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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. There is a notice board dedicated to postgraduate student issues on level 2. Please make use of this.

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 Dr Jeremy Prichard, Coordinator 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. Postgraduate Directory

A Postgraduate Directory is produced outlining the thesis topic, supervisors and a brief biography for all postgraduate students for use by staff and postgraduates of the Faculty.

3. 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. Funds are to be spent only on items directly related to a student’s candidature (e.g. texts, faxes, copy cards, 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.
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 copy cards are directly debited to your postgraduate support account. The Faculty also provides, free of charge, laserwriting, 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, laserwriting, 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.

4. Enrolment and Progression

The Research Higher Degrees Unit coordinates and manages the administration of research higher degree candidature and scholarships including general enquiries, applications, enrolments, ongoing candidature and examinations.

The Graduate Research Resource Book is published annually. It provides essential information for all higher degree students. The Resource Book also includes the relevant University ordinances and rules governing research higher degree student progression.

It can be downloaded at:
http://www.research.utas.edu.au/gr/

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 needs approval by the Dean of Graduate Studies by Research. Please note that extensions to scholarships are not granted automatically with extensions of candidature.

5. Research Information

(a) Code of Conduct in Supervision

The University’s policy for supervisory expectations can be found on the Internet at the following address:


Policies and Procedures:


(b) Statement and Guidelines on Research Practice

The University’s Statement and Guidelines on Research Practice can be found on the Internet at the following address:


Please also note that students are required to submit a preliminary research plan within three months of commencement for full-time candidature and six months if part-time. Details of this requirement and the required form can be found in the Graduate Research Degrees Resource Book.

(c) Ethics in Research

The University has strict guidelines for research involving humans (including surveys and interviews). Katherine Shaw, Acting Executive Officer, Human Research Ethics Committee (Tasmania) Statewide should be contacted in the first instance for guidance on the procedures for applying for ethical approval in proposed research. Her extension is 2763. For general information and guidelines:


(d) Thesis Printing and Binding

The department will pay for the cost of thesis printing and binding (basic hard copies). The rules governing thesis production are set out in the Research Higher Degrees Resource Book.
(e) Publication of Material

Students are encouraged to publish their material under the guidance of their supervisors. Currently DEST 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 DEST places particular emphasis on the production of:

1. Scholarly Books;
2. Chapters in Scholarly Books;
3. Refereed Journal Articles; and,
4. 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).

6. 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 organized by appointment with Deborah.

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 2nd edition. Copies of the style guide are available in the library, and the library can provide advice and training on the AGLC2 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 Australian University libraries. The “University Library Australia” scheme is mostly free-of-charge at participating University libraries.

7. Seminar Programs and Research Training

(a) Programs

The Faculty of Law offers three seminar programs.

The Faculty Seminar Program brings academic and practitioner visitors 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 Staff and Postgraduate Seminar Program highlights the research interests of staff and postgraduate students. Postgraduate students will be expected to present their work-in-progress at one of these seminars during their candidature.

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.

(a) Research Training

In addition to the research training provided by participation in the seminar programs and the training sessions provided by the Library, postgraduate students have access to Generic Skills Workshops for Research Higher Degree Candidates conducted by the Research Higher Degree Unit. More information on these workshops can be found at:

http://www.research.utas.edu.au/gr/current/professional_skills/professional_skills.htm
Graduate Certificate in Research
The University has approved a requirement that all higher degree by research (Masters and PhD) students complete the Graduate Certificate in Research, comprising four units: two generic required subjects and two electives. Units will be offered flexibly on campus, in intensive workshops and online. As of July, 2010, the Graduate Certificate in Research is not yet fully implemented and until it is, students admitted and enrolled in Masters and PhD programs are encouraged but not required to complete the course. Once fully implemented, which is likely in the last quarter of 2010 or at the beginning of 2011, all higher degree by research students who enrol after that date will need to complete the Graduate Certificate in Research, in addition to other requirements of their degree. There is no cost for this Graduate Certificate.

8. 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, Rachael Ormerod, (Room 2.04) will issue all Faculty keys and swipe cards. You will be required to sign a form acknowledging their issue and 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 Laserwriting
The Faculty of Law currently provides all postgraduate students with a desktop computer. This practice will continue subject to review under normal budgetary processes.

The Faculty of Law computer laboratory is located on level one (ground floor - new wing of the building) and is equipped with Macintosh computers. The Faculty of Law’s Computer Officer is Mr Matt Taylor, ext 2093. Matt is in Room 2.01 (enter from Reception) and is available to assist you in any programming/computer management problems.

Some basic computer classes are held in the Main Library and the Student Union Lab throughout the year. The Computing Centre also holds classes but there is a charge.

(c) Email / Internet / Lexis and Other On-Line Services
Students should also see Matt for problems with, or access to, email, internet, Lexis and other on-line services available in the Faculty.

(d) Desks and Offices
The department 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.

The Faculty provides each postgraduate student with a locking drawer and/or locking filing cabinet draw. Locking your valuables in a draw and locking unoccupied rooms is imperative as there have been incidences of theft in the past. The Faculty also tries to ensure that students have access to a reasonable amount of the limited furniture available.

(e) Facsimile Machine
There is a fax machine available for use in Reception. Please pass all faxes to Sam Howlett or Katie Purchas who will send them and return the original (which will either be stamped “faxed” or you will be advised if it was unsuccessful). 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
Photocopies are located in the Staff Room and Reception. The copiers in Reception have double sided, collating and other facilities. Postgraduate students
are encouraged to use the photocopier in the Staff Room on the third floor. While students are not precluded from using the photocopiers in Reception, these are high speed copiers and large jobs requiring sorting and collating will have first priority.

There is a spiral binding machine available in Reception. For assistance in the use of the photocopiers and the binding machine please see Katie or Sam. Private copies must be paid for at 7c per copy, money may be paid to Katie or Sam at Reception. 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 copy cards. Copy cards are available from Main Office. The cost of a card is charged against your postgraduate support account. Alternatively, copy cards can be purchased from the Law School Café for $5 or $10.

(h) Postage
Outgoing mail should be placed in the appropriate tray provided 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 from Reception for official business. There are also letterhead, fax forms and memos available on the file server for electronic documents (see Matt Taylor regarding access). 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. The Faculty of Law provides tea and coffee to staff and postgraduate students. However, there is also an excellent coffee machine available in the Staff Room on the third floor for use by all those who contribute towards the cost of the coffee beans. Currently the contribution is $3.50 per fortnight. Please see Rachael Omerod if you wish to be part of this scheme. Students are reminded to keep the Staff Room clean and tidy at all times. You may also purchase tea and coffee, sandwiches, etc from the Faculty of Law Café on the ground floor.

(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, Sam or Katie if you can use their phone. If you need to give a contact number, give the phone number in your room, if there is no answer this will automatically switch through to Reception.

* Dial 0 for an outside line and then the required number
* Dial 9 for the switchboard

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

* The University also has a tieline to the State Government PABX; to use it prefix calls with 12 (note: do not dial '0' first) and then dial the last four digits of the number (please use this tieline as it will save on costs).

Private calls may be made from the pay-phones on the ground floor or you may use the phones in student rooms and reimburse the cost (30c per call) to Katie or Sam at Reception.

9. Faculty of Law Procedures
(a) Postgraduate Research Students Annual Review

The progress of all postgraduate research students is formally reviewed each year. The annual review keeps the University’s Board of Graduate Studies informed of the progress of all research higher degree students and is the means by which the University assesses whether or not the candidature should continue.

The review allows for a frank appraisal of the student’s progress by both the student and the supervisor(s) through the independent completion of separate parts of the review documentation. The annual review usually takes the form of a meeting between you, your supervisor(s) and the Associate Dean of Research. The review allows the candidate to discuss achievements as well as any difficulties that have been experienced over the past twelve months and to discuss plans for the coming twelve months.

At the conclusion of the review, the student, supervisor(s) and Dean certify that the review has been held, and report the general nature of the outcome on the annual review report. The report must be read by the student before it is sent to the Graduate Research Office. A student’s continued enrolment is dependent on the satisfactory completion of this review process.

(b) 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, Janice Pieterse
Deputies: Rachel Court
Fire Wardens: Matt Taylor, Rachael Ormerod, Deborah Bowering, Samantha Howlett, Kira White, Alexandra Haddad and Gabrielle Sauvage.

(c) 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.

(d) Insurance

The Student Association has in place the Student Accident Insurance plan. This scheme has in place cover for students suffering an injury resulting in death or partial or total permanent disablement. For further information contact the Student Association.

The University also has in place public liability insurance which covers legal liability to pay compensation to third parties by reason of Personal Injury or Personal Damage. For any claim on the University insurance policies it is essential that the Insurance Officer be advised within 30 days of the incident. For further information contact the University claims officer on extension 3514.

(e) 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).

(f) 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:


(g) Smoking

Smoking is not permitted in any of the University’s buildings. The University of Tasmania is a smoke-free workplace.
10. 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 Jess can advise all staff of your availability via email.

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**Staff and Postgraduate Phone and Room Numbers**

Main Switchboard - 9  
Faculty of Law Fax No. (03) 6226 7623

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>Room</th>
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<tbody>
<tr>
<td><strong>Academic Staff</strong></td>
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<tr>
<td>Susan Bartie</td>
<td>7560</td>
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<td>Christine Beuermann</td>
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<td>John Blackwood</td>
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<tr>
<td>Don Chalmers (Professor)</td>
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<td>Gino Dal Pont (Professor)</td>
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<td>Lynden Griggs</td>
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<td>Brendan Gogarty (Dr)</td>
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<td>Anja Hilkemeijer</td>
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<td>Elise Histed</td>
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<td>Dianne Nicol (Professor)</td>
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<td>Jane Nielsen (Dr)</td>
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<td>Olivia Rundle (Dr)</td>
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<td>Rachel Court</td>
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<td>Rachael Ormerod</td>
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<td>Matthew Taylor</td>
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<td>Kira White/Gabrielle Sauvage</td>
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<tr>
<td>Debbie Bowring</td>
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<td>Chris Hurburgh</td>
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<td>Caroline Jarvis</td>
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<td>Moira Mahoney</td>
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<td>External Contacts</td>
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<td>Community Legal Service</td>
<td>6223 2500</td>
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<tr>
<td>Law Society</td>
<td>6234 4133</td>
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<th>Name</th>
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<th>Room</th>
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<tr>
<td>Legal Practice—Hunter Street</td>
<td>4394</td>
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<tr>
<td>Student Administration Enquiries</td>
<td>2340</td>
<td></td>
</tr>
<tr>
<td>University Security</td>
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</tr>
</tbody>
</table>

## 11. 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
- Gary Meyers (Room 2.10)

Enrolment Matters
- Your Supervisor or Graduate Research Office
  
  [graduate research@utas.edu.au](mailto:graduate research@utas.edu.au)

Inter Library Loans
- Ms Deborah Bowering (Law Library)

Computers
- Matt Taylor (Room 2.01)

Petty Cash
- Rachael Ormerod (main office)

Vehicle Requisitions
- Rachael Ormerod, Rachel Court

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).
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.

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Areas of Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor D Chalmers</td>
<td>Law and Medical Ethics, Law Reform/Reform Commissions, Research Ethics, Human Genetics and the Law, Biotechnology and the Law</td>
</tr>
<tr>
<td>Professor G Dal Pont</td>
<td>Equity and Trusts, Contracts Law, Legal Profession, Commercial Law, Corporations Law</td>
</tr>
<tr>
<td>Mr L. Griggs</td>
<td>Consumer Law, Competition Law, Real Property Law</td>
</tr>
<tr>
<td>Dr B. Gogarty</td>
<td>IT Law, Constitutional Law</td>
</tr>
<tr>
<td>Ms T. Henning</td>
<td>Criminology, Evidence and Procedure, Sentencing</td>
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<tr>
<td>Mr P. Lawrence</td>
<td>International Trade Law, Environmental Law</td>
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<tr>
<td>Dr G. Lugten</td>
<td>Antarctic Law and Policy, International Law, Law of the Sea, International Environmental Law</td>
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<tr>
<td>Professor G. Meyers</td>
<td>Environmental Law, Indigenous Land Law, International Law</td>
</tr>
<tr>
<td>Professor Dr D Nicol</td>
<td>Intellectual Property Law, Human Genetics and the Law, Biotechnology and the Law, Information Technology Law, Media Law</td>
</tr>
<tr>
<td>Professor M. Otlowski</td>
<td>Family Law, Law and Medical Ethics, Human Genetics and the Law, Labour Law</td>
</tr>
<tr>
<td>Dr J. Prichard</td>
<td>Criminology, Criminal Law, Youth Justice</td>
</tr>
<tr>
<td>Associate Professor R. Snell</td>
<td>Administrative Law, Freedom of Information, Media Law</td>
</tr>
<tr>
<td>Mr M. Stokes</td>
<td>Planning Law, Constitutional Law, Legal Philosophy</td>
</tr>
<tr>
<td>Professor K. Warner</td>
<td>Criminal Law, Criminology, Sentencing</td>
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