret.Otlowski@utas.edu.au

Course approvals, variations and other academic matters
For all course approvals, variations to enrolments, academic enquiries or other academic matters students should contact the Deputy Associate Dean (Teaching & Learning), Mr Jeff McGee, on 6226 2079, email Jeff.McGee@utas.edu.au or the Managers, Academic Administration, Kira White (Mon-Thurs) and Miriam Chalk (Fri), on 6226 7510, email Kira.White@utas.edu.au and Miriam.Chalk@utas.edu.au

Lodging assignments
Students can submit and collect assignments from the Reception desk on Level 2. Also, all course materials can be obtained from Reception. The telephone number is 6226 2066.

Computing
Students with computing difficulties can contact the IT Help Desk on 6226 1818.

International students
The contact person for international students is the co-ordinator of the International Student Support Program, Ms Anja Hilkemeijer, telephone 6226 7203, or email Anja.Hilkemeijer@utas.edu.au.

TULS
The contact person for the Tasmania University Law Society (TULS) is the President, who can be contacted at president@tuls.com.au. The TULS website is www.tuls.com.au.

Some other useful telephone numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law School Library</td>
<td>6226 2063</td>
</tr>
<tr>
<td>Student Centre</td>
<td>1300 361 928</td>
</tr>
<tr>
<td>Graduation Office</td>
<td>6324 3656</td>
</tr>
<tr>
<td>Centre for Legal Studies</td>
<td>6226 4394</td>
</tr>
</tbody>
</table>
Reception

Reception is located in the foyer on Level 2 and is the first point of contact in the Law School for many students.

Reception provides a variety of student-related services. Some of these are:

- Tutorial selection – within the first weeks of the semester you will be asked to select tutorial times. Depending on the unit-coordinator, this will be organised either through MyLO or by sheets with the unit names and tutorial times on the boards in the foyer on Level 1.
- Unit Outlines and Synopses
- Assignments – both deposited and collected
- Lost property
- Liaison with TULS
- Timetable assistance

Law Library

The Law Library is one of a network of libraries at the University of Tasmania. It is entered via Level 1 of the Law School.

The Law Library provides law students with a very good collection of legal materials, plentiful seating, with some of the best views on campus, as well as computer laboratories and very helpful librarians.

Students must have a current student identity card, which is also a library card, to borrow material from any library. Students will need a CAPS account name and password to print from the Library’s computers.

The Law Library offers both print and electronic resources to support the study of law. The print collections include a Reserve collection of high-use course material, statutes, books, journals and law reports. The electronic resources include databases containing references to, and the full text of, journal articles, case law and legislation.

Information on services and access to electronic resources are readily available from the Library’s webpage at http://www.utas.edu.au/library/. Included here are links to the catalogue, electronic databases and e-journals, plus information on and links to the full range of services.

The Law Library offers training in legal research skills, and in how to use specific information resources. Details of training sessions are available in the Law Library.

Effective use of the University Library can save students a lot of time. The Law Library readily offers assistance and instruction sessions on the use of all services and resources.
Tasmanian University Law Society (TULS)

The Tasmanian University Law Society (TULS) is the representative society for law students at the University of Tasmania and caters for both social and academic needs. The TULS executive consists of students elected by their fellow TULS members to act as a voice for students and spread information on any issue relating to their law degree. TULS is also the avenue through which the legal profession communicates with students.

The other major purpose of TULS is providing a range of social functions, to make the Law School more than just a place to study.

The office of TULS is located in Room 1.13. The TULS notice board in the Level 1 foyer of the Law School displays all upcoming events both social and academic. On this notice board is a list of the committee members’ names and their positions. All these students are friendly and approachable, and welcome any queries or comments. TULS webpage is at http://www.tuls.com.au/wp/

Student Competitions

The Faculty and TULS actively supports student involvement in interstate competitions. These include:

- Jessup Moot
- Family Law Moot
- Client Interviewing
- Negotiation Competition
- ALSA Interview and Examination-in-Chief
- ALSA Moos

Note that regardless of their participation in these competitions, all students (except those who participate in LAW637 Jessup Moot) are required to enrol in the unit LAW455 Mooting. Those who believe they have met the Mooting requirement by competition participation should apply to the Moot Convenor, Mr John Blackwood, who will assess whether students need to participate in a Faculty moot. Mooting exemptions application forms can be downloaded from the Faculty website at:

http://www.utas.edu.au/law/left-quick-links/information-for-students

Jessup Moot

The Philip C Jessup International Law Moot Court Competition is the largest and most prestigious mooting competition in the world dealing with issues of international law. Held annually since 1959, the competition is named after the eminent United States judge, and initially involved only Harvard law students. Today, the competition involves approximately 1500 students and 300 law schools worldwide.

The competition itself is based on a hypothetical set of facts involving two fictitious countries, where a legal dispute is jointly submitted to the International Court of Justice for resolution. The issues of international law upon which the
problem is based tend to reflect those issues that are current or controversial at
the time. Students forming teams of up to five members spend the entire
Australian summer researching the problem and writing ‘memorials’ on behalf of
both countries. From mid-January teams are trained in oral advocacy leading up
to the regional mooting competition which is held in Canberra in the February of
each year. For the two finalists who appear in the High Court (sitting as the
International Court of Justice), the competition does not end in Canberra. The
two best Australian teams are invited to participate in the International Rounds,
held annually in Washington D.C. each April.

Awards are given each year, both internationally and regionally, not only for the
ultimate winner and runner-up, but also to the team with the best memorials, as
well as to the best oralists in the preliminary rounds and the final. A ‘Spirit of the
Jessup’ Award is given to the team whose performance or contribution embodies
the spirit of Jessup competition. In Australia, participating teams are also given
the opportunity to vote for a ‘Best and Fairest Award’.

Since 1977, Australia has participated in the Jessup Moot by holding a regional
competition and sending Australian teams to Washington. The strength of the
regional competition is reflected in the level of success achieved by Australian
teams in the international rounds, where the Jessup Cup has been won five times
by an Australian University. The University of Tasmania has an excellent record
in the regional rounds of the competition, regularly making the regional finals
and being placed in the top six competing teams. The University has previously
won the awards for best memorials and the best and fairest award.

At the University of Tasmania, the Jessup Moot is offered as an elective unit
depending on student demand and available staff supervision (LAW637),
reflecting the importance of the particular skills acquired from participating in
the competition. Each team member can expect to develop to a very high
standard their abilities in legal research, writing and oral advocacy. In addition,
given the commitment of other universities, Commonwealth departments, and
the courts to the regional competition, participation enables students to meet with
leading lawyers and academics in international law. As teams are limited to five
students, selection is competitive and is based on a range of criteria including
academic performance, mooting and public speaking experience, interest in
international law, skills in legal research, and capacity to work effectively within
a team.

For further information, contact Dr Peter Lawrence on 6226 2747, or email
Peter.Lawrence@utas.edu.au. Students may also wish to visit the website of the
International Law Students Association, who organise the international
competition at http://www.ilsa.org

**Family Law Moot**

The Family Law Moot Competition is a national competition aimed at promoting
advocacy skills in Family Law. It is held annually and conducted by the Law
Council of Australia, Family Law Section. A judge of the Family Court judges
the various state teams to choose two teams for the national final.

Every second year, the national final, also judged by a senior judge of the Family
Court, is held in conjunction with a national Family Law Conference which the
participating finalists are invited to attend. At least every second or third year,
this is followed up with a trans-Tasman competition against New Zealand for the Australasian title.

The Law School at the University of Tasmania has enjoyed significant success in this competition, unrivalled by any other university in Australia.

For further information please contact Dr Olivia Rundle on 6226 2846, email Olivia.Rundle@utas.edu.au.

**Australian Client Interviewing and Negotiation Competitions**

The first Australian Client Interviewing Competition was held at the University of Wollongong in 1993 and the inaugural Australian Negotiation Competition was held at the University of Wollongong, together with the seventh Australian Client Interviewing Competition in 1999. The Australian Client Interviewing and Negotiation Competitions have been held regularly since then. The Client Counselling and Negotiation Competitions held in the United States under the auspices of the American Bar Association have provided the models for the Australian and international competitions.

Australia has had a high profile internationally with success in both competitions. Tasmania won the Client Interviewing Competition in 2001 and represented Australia in the International competition in New Zealand later that year.

Primary objectives of the competitions are to provide supportive educational and competitive environments in which law students can appreciate the significance of interviewing as a foundation of good practice, and of negotiation in structuring transactions and managing and resolving disputes.

Fundamental to both competitions is the development of skills in communicating with clients and colleagues.

The University of Tasmania Law School usually sends a team for each yearly competition.

**ALSA Interview and Examination-in-Chief**

**ALSA Moots**

Students should contact the TULS Competitions at competitions@tuls.com.au for information on both these events.
International Student Support Program (ISSP)

A team consisting of a co-ordinator and special tutors runs the International Students Support Program (ISSP). The Co-ordinator is Ms Anja Hilkemeijer. The tutors are typically senior students with a proven academic record and can be local or international students. The program aims to help international students achieve their full academic potential by:

- Providing an extra two hours of tuition per week for each compulsory unit, in addition to normal lectures and tutorials
- Giving an understanding of the whole course as well as help with particular topics
- Improving approaches to study and examinations
- Monitoring each student’s progress to deal with weaknesses as soon as they arise – a pro-active approach with proven results.

Contact details for the Co-ordinator are: telephone 6226 7566, email Anja.Hilkemeijer@utas.edu.au.

Study Abroad/International Exchange

Law students have opportunities to attend overseas institutions as exchange students. The best time to go on exchange is Semester 2 of Year 4 of the combined degree, and Semester 2 of Year 3 of the straight law degree. It is important to start planning your exchange at least a year in advance. Students must have a GPA of at least 5.00 (credit grade average) to be eligible for international exchange. Some scholarship funding may be available.

For more details contact the Managers, Academic Administration, Kira White (Mon-Thu) or Miriam Chalk (Tues), on 6226 7510, email Kira.White@utas.edu.au or Miriam.Chalk@utas.edu.au.

Course Structures

The Faculty offers degrees in Law and six combined Law degrees.

The Faculty also offers a Graduate Diploma in Legal Practice available to students who have completed a law degree. Postgraduate research degrees are available at Masters and PhD level. More information on research degrees can be found under the Postgraduate section in this Handbook.

In 2013, the Faculty changed its course structure. Transition arrangements have been made for existing students, and students will not be disadvantaged by the changes. More details about the transitions arrangements, including equivalence tables, can be viewed on the Faculty Transition webpage at: http://www.utas.edu.au/law/left-quick-links/new-degree-transition.
**Bachelor of Laws**

The Law School offers a Bachelor of Laws (LLB) degree requiring four years’ full-time study, including the first year in another Faculty, or a maximum of 8 years part-time. To be eligible to be considered for the program, students are required either (a) to have successfully completed a year in another faculty (including the units Introduction to Law and Legal Systems) to the standard required by the Faculty, OR (b) to have successfully completed a degree in another discipline.

The LLB currently has the following structure:

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Reasoning*</td>
<td>Property Law*</td>
<td>Evidence*</td>
</tr>
<tr>
<td>Foundations of Private Law*</td>
<td>Criminal Law A*</td>
<td>Legal Ethics*</td>
</tr>
<tr>
<td>Foundations of Public Law*</td>
<td>Equity and Trusts*</td>
<td>Legal Theory*</td>
</tr>
<tr>
<td>International Law*</td>
<td>1 elective</td>
<td>1 elective</td>
</tr>
<tr>
<td>Contract Law*</td>
<td>Corporations Law 1*</td>
<td>Civil Procedure*</td>
</tr>
<tr>
<td>Torts*</td>
<td>Criminal Law B &amp; Criminal Procedure*</td>
<td>Remedies*</td>
</tr>
<tr>
<td>Administrative Law*</td>
<td>2 electives</td>
<td>2 electives</td>
</tr>
<tr>
<td>Constitutional Law*</td>
<td></td>
<td>#Mooting</td>
</tr>
</tbody>
</table>

* Compulsory core units.

#Students are required to enrol in one Moot (in their last year of study).

**Degrees combining with Law**

There are six degrees combining with Law and they each require five years full-time study or a maximum of ten years part-time study. They are Bachelor of Arts-Bachelor of Laws (BA-LLB), Bachelor of Business-Bachelor of Laws (BBus-LLB), Bachelor of Economics-Bachelor of Laws (BEd-LLB), Bachelor of Information & Communication Technology-Bachelor of Laws (BICT-LLB), Bachelor of Science-Bachelor of Laws (BSc-LLB), and Bachelor of Behavioural Science-Bachelor of Laws (BBehavSci-LLB).
Combined Degrees with Law currently have the following structure:

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
<th>Fourth Year</th>
<th>Fifth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro. to Law &amp; Legal Systems*</td>
<td>Legal Reasoning*</td>
<td>Foundations of Public Law*</td>
<td>Property Law*</td>
<td>Evidence*</td>
</tr>
<tr>
<td>75% other discipline studies</td>
<td>Foundations of Private Law*</td>
<td>International Law*</td>
<td>Criminal Law A*</td>
<td>Legal Ethics*</td>
</tr>
<tr>
<td></td>
<td>Contract Law*</td>
<td>Administrative Law*</td>
<td>Equity and Trusts*</td>
<td>Legal Theory*</td>
</tr>
<tr>
<td></td>
<td>Torts*</td>
<td>Constitutional Law*</td>
<td>Corporations Law 1*</td>
<td>Criminal &amp; Civil Procedure*</td>
</tr>
<tr>
<td></td>
<td>50% other discipline studies</td>
<td>50% other discipline studies</td>
<td>2 electives from schedule of law electives &amp; 1 advanced level unit from other discipline</td>
<td>3 electives #Moot</td>
</tr>
</tbody>
</table>

* Compulsory core units.

# Students are required to enrol in one Moot (in their last year of study).

**Students who commenced their degree prior to 2013**

The old straight Law and combined Law degree structures are outlined below. Where units have already been phased out, please refer to the substitution table provided on the transition webpage [http://www.utas.edu.au/law/left-quick-links/new-degree-transition](http://www.utas.edu.au/law/left-quick-links/new-degree-transition)

**Bachelor of Laws**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Law A &amp; B*</td>
<td>Property Law A &amp; B*</td>
<td>Evidence*</td>
</tr>
<tr>
<td>Torts A &amp; B*</td>
<td>Trusts*</td>
<td>Criminal and Civil Procedure*</td>
</tr>
<tr>
<td>Criminal Law A &amp; B*</td>
<td>Corporations Law 1*</td>
<td>Equity*</td>
</tr>
<tr>
<td>Administrative Law*</td>
<td>Constitutional Law 2*</td>
<td>Professional Conduct*</td>
</tr>
<tr>
<td>Constitutional Law 1*</td>
<td>3 electives</td>
<td>4 electives</td>
</tr>
<tr>
<td></td>
<td>#Mooting</td>
<td></td>
</tr>
</tbody>
</table>

* Compulsory core units.

# Students are required to enrol in one Moot (in their last year of study).
## Degrees combining with Law

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
<th>Fourth Year</th>
<th>Fifth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% other discipline studies</td>
<td>Torts A &amp; B*</td>
<td>Administrative Law*</td>
<td>Constitutional Law 2*</td>
<td>Criminal and Civil Procedure*</td>
</tr>
<tr>
<td>50% other discipline studies</td>
<td>Constitutional Law 1*</td>
<td>Corporations Law 1*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50% other discipline studies</td>
<td>Trusts*</td>
<td>1 elective from schedule of law electives &amp; 2 units from the schedule of cross-listed units (1 from law &amp; 1 from other discipline)</td>
<td>4 electives #Moot</td>
</tr>
</tbody>
</table>

* Compulsory core units.

#Students are required to enrol in one Moot (in their last year of study).

### Elective Units

Students who commenced their degree prior to 2013 are required to satisfactorily complete seven electives for the straight LLB degree and six for the combined LLB degree. One elective unit must be chosen from each of the three groups (A, B and C) as set out in the schedule of electives in the online Course and Unit Database. Elective offerings are rotated with most units being offered every alternate year. Students should take this into account when planning their course progression.

Students who commenced in 2013 or later are required to complete six electives for a straight LLB, and five electives for a combined LLB. There are no elective groups for students in the new course structure.
The following elective units are scheduled for 2015:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit Name</th>
<th>Group</th>
<th>Lecturer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW606</td>
<td>Law of the Oceans and Antarctic</td>
<td>B</td>
<td>G. Lugten</td>
</tr>
<tr>
<td>LAW638</td>
<td>Criminology</td>
<td>A</td>
<td>J. Prichard &amp; C. Spiranovic</td>
</tr>
<tr>
<td>LAW682</td>
<td>Family Law 2</td>
<td>C</td>
<td>K. Mussared</td>
</tr>
<tr>
<td>LAW695</td>
<td>Law and Ethics of Health Care</td>
<td>A</td>
<td>L. Eckstein</td>
</tr>
<tr>
<td>LAW679</td>
<td>Supervised Research Paper</td>
<td>C</td>
<td>Various</td>
</tr>
<tr>
<td><strong>Winter School</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW656</td>
<td>Climate Change Law and Policy</td>
<td>C</td>
<td>J. McDonald</td>
</tr>
<tr>
<td>LAW642</td>
<td>Corporate Social Responsibility and the Law</td>
<td>C</td>
<td>B. Richardson</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW609</td>
<td>Comparative Administration Law</td>
<td>A</td>
<td>R. Snell</td>
</tr>
<tr>
<td>LAW634</td>
<td>Human Rights</td>
<td>B</td>
<td>A. Hilkemeijer</td>
</tr>
<tr>
<td>LAW641</td>
<td>Environmental Law</td>
<td>C</td>
<td>B. Richardson</td>
</tr>
<tr>
<td>LAW664</td>
<td>Intellectual Property Law</td>
<td>C</td>
<td>A. Shelly &amp; H. Forrest</td>
</tr>
<tr>
<td>LAW670</td>
<td>Information Technology Law</td>
<td>A</td>
<td>B. Gogarty</td>
</tr>
<tr>
<td>LAW625</td>
<td>(Law Elective) Law Review</td>
<td>C</td>
<td>P. Lawrence</td>
</tr>
<tr>
<td>LAW679</td>
<td>Supervised Research Paper</td>
<td>C</td>
<td>Various</td>
</tr>
</tbody>
</table>

All unit details can be found in the Course and Unit Handbook at: [http://www.utas.edu.au/courses](http://www.utas.edu.au/courses).

**Supervised Research Elective Unit**

Students who wish to undertake the supervised research elective unit LAW679 are referred to *Guidelines on Supervised Research* available from Reception, or the Honours co-ordinator, Dr Peter Lawrence.

Approval to enrol in the supervised research elective must be obtained from the Honours Co-ordinator prior to enrolling in the unit, and the student must have a Distinction grade average for law units to be eligible. This average is calculated using the University formula for Grade Point Average (GPA) calculation, and requires a GPA of at least 6.00.

**Moots**

A moot allows students to argue points of law in a simulated court room setting before a legal practitioner acting as a judge.

All students (except those who participate in LAW637 Jessup Moot) are required to enrol in the unit LAW455 Mooting and complete one moot during the course of their degree. Any student who believes they have grounds for exemption from participating in a Faculty moot, must still enrol in LAW455, but must lodge an application form for exemption with the Moot Co-ordinator, who will assess their application. LAW455 Moot Exemption applications forms can be
Details regarding moots can be obtained from the Moot Co-ordinator. The Co-ordinator is Mr John Blackwood, telephone 6226 2075, email John.Blackwood@utas.edu.au

Honours

For students who commenced their Law degrees in 2015, Law honours eligibility will be calculated by a different method than in past years. Instead it will be calculated using Grade Point Average (GPA). There will still be research requirement in line with the AQF standards.

Students who commenced prior to 2015, the rules below apply:

The awarding of Honours is determined using a point system based on results in law units of the law program. The units LAW121 Introduction to Law and LAW122 Legal Systems are pre-requisite units for the law course for undergraduate students and are not counted for the purposes of the honours calculation. It is important to note that honours points start counting from Year 2 with the units LAW255 Legal Reasoning and LAW252 Foundations of Private Law.

The method for calculating honours points is that 3 points are awarded for an HD and 2 points for a DN. 2 points are deducted for each failed unit. Those points are doubled for units in the old course structure that were taught over both semesters, but administratively semesterised (ie those with the ‘A’ and ‘B’ suffix - Contract Law A/B, Torts A/B, Criminal Law A/B and Property Law A/B). The points for these units are: 6 points for an HD, and 4 points for a DN, with 4 points deducted for each failure in these units.

Students are also required to gain 8 of their honours points from core units.

Additionally, students must complete a 25% research component requirement in order to be eligible to be considered for honours. This can be made up of two 12.5% units that have at least 50% assignment work. A list of these subjects is posted on the door of the Honours Co-ordinator and the door of the Manager, Academic Administration, and can be downloaded from the Faculty website at: http://www.utas.edu.au/law/left-quick-links/information-for-students.

To be eligible for First Class Honours a candidate must complete LAW679 Supervised Research Paper, and at least one other unit with a research component to a total weight of 25%. Enrolment in LAW679 Supervised Research Paper must be approved by the Honours Co-ordinator, and requires at least a DN grade average (GPA of 6.0)

Points required for the various grades of honours are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>42 points including 6 HDs</td>
</tr>
<tr>
<td>Second Upper</td>
<td>32 points</td>
</tr>
<tr>
<td>Second Lower</td>
<td>24 points</td>
</tr>
</tbody>
</table>
Graduate Diploma in Legal Practice

This is a Graduate Diploma that can be undertaken at the completion of your law degree and is required for admission to practice in Tasmania. Information on the course can be obtained from the Centre for Legal Studies. Students can contact the Director of the Centre on 6226 4394 for more information. Applications are accepted via the University’s online eApplication facility. They close on 30 October each year, and students are advised to lodge their applications by this date to improve their chances of being offered a place.

Enrolment

Enrolment Statements and Fees Invoices

It is the student’s responsibility to check the units in which he or she is enrolled prior to the relevant census date to ensure that he or she is enrolled in accordance with the degree specifications. Students must also monitor their own progress throughout the course. Current enrolment details and fees invoices can be found on eStudent: [http://www.utas.edu.au/students/estudent](http://www.utas.edu.au/students/estudent) Students commencing from 2015 onwards will have a personalised study plan set up for them in eStudent.

It may seem unnecessary to complete your semester 2 enrolment when re-enrolling at the beginning of the year in eStudent. However, this information is essential to the Law School for planning purposes, and for checking that you are on track to meet all of your degree requirements.

Please feel free to discuss your enrolment with the Managers Academic Administration, Kira White (Mon-Thu) or Miriam Chalk (Tues), on 6226 7510, email Kira.White@utas.edu.au and Miriam.Chalk@utas.edu.au if you are in any doubt about whether you are correctly enrolled.

Outstanding Fees and Charges

Students who have an outstanding account for fees or charges will not be allowed to view their results or graduate until these charges are paid. This includes tuitions fees, library fines, Student Services and Amenities Fees and accommodation fees.

Changes to Units

A student who is not correctly enrolled should amend their enrolment online using eStudent ([http://www.utas.edu.au/students/estudent](http://www.utas.edu.au/students/estudent)) before the relevant census date. Units added after Week 2 of semester will require approval from the lecturer. A change of enrolment is also necessary if the student has applied for advanced standing that is subsequently approved. Any changes to enrolment must be made by the relevant census date in order to avoid academic and financial penalty.

If a domestic student wishes to change to different degree, they must contact the Manager Academic Administration to obtain a Course Transfer Application form. If transferring to a combined degree, both owning faculties will need to approve the course transfer. Students should be aware that they will need to complete a new CAF (HECS-HELP form) for the new course.
Students need to be aware that they cannot receive an examination result for a unit in which they have not enrolled. Conversely, examination results are recorded for all units for which a student has an enrolment, regardless of whether they have attended.

**Approval for Changes and Withdrawals**

Students commencing their studies in 2015 or later will have a personalised study plan in eStudent. **Please note that it is your responsibility to ensure your enrolment is correct by the census date.**

**Withdrawals**

Students who withdraw from a unit before the census date for that unit do not incur any academic or financial penalty. The census date for **Semester 1** units is **23 March 2015** and for **Semester 2** units is **10 August 2015**.

The withdrawal code of WW indicates a withdrawal without academic penalty while the code of WN indicates withdrawal deemed failed. WN is used when a student withdraws from a unit after the census and academic withdrawal dates.

**Leave of Absence from the Course**

The Faculty of Law normally permits students to intermit their Law studies for a maximum of one year. This may be after the third year of a combined degree for the purposes of taking an honours year in the non-Law discipline. Leave of Absence can also be approved under special circumstances such as illness.

Due to student visa rules, international students wishing to take Leave of Absence must first approach an International Student Advisor to enquire about whether Leave of Absence can be approved in their case.

Domestic students should apply online via eStudent stating their reasons for the request.

**Credit for law units counted towards another undergraduate degree**

The Faculty of Law policy is that students cannot double count Law units used to graduate from another degree. For example, if the student was originally enrolled in a combined BA-LLB degree but then counted the Law units to graduate from a Bachelor of Arts degree, the student would not be given credit for those units if they were offered a place in the straight law degree at a later stage. Students should therefore carefully consider their plans before applying to credit Law units towards another degree.

**Cross-institutional Enrolment**

A formal Faculty policy exists on cross-institutional study, and can be accessed on the Faculty of Law website at:


Cross-institutional study is where the Faculty permits a student to study pre-approved units at another university. Upon successful completion, credit is granted towards the University of Tasmania degree.
Approval for cross-institutional study is not routinely granted. **The Faculty has no obligation to allow a student to undertake cross-institutional study.** However, consideration will be given to applications, on a case-by-case basis.

Applications must be lodged with the Faculty of Law office using the Faculty of Law Cross-Institutional Application Form, by the relevant closing date as specified on the form. Applications lodged after the closing date will not be considered. The Faculty’s cross-institutional study application form can be downloaded from the Faculty of Law website at [http://www.utas.edu.au/__data/assets/pdf_file/0006/192552/LAW-x-inst-application-form-2011v2.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/192552/LAW-x-inst-application-form-2011v2.pdf).

**Change of Address/ Change of Name**

It is important that students notify the Student Centre of any change of address. Log in to eStudent at [http://www.utas.edu.au/students/estudent](http://www.utas.edu.au/students/estudent) to change your address online.

Changes of name require documentation and students should visit the Student Centre counter to ask about requirements.

**University Student ID**

Students are eligible for their University Student ID Card once they have completed their enrolment form and receive information regarding this process with their Enrolment Statement and Fees Invoice. Student ID Cards are valid until 31 March in the year following issue. Replacement Cards are available from the Student Centre for a fee. Please ensure that you have some photographic identification with you when you apply for a replacement card.

**Further Information**

Further information about all matters related to enrolments, fees, examinations and results, as well as links to relevant forms and policies, can be found at [http://www.utas.edu.au/students/index.html](http://www.utas.edu.au/students/index.html). For general enquiries, please telephone the Student Centre on 1300 361 928 or email Student.Centre@utas.edu.au. For specific enrolment enquiries, please contact the Managers, Academic Administration, Kira White (Mon-Thu) or Miriam Chalk (Tues), on 6226 7510, email Kira.White@utas.edu.au or Miriam.Chalk@utas.edu.au.

**Essential Information for Studying Law**

A number of documents have been developed by the Law Faculty to assist you in your Law Studies. It is important that you read them carefully and take account of the information that they contain. They seek to outline workload expectations for Law units, the benefits of attending lectures to enhance your learning, academic misconduct matters and how these can be avoided, and communication expectations in Law courses.
We strongly encourage you to engage with these materials and take seriously the advice that they contain.

**Presentation and Submission of Assignments**

Formal Faculty Policies exist on the following matters relating to assessment:

- Assessment Submission and Word Length
- In-Class Tests
- Plagiarism and Referencing in Open Book Examinations
- Written Work

These can be accessed on the Faculty of Law website at:

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

If you are unable to sit a test or complete an assignment or other assessable course work on medical or compassionate grounds (work commitments are not considered 'compassionate grounds') you must contact the lecturer-in-charge of the unit (the unit co-ordinator). You will need to present medical certificates or other evidence. Medical certificates must contain enough detail to justify the request.

**Length of Assignments**

Observe any directions from lecturers about minimum or maximum length of assignments. Use the automatic word count facility in your word processing package.

In particular, be aware that the word count specified for any piece of written work required for assessment in the Law School includes ALL words in the document, with no exceptions, no matter where they are in the document and no matter what they consist of. This includes but is not limited to cover pages, headings, all footnotes, citations, abbreviations, tables, quotations, statutory provisions, references to statutory provisions, appendices, in text quotes, headers, footers etc.

**Presentation of Original Work**

The degree award to which each student aspires is a mark of satisfactory individual accomplishment. By awarding a degree, the University is indicating that the degree holder has a level of competence in a given area of study and learning. For this reason, you must adhere to a proper ethical standard in
seeking recognition only for your own work. (Please see section below on plagiarism.)

You are often asked in assignments, especially essays, to learn about the views or theories of others and to demonstrate an understanding of their arguments. At times, you may be tempted to repeat what you have read, or not see harm in unacknowledged copying of source material. Moreover, you may quite properly find it helpful to work with other students in developing or debating viewpoints as a basis for preparing assignments.

To ensure that individual work is properly recognised, you should keep to the following guidelines:

• As far as possible, express your own ideas in your own words. Unacknowledged recitation or close paraphrasing of the work of others, either published authors or your fellow students, will not achieve this. You are not expected to demonstrate originality of ideas (which in general would be an unreasonably demanding test at undergraduate level), but to use information as required and to argue your own case.

• Never hand in an assignment that you know to be the same as, or closely similar to, another student's assignment. When two or more substantially similar assignments are noted, the students will be subject to the University procedures for academic misconduct. To guard against this occurring, do not leave completed assignments in a place where they could easily be copied, and do not provide copies of your assignments to other students. This applies also when you have completed the unit, and sharing your assignments with students in more junior years.

Referencing

The Faculty of Law has instituted a referencing style that must be used in the submission of all Law assignments. Please use the following text as the guide to referencing law assignments:

Title: Australian Guide to Legal Citation (AGLC)
Edition: Latest edition
Publisher: Melbourne University Law Review Association:
Melbourne Journal of International Law Inc, 2010

Law reserve: K 114 .K1 A95 2010

This guide is available in the Law Library, and can also be viewed online at: http://mulr.law.unimelb.edu.au/go/AGLC3

Submission of Assignments

Re-read assignments before you submit them, checking carefully for spelling, clarity of expression and accuracy of information. Always use the spelling check option in your word processing package. Always keep a hard copy of your assignment in case of computer disk malfunction or error.

All major assignments must have an Assignment Cover Sheet completed and signed by the student attached to an assignment. Assignment Cover Sheets are available at Reception.
All major assignments are submitted to and collected from Reception unless specifically stated otherwise by the unit co-ordinator.

**Eligibility for assessment**

The normal criterion for eligibility is that assignments be handed in on, or before, the due date for submission. There are mandatory penalties for late submission, and assignments received after the due date will either not be eligible for assessment or will have marks deducted, unless prior written permission has been obtained from the lecturer in charge or except in cases of emergency. The relevant Faculty procedure can be viewed at:

[link to relevant procedure]

**Plagiarism**

A finding of plagiarism has special consequences for Law students.

Students should note that a finding of plagiarism (or other academic misconduct) is a matter that must be disclosed to the relevant admitting authority upon a graduate’s application for admission to the practise of law, and has the potential to prevent or delay admission to practise. Please refer to the following cases: Re AJG [2004] QCA 88, Re Liveri [2006] QCA 152 and Re OG [2007] VSC 520.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database.

Plagiarism is the taking and using of others’ words or material and representing them as your own, or working in collaboration with another student unless clearly directed by your lecturer to do so (ie joint assignments). It is not permitted to present the words of another author, either a published author or another student, as your own work, except where full acknowledgment of the other’s work is made. Cases of plagiarism will be reported to the Dean and an allegation of academic misconduct will be made and investigated. Where found to be substantiated, penalties will be imposed. In serious cases, the matter may be referred to the University Student Discipline Committee.

At times, you will be asked to learn about and discuss the views and theories of other people, and in these cases you must ensure appropriate acknowledgment of source material, using the methods discussed in the section on Presentation of Original Work above.

In general:

- you should express ideas in your own words. When drawing from the work of other authors, cite the source and show any quotations in inverted commas;
- do not incorporate the words used by text writers, your lecturer or other students in your answer, unless you attribute those words to their author;
• **never** hand in an assignment which is the same as, or closely similar to, another student’s assignment. When two or more substantially similar assignments are received, the students concerned will be reported to the Dean and an allegation of academic misconduct will be made and investigated.

• In some units, you are encouraged to discuss your work in general terms with other students. This encourages you to consider a broader range of issues and opinions and is one of the best ways of grasping principles and concepts. It is therefore a very positive part of your university education. You may also be encouraged to discuss aspects of practical assignments with others. However, once you have clarified the principles, you must express them entirely by yourself. Thus any collaboration or joint discussions **must end when you actually begin to write the assignment that you intend to submit as your own work.** If you are in any doubt about any aspects of plagiarism or cheating, you should seek the advice of academic staff.

The reference book for students has been produced by Melbourne University Law Review Association Inc (*Australian Guide to Legal Citation*), referred to above, contains detailed examples of how to reference material properly for law assignments and essays and several very useful pages of advice on how to avoid plagiarism.

Plagiarism is a form of cheating, and is a University offence punishable by a range of penalties, including a fine or deduction of marks, and in the most serious cases, exclusion from a unit, a course, or the University.

Cheating of any kind within the University is an offence under the Ordinance No. 9 *Student Discipline*. It usually involves two or more parties. If you allow written work, a computer printout or disks, etc., to be borrowed or copied by another student you are an equal partner in the act of cheating. You should therefore be very careful that your work is not left in a situation where it may be stolen or copied. To guard against this occurring do not leave completed, or partly-completed, assignments in a place where they could be easily copied either electronically or by photocopying, etc.

**Plagiarism is an offence that will not be tolerated at this University and will be prosecuted vigorously when detected.**

Ordinance No. 9 *Student Discipline* is available in full on the web at:


Detailed policy documents and guidelines setting out the University’s position on such matters as assessment practice, supplementary examinations, student access to examination scripts and progression through the course can be found in the relevant legislation at:


**Ordinary Examinations**

Four weeks prior to the start of the examinations, the Student Centre makes available a personal timetable for each student who must sit for formal
examinations. Students can access their exam timetable by logging in to their eStudent.

It includes general instructions to students as well as the time, date, location and materials permitted for each of the examinations that the student sits. Students should note these details carefully.

**Deferred Ordinary Examinations**

Students who have been prevented by reason of illness or other serious cause from sitting an ordinary examination in a unit may apply in writing to the Academic Registrar for permission to sit a deferred ordinary examination. Further information on the guidelines for the granting of deferred ordinary examinations can be obtained from the Examinations Officer in the Student Centre.

**Supplementary Examinations**

Supplementary examinations may be granted by the Assessors’ Committee of the Faculty of Law under guidelines provided by Academic Senate. Students should be aware that supplementary examinations are awarded only when it is the student’s first attempt at passing the unit. They are not awarded if a student has previously failed the unit.

**Application to take a Bilingual Dictionary into Examinations**

Students may apply to take a bi-lingual dictionary into examinations. The Bilingual Dictionary Application form is not available on the web. Please ask for the form at the Student Centre. You will need to bring the Dictionary you want to take into your exams with you, as it must be checked for any annotations.

**Results**

Examination results can be viewed on your eStudent.

**Special Consideration in the Marking of an Examination**

Students who feel that their performance has been impaired due to illness or exceptional circumstances outside of their control can request special consideration in the marking of an examination. The relevant form is available from the Student Centre website at:


The form must be submitted to the Law Secretary.

**Student Access to Examination Scripts**

A student has the right to view his or her examination script once the final examination results have been released. The relevant form is available from Law Reception.

**Application for Review of Assessment**

Students may submit an application for review of assessment of a final result in a unit within ten working days of the result being released. A Review of Assessment consists of re-marking the final exam (where applicable), checking
the addition of all marks, and a check to ensure that all marks have been included in the final result. The Application for Review of Assessment form is available from the Student Centre, and must be submitted to the Student Centre. A $50 fee may apply.

**Academic Progress Review**

The Dean or delegate, in consultation with unit co-ordinators and assessors, conducts a review in respect of each student who has failed to pass at least 50% of their enrolment (or 50% of each component of their enrolment if a combined degree student), failed a unit for the second time, or failed to satisfy any particular progress requirement prescribed by the Law School. As a result, the student may be placed on probation or excluded from the course.

**Probation**

If a student has failed to pass at least 50% of his or her enrolment (or the law component of their enrolment if a combined degree student), the student may be permitted to continue in the course on probation. Such probationary status is notified to students after the release of Semester 1 and 2 results. Probation may involve certain conditions, such as unit limitations or a requirement to attend support programs.

**Exclusion from the Course**

Students are advised of exclusions from the course after the notification of Semester 1 and 2 results. A student who is excluded from the course may appeal against the exclusion to the Faculty Academic Progress Review Committee. Details of the appeals procedure are provided in the formal letter advising the student of their exclusion. The usual period of exclusion in one year.

**Students concerned about their Academic Progress**

Students who are concerned about their progress in a unit are urged to make an appointment to discuss this with the unit co-ordinator. Students in this category should not wait until the end of semester to seek assistance.

**Students with Personal Difficulties adversely affecting Academic Studies**

It is important that students who are having difficulties in their lives that affect or are likely to adversely affect their academic studies notify the relevant unit co-ordinator or the Deputy Associate Dean (Teaching & Learning) in writing.

**Student Safety**

The University is a workplace and 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:

Student Complaints

It is important that you are aware of your rights and responsibilities as a student at the University and that you read the detailed information in the relevant legislation covering the Rules, Ordinances and Codes of Conduct, in particular Ordinance No 8 - Student Complaints at:

http://www.utas.edu.au/__data/assets/pdf_file/0008/76139/Ordinance-8-Student-Complaints.pdf

Academic Complaints

In the first instance students should take all reasonable steps to resolve an academic complaint directly with the lecturer / unit co-ordinator. If the matter is still unresolved, the student should contact the Head of School. A representative from TULS can act as an advocate to provide support during the early stages.

The University has appointed two Complaints Commissioners to assist with academic complaints on matters such as credit transfer, assessment and exclusions. The Commissioners are experienced in conflict resolution and, while they are independent of the University, they have knowledge of University policy and procedures. They have access to all relevant people and documents, and have the ability to extend time limits, notably those prescribed in the Ordinance of Student Complaints, if required.

Full details of the policy and procedures available to students can be found at: http://www.utas.edu.au/registrar/student-complaints/.

Non-Academic Complaints

The Complaints Commissioners are not able to deal with non-academic complaints. Some examples of non-academic complaints and the appropriate person to contact are:

- Housing – Accommodation Office, telephone: 6226 2498
- HECS-HELP – Student Centre, telephone: 1300 361 928
- Harassment or discrimination – Equal Opportunity Officer, telephone: 6324 3985
**Student Union**

The Tasmania University Union (TUU) is the peak student body which represents all tertiary students attending the University of Tasmania. It provides essential services such as:

- Sporting clubs and societies
- Events and concerts
- Access to emergency financial assistance
- Independent student advocacy
- Protection of student rights
- Student representation
- Participation in University governance

For more information please visit: [www.tuu.com.au](http://www.tuu.com.au)

**Harassment and Discrimination**

Tasmanian law and University policy provide protection from discrimination and sexual and other harassment in the workplace. (Note that the policy also covers harassment and intimidating or offensive behaviour that is not of a sexual nature.) It includes harassment that is part of a pattern of behaviour where the harassing party is in a position of authority over, or senior to, the person experiencing the harassment, and behaviour that:

- creates an intimidating, hostile or offensive work or study environment
- adversely affects the work performance of a member of staff or a student
- results in a member of staff resigning or being unfairly dismissed
- results in a student withdrawing from a course or being the subject of an academic penalty
- involves or leads to a member of staff or student being victimised or made the subject of any form of discrimination.

The University views with the utmost seriousness the harassment of, or discrimination against any employee, student or other person employed by, or studying at, the University. Complaints of harassment and discrimination will be investigated and any necessary action taken in accordance with the University of Tasmania’s Harassment and Discrimination Policy.

It will be open for any University employee or student to pursue an allegation of harassment or discrimination under the University’s procedures irrespective of where the incident occurs and notwithstanding that the alleged harasser may be an employee of an external agency that is providing a service to the University.

If you consider that you are being subjected to inappropriate or distressing behaviour from anyone you work or study with (including fellow students and supervisors), you should:
• make it clear to the offender that his/her behaviour is not appropriate and will not be tolerated;
• if the offence is serious or repeated, report the incident to a Harassment Contact Officer, a Student Counsellor, Executive Officer – EEO or the Head of School.

You should also be aware that students who harass, intimidate or discriminate against others are equally subject to the provisions of the University’s policies.

Full details on relevant policy and procedures can be found at:

Harassment, Bullying and Discrimination Procedure:

**eVALUate**

**eVALUate** is the new UTAS online student feedback system which replaces the old SETL system. It enables students to give feedback about both their unit and their teacher.

**How eVALUate Works**

The **eVALUate** unit and teaching surveys are available online for all units at UTAS.

- The **eVALUate** unit and teaching surveys will be sent to your email account and will also be available with your student login. Each survey is available for two weeks and non-responders will be encouraged with reminder emails during that time.
- **eVALUate** surveys are also available through the MyLO system.
- Posters on campus and communications from staff will let you know how and when the surveys are available and remind you to fill them in.
- Students will be given feedback about the **eVALUate** process as we develop a conversation about what happens with the feedback you give, keeping students in the information loop.
- All surveys are confidential and even though you have to log in to complete the survey all data is completely de-identified.


**University Resources**

*Tasmania University Union Inc (TUU Inc)*

The Tasmania University Union Inc provides essential educational services: welfare, representation and campus culture. It was established in 1899 and is one of the oldest student associations in Australia.
Detailed information of the TUU’s activities is available online at: http://www.tuu.com.au. To contact the TUU, telephone 6226 7103 (Hobart) or 6324 3757 (Launceston).

Accommodation
The University has three residential colleges in Hobart, two on the Sandy Bay campus consisting of Christ College and John Fisher College, and Jane Franklin Hall, located in Elboden Street, South Hobart. The colleges offer full catering as well as academic assistance through organised study groups.

The Tasmania University Union Inc has housing available which accommodates students in furnished share houses and flats. The TUU also provides lists of current affordable houses, flats, bedsitters, share and boarding houses.

Further information can be obtained from the Housing Officer at: http://www.prospective.utas.edu.au/accommodation.php

Computing Facilities

Law Computing facilities - these facilities are in the Law Library. Software such as Microsoft Office and Internet Browsers is available. Check Library opening hours for access times. Note that this facility is not available 24 hours a day.

Computer Help - Extensive IT Support information is available on the IT Support (Students) webpage at:


For problems with PCs - see library staff who can assist with basic queries. If they cannot help, contact the IT Help Service Desk on 6226 1818.

Email - all students are allocated an electronic mail account on enrolment and have access to network services from computer facilities operated by IT Services and the Law School. Email details are provided at the time the student accepts their offer into a course. The Faculty and Student Centre both use email as the main method of communicating with students. It is very important that students check their UTAS email account at least weekly during semester as well as in the holidays. Access to electronic networks is subject to the conditions of an “Ethical Use” Agreement. Students who abuse access privileges are liable for University disciplinary procedures.

CAPS - students using the computing facilities at the Law School wishing to print will need a CAPS account and a password before they can print. These can be obtained from the IT Resources Help Desk located in the Morris Miller Library. CAPS accounts operate only on credit with the charges for printing deducted from your credit balance.

Students can deposit money via EFTPOS or credit card at the Law library circulation desk. Alternatively, students can add funds using the coin machine in the Law Library. Note that library staff cannot provide coins for this purpose.

A wide range of IT training materials are available online at: http://www.utas.edu.au/service-desk/.

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Counselling Services
Counselling services are free and strictly confidential. The Counsellors are qualified professionals able to help students through individual counselling sessions or in group workshops. They are able to provide assistance in the following areas:

- Personal and relationship issues
- Broader personal and social aspects
- Study and academic problems.

Group workshops are held in areas such as:

- Managing exam anxiety
- Enhancing self esteem
- Assertiveness and confidence in communication
- Overcoming fear of failure.

Counselling appointments usually need to be booked. Further information can be obtained from Counselling Services, Hobart, on 6226 2697. Services are also available at Launceston and the North West Centre, Burnie.

Disabilities Service
The University has Disability Advisers to assist students with disabilities. Students should not hesitate to get in touch with these advisers if they need assistance or advice. Further information can be obtained from: http://www.utas.edu.au/students/disability.

Health Services
The University has an on-campus medical centre located on the mezzanine level of the Union Building. The University Doctor’s Surgery (UDS) offers a wide range of medical expertise and is available to students and their families. The UDS is open from 8.30 am to 6.00 pm Monday to Friday and Saturday mornings from 9 am to 12 noon throughout the year. There is an after-hours service available for appointments or emergencies.

The Medicare rebate is accepted as full payment for students and Healthcare Card holders. Telephone 6226 2102 for an appointment.

Justices of the Peace/Commissioners for Declarations
Students on the Sandy Bay campus who need to have copies of documents verified can enquire at the Student Centre for staff members who are qualified to act as a Commissioner for Declarations.

Commissioners for Declaration may be any medical practitioner, patent attorney, veterinary surgeon, nurse, pharmacist, physiotherapist, psychologist, chiropractor, dentist, or legal practitioner. Also, members of the Institute of Chartered Accountants in Australia, CPA Australia, or the National Institute of Accountants may act as Commissioners for Declarations.

Further information can be obtained on 6233 3399 or the following website: http://www.justice.tas.gov.au.
Photocopying

Photocopying facilities are available in the libraries and are operated using your student ID card. You can add money to your printing account using the machines in the libraries.

Graduation

Graduation ceremonies are held in August and December each year. About six weeks after the census date for each semester, where a student appears to be on track to complete course requirements by the end of the semester, and this has been confirmed by the Faculty, they will be sent confirmation of their expectation to graduate including the details held on the student system. These include their full name, the degree they are completing and other relevant information. It is important that students ensure that the Student Centre has their current mailing address at all times.

Graduands are responsible for making any changes to their name or award by the deadlines set by the Graduation Office. All requests for a change of name must be accompanied by appropriate evidence of the name changes.

Students who have a cross-institutional enrolment must have results to the Managers- Academic Administration, no later than 2 July for mid-year graduation or 21 November for December graduation.

Students who owe money to the University for unpaid fees or fines will not be able to graduate until the debt is paid.

All enquiries regarding the graduation ceremony arrangements should be directed to the Graduation Office on 6324 3656.

Postgraduate Study

Postgraduate Degrees by Research

The Law School offers Masters of Laws (LLM) and Doctor of Philosophy (PhD) as research higher degrees. Study at the masters and doctoral level is aimed at the professional development of the student, primarily through the undertaking of a supervised program of research. Full-time Masters study usually takes between one and two years; PhD study between two and four years. Entry into the research program is based upon undergraduate academic performance, specific topic area chosen, and availability of suitable supervision and resources within the Law Faculty during the period of candidature. Eligible prospective candidates can apply for scholarship funding and there are also a number of special scholarships available which postgraduate students can apply for during the course of their candidature to support their study: http://www.utas.edu.au/law/scholarships.

Students who are interested in pursuing further postgraduate study are directed to the Graduate Research website: http://www.utas.edu.au/research/graduate-research/
The Faculty runs a separate Postgraduate Seminar series. This is organised on a regular basis, and is intended as a forum for postgraduate students to discuss theoretical and practical issues in legal scholarship, as well as to share information about general postgraduate matters.

All postgraduate students are encouraged to take an active part in the life of the School, including things such as School Seminars, social events, Law School retreats, conferences and public lectures.

Prospective candidates should contact Dr Jeremy Prichard, (ph: 6226 2080 or email Jeremy.Prichard@utas.edu.au. Alternatively, students can contact Graduate Research Unit at: http://www.utas.edu.au/research/graduate-research/.

School Research

The Law School has a very active research program, and a highly ranked faculty in terms of research publications per staff and quality: in the most recent ERA (Excellence in Research in Australia) assessment the UTAS Law Faculty was ranked as above world standard. Excellent research performance and high output is central to the achievement of the Law School’s mission, and this is reflected in the extensive number of scholarly books and refereed journal articles produced by Law School staff.

The research activity of the Law School is fostered by the presence of two centres of legal scholarship: the Centre for Law and Genetics, and the Tasmanian Law Reform Institute.

• Centre for Law and Genetics – A number of members of the Faculty are involved in this centre, the main aim of which is to investigate bio-ethical matters and the legal implications arising from use of new technologies. The centre is at the forefront of research into issues such as the legal standards in the commercialisation of human genetic technology, biobanking and personalised medicine. http://www.lawgenecentre.org/.

• Tasmanian Law Reform Institute – The Institute was established in July 2001 with a mission to undertake law reform work and research on topics proposed by the State Government, the community, the University and the Institute itself. Recent activity has included a project looking at sentencing trends and options, and the role of victims and the community in the sentencing process. http://www.utas.edu.au/law-reform/.

In addition to these centres, the Law School has particular expertise in the general areas of crime/criminology/law reform, intellectual property, medical law and ethics, environmental law, corporations law, equity and trusts, freedom of information and international law. Individual researchers and scholars within the Law School have produced leading texts on areas including succession law, equity and trusts, family law, sentencing, charity law, professional responsibility and agency.

The Law School also hosts two major publications: the University of Tasmania Law Review (which invites contributions on any topic of legal interest) and the Journal of Law, Information and Science (which deals with law as it relates to information technology).
**Student Feedback**

The Faculty would appreciate your feedback on the contents of this publication. This will help us to provide the type of information that you and other students will need in subsequent editions.

Please send any feedback you might have to Law.Secretary@utas.edu.au

Alternatively you might prefer to complete the following and hand in to the Faculty of Law Reception desk.

1. I am a student enrolled in

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2. The sections I found most useful to me in this publication were:

3. The sections I found least helpful were:

4. I would like to have information on the following subjects included:

Thank you.