

# **ANU College of Law**

The Australian National University

LLB AND JD HANDBOOK 2014

This publication is intended to provide information about the ANU College of Law which is not available elsewhere. This information can be found on the ANU College of Law website:

> **[law.anu.edu.au/llb/llb-handbook](http://law.anu.edu.au/llb/llb-handbook)**

It is not intended to duplicate the 2014 Undergraduate Handbook.

Copies of the 2014 Undergraduate Handbook may be purchased from the University Co-op Bookshop on campus, local booksellers and some newsagents.

> **[www.anu.edu.au/studyat](http://www.anu.edu.au/studyat)**.

ANU College of Law | February 2014

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# MESSAGE FROM THE DEAN



I am very pleased to welcome you to the ANU College of Law in 2014 – whether you are just commencing your studies with us or returning for another year of study, and whether you are a local ‘Canberran’ or you have come to us from other parts of Australia or overseas.

We – the students and staff of this College – are proudly part of one of the top law schools in the country. Indeed, the College is also ranked very highly on the international stage. It is our combined efforts which make this reputation for excellence possible.

One of the great advantages enjoyed by the ANU College of Law is our close proximity to the key Federal law-making institutions, the Australian Parliament and the High Court of Australia, to the equivalent institutions in the ACT, and to many of the key departments and agencies of government. During your studies you will, I hope, have many opportunities to see the benefits of these connections, whether it be through guest lectures, internships, court visits, or public seminars.

This Handbook sets out essential information about the College’s structures, policies and processes as well as information about resources and other sources of advice that the University makes available to you. You may not need to know this information right now, but I do encourage you to take a moment to get an idea about what is covered in the Handbook so that you can use it as a valuable reference point throughout your studies this year.

In addition to the Handbook, there is a friendly and expert team of people in the Law School Office who are ready to assist you, especially the LLB and JD Sub-Dean Wayne Morgan and our Student Administration Manager Therese Douglass. Please don’t hesitate to call on the Law School Office should you need assistance.

I look forward to the many opportunities I will have to speak to you and chat with you throughout 2014. I hope it is an enjoyable, inspiring and successful year for you!

**Professor Stephen Bottomley**

**Dean and Robert Garran Professor of Law  
ANU College of Law**

# ACADEMIC CALENDARS

<b>Calendar 2014</b>	
<b>First Semester</b>	
First teaching period begins	Monday 17 February
First teaching period ends	Friday 4 April
> 2-week teaching break	Monday 7 April– Friday 18 April
Second teaching period begins	Tuesday 22 April
Second teaching period ends	Friday 30 May
> 7-week teaching break	Monday 2 June– Friday 18 July
<b>Second Semester</b>	
Third teaching period begins	Monday 21 July
Third teaching period ends	Friday 5 September
> 2-week teaching break	Monday 8 September– Friday 19 September
Fourth teaching period begins	Monday 22 September
Fourth teaching period ends	Friday 31 October
<b>2014 Public Holidays</b>	
	<b>Canberra Day</b> Monday 10 March
	<b>Good Friday</b> Friday 18 April
	<b>Easter Monday</b> Monday 21 April
	<b>Anzac Day</b> Friday 25 April
	<b>Queen's Birthday</b> Monday 9 June
	<b>ACT Family and Community Day</b> Monday 29 September
	<b>Labour Day</b> Monday 6 October

## Calendar 2015

### First Semester

First teaching period begins	Monday 16 February
First teaching period ends	Friday 3 April
> 2-week and one day teaching break	Monday 6 April – Friday 17 April
Second teaching period begins	Monday 20 April
Second teaching period ends	Friday 29 May
> 7-week teaching break	Monday 1 June – Friday 17 July

### Second Semester

Third teaching period begins	Monday 20 July
Third teaching period ends	Friday 4 September
> 2-week teaching break	Monday 7 September – Friday 18 September
Fourth teaching period begins	Monday 21 September
Fourth teaching period ends	Friday 30 October

<b>2015 Public Holidays</b>	<b>Canberra Day</b> Monday 9 March
	<b>Good Friday</b> Friday 3 April
	<b>Easter Monday</b> Monday 6 April
	<b>Anzac Day</b> Friday 25 April
	<b>Queen's Birthday</b> Monday 8 June
	<b>ACT Family and Community Day</b> Monday 28 September
	<b>Labour Day</b> Monday 5 October

# STAFF

<b>Executive Office</b>	
<b>Dean of the ANU College of Law</b> Stephen Bottomley T: 6125 4124 E: stephen.bottomley@anu.edu.au	<b>Executive Assistant to the Dean &amp; College General Manager</b> Karen Heuer T: 6125 4124 E: karen.heuer@anu.edu.au
<b>Deputy Dean</b> Fiona Wheeler T: 6125 4167 E: fiona.wheeler@anu.edu.au	<b>Executive Assistant to the Deputy Dean &amp; Head of School</b> Vera Joveska T: 6125 0336 E: vera.joveska@anu.edu.au
<b>Head of School</b> Donald Rothwell T: 6125 8948 E: donald.rothwell@anu.edu.au	
<b>Director, Legal Workshop</b> Gary Tamsitt T: 6125 5763 E: gary.tamsitt@anu.edu.au	<b>Executive Assistant to the Director, Legal Workshop</b> Wendy Kember T: 6125 4640 E: wendy.kember@anu.edu.au
<b>Associate Dean (Education)</b> Mark Nolan T: 6125 8354 E: mark.nolan@anu.edu.au	
<b>Associate Dean (Research)</b> Peter Cane T: 6125 4162 E: peter.cane@anu.edu.au	
<b>College General Manager</b> Di Stewart T: 6125 4635 E: di.stewart@anu.edu.au	<b>Executive Officer</b> Deborah Crossing T: 6125 5462 E: deborah.crossing@anu.edu.au



# STUDENT ADMINISTRATION

**ANU College of Law Student Office**

T: 6125 3483

E: enquiries.law@anu.edu.au

**Sub-Dean (LLB/JD)**

Wayne Morgan

**LLB Program Director**

Judith Jones

**JD Program Director**

Donald Rothwell

**Sub-Dean and Co-Director,  
Exchange and International Programs**

Don Anton

**College Student Administration  
Services (CSAS)**

Therese Douglass

Student Administration Manager

T: 6125 3489

E: therese.douglass@anu.edu.au

Sacha Coles

Acting Deputy Student  
Administration Manager

T: 6125 0457

E: sacha.coles@anu.edu.au

**Undergraduate Program**

LLB/JD Program Coordinator

T: 6125 3482

E: ugadmin.law@anu.edu.au

**Juris Doctor Program**

T: 6125 3482 or 6125 3489

E: jdadmin.law@anu.edu.au

**Services Office**

T: 6254 0456

E: servicesoffice.law@anu.edu.au

- > Jayne Hardy, Manager
- > Michael Brown
- > Jason King

# ACADEMIC STAFF OF THE ANU COLLEGE OF LAW

Donald Anton	Robert McLaughlin
George Barker	Anne McNaughton
Tim Bonyhady	Rebecca Monson
Kevin Boreham	Wayne Morgan
Stephen Bottomley	Hitoshi Nasu
Ven. Alex Bruce	Joshua Neoh
Lauren Butterly	Mark Nolan
Peter Cane	Kate Ogg
Moeen Cheema	James Prest
Anthony Connolly	Simon Rice OAM
Michael Coper	Pauline Ridge
Dominique Dalla-Pozza	Matthew Rimmer
Michael Eburn	Heather Roberts
Thomas Alured Faunce	Cameron Roles
Daniel Fitzpatrick	Donald Rothwell
Miriam Gani	Kim Rubenstein
Ryan Goss	Imogen Saunders
Kath Hall	Amelia Simpson
Sarah Heathcote	Peta Spender
Judith Jones	Jane Stapleton
Wendy Kukulies-Smith	Aliya Steed
David Letts	James Stellios
Ron Levy	Daniel Stewart
Anne Macduff	Pauline Thai
Andrew Macintosh	Dilan Thampapillai
Paul Maharg	Molly Townes O'Brien
Desmond Manderson	Fiona Wheeler
Leighton McDonald	Matthew Zagor

## **Legal Workshop**

**Ben Battcock**

Graeme Blank

Glenda Bloomfield

Scott Chamberlain

David Catanzariti

Craig Collins

Marianne Dickie

Lynn Du Moulin

Anneka Ferguson

Tony Foley

Judith Harrison

Vivien Holmes

Lauren Honcope

Roberta McRae

Moira Murray

Margie Rowe

Skye Saunders

Stephen Tang

Gary Tamsitt

More information on academic staff:

> [law.anu.edu.au/our-people/academic-staff-anu-college-law](http://law.anu.edu.au/our-people/academic-staff-anu-college-law)

# OTHER COLLEGE SENIOR PROFESSIONAL STAFF

## **Finance Unit**

Anita Fitch, *Finance Manager*

Stacey Lamberth, *Assistant Finance Manager*

## **HR Unit**

Cristiana Alves, *HR Manager*

## **College Research Support Team (CReST)**

Katy Paterson, *Manager*

## **Marketing and Communication**

Vacant, *Manager*

Michelle Mabile, *Marketing Manager*

## **Marketing and Alumni Team**

Michelle Mabile, *Marketing Manager*

## **College Education and Innovation Support Team (CEIST)**

Aliya Steed, *Manager*

## **IT and Communications Unit**

Phil Drury, *Manager*

Alan Lew, *Deputy Manager*

# VISITING FELLOWS, ADJUNCT, EMERITUS & HONORARY PROFESSORS

Kumar Amirthalingam	Ilona Millar
Kent Anderson	Dennis Pearce AO
William Andreen	James Popple
Peter Bailey AM OBE	Justice Richard Refshauge SC
Frank Brennan AO	James Renwick SC
Simon Bronitt	Nicholas Seddon
Hilary Charlesworth AM	John Seymour
Bradley Chenoweth	Geoffrey Skillen
Richard Chisholm AM	Lyn Stephens
Richard Cogswell SC	Peter Sutherland
Jim Davis	Margaret Thornton
Mick Dodson AM	Martijn Wilder AM
Alex Gardner	Ernst Willheim
Peter Gray AM	Clive Williams
Don Greig	Leslie Zines AO
William Gummow AC	
David Hambly	<b>Distinguished Visiting Fellow</b>
Peter Hancock	Sir Anthony Mason AC KBE
Ann Kent	
Michael Kobetsky	
Paul Lakatos SC	
John McMillan AO	
Russell Miller AM	

# GENERAL COLLEGE INFORMATION

The ANU College of Law is Australia's national law school. The College encourages and maintains the highest standards of scholarship, research and teaching.

The ANU College of Law, unlike the other colleges at the Australian National University, is not divided into separate teaching departments.

## THE DEAN

The Dean is responsible for the effective management of the College. This includes consulting with and receiving advice from a number of College committees. Students are represented on many of these committees.

## DEPUTY DEAN, HEAD OF SCHOOL

The Dean is assisted with the administration of the ANU College of Law by the Deputy Dean, Head of School and a Sub-Dean. In addition there are Directors, responsible for the oversight of particular law programs that the College offers (see below).

## SUB-DEAN LLB/JD

The Sub-Dean is a member of the teaching staff appointed to advise students and make decisions on matters requiring academic knowledge or judgment. The Sub-Dean is the person from whom students should seek advice on the following matters: course selection, status for previous studies, cross-institutional and non-award study, academic progress, special consideration and special exams, and College policies and practices relating to the LLB and JD programs.

If a student is worried about an individual course, they should discuss the problem with the member of staff concerned. The Sub-Dean can then assist the student if necessary.

**Appointments to see the Sub-Dean should be made through the Law School Office (6125 3483 or [enquiries.law@anu.edu.au](mailto:enquiries.law@anu.edu.au)).**

## SUB-DEAN EXCHANGE & INTERNATIONAL PROGRAMS

The Sub-Dean for Exchange and International Programs is the person to consult when a student is envisaging applying for an overseas exchange. A student needs to discuss his/her plans with the Sub-Dean of Exchange and International Programs prior to application irrespective of whether he/she intend to study law or only non-law while on exchange.

## COLLEGE COMMITTEES

- Education Committee—The College-wide Education Committee formulates the education policy of the College and receives reports and recommendations from the various Program Committees.

The College has a number of program committees that comprise the Program Director(s), the Head of School or Director Legal Workshop as appropriate, the relevant Sub-Dean, the Adviser, Academic Development, the Student Administration Manager, the relevant

International Student Adviser, a member of the College Educational Innovation Support Team (CEIST), and other staff and student members as required.

Each program committee has responsibility for the development and delivery of the curriculum and development and review of the policies for the management of the program. Reports are made to the College Education Committee. The Committees currently in place are:

- > LLB Program Committee
- > JD Program Committee
- > GDLP Program Committee
- > LLM Program Committee
- > Migration Law Program Committee
- > Military Law Program Committee
- > Higher Degree Research Program Committee

There is also a Working Group that manages clinical legal education within the College.

## COLLEGE STUDENT ADMINISTRATION SERVICES

### **Law School Office**

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Students seeking information or advice on any of the following matters should in the first instance seek advice from staff in the Law School Office situated on the ground floor:

- > general student enquiries
- > deciding to do a law degree, advice to school leavers, transferring from non-law disciplines, likely prospects for admission
- > program structure, choice of courses in different years of the program, full-time and part-time loads, Requisite Statement to courses and preliminary information on the choice of electives
- > transfers to or from other law schools
- > leave of absence
- > permission to enrol in restricted courses
- > tutorial enrolment
- > summer school

## Office Hours

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The Law School Office is open during the following times:

<b>Semester</b>	10am – 5pm	Monday
	9am – 5pm	Tuesday to Friday

## THE SERVICES OFFICE

The Services Office staff provide the following:

- > general enquiries
- > submission and later distribution of all assessment pieces, including examination script books
- > distribution of course materials (including course study guides and reading bricks)
- > the issuing of lockers

### Lockers

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Lockers are available for hire from the Services Office at \$20 per year. Students are required to purchase their own padlock.

### Course Study Guides and Course Materials

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Course Study Guides will be made available before the commencement of Semester in hard copy (free of charge from the Services Office) or on the relevant Course WATTLE site. Please only take hard copy guides for courses in which you are enrolled. Some additional handouts may be distributed in class.

Supplementary Course Materials are usually available at the Services Office from the week before classes commence. These reading materials can be paid for with your credit card online through ISIS or you can go to Student Administration Services located in the Student Exchange Building (x-005) 121 Marcus Clarke Street, access off Childers Street. Your receipt and Student ID card must be presented to the Services Office for collection of materials.

- > <http://law.anu.edu.au/servicesoffice/student-materials>

Please check the left hand side menu for details regarding undergraduate or postgraduate materials.

### Policy on Refunds for Reading Bricks

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Once a student has paid for the materials, they can only claim a refund from Services Office if purchased on-line or through the cashiers at Student Administration if purchased with cash on the same day.

It is advisable for students to keep their receipt.



## Collection of assessments

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Collection of assessment items/script books – see the notice boards or the Services Office website:

> <http://law.anu.edu.au/servicesoffice/student-assessment>

*Students MUST provide their student ID card for collection of assessment – no exceptions.*

## Office Hours

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The Services Office will be open Monday to Friday from 10am to 5pm.

## THE LAW LIBRARY

The Law Library provides access to a wide range of legal material in both print and electronic form. The library houses a significant collection of law reports, legislation, books and journals that supports academic research and the curriculum offered by the ANU College of Law. In addition to the print collection, legal resources are also available to ANU staff and students through a wide range of online legal databases. With its group study rooms, computer labs, wireless networking and printing and photocopying facilities, the Law Library provides an ideal place for law students to meet and study.

## The collection

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Legislation and law reports, the primary materials of law, comprise more than half the collection. The Law Library has a comprehensive collection of primary materials from all Australian states and territories as well as the Commonwealth, and holds legislation and major case law series from Great Britain, New Zealand, Canada and the United States. Students of international law will also find a good collection of international treaties and primary resources. In addition to legislation and law reports, a significant collection of legal journals, textbooks and loose-leaf services provide commentary and analysis for the legal researcher.

## Electronic resources

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The Law Library subscribes to many legal online databases such as AGIS, LawNow, Westlaw AU, Westlaw International, LexisNexis.AU, Lexis, and HeinOnline. Through the ANU Library website (<http://anulib.anu.edu.au>), students can also access a wide range of multi-disciplinary databases and internet resources. All networked resources are easily accessible within the Law Library and through the extensive Information Commons computer laboratories on campus. Most resources are also available off campus via the Internet. The Law Library conducts a range of legal research tutorials to familiarise students with these databases and legal research techniques. The Library also provides a range of online subject guides, which provide access to the most useful resources for finding case law, legislation and commentary.

> <http://anulib.anu.edu.au/subjects/law>

## **Borrowing materials**

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JD and undergraduate students may borrow most of the books in the collection for four weeks. Books in high demand are available for shorter periods as part of the Reserve Collection (see below). Legislation, law reports, journals and reference materials are for use within the library only although many of these materials are also available electronically. The ANU also offers a service enabling off campus students who meet specific criteria to borrow items from the collection.

## **The reserve collection**

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Textbooks and other materials in high demand for class work and essays are placed in the Reserve Collection and can be borrowed by students for two hours at a time. Some items are available on two day loan. Useful reference titles, such as legal encyclopaedias and digests, are also located in the Reserve Collection. Journal articles, recommended for particular courses, are available electronically as part of the Library's Electronic Reserve collection. The Law Library holds a collection of past exam papers, many of which are also accessible through the ANU Library website.

## **Getting assistance**

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Law Library staff are happy to offer assistance to users new to legal research. Students who need help navigating through legislation or using an electronic database can obtain it at the Information Adviser's desk on the ground floor of the Law Library. For new students, tours of all library buildings on campus, including the Law Library, are held in Orientation Week and during the first week of each semester. Electronic resources tutorials are also offered at this time. Students in the first year will receive legal research instruction through a series of library tutorials included in the Foundations of Australian Law (LAWS1201) and Lawyers, Justice and Ethics (LAWS1202) courses. Visiting the Law Library is an integral part of the law school experience. Come and get to know us!

## **POSTGRADUATE AND RESEARCH STUDENTS' ASSOCIATION (PARSA)**

The Postgraduate and Research Students' Association (PARSA) is the elected voice for graduate students at ANU and is run by students, for students and represents graduates both collectively and individually. PARSAs provide a range of services to support the specific needs of graduate students in relation to both their studies and daily life. These services include face-to-face advice with legal and study challenges, as well as access to a one-off Emergency Loan Scheme. The current President is Arjuna Mohottala until May 2014.

The representatives for ANU College of Law are:

- > Georgia Driels | E: [georgia.driels@anu.edu.au](mailto:georgia.driels@anu.edu.au)
- > Nicholas West-Foy | E: [u5382674@anu.edu.au](mailto:u5382674@anu.edu.au)

## THE LAW STUDENTS' SOCIETY

The ANU Law Students' Society (LSS) is the representative body for ANU law students, providing a wide range of social, educational and careers-oriented programs and events. With numerous publications, forums and events, the LSS is committed to strongly representing students' interests and keeping them updated with developments in the legal profession. Membership is \$5, which entitles Society members to a range of discounts, events and services.

### **The Committee**

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The LSS consists of an elected committee with seven main portfolios: Education, Events, Careers, Social Justice, Finance, Administration and Competitions. The President for 2014 is Alexa Milosevic who can be contacted at [lss@anu.edu.au](mailto:lss@anu.edu.au).

> <http://www.anulss.com>

### **Education**

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The Education Portfolio performs two key roles at the LSS. Firstly, the Education Portfolio works with the Australian Law Students' Association, the ANU Students' Association and the ANU College of Law to ensure students receive high-quality education. As the peak body for ANU law students, the LSS has representatives on many College of Law and University committees, and proudly represents the interests of students in these forums.

Secondly, the Education Portfolio hosts a range of services and events, including pre-exam tutorials and the online model answer guide. It is also responsible for gathering information from students on a range of issues, and holds Staff/Student Symposiums to provide students with the opportunity to discuss educational matters with academics.

If you have education issues, would like to sell us past exam papers, or have questions about appeals procedures, get in touch:

> [lsseducation@anu.edu.au](mailto:lsseducation@anu.edu.au).

### **Events**

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The LSS social events are a great way to engage with the larger law student body. The LSS boasts a packed social calendar with something for every student. The largest of these events in 2014 include, but are not limited to, our campus-wide anticipated and very popular Law Ball; O-Week Pre-Toga Party and First Year Camp. All first year students are also encouraged to attend "Survivor Torts" and the BBQ provided beforehand to mingle with their cohort and enjoy the benefits of an LSS helping academic hand. Final year students are invited to valedictory evenings and JD students are afforded tailored events. On top of this, look out for regular BBQs and social events with academic, career oriented and social justice flavours. We strive to accommodate JD, LLB, international and domestic students alike, and are always open to suggestions. The Events portfolio includes a sub-committee who help organise and run our most popular events.

We are always looking for new members:

> [Isssozialevents@anu.edu.au](mailto:Isssozialevents@anu.edu.au).

## **Careers**

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The careers portfolio provides students with information regarding career choices. The LSS publishes the annual Careers Guide, which includes sections on employment in the private and public sectors, as well as international, alternative, and volunteer opportunities. The Careers Fair, Non-Government & Government Careers Evening, Paralegal Information Session and Careers Cocktails allow students to speak with members of the profession from a range of areas. The LSS also publishes the annual Clerkship Guide and runs Graduate and Summer Clerk workshops. If you have questions about careers, or the careers services the LSS provides, get in touch:

> [Issc Careers@anu.edu.au](mailto:Issc Careers@anu.edu.au).

## **Competitions**

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The LSS runs a series of competitions including Mooting, Witness Examination, Client Interview, Paper Presentation and Negotiation. These competitions provide a valuable educational and practical experience for law students. The winners of each tournament are sent to the Australian Law Students' Association (ALSA) Conference in July to represent the ANU. The LSS runs these competitions at junior and senior levels, encouraging first time competitors to try out various competitions and develop their skills and confidence. Competitions are also a great way to socially engage with other law students, and all prospective competitors are encouraged to attend the Competitions Launch BBQ, which is held at the beginning of the year. We want to make ANU a strong national force in legal competitions, and it starts with every law student, with any level of experience, getting involved.

## **Social Justice**

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The Social Justice portfolio was introduced in 2007 to enable the society to focus on issues of social justice at the ANU and in the broader community. The portfolio has held forums addressing human rights issues, world peace, and indigenous issues, with highly respected speakers in attendance. In 2014, the portfolio will be continuing on from last years emphasis on equity, and will be delivering practical mechanisms for increasing social justice within the ANU College of Law. The portfolio will once again hold the annual Women in Law Breakfast and the annual Social Justice Dinner. The LSS will also help increase access to law school for students with financial difficulty, with the provision of textbook exchanges and an online textbook market place. The portfolio will also be looking to expand into providing opportunities for current law students to undertake work with community legal organisations. If you would like to be involved in the portfolio, any of the opportunities within it or are after more information about any of our policies, get in touch:

> [Issjustice@anu.edu.au](mailto:Issjustice@anu.edu.au).

## **Finance**

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The LSS undertakes an ongoing effort to obtain revenue from a variety of sponsors. It also receives generous support from the ANU College of Law. It is part of the LSS' mission to promote our sponsors throughout the college and pass on the benefits we receive. This means providing students with quality services at the lowest possible prices. The LSS Card acts as a membership card as well as providing students with discounts at a range of hot spots around Canberra.

## **Administration**

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The Administration portfolio oversees LSS membership, IT and publications. Administration is also responsible for the correspondence of the LSS, and for the meetings and co-ordination of the other executive portfolios. The LSS publishes the Careers Guide, the quarterly Peppercorn magazine, a First Year Guide, Clerkships guide, the Competitions Guide and a fortnightly E-Brief. The LSS website and 'ANU Law Student Society' Facebook group and page will be regularly updated during the year and e-briefs will be sent out to keep students informed. You are able to become a member of the LSS at any time during the year, but Market Day is the first and best opportunity that you have to do this. For questions about elections, memberships, incorporation or any other admin issues, get in touch:

> [Issadministration@anu.edu.au](mailto:Issadministration@anu.edu.au).

## **LSS Common Room**

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Students are provided with an air-conditioned Common Room complete with TV and kitchenette on the ground floor of the Law building. Students are asked to care for this communal space, and to report any mess or breakages to the LSS or the Services Office. All ANU Law Students have swipe card access to the space. If you have any issues with access, simply give your student number to the Services Office.

Students are also welcome to come into the LSS office opposite the common room. Office hours are held between 12–2pm every day during the week and students are encouraged to come and talk about issues at law school or just have a chat with us during these times. We're all very friendly – we promise!

## **Get involved**

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The LSS is always interested in having new students contribute to our activities. In 2007, the LSS introduced first year representatives for the careers, social justice, education and events portfolios. In 2014, elections for these positions will be held in Semester One, alongside elections for some committee and executive positions, and we encourage all students to get involved.

If you would like to meet other students at Law School, develop a variety of skills, enhance your employment opportunities or just generally improve your university experience, please get in touch:

- > Email Alexa Milosevic at **lss@anu.edu.au**
- > Visit the office (GO 24) Law building ground floor, opposite Fellows Oval
- > Call us on 6125 0687
- > **<http://www.anulss.com>**

## ANU STUDENTS' ASSOCIATION (ANUSA)

- > ANUSA is the representative body of undergraduate students on campus. Two elected Law School representatives sit on ANUSA.
- > The ANUSA Law School representatives are advocates within the ANU College of Law for student concerns, particularly on academic issues. They sit on College Committees, including the College Education Committee, and can also liaise with the College regarding student appeals.
- > The Law School representatives also have direct access to the ANUSA President who sits on the University Education Committee and University Council.
- > The 2014 ANUSA Law School representatives, Antonija Kurbalija and Kelly Kristofferson can be contacted by email:
  - > **[law.facrep@anu.edu.au](mailto:law.facrep@anu.edu.au)** or **[sa.col@anu.edu.au](mailto:sa.col@anu.edu.au)**.
- > **<http://sa.anu.edu.au>**.

## INTERNATIONAL LAW SOCIETY (ILS)

The International Law Society is a student society dedicated to the study and enjoyment of international law. International law, which is a compulsory course for LLB and JD students, concerns the regulation of the relationships between states, international organisations and people, and covers everything from humanitarian law to space law, from nuclear non-proliferation to international investment and trade. The ILS is here to help students pursue their interests in international law. We provide career information (and not only practical advice on how to work for the UN!), educational assistance, run events, produce a quarterly student publication and provide mooted opportunities. The ILS is always looking for students wanting to get involved.

Get in touch:

- > **[www.anuils.com](http://www.anuils.com)**
- > **[www.facebook.com/anuils](https://www.facebook.com/anuils)**
- > **<https://twitter.com/anuils>**.

# PROGRAM INFORMATION

## **Bachelor of Laws (LLB)**

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Transferees: applicants who have completed not less than the equivalent of a full first year load (8 courses) of a non-law degree program (whether full-time or part-time) at the ANU or another Australian tertiary education institution may seek to transfer to a combined program with law or to the single law degree. Normally, the combined program requires a further four or four and a half years of study.

The level of attainment required for entry as a transferee in a particular year depends on the overall number and standard of applications. As a guide, to be ranked for placement, applicants should aim to achieve a better than credit weighted average (HD=7, D=6, Cr=5, P=4) in their tertiary studies.

Transferring from other law schools: candidates seeking to transfer to the ANU College of Law from other recognised Australasian Law Schools are considered on academic merit. To obtain an ANU Law degree at least 50 per cent of the courses required for the degree must be completed at ANU. Applicants considering taking honours should note that at least two thirds of the law degree should be completed at ANU for a student to be eligible for an honours degree.

Transferring law students may receive some status for their previous recent law studies. The quantum of status will depend upon the structure of the program of prior study and in many cases will not amount to full credit for previous studies. The degree at the ANU will normally have to be completed within ten years of the commencement of the first course for which status is granted.

A student who enrolls in the LLB degree program after completing studies at another university may only be granted status for up to half the courses prescribed for the degree including no more than 72 units of Law courses.

Graduates will not be considered for entry into the LLB in either a single or flexible double program and should apply for the JD.

## **Juris Doctor (JD)**

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Graduates with non-law degrees or non-Australian law degrees: Graduates should apply to undertake the postgraduate Juris Doctor program. Graduates are ranked for selection in order of academic merit based on performance in their tertiary qualifications. The level of attainment required for graduate entry in a particular year depends on the overall number and standard of applications. As a guide, to be ranked for placement, applicants should have achieved a better than credit weighted average in their previous degree(s) (HD=7, D=6, CR=5, P=4).

The College has a small number Commonwealth Supported Places (CSP) and Fee-paying places available. CSP places are allocated on the basis of academic merit.

## **Non-award study**

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Non-award-examinable enrolment — fee-paying: The College will consider applications from persons who hold a law degree seeking to enrol in courses offered by the ANU College of Law on a non-award-examinable basis. Applicants may include those who hold an overseas qualification or who wish to gain knowledge in a particular area of law. Applicants in this category are advised to consult the Law School Office for details.

Application forms and details of closing dates may be obtained from the University Admissions Office. A late application charge will apply to applications received after the closing date.

> [http://students.anu.edu.au/manage/forms/non\\_award\\_application\\_form.pdf](http://students.anu.edu.au/manage/forms/non_award_application_form.pdf)

Non-award-examinable enrolment — cross-institutional: The College will consider applications from students enrolled in other law schools seeking to enrol in courses offered by the College on a cross-institutional basis. Such applications will be assessed on the merits of the case made in the application form and on the availability of space in the course. Application forms and details of closing dates may be obtained from the University Admissions Office. A late application charge will apply to applications received after the closing date.

> <http://students.anu.edu.au/manage/forms>

## INTERNATIONAL STUDENTS

### **Assessment Arrangements for Students from Language Backgrounds Other Than English**

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Under this policy students from linguistically diverse backgrounds (including Aboriginal and/or Torres Strait Islander people) may be eligible for additional time in examinations. Students who want to apply for additional time in law courses must demonstrate that they satisfy the criteria in the policy and that they have participated satisfactorily in the course English in a Legal Context. There is a presumption against additional time after a student's first year of study in the Law School. Students should contact the convenors of English in a Legal Context or the Indigenous Support Scheme, Anne Macduff, for information about this policy. Students must apply to the Sub-Dean at least four weeks prior to the commencement of the relevant examination period.

This policy is available at:

> [https://policies.anu.edu.au/ppl/document/ANUP\\_000374](https://policies.anu.edu.au/ppl/document/ANUP_000374)

### **Recognition of ANU Degree**

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The ANU LLB is recognised in Malaysia, Brunei, Singapore and India. Our graduates frequently gain admission to practice in the United Kingdom and the United States.



# FINANCIAL ASSISTANCE

## SCHOLARSHIPS

Details of undergraduate scholarships offered by the University:

> <http://students.anu.edu.au/scholarships>

Information about further law specific scholarships follows.

### **World Bank Scholarship**

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The ANU College of Law, in conjunction with the World Bank Group Integrity Vice Presidency (INT), has developed a scholarship program to support a current student of the ANU College of Law Bachelor of Laws (LLB), or Juris Doctor (JD) programs, to spend two months undertaking a Fellowship with INT's Special Litigation Unit.

> <http://law.anu.edu.au/scholarships/world-bank-scholarship>

### **The Phillipa Weeks Scholarship in Law**

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The scholarship is available to a person who:

- > is a successful applicant for entry to the first year of a program of study leading to the award of Bachelor of Laws (LLB) whether undertaken as a single degree or part of a combined program
- > has undertaken (at least) the final two years of their secondary schooling in a regional or remote area of Australia
- > has completed school in the last 12 months
- > is a citizen of or holds permanent resident status in Australia
- > the successful applicant must not have been previously enrolled in any tertiary degree or diploma program at a university or other institution of tertiary education whether in or outside Australia.

> <http://anulaw.anu.edu.au/scholarships/phillipa-weeks-scholarship-law>

### **The Freilich Indigenous Student Scholarship in Law**

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The scholarship is available to a person who:

- > is a member of the Indigenous community in their first year of study
- > is a successful applicant for entry to the first year of a program of study leading to the award of Bachelor of Laws (LLB) or the Juris Doctor (JD) whether undertaken as a single degree or part of a combined program
- > is a citizen or holds permanent resident status in Australia

> <http://students.anu.edu.au/scholarships/ea/col-freilich.php>

## **Legal Workshop GDLP Indigenous Student Scholarship Scheme**

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The ANU College of Law in conjunction with the National Centre for Indigenous Studies (NCIS) have developed a scholarship program to offer up to two Scholarships per year for full-time study in the Graduate Diploma of Legal Practice (GDLP) offered in the Legal Workshop.

> <http://anulaw.anu.edu.au/scholarships/gdlp-indigenous-scholarship-scheme>

## **Yuill Scholarship to support the International Court of Justice Traineeship Program**

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The scholarship applicant must be a final year student in the ANU College of Law Bachelor of Laws or Juris Doctor program or a recent graduate of the ANU College of Law Bachelor of Laws or Juris Doctor program. The Bachelor of Laws program may be undertaken as a single or a combined degree.

Selection based on:

- > The primary criteria for award of the traineeship and scholarship are an excellent academic record in courses relating to public international law, and proven research and writing skills
- > The secondary criteria for award of the traineeship and scholarship are any other related achievements or experience, including work experience, international engagement, or contribution to the wider community
- > Thirdly, the ICJ also requires proficiency in one of the Court's official languages (either French or English) and a very good working knowledge of the other.

Applications usually close in early January each year.

> <http://students.anu.edu.au/scholarships/ug/cur/dom/col-yuill-schol.php>

## **Littleton Groom Memorial Scholarship**

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This scholarship is available to a full-time student from Queensland who has completed all component courses of first year law at a standard satisfactory to merit the award. The scholarship is to assist the recipient to complete a law program or a combined law program. The recipient will continue to hold the scholarship while studying full time and achieving a satisfactory standard of results.

## **AUSTUDY/YOUTH ALLOWANCE**

Students who receive Austudy/youth allowance are advised that it is their responsibility to ensure that their semester load is sufficient for full-time study. Semester load (EFTSL) will be shown on the Enrolment Confirmation notice. If, in any semester, EFTSL load falls below 0.375, affected students should notify CentreLink immediately. Failure to do so may result in their being required to repay the allowance paid.

# DEGREE REQUIREMENTS

The curriculum of the ANU law degrees consists of compulsory and elective courses of one semester's length. Each is worth 6 units (with the exception of LAWS3202 Honours Thesis and LAWS2268 Community Law Clinical Program each worth 12 units), with 48 units per year being the standard full-time load adopted by the University. The normal full-time load in each semester is therefore 24 units. The compulsory courses are designed to ensure that every student gains a sufficient grounding in the fundamental branches of the law, as well as satisfying applicable requirements for admission to practice (see below page 66 for further information); the elective courses provide an opportunity to develop particular interests and to deepen understanding.

Students are advised to consult the Student Administration Manager, in the first instance, if they have any questions about the requirements for the completion of the Law degree in their particular degree program structure.

Lectures are normally scheduled between the hours of 8am to 6pm, and classes cannot be timetabled specifically to accommodate the needs of part-time students.

## NORMAL DURATION OF PROGRAMS (YEARS)

	Full Time	Part Time	Max Time
JD	3	6	10
LLB	4	8	10
Flexible Double	5	10	11

## BACHELOR OF LAWS (LLB)

The Bachelor of Laws program consists of 192 units in total, distributed as follows:

- > 15 compulsory courses (named below), worth 90 units
- > 17 elective courses, worth 102 units, which may include up to a maximum of 48 units of non-law courses of which no more than 24 units may be at 1000 level

Compulsory law courses	
LAWS1201	Foundations of Australian Law
LAWS1202	Lawyers, Justice and Ethics
LAWS1203	Torts
LAWS1204	Contracts
LAWS1205	Australian Public Law
LAWS1206	Criminal Law and Procedure
LAWS2201	Administrative Law
LAWS2202	Commonwealth Constitutional Law
LAWS2203*	Corporations Law

<b>LAWS2204</b>	Property
<b>LAWS2205</b>	Equity and Trusts
<b>LAWS2207*</b>	Evidence
<b>LAWS2244*</b>	Litigation and Dispute Management
<b>LAWS2249</b>	Legal Theory
<b>LAWS2250</b>	International Law

\* For students who commenced their current law program prior to 2008 these courses are not compulsory, but they are required for admission to practice law.

The Bachelor of Laws is intended to be completed in four years full-time, or on a part time basis; in either case the degree must normally be completed within ten years from the start of study (including any periods of leave or suspension).

For graduates of non-law disciplines, a shortened study program, to be completed in three years full-time or on a part-time basis, is available. Details are provided below under the “JD” entry at page 27.

## BACHELOR OF LAWS (4300) (FULL-TIME) – SUGGESTED DEGREE PATTERN

	First semester	Second semester
<b>Year 1</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1201</b> Foundations of Australian Law</li> <li>&gt; <b>LAWS1203</b> Torts</li> <li>&gt; 2 non-Law first-year electives</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1202</b> Lawyers, Justice and Ethics</li> <li>&gt; <b>LAWS1204</b> Contracts</li> <li>&gt; 2 non-Law first-year electives</li> </ul>
<b>Year 2</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1205</b> Australian Public Law</li> <li>&gt; <b>LAWS1206</b> Criminal Law and Procedure</li> <li>&gt; <b>LAWS2203</b> Corporations Law</li> <li>&gt; 1 non-Law later-year elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2250</b> International Law</li> <li>&gt; <b>LAWS2202</b> Commonwealth Constitutional Law</li> <li>&gt; <b>LAWS2249</b> Legal Theory</li> <li>&gt; 1 non-Law later-year elective</li> </ul>
<b>Year 3</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2201</b> Administrative Law</li> <li>&gt; <b>LAWS2204</b> Property</li> <li>&gt; 2 Law electives or</li> <li>&gt; 1 Law and 1 non-Law later-year elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2205</b> Equity and Trusts</li> <li>&gt; 3 Law electives or</li> <li>&gt; 2 Law and 1 non-Law later-year elective</li> </ul>
<b>Year 4</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2244</b> Litigation and Dispute Management</li> <li>&gt; 3 Law electives</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2207</b> Evidence</li> <li>&gt; 3 Law electives</li> </ul>
<b>Program Total</b> 192 units		

BACHELOR OF LAWS (4300) (PART-TIME) –  
SUGGESTED DEGREE PATTERN

	First semester	Second semester
<b>Year 1</b> (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1201</b> Foundations of Australian Law</li> <li>&gt; <b>LAWS1203</b> Torts</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1202</b> Lawyers, Justice and Ethics</li> <li>&gt; <b>LAWS1204</b> Contracts</li> </ul>
<b>Year 2</b> (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1205</b> Australian Public Law</li> <li>&gt; 1 non-Law first-year elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2250</b> International Law</li> <li>&gt; 1 non-Law first-year elective</li> </ul>
<b>Year 3</b> (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1206</b> Criminal Law and Procedure</li> <li>&gt; 1 non-Law elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2249</b> Legal Theory</li> <li>&gt; 1 non-Law elective</li> </ul>
<b>Year 4</b> (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2201</b> Administrative Law</li> <li>&gt; 1 non-Law later-year elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2201</b> Commonwealth Constitutional Law</li> <li>&gt; 1 non-Law later-year elective</li> </ul>
Year 5 (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2203</b> Corporations Law</li> <li>&gt; 1 non-Law later-year elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 1 law elective course</li> <li>&gt; 1 non-Law later-year elective</li> </ul>
Year 6 (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2204</b> Property</li> <li>&gt; 1 Law elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2205</b> Equity and Trusts</li> <li>&gt; 1 Law elective</li> </ul>
Year 7 (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2244</b> Litigation and Dispute Management</li> <li>&gt; 1 Law elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2207</b> Evidence</li> <li>&gt; 1 Law elective</li> </ul>
Year 8 (24 units)	<ul style="list-style-type: none"> <li>&gt; 2 Law electives</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 2 Law electives</li> </ul>
<b>Program Total</b> 192 units		

BACHELOR OF LAWS (4300) (FULL-TIME) –  
SUGGESTED DEGREE PATTERN FOR A SECOND  
SEMESTER COMMENCEMENT

	First semester	Second semester
<b>Year 1</b> (24 units)		<ul style="list-style-type: none"> <li>&gt; <b>LAWS1201</b> Foundations of Australian Law</li> <li>&gt; <b>LAWS1204</b> Contracts</li> <li>&gt; 2 non-Law first-year electives</li> </ul>
<b>Year 1/2</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1203</b> Torts</li> <li>&gt; <b>LAWS1205</b> Australian Public Law</li> <li>&gt; 2 non-Law first-year electives</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1202</b> Lawyers, Justice and Ethics</li> <li>&gt; <b>LAWS2250</b> International Law</li> <li>&gt; <b>LAWS2249</b> Legal Theory</li> <li>&gt; 1 non-Law later-year elective</li> </ul>
<b>Year 2/3</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1206</b> Criminal Law and Procedure</li> <li>&gt; <b>LAWS2201</b> Administrative Law</li> <li>&gt; 1 non-Law later-year elective</li> <li>&gt; 1 law elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2202</b> Commonwealth Constitutional Law</li> <li>&gt; 2 law electives</li> <li>&gt; 1 non-Law later-year elective</li> </ul>
<b>Year 3/4</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2203</b> Corporations Law</li> <li>&gt; <b>LAWS2204</b> Property</li> <li>&gt; 1 non-Law later-year elective</li> <li>&gt; 1 Law elective</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2205</b> Equity and Trusts</li> <li>&gt; <b>LAWS2207</b> Evidence</li> <li>&gt; 2 Law electives</li> </ul>
<b>Year 4</b> (24 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2244</b> Litigation and Dispute Management</li> <li>&gt; 3 Law electives</li> </ul>	
<b>Program Total</b> 192 units		

FLEXIBLE DOUBLE DEGREES

The law component of a Flexible Double Degree (FDD) program consists of 144 units in total or the equivalent of three years full time study, distributed as follows:

- > 15 compulsory courses (named above), worth 90 units
- > 9 law elective courses, worth 54 units

The FDD program with law is intended to be completed in five years full-time or up to a maximum of eleven years part-time including periods of leave or suspension.

The structure for the law component is the same for each FDD program. Students should consult the College responsible for the other part of the program in order to ensure that they meet the requirements for that part of the program.

## SUGGESTED PATTERN FOR FLEXIBLE DOUBLE DEGREE PROGRAMS

	First semester	Second semester
<b>Year 1</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1201</b> Foundations of Australian Law</li> <li>&gt; <b>LAWS1203</b> Torts</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1202</b> Lawyers, Justice and Ethics</li> <li>&gt; <b>LAWS1204</b> Contracts</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>
<b>Year 2</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1205</b> Australian Public Law</li> <li>&gt; <b>LAWS1206</b> Criminal Law and Procedure</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2250</b> International Law</li> <li>&gt; <b>LAWS2249</b> Legal Theory</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>
<b>Year 3</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2201</b> Administrative Law</li> <li>&gt; <b>LAWS2203</b> Corporations Law</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2202</b> Commonwealth Constitutional Law</li> <li>&gt; Law elective course (6 units)</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>
<b>Year 4</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2204</b> Property</li> <li>&gt; Law elective course (6 units)</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2205</b> Equity and Trusts</li> <li>&gt; Law elective course (6 units)</li> <li>&gt; Non-law course (6 units)</li> <li>&gt; Non-law course (6 units)</li> </ul>
<b>Year 5</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2244</b> Litigation and Dispute Management</li> <li>&gt; Law elective courses (18 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2207</b> Evidence</li> <li>&gt; Law elective courses (18 units)</li> </ul>
<b>Program total</b> 240 units		

### JURIS DOCTOR (JD)

This is a distinctive program for graduates of non-law disciplines (or non-Australian law degrees). It allows students access to nominated postgraduate law courses while still equipping students with the academic qualifications for admission to practice. The program can be studied full or part-time with entry points in first and second semester.

There are no combined degree options with the JD.

The JD program consists of 144 units in total, distributed as follows:

- > 15 compulsory courses, worth 90 units (please refer to the table in the LLB entry above)
- > 9 law elective courses worth 54 units, including at least two postgraduate courses (12 units) selected from a list of postgraduate courses that are specifically approved for JD study

**Previous law studies and the JD:** A student who enrolls in the ANU JD degree after completing law studies at another university may only be granted status for up to half of the courses prescribed for the ANU degree. Where a student was recently enrolled in a combined program with law, whether at ANU or at another institution, no status will be given for law courses that were included in the completion of the other award. A student may not repeat in the JD program a course the syllabus of which is substantially similar to that of a subject passed for the award of another degree or diploma; where a course is a compulsory part of the ANU JD program, an exemption from that course will normally be granted (ie the student will be required to undertake another course in lieu of the course for which exemption is granted).

**Electives in the JD:** Students will be able to choose nine (9) electives from the current list available to LLB students and from a list of postgraduate courses that are specifically approved for JD study.

**Research component in the JD:** Students must include amongst their electives at least two (2) courses from the nominated list of research intensive postgraduate courses. In addition, and subject to satisfaction of the applicable performance requirements in their other coursework, JD students may be allowed to undertake a 12-unit Graduate Research Unit (GRU).

The Juris Doctor is intended to be completed in three years full-time, or on a part-time basis; in either case the degree must normally be completed within ten years from the start of study (including any periods of leave or suspension).

**Suggested course pattern for a full-time JD student undertaking Foundations of Australian Law intensively in Summer.**

Summer session		
LAWS1201 – Foundations of Australian Law (taught intensively – end Jan to Feb)		
	First semester	Second semester
<b>Year 1</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; LAWS1203 Torts</li> <li>&gt; LAWS1204 Contracts</li> <li>&gt; LAWS1206 Criminal Law and Procedure</li> </ul>	<ul style="list-style-type: none"> <li>&gt; LAWS1202 Lawyers, Justice and Ethics</li> <li>&gt; LAWS1205 Australian Public Law</li> <li>&gt; LAWS6250 International Law</li> <li>&gt; LAWS2249 Legal Theory</li> </ul>
<b>Year 2</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; LAWS2201 Administrative Law</li> <li>&gt; LAWS2203 Corporations Law</li> <li>&gt; 2 Law elective course</li> </ul>	<ul style="list-style-type: none"> <li>&gt; LAWS6202 Commonwealth Constitutional Law</li> <li>&gt; 3 Law elective courses</li> </ul>
<b>Year 3</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; LAWS2204 Property</li> <li>&gt; LAWS2244 Litigation and Dispute Management</li> <li>&gt; 2 Law elective courses</li> </ul>	<ul style="list-style-type: none"> <li>&gt; LAWS6205 Equity and Trusts</li> <li>&gt; LAWS2207 Evidence</li> <li>&gt; 2 Law elective courses</li> </ul>
<b>Program total</b> 144 units		



The above structure of the full-time JD is for students undertaking the intensive in Summer, the pattern below is for those students unable to undertake LAWS1201 in Summer. There is sufficient flexibility in the JD program to still allow students to complete their degree in three years as the majority of research intensive postgraduate courses are taught intensively and/or outside of normal semester teaching periods. Some undergraduate courses may also be available over the summer. The Sub-Dean is available to discuss this option and its implications with JD students.

**Suggested course pattern for a full-time JD student commencing in First Semester**

	<b>First semester</b>	<b>Second semester</b>
<b>Year 1</b> (36 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1201</b> Foundations of Australian Law</li> <li>&gt; <b>LAWS1203</b> Torts</li> <li>&gt; <b>LAWS1204</b> Contracts</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1202</b> Lawyers, Justice and Ethics</li> <li>&gt; <b>LAWS1205</b> Australian Public Law</li> <li>&gt; <b>LAWS6250</b> International Law</li> <li>&gt; <b>LAWS2249</b> Legal Theory</li> </ul>
<b>Year 2</b> (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1206</b> Criminal Law and Procedure</li> <li>&gt; <b>LAWS2201</b> Administrative Law</li> <li>&gt; <b>LAWS2203</b> Corporations Law</li> <li>&gt; 1 Law elective course</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2202</b> Commonwealth Constitutional Law</li> <li>&gt; 3 Law elective courses</li> </ul>
Year 3 (48 units)	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2204</b> Property</li> <li>&gt; <b>LAWS2244</b> Litigation and Dispute Management</li> <li>&gt; 2 Law elective courses</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2205</b> Equity and Trusts</li> <li>&gt; <b>LAWS2207</b> Evidence</li> <li>&gt; 2 Law elective courses</li> </ul>
(6 units)	<ul style="list-style-type: none"> <li>&gt; 1 Law elective to be taken in a non-standard session in year 2 or 3</li> </ul>	
<b>Program total</b> 144 units		

**Suggested course pattern for a full-time JD student commencing in Second Semester**

	First semester	Second semester
<ul style="list-style-type: none"> <li>&gt; <b>Year 1</b></li> <li>&gt; (24 units)</li> </ul>		<ul style="list-style-type: none"> <li>&gt; <b>LAWS1201</b> Foundations of Australian Law</li> <li>&gt; <b>LAWS1202</b> Lawyers, Justice and Ethics</li> <li>&gt; <b>LAWS1204</b> Contracts</li> </ul>
<ul style="list-style-type: none"> <li>&gt; <b>Year 1/2</b></li> <li>&gt; (48 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1203</b> Torts</li> <li>&gt; <b>LAWS1205</b> Australian Public Law</li> <li>&gt; <b>LAWS1206</b> Criminal Law and Procedure</li> <li>&gt; <b>LAWS2203</b> Corporations Law</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS6250</b> International Law</li> <li>&gt; <b>LAWS2249</b> Legal Theory</li> <li>&gt; 2 Law elective courses</li> </ul>
<ul style="list-style-type: none"> <li>&gt; <b>Year 2/3</b></li> <li>&gt; (48 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2201</b> Administrative Law</li> <li>&gt; <b>LAWS2204</b> Property</li> <li>&gt; 2 Law elective courses</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2202</b> Commonwealth Constitutional Law</li> <li>&gt; <b>LAWS2205</b> Equity and Trusts</li> <li>&gt; <b>LAWS2207</b> Evidence</li> <li>&gt; 1 Law elective course</li> </ul>
<ul style="list-style-type: none"> <li>&gt; <b>Year 4</b></li> <li>&gt; (24 units)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS2244</b> Litigation and Dispute Management</li> <li>&gt; 3 Law elective courses</li> <li>&gt; 1 Law elective to be taken in a non-standard session in year 2 or 3</li> </ul>	
<p><b>Program total</b> 144 units</p>		

**Suggested course pattern for a part-time student for the first two years**

	First semester	Second semester
<p><b>Year 1</b> (24 units)</p>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1201</b> Foundations of Australian Law</li> <li>&gt; <b>LAWS1203</b> Torts</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1202</b> Lawyers, Justice and Ethics</li> <li>&gt; <b>LAWS1205</b> Australian Public Law</li> </ul>
<p><b>Year 2</b> (24 units)</p>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS1204</b> Contracts</li> <li>&gt; <b>LAWS1206</b> Criminal Law and Procedure</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>LAWS6250</b> International Law</li> <li>&gt; <b>LAWS2249</b> Legal Theory</li> </ul>

## HONOURS

Students enrolled in any of the LLB programs or in the JD may qualify to obtain the degree with honours. The length of the program is the same as for the pass degree. Students considering taking honours should read the Honours Policy. The LLB Honours Policy can be found at page 59 of this handbook. The JD Honours Policy essentially mirrors the LLB policy, subject to a number of minor differences which are set out at page 63. Students should be conscious that their results in courses throughout their law program will count towards honours. In addition, students who have not completed all of their law degree at the ANU should pay careful attention to the requirements for the honours degree; in essence, two thirds of the law degree must normally be completed at the ANU.

The Federal government is making changes to Australian University qualification requirements through the Australian Qualifications Framework. This will come into effect in 2015 and there will be significant changes to the ANU honours program from the beginning of 2015. The new honours program will be different to the current program in the 2014 LLB and JD Handbook. There may be implications and choices for students who commence their LLB studies in 2014 particularly if they should wish to take leave, go on exchange or if their progress is effected so that they do not complete their degree in the minimum time. Further information about the new honours program and the implications for currently enrolled students will be made available via the ANU College of Law website and the LLB and JD Program wattle sites when program changes are finalised. Any student considering doing honours needs to remain informed about the changes to honours and to seek specific advice from the Sub-Dean of Law if clarification about their own progress towards honours is needed.

## GENERAL INFORMATION RELATING TO ALL ANU LAW DEGREES

### **Guidelines for Course Selection**

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The College has recommended standard patterns of enrolment for all its programs. These are documented in this Handbook at pages 24–30. The curriculum is planned on the assumption that the majority of students will enrol in these standard patterns. These patterns are recommended for a number of reasons, including: ensuring students have foundational understanding and prerequisite courses necessary to complete subsequent courses, maximising the possibilities for students and teachers to draw links between related courses and creating a cohort of students who do the same compulsory courses at the same time with benefits for collegiality and group learning. The timetable is constructed based on students following the standard patterns.

There is, however, nothing to stop students enrolling in a non-standard pattern of courses, and permission is not usually required for this. Students are advised to keep variations to the minimum necessary and to plot their program completion, bearing in mind prerequisite and corequisite requirements, when they make a decision to vary from the standard pattern. Students should also check the timetable for clashes and ask for advice if their enrolment will result in clashes.

JD students should also refer to the specific information provided at page 27 above concerning the mandatory inclusion in their electives of at least two postgraduate courses selected from the nominated list.

## **Elective Courses**

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The following are the principal factors that affect the range and number of elective courses on offer:

- > availability of core staff, and their other commitments, notably compulsory LLB and JD courses, the postgraduate coursework program, administrative responsibilities
- > student demand
- > specialist interests of core staff who are available
- > availability of visitors/adjunct appointees to teach
- > the desirability of balancing the number and range of offerings between semesters
- > class sizes, that is, the desirability of increasing the number of offerings in order to spread student load and decrease class size
- > the desirability of having courses that follow on from compulsory courses
- > the College's specialisation in international law—so that in addition to the compulsory course it is desirable to have at least 2 elective courses per semester whenever possible
- > the College's specialisation in environmental law—so that environmental law is offered annually and additional courses are offered when possible
- > the College's specialisation in commercial law—so that it is desirable to offer Commercial Law and Takeovers and Securities Industry Law annually, and, where possible, at least 2 courses per semester
- > the College's specialisation in public law—so that in addition to the three compulsory courses, it is desirable to have elective courses on offer each year, preferably in both constitutional law and administrative law

Ideally, elective courses would be scheduled on a 2–3 year cycle, so that students could plan their programs, but this is not always possible, largely because of changes in staffing availability, sometimes at short notice. Staff resign or retire, take various forms of leave (research leave, long service leave, sick leave, parental leave, leave without pay), or may be appointed to administrative positions with reduced teaching load. Not all these departures, absences and changes can be planned in advance, let alone several years in advance. Where possible the gaps are covered from internal resources, or by making additional, short-term appointments.

## **Waiving Requisite Statement/corequisites and other requirements**

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Requisite Statement and corequisites for particular courses are specified in the LLB and JD Handbook. ISIS will not allow you to enrol in a course without the prerequisite or corequisite for that course. Prerequisite and corequisite requirements are kept to the minimum required for effective teaching and learning. A student who wants to have a prerequisite or corequisite waived must make a case to the Sub-Dean, who will refer the student to the course convenor to make a decision about whether or not to approve the student's enrolment in the particular case.

The student will then complete an enrolment variation form available at **[www.anu.edu.au/sas/forms/enrolment\\_variation.pdf](http://www.anu.edu.au/sas/forms/enrolment_variation.pdf)** or from the reception desk. This must be either signed by the course convenor, or a print out of email approval from the course convenor attached, before submitting to Law School Office.

There are special requirements for some law courses including Honours Thesis, Jessup Moot, Selected Topics in Australian-United States Comparative Law, Survey of US Law, Law Internship, Clinical Youth Law Program, Community Law Clinical Program, Social Justice International Clinic, International Organisations (Geneva) and International Arbitration and Negotiation Moot in Japan. Information about enrolment in these courses is available on the web. Decisions about enrolment in these courses are the responsibility of the respective convenors.

JD students wishing to undertake a 12-unit Graduate Research Unit (GRU) must satisfy the specific performance requirements applying to that course.

## **Status for previous studies**

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The amount of status for law courses completed at other institutions, whether in Australia or overseas, will be determined by the Sub-Dean on the basis of information provided by the applicant and other sources.

Students cannot be granted law status for more than half the courses required for a particular degree. Accordingly, the maximum amount of status that can be granted towards the law part of a combined degree program is 72 units (12 courses). In the case of students transferring to a 4 year LLB, up to 24 units (4 courses) of additional non-law status may be granted, including no more than 24 units (4 courses) at first-year level. JD students are referred to the specific status details set out at page 27 above in the JD entry.

Students are warned that it is unusual for maximum status to be granted and that status determination can be a complicated process, especially where compulsory courses or overseas studies are involved.

Where students have been granted status or exemption the time allowed for completion of the program is reduced.

## **Part-time enrolment**

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A student will be classified as enrolled part-time if they undertake fewer than 3 courses (18 units) in a semester. The Law School encourages part-time enrolment as a mechanism for balancing work, study and caring responsibilities. Students who are working more than 15 hours a week are advised to consider part-time enrolment. No special permission is required for this. However, students should not enrol part-time in a combined program, at least in their first year, without seeking the advice of the Sub-Dean. The reason for this is that Foundations of Australian Law is “twinned” with Torts in first semester and with Contracts in second semester, and students who do not do both will be disadvantaged. Also, the Law School normally requires completion of all combined law programs within 11 years, and a plan for part-time enrolment for the whole of a combined program could affect this requirement.

## **Interrupting the pursuit of law courses**

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A student who does not want to enrol in any law courses in a particular semester, or to withdraw from all law courses, but who is not applying for leave, should seek the advice of the Sub-Dean, except in the case of a student who is going on exchange or who is undertaking an honours year in another discipline. Where a student enrolled in a combined program wants to do all law courses in a particular semester they should check with their other college.

## **Overloading**

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An LLB student will be overloading if they are undertaking more than 24 units in semester 1 or 2, or more than 12 units over summer. Overloading needs to be considered an unusual event and is generally discouraged, although it is recognised that in some special circumstances it may be necessary. Overloading by more than 6 units in any session will not be approved.

ISIS will not allow students to overload, and students who wish to do so will need to contact the Sub-Dean, who will advise the student on the issues involved and make approval decisions after meeting with the students. Ahead of this meeting, students are required to complete an application for permission to overload form (available at reception) and to receive permission to overload from any other college in which they are enrolled. In the ANU College of Law, approval to overload is dependant upon the student having successfully completed a year of full-time study (48 units) and having achieved a credit average in law courses. Overloading is undertaken on the basis that students do so at their own risk and it will not be considered a valid reason for seeking special consideration and/or special exams.

The same considerations, limits and processes apply to JD students who are seeking to overload. However, the particular characteristics and pattern of the JD program (including the fact that JD students will sometimes need to study intensive postgraduate courses alongside their semester long courses) are additional factors taken into account by the Sub-Dean in considering applications to overload from JD students.

## **Taking Additional Courses**

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Students are only permitted to take courses that form part of the degree requirements. Students seeking to enrol in courses over and above those required for the degree should seek advice from the Sub-Dean. Additional courses will normally require non-award enrolment and the payment of up-front full fees. Courses taken in this way will not normally count towards honours.

## **Concurrent enrolment**

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The ANU offers a wide range of programs, including combined degree programs like the BA/LLB. Occasionally, however, students want to undertake a concurrent enrolment in more than one program (for example in the LLB or JD and in the Graduate Diploma in Legal Practice). Students must have the permission of the Sub-Dean to do this and must seek that permission well in advance of the commencement of the program or course in question. If permission is given, it will be on the basis of strict conditions and will require students to make a number of important undertakings (see below).

Concurrent enrolments are discouraged for a number of reasons. First, students who are concurrently enrolled cannot use ISIS to vary their enrolment. All enrolment must be done on an enrolment variation form available at [www.anu.edu.au/sas/forms/enrolment\\_variation.pdf](http://www.anu.edu.au/sas/forms/enrolment_variation.pdf) or from the Law School Office and must be manually entered by Administrative Staff. Students are warned not to attempt to vary their enrolment on ISIS if they are concurrently enrolled. Secondly, the programs are not timetabled or planned to be taken together. This can lead to timetable (including exam timetable) clashes.

Students who want to undertake concurrent enrolment must apply for permission to do so to all colleges and/or programs in which they are enrolled. Law students seeking to enrol concurrently in GDLP, will need to use the concurrent enrolment application form on the GDLP website and to make an appointment to see the Sub-Dean to discuss their application and the issues involved. This process must be commenced at least two weeks before the commencement of the specific course/program for which concurrent enrolment is sought. The Sub-Dean will look at the student's academic record and reasons for wanting to enrol concurrently as well as the timing of the courses to be undertaken in the proposed program and the workload involved. If approval is given, it will be for specified courses on specified dates only. Any further concurrent study will need to be approved afresh. Approval will also be on the basis that the student has been advised that: their study priority must be their LLB or JD program; they are advised against concurrent enrolment; they undertake it at their own risk; and it will not be grounds for a student to seek special consideration or special examinations. If the concurrent enrolment involves an overload, this must also be approved (see entry on Overloading above). Approval will not be granted for concurrent enrolment in a student's first year of their Law studies.

## **The Internship Program**

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The Internship program requires and develops both legal knowledge and a lawyer's approach to problem identification, analysis and recommendations.

The internship work setting may be in government departments, law firms, parliament, and non-government organisations. The project, which is settled by written agreement among the student, professional and internship director, may be multi-disciplinary but must have a strong law element and of practical utility to the workplace organisation.

Internships may also be available to work with members of the Law School on projects of an applied nature. These projects may include submissions to inquiries and parliamentary committees, responses to discussion and issues papers, and projects of bodies with which members of the College are involved (for example, advisory councils). A College protocol governs these Law School internships. College staff will advise the internship coordinator when such projects are available.

Full details and enrolment requirements:

> <http://law.anu.edu.au/llb/law-internship>

### **Summer Session Program (domestic)**

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The College has a limited number of courses available in the Summer session. More information about the courses being offered in the 2015 Summer session will be available in July 2014 to help students plan for their 2015 enrolment. Information will be updated on the website at <https://wattle.anu.edu.au/> as it becomes available.

### **ANU International Summer Programs**

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Overseas summer courses are normally offered in Geneva and at the University of Alabama in January-February. Selection for enrolment in these programs is competitive, limited to small numbers, and, in the case of the Geneva Program, subject to Requisite Statement, with early application deadlines respectively in June (Geneva Program) and August (Alabama Program).

Full details (including additional costs) will be put online a few weeks before the application date:

> <http://law.anu.edu.au/international-study-opportunities/overseas-based-courses>

### **Cross-institutional studies**

The permission of the Sub-Dean is required before an ANU student can study at another institution on a cross-institutional basis. Permission to undertake study during semester 1 or 2 will only be granted in special circumstances, and will not normally be given either for compulsory law courses (see below) or for distance education programs. A more flexible approach is taken in relation to study of elective courses at an Australian summer or winter school other than ANU (where that study does not overlap with either semester 1 or 2 at the ANU). The maximum number of units that a student can undertake cross-institutionally in summer or winter sessions during the student's entire ANU law program is 12 units (usually 2 courses).



To seek permission for cross-institutional or non-award study, you must submit to the Sub-Dean both a completed 'Application to Study Elsewhere on a Cross-Institutional Basis' form (available on the ANU's 'enrolments' website) and a detailed study proposal. In deciding whether to approve a student's application, the Sub-Dean pays particular attention to whether the proposed study overlaps with courses studied at the ANU, and whether it is roughly equivalent in study load, contact hours, rigour and assessment demands to law courses taught at the ANU. Issues of equivalency of content, delivery and assessment are particularly important in relation to compulsory law courses and students will only receive approval for cross-institutional study of compulsory courses in extraordinary circumstances. Once the Sub-Dean has approved a study proposal, it is the responsibility of the student to seek enrolment in the other institution and, after completion, to provide an official transcript of the assessment results to the Law School.

The maximum amount of law status that can be granted for cross-institutional study is the equivalent of one full-time year of study at ANU (48 units). Strict guidelines apply to study undertaken overseas (see below).

Students considering undertaking Honours should take careful note of the Honours Policy set out in this Handbook. Under this policy, only law courses completed at the ANU are 'eligible law courses' for the purposes of meeting the requirements for the honours degree. Cross-institutional courses are specifically excluded from this category.

### **Cross-institutional study for JD students**

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JD students may apply for cross-institutional study of undergraduate courses in the same way as is described above. The considerations detailed above apply equally to applications for cross-institutional study received from JD students. JD students will not receive approval for cross-institutional study of postgraduate courses as the ANU JD program requires JD students to undertake all their postgraduate courses here at the ANU.

### **International Exchange Program**

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Students may be allowed to study law courses under the international exchange scheme once they have completed at least 10 law courses (generally speaking, from the middle of the second year of the single law degree (LLB or JD) or of the third year in the case of a combined degree). Students in combined degrees who do not intend to study law courses while on exchange (ie an exclusively non-law exchange) may, with the express approval of the Sub-Dean, Exchange and International Programs, be permitted to undertake an exchange earlier on in their studies, subject to the requirements of the other college or program.

Applicants must have achieved at least a credit average in their law courses in order to study law on exchange. The length of a law-only exchange cannot normally exceed one semester. Where both law and non-law courses will be undertaken on exchange, the total duration can extend to one year.

More law-specific exchange information is available:

> <http://law.anu.edu.au/international-study-opportunities/study-overseas>

Applications for exchange are considered centrally twice a year and should be submitted through the ANU Student Mobility Program approximately one year prior to the intended exchange. Prior to lodging their application and irrespective of whether or not they intend to include law courses in their exchange program, all law students interested in applying for an exchange should consult Professor Don Anton, Sub-Dean, Exchange and International Programs, about their proposed study and obtain the required Law endorsement by booking an appointment, well in advance of the application deadline, through the Law School Office on 6125 3483.

### **Recording of lectures**

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Most lectures in the Law School are digitally recorded. These lectures are available for students to listen to on the course WATTLE site. Where lectures are unavoidably missed and a recorded version is not available, students should approach the lecturer concerned. Students should NOT use personal tape or digital recorders in class without permission from the lecturer.

### **Prizes**

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The list provided in the ANU Undergraduate Handbook 2014 gives an indication of the range of prizes available for law courses. Many of these prizes are available to LLB and JD students. Prizes and certificates are given at an annual prize ceremony held at ANU College of Law each year in recognition of the academic achievements of students.

# POLICIES & PROCEDURES

This is an overview of the policies and procedures applying to LLB and JD study in the ANU College of Law.

Full University Rules:

> <http://about.anu.edu.au/governance-structure/legislation/rules>

University policy papers:

> <http://policies.anu.edu.au>

Students should also consult the Student Gateway page for relevant administrative procedures, including enrolment, re-enrolment, variation of courses and leave of absence.

> <http://students.anu.edu.au/>

## STUDENT ACADEMIC INTEGRITY (INCLUDING PLAGIARISM)

In work that is submitted for assessment, all use of the work of others, whether an actual quotation, a summary or a paraphrase, must be acknowledged. The acknowledgement must identify author and publication, and the particular page or paragraph where relevant. Where web sites are the source, that should be clearly acknowledged. Quotations must be both acknowledged and put either in quotation marks or, for longer passages, indented as a separate paragraph. Words omitted from the passage should be represented by an ellipsis (a series of three periods). Words added should be put in square brackets.

Where students have doubts as to how to deal with or acknowledge source materials in essays and assignments, they should consult their lecturer.

The University has a Code of Practice for Student Academic Integrity:

> [https://policies.anu.edu.au/ppl/document/ANUP\\_000392](https://policies.anu.edu.au/ppl/document/ANUP_000392)

It provides in section 3 that:

It is the responsibility of each individual student to ensure that:

- > they are familiar with the expectations for academic integrity both in general, and in the specific context of particular disciplines or courses
- > work submitted for assessment is genuine and original
- > appropriate acknowledgement and citation is given to the work of others
- > they declare their understanding of and compliance with the principle of academic integrity on appropriate proformas and cover sheets as required by the academic area, or by a statement prefacing or attached to a thesis
- > they do not knowingly assist other students in academically dishonest practice.

The Code defines “academic integrity” in section 2 as “the principle that students’ work is genuine and original, completed only with the assistance allowed according to the rules, policies and guidelines of the University. In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged.”

Plagiarism is one type of practice covered by the Code, and is defined in the Code as “copying, paraphrasing or summarising, without appropriate acknowledgement, the words, ideas, scholarship and intellectual property of another person. This remains plagiarism whether or not it is with the knowledge or consent of that other person. Plagiarism has also taken place when direct use of others’ words is not indicated, for example by inverted commas or indentation, in addition to appropriate citation of the source.”

Other practices covered by the Code are “collusion, the fabrication or deliberate misrepresentation of data, and failure to adhere to the rules regarding examinations in such a way as to gain unfair academic advantage.”

The Code also applies to recycling, that is, “the submission for assessment of work which, wholly or in large part, has been previously presented by the same student for another assessment, either at the Australian National University or elsewhere. In some cases, lecturers will specifically allow this practice. If no specific provision to the contrary is made, submission of work for assessment a second or subsequent time constitutes a breach of this Code.”

The Code describes the process for dealing with these practices. This can lead to a finding that a student has engaged in academic misconduct which can, in turn, lead to action under the University’s Discipline Rules:

> [http://about.anu.edu.au/\\_\\_documents/rules/disciplinerules.pdf](http://about.anu.edu.au/__documents/rules/disciplinerules.pdf)

A finding of academic misconduct may also jeopardise a student’s admission to legal practice.

Students may be asked to submit work electronically so that it can be checked for plagiarism. Students should ensure that they keep an electronic copy of their work which can be readily accessed.

## ASSESSMENT: FORM AND PROCEDURES

### **Policy on assessment in LLB and JD<sup>1</sup> courses in the ANU College of Law**

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This policy reflects the University Policies on Student Assessment (Coursework) and on Course Assessment: Consultation and Finalisation.

Student Assessment (Coursework):

> [https://policies.anu.edu.au/ppl/document/ANUP\\_004603](https://policies.anu.edu.au/ppl/document/ANUP_004603)

Course Assessment: Consultation and Finalisation:

> [https://policies.anu.edu.au/ppl/document/ANUP\\_000810](https://policies.anu.edu.au/ppl/document/ANUP_000810)

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<sup>1</sup> This Policy does not apply to LLM courses that are taken by JD students

## 1 Principles

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- a. The course convenor is responsible for determining the assessment scheme in a course.
- b. Assessment schemes should reflect course objectives and comply with the College and University policies in place from time to time.
- c. No single item of assessment should constitute the sole assessment choice in a course, save in exceptional circumstances where the assessment is constituted by a substantial piece of research work.
- d. Each assessment task in a course must relate to one or more of the learning outcomes in that course (as defined in the course study guide), and all learning outcomes must be addressed by the assessment scheme.
- e. Students are to be assessed on the basis of criteria that are available in advance of the assessment task.
- f. Students are to receive timely feedback on assessment tasks to enable them to gauge their progress and improve their performance. Students should have the opportunity to undertake assessment tasks and receive feedback early in the course. Results and feedback for mid-course assignments etc will be available to students within a reasonable time before they sit the final examination in the course.
- g. Students are responsible for ensuring that they understand and comply with the requirements for assessment (including word limits and submission dates, below).
- h. Assessment is carried out anonymously where this is feasible.

## 2 Process

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- a. The course convenor will submit to the Sub-Dean at least three weeks before the beginning of the semester or session a statement of the scheme of assessment that complies with Sections 3 and 4 of this policy. The assessment scheme will be included within the Course Study Guide.
- b. A sub-committee of the LLB Program Committee (chaired by the Sub-Dean) will examine the scheme of assessment to ascertain compliance with this policy and will report to the course convenor in the week prior to commencement of semester on any compliance issues. The sub-committee will also coordinate assessment schemes to ensure as far as possible a reasonable distribution of student workload, particularly in the busy mid-semester period.
- c. After any necessary changes have been made, the scheme of assessment for each course will be published as part of the Course Study Guide by the Law School Office on both the program and the course WATTLE sites. This will occur in the week before the commencement of the semester or session. A printed hard copy of the Course Study Guide will also be made available to students at this time.
- d. Within the first two weeks of semester, the lecturer in each class will discuss and explain the scheme of assessment and provide students with an opportunity to request changes to the form and timing of assessment. Teaching staff will respond to student comments and suggestions.

- e. Any changes to the statement of assessment after week two of semester must be discussed with students. Where the proposed change does not have the agreement of the whole class, it must be approved by the Sub-Dean. All variations must be notified on the course WATTLE site.

### **3 Statement of assessment in each course**

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- a. A statement of assessment for a course must contain the following:
  - i. a short overview of the options available for assessment in the course
  - ii. clear and precise information about each assessment task
  - iii. an explanation of the relationship between the assessment tasks and the course learning outcomes and objectives
  - iv. an explanation of the criteria which will be used in assessing each task
  - v. an indication of whether the requirements of this policy, particularly those under headings 3(b)(i), 3(b)(ii) and 4, have been followed
  - vi. where an element of assessment is compulsory, an indication of the consequence of non-completion of that element (ie whether it will result in a mark of "0" for that part or in an NCN for the entire course)
  - vii. Note: the Policy on Student Assessment (Coursework) states that students should be given the opportunity to undertake assessment tasks and receive feedback on their performance which does not contribute to their final grade. For example, this can take the form of in-class feedback in tutorials, peer-assessment, or self-assessment
  - viii. Note: the Policy on Student Assessment (Coursework) states that where the assessment of "ephemeral performances" (e.g. oral presentations, class papers, moots) exceeds 10% of the overall assessment in a course, Convenors must put in place appropriate procedures which would allow subsequent validation of the assessment (e.g. the presentation must be recorded aurally or on video, or two examiners must be present in class when the performance is assessed)
  - ix. Note: the Policy on Student Assessment (Coursework) states that class participation may be assessed only if participation skills are reflected in the course learning outcomes. Further, participation may be subject to an NCN only if this can be justified to College Education Committee on the basis of the teaching model employed
  - x. Note: the Policy on Student Assessment (Coursework) states that Group assessment tasks must provide students with at least some opportunity to demonstrate their skills as individuals

- a. The following specific information must also be included:
- i. For a formal examination
    - > the duration of the examination and the reading time, and, where the duration does not comply with the limits prescribed in Section 4 of this policy, an explanation of the reasons for the departure
    - > its weighting
    - > the permitted materials (a common formula for open-book examinations is 'Any except ANU library books')
    - > the scope of the examination (as relevant – eg section of the course covered, restricted choice of questions for students who undertake other assessment, some indication of the extent of choice of questions if any)
    - > whether the examination is compulsory or optional, and/or redeemable
    - > the timing of the examination; save in exceptional circumstances, formal examinations must be held in the University examination periods in the middle or at the end of each semester, and a final examination may not be held in the final two weeks of semester or during the study break that precedes the commencement of the examination session<sup>2</sup>
    - > students must be referred to the LLB & JD Handbook for information concerning special consideration and special and supplementary examinations
    - > for a mid-semester examination, the week during which results and feedback on assessment will be made available to students
  - ii. For other forms of assessment
    - > a general description of the assessment task, including whether it is compulsory or optional, and/or redeemable
    - > its weighting. Note that marks contributing to a student's overall assessment in a course cannot be given merely for attendance at course activities (eg tutorial attendance). However, participation in specified class activities (eg tutorial discussion) can be made a requirement of passing the course
    - > the due date, penalties for late submission and possibility of extension of time to submit; when the final piece of assessment is not a formal examination, it may be scheduled for submission during the examination period but should not be scheduled during the final two weeks of semester or during the study break that precedes the commencement of the examination session; other items of assessment should not be scheduled for submission in the last week of semester, during examination periods or the study break that precedes the commencement of the examination session<sup>3</sup>

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<sup>2</sup> University Policy – Course Assessment: Consultation and Finalisation – at 5.1(a).

<sup>3</sup> University Policy – Course Assessment: Consultation and Finalisation – at 5.1(b) and 5.2.

Exceptions are:

- > tutorial presentations/papers (including simulations/reflective diaries) which have to be scheduled in the final week;
- > work which does not form part of the assessment for the final result in a course (eg short examination preparation tests); and
- > assessment submitted to fulfil the requirements of Honours Thesis.

- > the word length and penalties for excess word length; where the word length does not comply with the limits prescribed in Section 4 of this policy, the statement of assessment must explain the reasons for the departure
- > the week during which results and feedback on assessment will be made available to students

#### 4 Technical matters

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##### a. Length of assignments and examinations

Unless there are sound educational reasons for providing otherwise:

- > the permissible range for the word length of assignments, essays and take-home exams is to be calculated by reference to between 5000-6000 words for 100% of the final mark in a course
- > the permissible range for the writing time in a formal written examination should be calculated by reference to between 120-180 minutes for 100% of the final mark in a course
- > the length/duration and weighting of other forms of assessment (eg class presentations, in-class tests, written tutorial or seminar exercises, moots) should, taking into account the nature of the relevant assessment task, be broadly consistent with these principles

##### b. Method for calculating word length

The word length of an assignment, essay or take-home exam will be calculated in the following manner, unless a statement of means of assessment provides otherwise:

- > the word length must be calculated by the student using a word processing program applied to the text (which includes headings)
- > the footnotes will not be counted, and substantive material (other than references and citations) in the footnotes will not be assessed
- > appendices will be treated as part of the text unless they merely reproduce primary materials for the aid of the examiners
- > the course convenor may require that the word length be recorded on each page, as well as the total which is required to be specified on the cover sheet;
- > the course convenor may ask an individual student to submit their piece of work electronically, so as to enable a check of the word count

**The method for calculating word lengths differs substantially for the Honours Research Paper and for postgraduate electives (available to JD students). Please refer to the relevant rules.**



c. Default penalties for excess word length and late submission

Unless a statement of means of assessment provides otherwise, the following penalties shall apply:

- > Excess word-length: the mark which is awarded initially will be reduced by half the proportion by which the word limit has been exceeded, eg if the word limit is 2,000 words, and the paper submitted is 3,000 words long, then the initial mark would be reduced by 25%
- > Late submission without an extension (optional assessment): An optional assignment, essay or take-home exam that is submitted after the due date and time will not be marked and will incur a mark of 0
- > Late submission without an extension (compulsory assessment): A compulsory assignment or essay or take-home exam that is submitted after the due date and time will be reduced by 5% of the mark awarded for each day or part thereof (including each day of weekends) that it is submitted late. In the case of a compulsory take-home exam, the statement of means of assessment may provide for a more severe penalty in light of the restricted time available for completion of the task (including eg a provision that the piece of work will not be marked and will incur a mark of 0)
- > Submission after return of papers (compulsory assessment): A compulsory assignment, essay or take-home exam will not be marked and will incur a mark of 0 if it is submitted after the examiners have marked and returned the other students' papers
- > Mitigation of penalties: The appropriateness of the normal, full application of the above penalties or of alternative penalties specified in statements of means of assessment, including provision that a piece of work will not be marked and will incur a mark of 0, should be assessed in the light of the circumstances and, where appropriate, mitigated in accordance with the responsibility of the course convenor to ensure that a student's performance is adequately and fairly assessed

d. Extension of time to submit

An application for an extension of time to submit a piece of assessment must be directed to the convenor of the course or their nominee. The decision whether or not to grant the extension is within the discretion of the convenor where there are special circumstances. Unless the convenor specifies otherwise, a request for an extension of time should be submitted to the convenor in writing before the due date, and should be accompanied by any medical or other evidence that supports the special circumstances on which the request is based.

e. Departure from the policy on assessment

Where the course convenor for a course believes there are strong educational reasons that justify a departure from this policy, or that strict application of this policy is not practicable (particularly in relation to non-standard or intensive courses), and

there is no other procedure specified, the course convenor may seek approval from the Sub-Dean for an exemption from this policy.

f. Submission and collection of assessment and feedback

As a general rule students submit assessment tasks (apart from formal examinations) online via the course WATTLE site. Hard copy submission to the Services Office may also be approved as well as or instead of online submission. The method(s) or Submission must be clearly stated in the Course Study Guide.

For assessment tasks submitted in hard copy: there is a chute marked ESSAYS below the Services Office counter. All work for submission is to be placed there, even if it is submitted late.

Exam scripts, essays and other assessment items will also usually be returned to students through the Services Office. They will be returned to students only during designated times of the week. Marks will not be given out and script books will not be returned at other times.

Final examination scripts and feedback will only be available for collection after the results are published, unless the convenor determines an alternative arrangement for their return, which will be notified to students on the Web.

Lists of what subject material is available are posted on the web and at the Service Office counter:

> <http://law.anu.edu.au/servicesoffice/undergraduate-assessment>

Mid-semester assessment items must be returned to the Services Office in order to enable any second marking to be carried out at the end of the semester.

**Students should retain an electronic copy of all work submitted for assessment, as well as retaining any marked pieces of assessment that were returned in order eventually to substantiate any request for a re-mark or appeal against a grade.**

## EXAMINATIONS

### Overview

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A student who wishes to be granted a degree has an obligation to attend the exams required by the ANU College of Law on the date and under the conditions prescribed by the College. These exams are required in order that the work undertaken in the semester may be assessed under conditions which, so far as possible, are the same for all students.

As a consequence, students must be available for examination during the entirety of the published examination period. The University does, however, make the following provisions for students who have been seriously ill or have had serious personal problems, and who believe that their studies may have been adversely affected:

- > a student may seek a **special** (deferred) **examination**
- > a student may seek to have his or her performance in an exam or other item of assessment given **special consideration** by the examiners

In addition, students with particular problems, such as writing or sitting difficulties due to a medical condition or disability, may request **special examination arrangements**. In certain specific circumstances, a student who has failed a course may be entitled to a **supplementary examination**.

Special examinations, special consideration, special exam arrangements and supplementary examinations are explained below. Information is also included about the exam timetable and illegible examination scripts.

### **Examination timetable**

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Examinations are conducted at the end of each semester, and in some cases in mid-semester, by the University Examinations Office. **Students must take their Student Identity Card to all examinations.** A draft timetable is published approximately 4 weeks before the June examinations and 6 weeks before the November examinations. It is available on the web. The final timetable is available on the web approximately two weeks before the June examinations and four weeks before the November examinations. **Absence from an examination through misreading, misunderstanding or failure to read the timetable does not entitle a student to a special examination.**

### **Illegible scripts**

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In the event that a student submits examination answers which are indecipherable to the examiners, the following procedure will be followed:

- > a photocopy will be made by the ANU College of Law
- > the student will provide, on the photocopy (to be collected from the Law School Office in the Law School), a word-by-word transcription in red ink and block letters above the word as written (for example, any abbreviations used must be reproduced as they appear in the original script)
- > the original will be marked with the aid of the transcription

In these cases, the examiners will not be able to guarantee that normal timing for notification of results will be met. Students asked to translate an illegible script in accordance with the above procedures must do so promptly.

### **Special examination arrangements**

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The University will endeavour to accommodate the special needs of students with a medical condition/disability which makes it difficult to undertake a formal examination without extra services.

Under rule 8(1) and (5) of the Assessment Rules 2012 ([http://about.anu.edu.au/\\_\\_\\_documents/rules/assessmentrules.pdf](http://about.anu.edu.au/___documents/rules/assessmentrules.pdf)) students can apply for special examination arrangements in either of two ways:

- > (1) A student with a temporary or chronic disability who has dealt with the University's Disability Services Centre in relation to his or her disability may ask the Centre to determine special examination arrangements for the student for assessment, including, but not limited to, additional reading or writing time, the provision of special equipment, separate accommodation or the services of an amanuensis;
- > (5) A student with a temporary or chronic disability to whom subrule (1) does not apply may ask the Delegated Authority to approve special examination arrangements in relation to the student.

**Students seeking special examination arrangements must apply for such arrangements well in advance of the relevant examination.** It may be impossible to comply with requests received only a few days before the examination. The Law School prefers that students with chronic conditions (likely to last for more than a semester) register with the Disabilities Services Centre (02 6125 5036) and have their special examination arrangements determined by that unit.

### **Special consideration**

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The opportunity for 'special consideration' is described in the Assessment Rules 2012 ([http://about.anu.edu.au/\\_\\_documents/rules/assessmentrules.pdf](http://about.anu.edu.au/__documents/rules/assessmentrules.pdf)). Rule 12 provides that a student who considers that their academic performance in a course 'has been adversely affected by illness or other cause during the period of studies to which an examination relates' may request the examiners to take those circumstances 'into account in making their assessment of the performance of the candidate in the course'.

Requests for special consideration must be made on the standard University form 'Application for Special Consideration'. The form can be obtained from the Law School Office or online at [http://www.anu.edu.au/sas/forms/special\\_consideration.pdf](http://www.anu.edu.au/sas/forms/special_consideration.pdf). The completed form should be lodged with the Law School Office. Such forms must be submitted either before or during the relevant examination.

It is important to bear in mind the context in which special consideration is given. The purpose of assessment is to enable an examiner to gauge the performance of a candidate, usually in demonstrating the candidate's comprehension of the content of a course. That is, the purpose of assessment is not to decide whether the mark awarded to a student is 'fair', or is an appropriate reward either for the innate ability of a student or for the amount of study preparation undertaken by a student.

The best evidence available to the examiner of a student's performance is usually the results of the assessment completed by the candidate. A request for special consideration can only cause the examiner to reflect whether the scripts and assignments provide satisfactory evidence of a candidate's performance. There is no presumption that a student who has requested special consideration should be given additional marks, nor that a fail mark should be altered. A request can at best cause an examiner to reconsider the usual practice of recording the marks received in prescribed assessment as the final mark for the course.

Two main options face an examiner who has received a request for special consideration. The first is to allow a student to undertake further written or oral assessment, and for the mark in that assessment to substitute for or to moderate an earlier mark. Most examiners will allow further assessment only where a student has failed a course, accepting that in that situation there is sufficient reason to outweigh the presumption that a mark received by a student in prescribed assessment is the best available evidence of the student's performance.

A second option facing an examiner is to vary the mark of a student who has requested special consideration. This option is appropriate only if there is a reason for thinking that the existing mark does not accurately reflect a student's performance. For example, a comparison of items of assessment undertaken at different stages in a course may indicate that a student was affected by illness or adversity at one of those stages. For this reason, many examiners will not make a decision about what to do as a result of a request for special consideration until after all the pieces of assessment for the course have been submitted. This may enable a comparison of the student's performance at times when they were, and were not, affected by the circumstances raised in their special consideration form.

Quite commonly it is not possible for an examiner to gauge whether a student's performance was affected by illness or adversity. This difficulty frequently arises where the assessment comprised a single examination, where a student performed better at a time when affected by illness, or where the evidence to support a request for special consideration is sketchy or based on assertion. It is usually appropriate in those situations to rely upon the prescribed assessment as the best available evidence of a student's performance.

Requests for special consideration should be submitted before the date of the relevant assessment item. Where such requests relate to circumstances surrounding an examination, an invigilator must be informed and the form must be submitted immediately after the examination. Requests which are submitted after this period are problematic, especially when they are made after the results are published. Such requests will only be forwarded to the examiners in a course after the student has made a case to the Sub-Dean that there were compelling circumstances which explained the late submission of the request.

### **Special examinations**

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Rules 11 and 12 of the Assessment Rules 2012 ([http://about.anu.edu.au/\\_\\_documents/rules/assessmentrules.pdf](http://about.anu.edu.au/__documents/rules/assessmentrules.pdf)) provide that the ANU College of Law may grant special examinations in the following circumstances:

- where a student was unable to attend an exam. In this case, a request for a special exam must be lodged within three working days after the time fixed for conclusion of the examination. The request must be accompanied by a written statement explaining why the student was prevented from attending the examination and by such supporting evidence as is available to the student

- > where a student's performance during the exam has been adversely affected by illness or other cause. In this case, an invigilator must be notified and a request for a special exam lodged as soon as possible

Requests for special examinations are considered by the Sub-Dean. They are only granted in the case of serious medical conditions or other unavoidable circumstances which prevent a student attending or completing an examination.

The following problems are not regarded as so out of the ordinary as to warrant a special examination:

- > the flu for a few days preceding exams (it is the whole semester's work which is assessed)
- > a sore throat, feeling out of sorts, etc, on the day of the exam
- > a minor accident involving a few hours paperwork
- > two exams on the same day
- > exams on succeeding days
- > what you regard as an inconvenient or onerous exam timetable
- > an interruption to study during the semester
- > travel arrangements which conflict with the exam timetable.

**Students who make travel arrangements or work or other commitments during the examination period do so at their own risk.**

The ANU College of Law does NOT grant special examinations where the examination is an optional examination. Nor will a special examination be granted where a student's performance has been adversely affected by illness or other cause in the period of studies to which the exam relates (ie during the semester or session). Such situations are instead dealt with via the special consideration procedure detailed in the previous section.

It is important that people with minor problems do not abuse the special examination system so that it falls into disrepute and is not available to help those students who genuinely require it. It is equally important that students who have serious problems seek help when it is required. Therefore, if you have a serious problem you should see the Sub-Dean, who can help you receive the assistance you need. The Sub-Dean may be almost powerless to help a student, no matter how genuine the need, who seeks help after sitting the exam, or after papers have been marked.

Requests for a special (deferred) examination must be made on the standard University form 'Application for Special Examination'. The form can be obtained from the Law School Office in the ANU College of Law or accessed online:

> [http://www.anu.edu.au/sas/forms/special\\_exam.pdf](http://www.anu.edu.au/sas/forms/special_exam.pdf).

The completed form should be lodged with the Law School Office.

Medical documentation which simply states that a student is suffering from a "medical condition" or other vague term will not be accepted. The ANU College of Law prefers that a medical practitioner has completed Part B of the application form. If this is not possible, then the medical certificate must address all the questions in that part of the form, including giving a clear diagnosis, indicating whether or not the practitioner is the student's usual doctor, and indicating whether or not the severity of the condition was sufficient to prevent the student from attending the examination. Where complete information is not provided with the initial application the request for a special examination will be denied.

**Applications lodged more than 3 working days after the date of the examination will not normally be accepted.**

If the Sub-Dean approves a special examination, a fixed date and time will be specified and these arrangements are not normally negotiable, irrespective of a student's travel bookings or work commitments.

**The dates of special examinations are published on the noticeboard in the College foyer and on the College website several weeks prior to the end of each semester. A student granted a special examination MUST normally be available for examination on these dates. Students who make travel or other plans during the published Special and Supplementary examination period do so at their own risk. Failure to attend a special examination on the appointed date will normally result in a non-complete fail or NCN result in the affected course.**

The University provides formal written notification of whether a request for a special exam has been approved, but the obligation nevertheless rests upon the student to confirm this. The College will not accept, as an explanation for a student's failure to sit a special examination, that the student did not receive the University's letter advising whether the request had been approved. Students may find that the timing of special examinations is inconvenient. Nevertheless, they have an obligation to attend. If a student does not attend a special examination, it is only in exceptional circumstances that a further exam will be set.

## Supplementary examinations

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### (a) General Supplementary Examinations

Under the rules adopted by the ANU College of Law, eligibility for a general supplementary exam arises where:

- > the student received a final mark in a course which falls between 45 and 49; and
- > the student attempted all the compulsory items of assessment in the course– ie, this policy does not apply to students receiving the grade of NCN (non complete fail).

Students who are eligible for a supplementary exam will be assigned a result of PX against the relevant course. This interim result constitutes an offer of a supplementary exam in the course. **Students must then notify the Law School Office in writing of their intention to undertake a supplementary exam within 7 working days from the date of notification of their results over the web. Hardcopy results notices** are not sent to students. There is no limit to the number of supplementary exams which a student may be eligible to sit. A student who attempts a supplementary exam will receive a result of PS (with a maximum mark of 50) or N (fail). **A student who does not provide the requisite notice will not be entitled to sit a supplementary exam.**

**The dates of supplementary examinations are published on the noticeboard in the College foyer and on the College website several weeks prior to the end of each semester. If students wish to sit a supplementary examination, they MUST be available for examination on these dates. Students who make travel or other plans during the published Special and Supplementary examination period do so at their own risk. Failure to attend a supplementary examination on the appointed date will normally result in the confirmation of a Fail or NCN result in the affected course.**

The form of supplementary examination is at the discretion of the course convenor, although the guiding principle is that the supplementary exam will be in the same form as the examination failed by the student. In preparing for a supplementary exam a student can consult the course convenor or examiner who may be available to provide some additional feedback and information about the form of the exam to students.

Notification of the form, time and place of the supplementary assessment will be sent to the student's current address notified to the Registrar and to the student's University email address.



## (b) “Final Semester” Supplementary Examinations

In certain limited circumstances, students are entitled to a supplementary examination in their final semester or session of law study even though their mark is below 45. Students who fail one course in their final semester or session of law study with a mark of less than 45 N are entitled to a supplementary examination if they have achieved a minimum result of 50 P in all other law courses in which they are currently enrolled. For this purpose, a pass following a general supplementary exam (50 PS) is not a minimum result of 50 P. A student’s final semester or session of law study may, depending on their individual enrolment pattern, be either semester one or semester two or one of the non-standardised sessions.

**A student who fails a general supplementary examination is not entitled to a final semester supplementary examination in the same attempt at the same course. The grades WN or NCN will not trigger an entitlement to a final semester or session supplementary exam. A final semester or session supplementary exam will not be granted if the Chair of Examiners considers there has not been a bona fide attempt at all the compulsory assessment items for the course. It is the responsibility of the student concerned to request a final semester or session supplementary exam.**

The form of a final semester or session supplementary examination will be at the discretion of the Chair of Examiners. There will be no obligation on the lecturer to provide assistance to a student undertaking such an exam. The Sub-Dean will set the time and location of final semester or session supplementary exams. A student who attempts a supplementary exam in these circumstances will receive a result of PS (with a maximum mark of 50) or N (the mark in the course being the original fail mark).

## ANU COLLEGE OF LAW POLICY ON GRADING SCALES & GRADE DISTRIBUTION

### 1 Grading/Marking System

- a. Grading scale: The uniform grading scale adopted by the University shall apply in each course:

HD	High Distinction	80-100
D	Distinction	70-79
CR	Credit	60-69
P	Pass	50-59
PS	Passed at Supplementary Exam	(maximum mark 50)
PX	Awarded Supplementary Exam	Interim grade
N	Fail	0-49
NCN	Not Completed Fail	
CRS	Course Requirements Satisfied	

- b. Criteria for the award of final grades: The following descriptors shall provide a guide to the determination of grades for each item of assessment:
- > **High Distinction:** work of exceptional quality, which demonstrates comprehensive understanding of the subject matter, mastery of relevant skills, sophisticated or original critical and conceptual analysis, and outstanding quality in clarity, precision and presentation of work
  - > **Distinction:** work of superior quality, which demonstrates a thorough knowledge and understanding of the subject matter, proficiency in relevant skills, and analytical and conceptual ability of a high order
  - > **Credit:** work of good quality, which displays a good understanding of the subject matter and a sound grasp of relevant skills
  - > **Pass:** work of satisfactory quality, which displays an adequate understanding of most of the subject matter and a sufficient grasp of relevant skills
  - > **Fail:** work which is incomplete or displays an inadequate understanding of the subject matter or an inadequate grasp of relevant skills

## 2 Distribution of Grades

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The distribution of grades in each course (except Honours Thesis and Law Internship) shall conform to the following guidelines. The considerations which underlie the adoption of these guidelines by the ANU College of Law include:

- a. It is desirable that there is stability over time in marking patterns within the Law School. On the assumption that the law student population will be of similar competence each year, it is to be expected that grade distribution will conform to an approximate pattern
- b. Many staff are involved in the assessment of students, and staffing changes occur each year. It is desirable that guidelines exist to encourage consistency among staff in grading student performance
- c. The performance of individual students is often measured by comparison with the performance of other students. It is desirable that there is a stable grading benchmark to enable simple and meaningful comparisons of student performance to be made
- d. It is not to be expected that the performance of students in each course, or in each year, will always conform to a standard pattern. There may be special factors which explain a deviation from a grading profile. In particular, if students in a particular course or in a particular year display an unusually high or low level of academic performance, this should be reflected in the grades awarded to those students
- e. A policy on grade distribution should be simple to administer. It would be counterproductive if the policy regularly engendered a protracted period of re-assessment in courses, or was the chief source of disputation among staff and students regarding deviations from the policy

In light of those considerations, the final assessment results for students in each course (except Honours Thesis and Law Internship) should normally conform to the following guidelines:

High Distinction (80 per cent +)	2–5 per cent of candidates
Distinction (70–79 per cent)	10–20 per cent of candidates
Credit (60–69 per cent)	30–50 per cent of candidates

It is acknowledged that special factors may exist, either in a particular course or in a particular year, which would justify a deviation from these guidelines. The special factors may include the following:

- a. Number of students enrolled in a course – for example, a smaller enrolment of students in a course may be reflected in a differing level of academic commitment and performance; or a course with a small enrolment of students may display fluctuations in the competence of the student cohort
- b. Stage of degree at which course is completed – the greater difficulty that is often encountered by students at the outset of a degree may be reflected in different grading patterns in earlier year as opposed to later year courses in the degree structure
- c. Methods of assessment – the variations that occur in the methods of assessment used in different courses, and in the same courses from one year to another, may be reflected in different grading patterns, though in principle it is important to restate that a policy on grade distribution should moderate grading variations of that kind

Ordinarily a deviation from the grading guidelines would not be justified solely on the basis that the course was being assessed in that year by a different group of teachers, that a change occurred that year in the content of the course, or that the course was a new course being taught for the first time.

The administration of these guidelines is to be undertaken in the following manner:

- a. It is the responsibility of the examiners in a course to ensure that the final assessment of students in that course conforms as nearly as practicable to these guidelines
- b. To achieve that outcome, it may be necessary for the examiners to moderate the final marks that would otherwise have been awarded to students in the subject. Fairness may dictate that the moderation is applied not only to those students whose marks are on the boundary of a higher or lower grade, but to all students in the course. The moderation of marks would normally be undertaken by the examiners before submitting the examination returns for consideration by the Examiners' Meeting and approval by the Dean
- c. The examiners should submit to the Law School Office for the Examiners' Meeting a brief written statement that the policy has been considered and applied. If the examiners are aware that the marks which they are submitting deviate from these guidelines, they should point to the special factors which, in the opinion of the examiners, justify the deviation

- d. These guidelines apply only to the final assessment of students in a course. It is not expected that interim assessment in a course should necessarily conform to the guidelines, or that an examiner should be called upon by the ANU College of Law or by students to justify a deviation from the guidelines in interim assessment

## REVIEW OF RESULTS

**Please Note:** The ANU College of Law is currently revising its policy on Review of Results. The policy as stated below may change during 2014. When the new policy is in place, students will be notified of this through the LLB Program WATTLE site and the JD Program WATTLE site.

The University policy on review of final results in a course is contained in Assessment Review and Appeals. This policy is available on the web at [http://about.anu.edu.au/\\_\\_documents/rules/assessmentrules.pdf](http://about.anu.edu.au/__documents/rules/assessmentrules.pdf)

The following statement summarises that policy and explains how it applies to the ANU College of Law. Staff and students are encouraged to refer to the full text of the University policy.

### Summary of relevant procedures

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In accordance with University policy:

- > students are entitled to view all their marked assignments and examination scripts
- > students are also entitled to discuss their performance in relation to assessment with an examiner or other staff member involved in the teaching of a particular course

If, following such discussion, a student wishes to seek a review of, and to appeal against, their final result in a course, the following procedures apply.

**Step One:** A student must make representations querying the mark awarded in a course to the Course Convenor, bearing in mind the obligation of that person to 'ensure that the academic performance of each student attempting the course is adequately and fairly assessed' (Examinations Rules No.3 2009, rule 9(2)(a)). The Course Convenor may, after consultation with other examiners in the course, recommend that a mark in the course be varied. The Course Convenor will inform the student of the reasons for the decision.

**Step Two:** A student who is dissatisfied with the outcome of his or her representations to the Course Convenor can seek a review of their mark for a course by the Head of School. Students should initiate this process by making an appointment to see the Head of School, who will explore with the student the basis or bases for seeking a review. The student may also provide information in writing to the Head of School. The Head of School may ask the student to provide documentary evidence or other information. The Head of School will discuss the request for review with the Course Convenor, and other examiners if appropriate, in order to determine the rationale for the award of the particular mark and grade and whether established assessment procedures were carried out. The Head of School may involve a third examiner in reviewing the mark. The overall issue for the Head of School is whether the student's academic performance has been adequately and fairly assessed, as required by the Examinations Rules. The Head of School will inform the

student and the Course Convenor of the result of the review process and the reasons for it, and a copy will be placed on the student file.

Students may also seek the advice of the Sub-Dean and the Dean of Students.

**Step Three:** If after Step 2 a student still believes the result in the course is inappropriate, they should submit to the Deputy Dean, in writing, a formal appeal of the result. Reasons why the result is considered inappropriate must be clearly stated and other relevant material included. Students must show why the decision of the Head of School was wrong, or, if they are raising new grounds, must explain why they were not raised with the Head of School.

The Dean of Students and the ANU Students' Association may supply a supporting statement for the student or offer commentary on the appeal.

The Deputy Dean, after consideration of the student's submission, and following consultation with the Course Convenor, will determine whether a Review Panel will be appointed.

If a Review Panel is appointed it will examine:

- > a written submission from the student explaining why the result in dispute does not accurately reflect his/her performance
- > a written statement from the Course Convenor involved and/or Head of School explaining why the result is justified
- > assessment criteria for the course
- > a copy of the work in question
- > any other relevant documents
- > the student's own statement if he/she chooses to appear in person before the committee
- > whether established assessment procedures have been carried out
- > whether additional evidence or extenuating circumstances have come to light which might change the final result

The Panel will advise the Deputy Dean whether the original result should be upheld, or a remark is warranted, or that there is to be further examination. The Deputy Dean's decision whether arrived at independently or following receipt of a recommendation of a Review Panel if established is final. The decision and the reasons for it will be conveyed in writing to the student, the Head of School, the Sub-Dean, the Course Convenor, any further examiners who may have been appointed for the student for the course and the members of any Review Panel.

In relation to these general procedures, there are two matters that should be emphasised to clarify common misconceptions:

- > a student is not entitled simply to lodge a request that an item of assessment be remarked. A student who is dissatisfied with the mark received in an item

of assessment should first discuss the matter with a lecturer or examiner, as outlined above

- > the ANU College of Law will not as a general rule give any weight to a submission made after marks have been returned that a student was ill or disadvantaged at the relevant time. There are well-established procedures for seeking special consideration which normally require that a request be made before assessment is completed

The Examination Rules require that an appeal to the Deputy Dean under Step 3 above be submitted within 20 working days of the formal notification of results. Although the ANU College of Law does not strictly enforce this requirement given the need for steps 1 and 2 above to first be completed, unreasonable delay in initiating a review may significantly undermine a student's application.

## ACADEMIC PROGRESS

The University has Rules on Academic Progress:

- > [http://about.anu.edu.au/\\_\\_documents/rules/acadprogressrules.pdf](http://about.anu.edu.au/__documents/rules/acadprogressrules.pdf).

Rule 5(1) provides that if a student fails a course twice, the student must apply to obtain the approval of the Sub-Dean before re-enrolling in the course.

[Note: Failure includes N, NCN and WN and takes no account of the program in which the course is taken.]

Accordingly, students who have failed a course twice will be required to obtain approval from the Sub-Dean to enrol in the course for a third time. Rule 5(2) lists the Sub-Dean's options in dealing with such requests including the attaching of conditions to approval of enrolment.

Rule 10(1) provides that a student who fails more than 50 per cent of the unit value of the courses attempted in a semester (including a session) of enrolment is considered to have failed to maintain a satisfactory standard of academic progress in his or her program.

[Note: It is intended that, for this rule, First Semester includes courses in Summer and Autumn Sessions and Second Semester includes courses taken in Winter and Spring Sessions.]

Students who fail a substantial proportion of their courses are encouraged to seek help from the Sub-Dean. The Sub-Dean may be pro-active in asking students in this position to make a formal appointment for the purpose of discussing and advising them on their academic progress.

# HONOURS

## LLB HONOURS POLICY

### 1 Requirements for honours degree

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The degree of Bachelor of Law with honours shall consist of two parts:

**Part A**, which shall consist of a mark derived by applying the **Honours scale** to the eligible law courses. The mark for Part A shall constitute 70% of the mark for the final honours examination.

**Part B**, which shall consist of a mark derived by applying the **Honours scale** to the candidate's result in Honours Thesis. The mark for Part B shall constitute 30% of the mark for the final honours examination.

A candidate shall not qualify for the degree with honours unless the candidate has completed 14 or more eligible law courses and *Honours Thesis*.

The ANU College of Law may decide not to award the degree with honours to a candidate who has failed more than one eligible law course or *Honours Thesis*.

### 2 Eligible law courses

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The eligible law courses for the purposes of **Part A** shall be the law courses completed by a candidate in the ANU College of Law at the Australian National University as part of the Bachelor of Laws.

The eligible law courses shall not include:

- a. Honours Thesis
- b. a course completed by a candidate at another university for which the candidate has been given status in the Bachelor of Laws at the Australian National University, whether the course was completed by the candidate before being enrolled in the Bachelor of Laws, as an approved cross-institutional course, or as a course completed as part of an approved program at a foreign university
- c. a course which the candidate has taken for a second or further time, having failed the course at the first attempt (whether the first recorded failure was in a course taken in the ANU College of Law at the Australian National University or in a comparable course at another university)
- d. if at the completion of their Law degree the candidate has completed at least:
  - i. 19 courses (114 units) including Honours Thesis in the ANU College of Law at the Australian National University — the three courses (18 units) in which the candidate obtained the lowest mark

- ii. 18 courses (108 units) including Honours Thesis in the ANU College of Law at the Australian National University — the two courses (12 units) in which the candidate obtained the lowest mark
- iii. 17 courses (102 units) including Honours Thesis in the ANU College of Law at the Australian National University — the course in which the candidate obtained the lowest mark

### 3 Honours scale

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The following grade point scale shall be applied to the eligible law courses and Honours Thesis. Each eligible law course and Honours Thesis will be attributed an Honours mark that is equivalent to the candidate's Course result in the course. The mark for Part A shall be the average of the Honours marks for all of the eligible law courses completed by the candidate. The mark for Part B shall be the Honours mark for the candidate's result in Honours Thesis. A candidate's mark for the final honours examination shall comprise 70% of the mark for Part A and 30% of the mark for Part B.

Course Result (0–100 per cent)	Honours Mark (0-10)
0–49	0
50–52	1
53–56	2
57–59	3
60–62	4
63–66	5
67–69	6
70–72	7
73–76	8
77–79	9
80–100	10

### 4 Eligibility to enrol in Honours Thesis

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A candidate shall be eligible to be enrolled in *Honours Thesis* in the following circumstances:

- a. the candidate, at the time of completion of his or her studies in the ANU College of Law, will have completed 14 courses (84 units) or more in eligible law courses
- b. All candidates wishing to commence a research Honours Thesis in 2015 must complete an Application for Honours Supervision in accordance with a new process and new '2015 Honours Application and Guidelines'<sup>4</sup>. In order to be considered in the first round of honours supervisor allocation the application must be submitted no later than three weeks before the beginning of the relevant semester

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<sup>4</sup> The 2015 Honours Application and Guidelines will be made available during 2014.



- c. the candidate is in a position to complete the requirements for admission to the degree in a period of one year or less as a full-time student (ie requires 48 units or less)
- d. at the time that the candidate qualifies under paragraph (c), the candidate has an Honours mark of 4.5 in the eligible law courses completed by the candidate, after disregarding the three courses (or less, if this policy otherwise requires) in which the candidate has scored the lowest marks

In exceptional circumstances, a student who, at the time of completion of his or her studies in the ANU College of Law, will have completed only 12 eligible law courses (72 units), may be permitted by the Dean to enrol in Honours Thesis in light of his or her circumstances and the high results achieved in ANU law courses. The student must be in a position to complete the requirements for admission to the degree in a period of six months or less as a full-time student at the time that they enrol in Honours Thesis.

## **5 Failure in a law course**

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Where a student has failed a law course, the following rules will apply.

- a. One failure in a law course will not result in exclusion from enrolling in Honours Thesis, nor will it make a student ineligible for an award of Honours
- b. Two or more failures in a law course or law courses will result in a student being excluded from enrolling in Honours Thesis, and hence ineligible for an award of Honours. This rule is subject to the discretion of the Sub-Dean who can allow such a student to enrol in Honours Thesis in exceptional circumstances. The Sub-Dean will take account of any written submission from the student as to the circumstances of the failures, and any other relevant matters. If the Sub-Dean exercises the discretion and allows the student to enrol in Honours Thesis, then the fact of those failures will not make the student ineligible for an award of Honours
- c. One or more failure in a law course at the point of enrolment in Honours Thesis, with a subsequent failure or failures in a law course or courses will result in the student being ineligible for an award of Honours. This rule is subject to the discretion of the Dean, who can decide that such a student should be awarded Honours in exceptional circumstances. The Dean will take advice from the examiners' meeting and will take account of any written submission from the student as to the circumstances of the failures, and any other relevant matters

## **6 Part B (Honours Thesis)**

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The College shall arrange for a member of the academic staff of the ANU College of Law, or some other person who in the opinion of the College is able to provide adequate supervision at the appropriate level, to be appointed to supervise a candidate enrolled in *Honours Thesis*.

For the purposes of *Honours Thesis*, a thesis of between 11,000-13,000 words<sup>5</sup> shall be submitted by a candidate by a date specified by the College.

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<sup>5</sup> Honours Thesis word length has increased to 11,000-13,000 words but the method of counting the words has changed. See the course outline for more details.

## 7 Grade of honours

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The honours result of a candidate shall be classified in the following manner:

- > **Honours (first class):** if the candidate obtains an Honours mark of 4.25 or more in Part A, and a mark of 4.00 or more in Part B, and an Honours mark of 7.25 or more in the final honours examination
- > **Honours (second class, division A):** if the candidate obtains an Honours mark of 4.25 or more in Part A, and a mark of 4.00 or more in Part B, and an Honours mark of 5.75 or more (but less than 7.25) in the final honours examination
- > **Honours (second class, division B):** if the candidate obtains an Honours mark of 4.25 or more in Part A, and a mark of 4.00 or more in Part B, and an Honours mark of 4.25 or more (but less than 5.75) in the final honours examination, provided that the ANU College of Law may make an award of honours where the student has an Honours mark of 4.25 or more in the final honours examination and there is a marginal shortfall in Part A which may be seen to be compensated for by the result in Part B

## 8 Transitional

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- a. In identifying for the purposes of this policy the law courses in which a candidate obtained the lowest mark, a course completed by the candidate in the ANU College of Law prior to 1999 that was an annual course shall be treated as being two courses each with an identical result
- b. A candidate who, at the time the changes to this policy commence operating (1 March 2002), has already completed one or more courses at a foreign university as part of an approved program at that university, or who has already been given approval by the ANU College of Law to take any such courses, may elect to have all of those courses (but not some only of those courses) treated as eligible law courses, and to have the Honours marks for those courses calculated in accordance with the policy operating prior to the commencement of these changes
- c. A candidate who, at the time the changes to this policy commence operating (1 March 2002), has already completed one or more courses at another university as approved cross-institutional courses, or who has already been given approval by the College to take any such courses, may elect to have all of those courses (but not some only of those courses) treated as eligible law courses, and to have the Honours marks for those courses calculated in accordance with the policy operating prior to the commencement of these changes
- d. In respect of any candidate who was enrolled in the Bachelor of Laws at the Australian National University prior to 2002, any law courses undertaken by the candidate at another university prior to being enrolled at the Australian National University and for which the candidate was given status upon enrolment at the Australian National University, shall be counted as an eligible law course under this policy. The Honours marks for those courses shall be calculated in accordance with the policy operating prior to the commencement of these changes

## JD HONOURS POLICY

The JD may be awarded at H1, H2A or H2B under conditions essentially similar to those applying to LLB students (see section above). JD students will be required to meet the same eligibility criteria and enrol in the Honours Thesis even if they have completed a Graduate Research Unit (GRU).

The Bachelor of Laws and the Juris Doctor degrees of the University are recognised as fulfilling the tertiary requirements for Admission to Practice provided that the Priestly 11 subjects are successfully completed, as required under the Uniform Admission Rules. The Priestly 11 requirements are covered by the compulsory courses. To be eligible for Admission to Practice you must also complete a Practical Legal Training program such as the Graduate Diploma in Legal Practice offered by the ANU Legal Workshop (see below). When graduates apply for admission to practice they will need to give evidence of having completed the Priestly 11, as prescribed by the Uniform Admission Rules. This evidence is usually in the form of a certificate by the Dean of Law.

Once admitted to practise in any state or territory of Australia, graduates are entitled to be admitted in all other states and territories of Australia. They may also have their names entered on the High Court register, which entitles them to practice in all Federal jurisdictions.

Students with any doubts on their eligibility for admission should consult the Secretary of the appropriate State/Territory Admission Board as early as possible.

**Students should be aware of their obligations to disclose to relevant admitting authorities any information relevant to their fitness to practice law, including, for example, findings of academic misconduct or criminal convictions.**

## LEGAL PRACTICE PROGRAM

The ANU Legal Workshop offers the Graduate Diploma in Legal Practice (GDLP) which satisfies the practical training requirement for law graduates to be admitted as practising lawyers around Australia. The ANU's GDLP is the largest university-based legal practice program in Australia.

Students attend a five day intensive introductory course, Becoming a Practitioner, which is conducted in different cities throughout the year, and then do a series of online courses. Students must do a minimum of twenty days placement in a legal environment. Students can choose to do longer placements with reduced coursework. Graduates of the program can receive up to fifty per cent credit towards a Masters Degree.

Students who have graduated or qualified to graduate as Bachelor of Laws or Juris Doctor from an Australian university or diplomats of the Legal Profession Admission Board are eligible to enrol. Concurrent enrolment with law degree studies may be possible in approved circumstances, refer to the relevant state/territory Admission body.

Details of the program are in a brochure obtainable from the ANU Legal Workshop, online at <http://law.anu.edu.au/legalworkshop/gdlp> or contact [lwsa@law.anu.edu.au](mailto:lwsa@law.anu.edu.au)

## CAREERS

### Careers Centre

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The Careers Centre assists ANU students to maximise their potential and make a successful transition from education to work. It provides a wide range of career and employment services for ANU students and recent graduates. Services include:

- > online advertisement of graduate, vacation and casual job vacancies
- > résumé and interview advice
- > weekly drop-in sessions
- > InterviewHub – virtual interview suite
- > confidential career counselling for individuals
- > Employer Visits Program and Campus Interview Program
- > Law Careers Fair
- > Tertiary to Work Careers Fair
- > Casual Jobs Fair
- > law graduate and summer clerkship recruitment program
- > computer-based career guidance
- > career development and job application seminars
- > careers resource centre
- > student computers and printer for career related activity
- > free publications and employer brochures

### Careers noticeboard: CareerHub

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ANU CareerHub is an online vacancy and career information system for the exclusive use of ANU students and recent graduates. Students should register using their student ID and password on CareerHub as soon as possible. It will provide access to:

- > part-time and casual employment opportunities
- > graduate and full-time employment opportunities
- > work experience, vacation, law summer clerkship and internships opportunities
- > career planning, job search, application, and interview resources
- > seminars, workshops, employer events and career fairs
- > plus plenty of useful career information
- > **[www.anu.edu.au/careers](http://www.anu.edu.au/careers)**

## **Careers advice**

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The Careers Centre advises students and recent graduates on the career implications of their study program and possible employment opportunities, as well as preparing them for employment or further study. Advice can be given on an individual basis and consultations are confidential. Less formal drop-in sessions are offered at set times each week for students seeking a brief chat with a careers professional about careers or job search issues. Check CareerHub for drop-in session times or to book an appointment.

## **InterviewHub**

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InterviewHub is the Careers Centre's virtual interview suite. Students are able to perform mock interviews in a room that replicates a corporate office. Students can choose from a database of over 3000 pre-recorded interview questions to construct their interview. Through the use of a webcam the InterviewStream software records the user's responses. Students can then review their own performance and comment on it. After completion, students are encouraged to send to others (including Career Centre advisors) a web link to the interview to request feedback. Students should contact the Careers Centre for information on using InterviewHub.

## **Resource centre**

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The Careers Centre has a comprehensive resource centre including: books, DVD's and useful articles on topics such as job search, job applications, interviews, assessment centres and testing, international employment and labour market trends. The centre also has four student computers and a printer for job search and résumé preparation.

## **Career education**

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Professional staff provide seminars, discussions and workshops related to graduate and vacation employment options, labour market trends and career development issues.

## **Graduate recruitment**

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A key part of the Centre's work is promoting the skills of ANU students and graduates to the community and in particular to employers. Each year the Careers Centre is in contact with hundreds of firms, companies and government departments advertising graduate positions and professional experience programs to students of all degree programs. A number of these organisations visit the ANU to run information sessions, conduct on-campus interviews and participate in careers fairs, such as the annual Law Careers Fair. These events are advertised via the CareerHub website.

Major graduate employers recruit students early in their final year of study for employment commencing in the following year, although the application processes and deadlines will differ for each. Always check CareerHub, company websites, or contact the employer directly for the most current information about employment opportunities.

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## **Law Graduate Employment Program and Summer Clerkship Scheme**

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Many major Sydney and Canberra law firms and companies participate in the NSW and ACT Graduate Employment Program and Summer Clerkship Scheme to recruit law students/graduates for employment opportunities. Recruitment of final year students for Graduate positions occurs in March/April, while recruitment of penultimate year students for law summer clerkship positions over the summer holiday period occurs around June/July each year. Be sure to check with the Careers Centre about dates and eligibility requirements for these programs.

### **Plan ahead**

- > Visit the Careers Centre early in the year to avoid missing important closing dates
- > Take advantage of the Careers Centre's free seminars on job search, networking, application preparation, interview techniques, and assessment centres
- > Download from the careers website a copy of the Career Launch publication for strategies and suggestions on job search, resumes, applications, interview preparation and career development
- > Check the CareerHub job listings regularly and consult the Careers Centre about resources and publications promoting upcoming graduate and vacation employment opportunities
- > Attend the on-campus Employer Visits Program, Tertiary to Work Careers Fair and Law Careers Fair. These are held from March each year. Employer activities are advertised via the CareerHub website
- > Gain experience to add value to your degree. Consider work experience, vacation employment, volunteering, study abroad and committee positions with student clubs and societies
- > Join a professional association as a student member. They can provide great networking opportunities and information about careers in your field

Not sure of your career options? Book an appointment for individual career counselling via CareerHub

### **Careers Centre**

JB Chifley Building No. 15, Arts Centre Lane  
(just off Union Court, opposite The Gods Café).

T: (02) 6125 3593

E: [careers@anu.edu.au](mailto:careers@anu.edu.au)

W: [www.anu.edu.au/careers](http://www.anu.edu.au/careers)

# STUDENT SUPPORT & FACILITIES

## ACADEMIC SKILLS & LEARNING CENTRE

The Academic Skills and Learning Centre (ASLC) specialises in helping students improve their performance in the skills required for effective academic work, specifically writing skills, effective study techniques and mathematical methods.

> (02) 6125 2972

> <https://academicskills.anu.edu.au/>

## CHANGE OF ADDRESSES & PHONE NUMBERS

It is essential that students keep the University informed of their current address, and phone number. The University assigns students an email address to which important University correspondence will be sent. Students should check their email regularly. Students should change their address and/or phone number themselves by using the University online system Interactive Student Information Services (ISIS).

> <https://isis.anu.edu.au/>

## CHAT (COME AND HAVE A TALK) STUDENT MENTORING SCHEME

At the ANU College of Law we value collegiality.

When you become a student in our College we want you to be a part of that collegiality and to feel that you are known and supported as an individual student. Critical to this is forming relationships with staff and other students.

CHAT (come and have a talk) is a mentoring scheme that teams you up in groups with other first year students, 2 later year student mentors and 1 staff member. We encourage all first year law students to participate.

Once enrolled in a group, student mentors will contact your group to arrange a social get-together and to answer any questions and issues that arise from starting your time as a law student. Staff mentors will be available to refer students to appropriate sources of support, to give advice and to assist with any academic or study related matters. There will also be CHAT social gatherings, coffee sessions and discussion sessions.

We hope that CHAT will enrich your experience at law school.

For further information on being involved please contact either CHAT co-ordinator: Pauline Thai at [pauline.thai@anu.edu.au](mailto:pauline.thai@anu.edu.au) or Joshua Neoh at [joshua.neoh@anu.edu.au](mailto:joshua.neoh@anu.edu.au).

> <http://law.anu.edu.au/lb/mentoring-come-and-have-talk>



## COUNSELLING

- > ANU Counselling Centre on (02) 6125 2442.

## DISABILITIES

- > Disabilities Services Centre (DSC) on (02) 6125 5036
- > **<http://disability.anu.edu.au/>**

## EMERGENCY EVACUATION PROCEDURES

Procedure for students

- On hearing the ALERT signal;
  - > Switch off electrical equipment (where appropriate), close window (if fire)
  - > Collect up personal effects and leave door closed
  - > Await instructions from lecturer, floor warden or staff member
- On hearing the EVACUATION signal:
  - > Proceed calmly to the ASSEMBLY POINT and await instructions
  - > Do NOT USE THE LIFT
  - > Note that mobility impaired persons should wait in the designated safe areas of the stairwells until the floor warden can assist their exit.

**Assembly point:** The grassed quadrangle area outside the Law School (if fire); all occupants will be notified of the Assembly Point if there is a Bomb Threat.

## FIRST AID

The Services Office has qualified staff. The contact number is (02) 6125 0456 or Julie Arnold in the Law Library (02) 6125 4015. First Aid kits are located in all kitchens in the Law Building. The nearest defibrillator is located in the Menzies Library.

## HARASSMENT

Details of the ANU's grievance process, which covers issues of discrimination and harassment together with new policies relating to these online at:

- > **<http://www.anu.edu.au/students/>**

Prevention of discrimination, harassment and bullying:

- > **[https://policies.anu.edu.au/ppl/document/ANUP\\_000623](https://policies.anu.edu.au/ppl/document/ANUP_000623)**

Student complaint resolution:

- > **[https://policies.anu.edu.au/ppl/document/ANUP\\_000468](https://policies.anu.edu.au/ppl/document/ANUP_000468)**

At any time, you may seek confidential and timely advice from the Dean of Students, who will direct you to the appropriate person.

> <http://www.anu.edu.au/dos/>

Other contacts are: The Counselling Centre (x52442) The Health Service (x53598).

## HAZARD & INCIDENT REPORTING

Hazard and/or Incident reporting can be dealt with through the Services Office – located on ground floor foyer of South Wing.

> [https://policies.anu.edu.au/ppi/document/ANUP\\_000570](https://policies.anu.edu.au/ppi/document/ANUP_000570)

## INDIGENOUS AUSTRALIANS SUPPORT SCHEME

In 1990 the ANU College of Law established an entry and support scheme to give Indigenous Australian students the opportunity to enter and the skills to succeed in a law degree. This scheme is fully supported by the Law School and works in association with the Tjabal Indigenous Higher Education Centre. The scheme is now well established with 36 graduates and an Indigenous student group of around 12 students spread through all years of the degree. Indigenous Australian legal issues are taught in various courses and the Law School offers the elective course Indigenous Australians and the Law.

In 2000, the College officially launched the Indigenous Legal Employment Program - designed to encourage private sector law firms to employ Indigenous law students during their study and possibly after graduation. The firms can employ students either as cadets under the Commonwealth National Indigenous Cadetship Programme. The students gain some financial support as well as being able to obtain law practice skills and supportive contacts within the legal profession. An Academic Adviser has been specially appointed to tutor the Australian Indigenous law students in academic skills. The Adviser, in conjunction with the Tjabal Indigenous Higher Education Centre also arrange for individual tutoring assistance if students have a need. Help with administrative problems and pastoral care are also provided and a social program gives students a sense of peer support and cohesion. If necessary, Indigenous students are encouraged to enrol in English in a Legal Context in their first-year.

Places are made available each year for Australian Indigenous students who do not meet mainstream entry criteria but who none the less can demonstrate a capacity to successfully complete the degree. If you are an Indigenous students and your mark falls a little short (say 6 marks) of the ANU law school entry mark please (a) contact the law school academic adviser (see details below) and send in a letter through UAC giving the ANU any additional information on your personal circumstances that may help you to make a case for special consideration. Offers are made on the basis that the applicant has the capacity to succeed in law studies given the extra coaching in academic skills that is available through the scheme. Please note that there are also a limited number of scholarships (including ANU College of Law textbook bursaries) available to Indigenous students at the ANU.

For further information contact:

Asmi Wood T: 6125 8141, E: [asmi.wood@anu.edu.au](mailto:asmi.wood@anu.edu.au)

The Tjabal Indigenous Higher Education Centre, T: 02 6125 3520, F: 02 6125 3658.

The College offers three Legal Workshop GDLP Indigenous Scholarships each year.

> <http://law.anu.edu.au/scholarships>

## LOCKER HIRE

A limited number of lockers are available outside the Law Theatre for a yearly hire charge (\$20.00 and your own lock). Contact the Services Office for further information.

## MEDICAL PROBLEMS

Contact the ANU Health Service on (02) 6125 3598.

## PARKING

Permit parking restrictions apply on campus. Short-term parking spaces are available for visitors to the site. Full-time students who are enrolled in a minimum of 18 units (per semester) may be eligible for a parking permit. Voucher parking/Pay and Display parking is also available (the maximum time on voucher able to be purchased at one time is 3 hours); once you have purchased a voucher, please ensure it is displayed correctly on your vehicle.

> <http://transport.anu.edu.au/index.php?pid=92>

There are also certain restrictions which all users of the Law School car park must observe:

- > do not park in the loading area beside the ANU College of Law. This area is reserved for vehicles delivering materials to the College
- > do not park in the areas reserved for specified vehicles or authorised vehicles
- > do not park in disabled parking bays
- > do not park in loading zones
- > do not park in student residential areas
- > do not park in the multi-storey parking stations
- > do not block off other vehicles
- > motor bikes-must be parked in the areas set aside for motorbike parking; permits are not required for these areas; motorbikes are not to be brought into the quadrangle in front of the College
- > bicycles are not to be brought into the Law building. A bicycle rack is available at the front of the building and near the Sparke Helmore theatres. Bicycles are not permitted near lecture rooms

University Security Officers are authorised to issue infringements for breach of parking rules.

Should you have any further queries regarding parking on Campus, you can email: [parking@anu.edu.au](mailto:parking@anu.edu.au) or phone 6125 3649. The office is open from 8.30am to 4.30pm on weekdays.

## STUDENT CARDS

All students enrolled at ANU are issued with a student ID card. Your ANU student card is your official form of identification on campus. Because of the University's policy on privacy you will be asked to show your student card whenever you are making an enquiry about details of your course, checking marks, asking for your examination script or assignments, or making an appointment to see the Sub-Dean. You will also be required to produce your student card on entry to an examination room.

# BEYOND THE LLB & JD

## POSTGRADUATE STUDY OPTIONS

The ANU College of Law offers a range of postgraduate coursework and research degrees:

> <http://www.law.anu.edu.au/hdr>

Study can be undertaken on a full-time or part-time basis.

> <http://law.anu.edu.au>

## COURSEWORK

The ANU College of Law offers programs of study leading to:

- > Masters degrees
- > Graduate diplomas
- > Graduate certificates

Most of the courses within the programs are offered intensively over a period of three to five days with some courses now being offered online or in mixed mode. Subject to applicable entry requirements and Requisite Statement, courses may also be taken individually (on a non-award basis) without being part of a degree or diploma to suit personal and professional needs or as part of the University's new Graduate Studies Select program.

### **Specialisations are available in:**

- > Government and Commercial Law
- > Environmental Law
- > International Law
- > Law, Development Governance
- > Australian Migration Law and Practice
- > Practical Legal Training

## LLM (LEGAL PRACTICE)

Students who have completed their Graduate Diploma in Legal Practice (GDLP) program at ANU or CDU can apply for LLM (Legal Practice) or ANU LLM and receive status from the GDLP. The GDLP program contributes half of the units required for an LLM (Legal Practice) and a quarter of the units towards an ANU LLM.

## RESEARCH

The ANU College of Law offers the following programs:

- > Master of Philosophy (MPhil)
- > Doctor of Juridical Science (SJD)
- > Doctor of Philosophy (PhD)

Students can undertake research under the supervision of leading scholars in the ANU College of Law. Academics in other areas of the University and experienced practitioners in private practice and in government departments may also supervise research.

Research may be conducted in many areas of law, and we encourage students to contact staff to discuss their potential research project and supervision requirements. Further information is available at:

- > <http://law.anu.edu.au/hdr>

# LLB & JD COURSES

The following tables set out the courses currently scheduled for teaching in the LLB and JD programs in 2014 (some courses are not taught every year—a more extensive list follows this table).

There may be late changes to this list. In particular, additional courses may be made available to law students from time to time, such as, for example, one or more of the new Vice Chancellor's courses such as Unravelling Complexity (UGRD3001).

<b>Table of LLB and JD courses available in 2014</b>	
<b>SEMESTER 1</b>	
<b>Compulsory courses</b>	
LAWS2201	Administrative Law
LAWS1205	Australian Public Law
LAWS1204	Contracts (JD Students Only)
LAWS2203	Corporations Law
LAWS1206	Criminal Law and Procedure
LAWS1201	Foundations of Australian Law
LAWS2244	Litigation and Dispute Management
LAWS2204	Property
LAWS1203	Torts
<b>Elective courses</b>	
LAWS2267	Clinical Youth Law Program
LAWS2210	Commercial Law
LAWS2268	Community Law Clinical Program
LAWS2212	Conflict of Laws
LAWS1209	English in a Legal Context
LAWS2215	Environmental Law
LAWS2275	Federal Judicial System
LAWS3202	Honours Thesis
LAWS2220	Human Rights Law in Australia
LAWS2245	Information Technology Law
LAWS2222	Intellectual Property
LAWS2225	International Law of Human Rights
LAWS2224/LAWS6224*	International Law of the Sea
LAWS2240	International Social Justice Clinic
LAWS2280	Law and the Humanities
LAWS2230	Law Internship
LAWS2271	Refugee Law

LAWS2255	Restrictive Trade Practice (Competition Law)
LAWS2236	Succession
LAWS3001	Unravelling Complexity
<b>WINTER</b>	
LAWS2276	Chinese Law and Society (to be confirmed)
LAWS2237	Takeovers and Securities Industry Law
<b>SEMESTER 2</b>	
<b>Compulsory courses</b>	
LAWS1205	Australian Public Law (JD Students Only)
LAWS2202/LAWS6202*	Commonwealth Constitutional Law
LAWS1204	Contracts
LAWS2205/LAWS6205*	Equity and Trusts
LAWS2207	Evidence
LAWS1201	Foundations of Australian Law
LAWS2250/LAWS6250*	International Law
LAWS1202	Lawyers, Justice and Ethics
LAWS2249	Legal Theory
<b>Elective courses</b>	
LAWS2264	Advanced International Law
LAWS2274	Climate Law
LAWS2267	Clinical Youth Law Program
LAWS2268	Community Law Clinical Program
LAWS2259	Consumer Protection and Product Liability Law
LAWS2213	Contemporary Issues in Constitutional Law
LAWS1209	English in a Legal Context
LAWS2217/LAWS6217*	Family Law
LAWS2218	Feminist and Critical Legal Theory
LAWS3202	Honours Thesis
LAWS2221	Income Tax
LAWS2238	Indigenous Australians and the Law
LAWS2278	Information Law
LAWS2226	International Trade Law
LAWS2228	Labour Law
LAWS2260	Law and Psychology
LAWS2230	Law Internship
LAWS2254	Restitution
LAWS2257	Selected Topics in Australian-American Comparative Law (ANU)
LAWS2233	Selected Topics in Torts



LAWS2247	Survey of US Law (Alabama)
LAWS3103/LAWS6503	Law and the Environment (non-Law)
<b>SPRING</b>	
LAWS2273	Australian Legal History
LAWS2209	Bankruptcy and Insolvency

*\*A 6000 code denotes JD version of a course*

Current list of postgraduate courses available to students enrolled in the ANU Juris Doctor (JD) is on the website at:

> **<http://law.anu.edu.au/juris-doctor/juris-doctor-courses>**

Students must have completed or be completing 5 x 1000 level courses before enrolling in postgraduate electives. Additional Requisite Statement as listed.





