

**FACULTY OF LAW,
HUMANITIES & THE ARTS**

**UNIVERSITY OF
WOLLONGONG**



School of Law

General Advice

Autumn 2015

Contents

Academic.....	3
Course Handbook.....	3
Sub Deans.....	3
Format of Work.....	3
Academic Grievances	3
Academic Misconduct	3
Supplementary Assessment.....	4
Tutorial/Seminar/Workshop Allocation Policy.....	4
StartSmart	4
Academic Advice.....	4
Student Academic Consideration	5
Late Withdrawal.....	5
Student Support Services	5
Faculty Librarian	5
Learning Development.....	5
Disability	5
Student Support Advisors (SSA).....	6
Counselling Service.....	6
Woolyungah Indigenous Centre.....	6
Careers Consultant	6
Student Financial Advice	6
Student Legal Services	6
UOW Wellbeing.....	6
Communications and Internet Access.....	7
Internet Access.....	7
Non-discriminatory language.....	7
Email Etiquette	7
SOLSMail and Web Notices	7
University Policies	8

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Academic

Course Handbook

For course related information such as subject selection, degree requirements and subjects offered by session/year, students should consult the online Course Handbook. Information is listed by degree: <http://www.uow.edu.au/handbook/index.html>

You should consult the relevant handbook for the year you first enrolled in your degree for course rules and requirements.

Sub Deans

The Sub Dean's Unit in the Faculty has a wealth of knowledge to provide you with advice and information on the University Rules and Regulations for your degree or double degree within the faculty.

Law: Dr Trish Mundy email tmundy@uow.edu.au ph, (02) 4239 2551, Rm 67.207

Format of Work

Unless otherwise specified in the Subject Outline, written assessment tasks must be in the following format:

- The front page must consist of a completed Law School Assessment Task cover sheet.
- All pages should be in black type, on white A4 paper, printed with 2.54 cm margins on all sides (left, right, top, bottom). Printing of assignments may be either single sided or double sided.
- The font size must be 12 point font using the 'Times' font and line spacing should be 'double spaced'. Pages must be numbered.
- A page or word length will normally be specified by your subject coordinator. As a general guide, there will be an average of 300-330 words per page via the formatting specified in this section.
- Referencing must be in accordance with the Australian Guide to Legal Citation (AGLC), 3rd edition (see below)
- Footnotes must be used unless otherwise specified by your subject coordinator
- Do not use folders, binders or covers.

Always keep a photocopy of your work.

Academic Grievances

An academic grievance means a complaint by a student concerning a decision, act or omission by a member of UOW staff or committee, which affects the student's academic experience. See the Grievance policy at: <http://www.uow.edu.au/about/policy/UOW058683.html> .

Academic Misconduct

The University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct may be excluded from the University for a specified period of time or permanently.

Examples of academic misconduct include: cheating, fabrication of information or sources, fraud, misrepresentation, plagiarism, reusing one's own work, obstructing or interfering with other students, and facilitating the academic misconduct of others.

You should note that academic misconduct is relevant to your admission as a lawyer.

The Legal Profession Admission Board's current application for Admission as a Lawyer requires applicants to make a number of declarations relating to fame and character including the following:

- 5.9 I am not and have never been the subject of disciplinary action in a tertiary education institution in Australia or in a foreign country that involved an adverse finding.

Applicants must disclose details of any relevant incidents if they cannot make the above declaration.

Supplementary Assessment

Supplementary Assessment may be offered to students whose performance is close to that required to pass the subject, and who are otherwise identified as meriting an offer of a supplementary assessment, see Supplementary Assessment Guidelines available at

<http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow112335.pdf>

The form of supplementary assessment will be determined at the time the offer of supplementary assessment is made.

Please note that this form of Supplementary Assessment is not available in LLB397 Legal Internship or the LLB skills subjects that are graded as Satisfactory/ Unsatisfactory (LLB140, LLB150, LLB250 and LLB260).

Tutorial/Seminar/Workshop Allocation Policy

The University of Wollongong timetable allocation system is generated centrally, and does not automatically reconcile each Faculty timetable with each other Faculty timetable. Consequently, double degree students and students in subjects taught outside their home Faculty will generally have to compromise on their preferred timetable.

In Autumn session, first year, law students must attend seminars in accordance with the timetable of your allocated seminar group or 'pod' unless the you have permission to change your allocated schedule. Permission will only be granted in exceptional circumstances. In later sessions/years, once seminars are allocated, you may seek to change from your allocated seminar to another. In many cases, there will be vacancies available in the desired seminar. If, however, the seminar enrolment has already been closed, you must provide adequate documentation of their reasons. Acceptable reasons include carers responsibilities and unavoidable timetable clashes. 'Work commitments' will not be an acceptable reason to seek to change seminars, nor is seeking to consolidate classes into fewer days. Not all students will be satisfied with their seminar allocation. This is unavoidable.

LHA Tutorial Swap via MOODLE
WOLLONGONG CAMPUS SUBJECTS ONLY

The majority of LHA subjects will allow students to swap tutorial places using the LHA Tutorial Swap MOODLE site. Students can post their current and desired tutorial times on the relevant subject's MOODLE 'bulletin board' with the aim of finding fellow students who are happy to swap tutorial places.

Only students who are enrolled and have access to their subject's MOODLE page can access the Tutorial Swap site via this link.

<https://moodle.uowplatform.edu.au/course/view.php?id=3092>

StartSmart

StartSmart is compulsory for all commencing UOW undergraduates. You are encouraged to complete it within the first weeks of session. Non-completion of StartSmart will result in your results being withheld.

StartSmart is an online resource designed to help you locate the extensive resources available through the University Library. It will assist you in completing your subjects successfully and will teach you how to use the information you discover critically and responsibly, without plagiarising. It will lead you through techniques for academic referencing and guide you in the art of paraphrasing. For further information see

<http://www.uow.edu.au/student/services/fye/resources/startsmart/index.html>

Academic Advice

Should you require academic advice or information, please check the Faculty website to determine the most appropriate advisor. Relying on the word of fellow students may prove misleading.

Student Academic Consideration

You should consult the Academic Consideration online guide for information about applying:
<https://cmsprd.uow.edu.au/lha/current-students/lhacentral/resources/ssNODELINK/15959>

Academic consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impair his or her ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

Academic consideration is not intended to excuse students from meeting their responsibilities as outlined in the Student Charter <http://www.uow.edu.au/student/charter/>, or to accommodate those common occurrences which interfere with daily life.

Students who need assistance with study skills, essay writing or time management should contact Learning Development : <http://www.uow.edu.au/student/services/ld/index.html>

Late Withdrawal

The last date for withdrawal from an Autumn Session 2015 subject without financial penalty (HECS refunded/International Student Fees credited) is 31st March 2015.

The last date for withdrawal from an Autumn Session 2015 subject without academic penalty (subject deleted from record) is 10 May 2015. Withdrawal after this date will result in a fail grade being recorded.

Student Support Services

Faculty Librarian

Students are encouraged to seek information from the Library services. Please direct your enquiries to the Research Help Desk or contact the Faculty Librarian:

Law: Ms Kerry Ross, Phone: (02) 4221 3602, kross@uow.edu.au
The UOW Library provides guides by topic, which can be accessed at <http://public01.library.uow.edu.au/refcite/style-guides/html/> . In particular, you will likely find the guides to referencing and citing using the Australian Guide to Legal Citation (AGLC, 3rd edition, 2010) to be very helpful.

For more Library information: <http://www.library.uow.edu.au/index.html>

Learning Development

Learning Development is available to assist students to develop academic skills. There are a range of free workshops devoted to essay writing and editing, reading for assignments, presentation skills, and exam preparation. Learning Development is located at Building 11, Level 3, Room 209. Phone: 02 4221 3977. For further information: <http://www.uow.edu.au/student/services/ld/index.html>

Disability

If a student with a disability or ongoing medical condition requires assistance to complete this subject, they should register with the University's Disability Services at the beginning of session. Information on Disability Services is available at: <http://www.uow.edu.au/student/services/ds/index.html>

They are also strongly advised to discuss this with their subject co-ordinator and the Faculty Student Support Advisers (see below).

Student Support Advisors (SSA)

Students with a health condition requiring special arrangements or assistance should contact the Disability Officer in Student Services: <http://www.uow.edu.au/student/services/ds/index.html>

School of Law

The Student Support Adviser (SSA) is available to assist students with special needs. The SSA is available by appointment, Monday to Friday in 23.G20. Phone: (02) 4221 4529. For further information:

<http://www.uow.edu.au/student/services/SSA/index.html>

Counselling Service

The University Counselling Service is a free and confidential service provided five days per week from 9.00am until 6.00pm to assist students with personal, work or study related difficulties. To make an appointment call (02) 4221 3445 or drop into the Counselling Service on Level 3, Building 11. Feel free to ask for a male or female counsellor if you have a preference: <http://www.uow.edu.au/student/services/cs/index.html>

Woolyungah Indigenous Centre

WIC provides a number of programs, services and facilities to encourage and support Aboriginal and Torres Strait Islander and other Indigenous students and scholars. For further information see

<http://www.uow.edu.au/wic/index.html>

Careers Consultant

The Faculty of Law, Humanities and the Arts provides students with access to a Careers Consultant. You can contact the Careers Consultant for private consultations, information about Careers Central seminars and workshops.

Contact the Faculty Careers Consultant for Law, Arts & Creative Arts:

Ms Michele Kenworthy

Building 67, Room 204A

(02) 4221 3582 | michelek@uow.edu.au

Student Financial Advice

If you are struggling to deal with debt or experiencing financial difficulties, you should seek help quickly. There are free and confidential services available to offer you professional advice. For further information see <http://www.uow.edu.au/student/finances/money/>

Student Legal Services

The Student Legal Services Clinic provides confidential legal advice to current students of the UOW. This advice is free for all UOW students. For further information see <http://www.uow.edu.au/student/legalclinic>

UOW Wellbeing

UOW Wellbeing is a new initiative for students funded by the Student Services and Amenities Fee. It is here to help you maintain a good life balance and keep on track while at UOW. For further information see <http://www.uow.edu.au/student/wellbeing/>

Communications and Internet Access

Internet Access

The University provides every student with email and internet access. This is intended for academic purposes only. Students should be aware that internet quotas are strictly enforced. Students are expected to use the free email account provided by the University for all correspondence relating to their studies. Students are warned that use of non-UOW web mail accounts consumes quota at a high rate. Quotas will not be renewed for students using their access for non-academic purposes: e.g. downloading music, visiting entertainment or recreational sites (i.e. Facebook), or accessing other mail accounts such as Hotmail. Details of the University Policy and Guidelines for Email and Internet Access are available at: <http://www.uow.edu.au/student/it/index.html>. The Guidelines clearly explain the quota system that the University applies.

Non-discriminatory language

The Faculty upholds the use of non-sexist and non-racist language in all material submitted for assessment and in communications with staff and students of the University. For more information: <http://www.uow.edu.au/about/policy/UOW058706.html>

Email Etiquette

Staff receive many emails each day. In order for them to respond to emails appropriately and in a timely fashion, students are asked to observe basic requirements of professional communication:

- Identify, in the email header, the subject code of the subject you are enquiring about e.g. CACS101 tutorial essay
- Include your full name and your student number
- Use full words (avoid 'text-speak'), correct grammar and correct spelling: demonstrate that you are literate
- Address your correspondent by their name and title: e.g. Dean/Dr. Only use first names if you are on familiar terms with the staff member. Note: 'Hi/Hey ...' is an inappropriate form of address.

SOLSMail and Web Notices

SOLSMail and UOWMail accounts are used on a regular basis to contact students and to send out essential information.

Consequently, it is essential that you check your University email account and the Faculty's website on a regular basis (every 2-3 days minimum).

1. It is each student's responsibility to ensure that they have an active, official University email account.
2. If a student wishes to forward email from their University account to another account, it is the student's responsibility to ensure that this has been successfully done. For information on how to forward your University email account to your preferred email address refer to: <http://www.uow.edu.au/its/userguides/UOW001585.html>
3. Students are not permitted to submit assignments by email.
4. Documents relevant to individual subjects are routinely made available via the subject's eLearning site. Documents of general or extra-curricular relevance will, from time to time, be posted on the 'Notices for Students' web page.

University Policies

Information on the following University Policies can be found at the websites listed:

Code of Practice –Teaching & Assessment	http://www.uow.edu.au/about/policy/UOW058666.html
Code of Practice – Research	http://www.uow.edu.au/about/policy/UOW058663.html
Code of Practice – Honours	http://www.uow.edu.au/about/policy/UOW058661.html
Code of Practice – Student Professional Experience	http://www.uow.edu.au/about/policy/UOW058662.html
Student Charter	http://www.uow.edu.au/student/charter/index.html
Academic Integrity and Plagiarism Policy	http://www.uow.edu.au/about/policy/UOW058648.html
Course Progress Policy	http://www.uow.edu.au/about/policy/UOW058679.html
Graduate Qualities Policy	http://www.uow.edu.au/about/policy/UOW058682.html
Ethics Policies	http://www.uow.edu.au/about/policy/research/index.html
Non Discriminatory Language	http://www.uow.edu.au/about/policy/UOW058706.html
Workplace Health & Safety	http://www.uow.edu.au/about/policy/UOW016894.html
Intellectual Property	http://www.uow.edu.au/about/policy/UOW058689.html
IP Student Assignment of Intellectual Property Policy	http://www.uow.edu.au/about/policy/UOW058616.html
Student Academic Consideration	http://www.uow.edu.au/about/policy/UOW060110.html
Student Academic Grievance Policy	http://www.uow.edu.au/about/policy/UOW058683.html
Academic Grievance Policy (Coursework and Honours Students)	http://www.uow.edu.au/about/policy/UOW058653.html
Academic Grievance Policy (Higher Degree Research Students)	http://www.uow.edu.au/about/policy/UOW058652.html
Disability Policy – Students	http://www.uow.edu.au/about/policy/UOW058672.html
Rules for Student Conduct & Discipline	http://www.uow.edu.au/about/policy/rules/UOW060095.html