

University of New England

UNE Law School

Essential Guide for Studying Law Units



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Welcome from the Head of School

20 February 2019

Dear Law Student,

Firstly, let me welcome all of our new students to the Law School at UNE. It is my pleasure and privilege to address you on the commencement of your law studies, and I hope that all your efforts will be crowned with success. Please read this guide carefully so that you are fully aware of the policies which govern your responsibilities as law students.

Returning students from last year will find that the changes made since then are minor. There is a clarification to the scope of the assignment extension policy and some further information on withdrawing without academic penalty.

Whether you are a returning student or joining us for the first time, welcome! I hope all of you will find your units challenging and rewarding. Good luck with your studies!

Yours sincerely,



Professor Michael Adams
Head of School

Twitter: @profmadams

LinkedIn: profmadams



Welcome from the Course Coordinator

20 February 2019

Dear Law Student,

I would like to welcome you to the School of Law and take this opportunity to draw some matters to your attention relating to the degree as a whole.

Professional accreditation

Our law degrees are professionally accredited, which places an obligation on us to ensure that our graduates have the academic knowledge and skills that the legal profession expects from law graduates. This contributes to the prestige of the law degree, because accreditation implies certain high expectations. There are several implications of professional accreditation that I wish to mention here.

First, those expectations mean that you need to be careful about the number of units you enrol in. Professional accreditation requires coverage of a significant number of distinct areas of law. Furthermore, with so much of the degree being compulsory, there is less scope to focus just on those units with which you have a particular affinity. It is important to take seriously the expectation conveyed by the Credit Point and Student Workload Policy that the total workload of each unit is approximately 150 hours. If you think of the trimester as 13 weeks long (which includes the mid-term break from teaching), you need to devote 11.5 hours for each unit a week. When considering how many units you can study, recall that study requires intense concentration, so in a full day it may be difficult to study more than seven hours, even if you have no other commitments. The course plans indicate that a full-time load of four units a trimester. That would require almost 7 hours of study 7 days a week throughout the trimester. However, studying three units a trimester is also counted as a full-time load, and that would require more than 7 hours of study per day 5 days a week.

A second implication of professional accreditation lies in the scope of reasonable adjustment available for students with a disability. The School of Law is committed to ensuring that students with disabilities are treated fairly. Students with disabilities may be provided with accommodations in teaching and/or assessment methods provided such accommodations do not compromise those requirements that are inherent to the degree. What is inherent to the degree would take into account that a law degree represents that graduates have the academic knowledge that enable them to practise in the community, private or public sector.

A third implication concerns ethical conduct. Any allegation of academic misconduct that is made against you, together with its resolution, will need to be reported when applying for admission to legal practice.

Finally, the emphasis here on the degree being professionally accredited does not mean that our degree is narrowly vocational. Our law degree is not just a degree in law, in the sense of equipping students with vocational knowledge and skills where these are understood narrowly. As a university degree, broad perspectives are considered. This is most clearly represented through the Law in Context and Jurisprudence units, which are in the compulsory core of the degree. Other disciplines such as history, politics, economics, philosophy and sociology can illuminate aspects of law and they help to make law a fascinating discipline! And, of course, law is a degree which is useful for purposes other than legal practice.

Structuring your study

In relation to your progression through the degree, you are strongly encouraged to follow the order of units suggested, by the two-unit course plan and adapt that if you are undertaking a different number of units. The degree represents a progression, through 100, 200, 300 and 400 level units, in terms of the skills required. With some units, successful completion requires the knowledge and skills developed in earlier units, so be mindful of the pre-requisites and co-requisites for units.

Some choices available in the degree lie in electives and also, for those students who achieve especially good results, in undertaking honours. Students interested in developing their research and writing skills, and their specialist knowledge of a particular area, can complete an honours thesis supervised by one of our staff. More information is available on the Course and Unit Catalogue under Course Rules & Plans.

In relation to the course plan, students should, in the first instance, seek advice from Student Central via AskUNE. Students can also seek some advice on their course by contacting our First Year Advisor, Ms Nola Holmes.

I wish you the very best in your studies.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kip Werren', written in a cursive style.

Dr Kip Werren

Course Coordinator

Minimum Expectations of Staff and Students

Vision:

The University of New England's School of Law strives to provide both its on campus and online students with a learning environment that facilitates student learning and one in which they feel valued. The School of Law seeks to create learning opportunities that challenge students to develop critical and analytical and logical thinking through students engaging with their peers and their teachers. It is also important that students develop skills of independent learning and the ability to critically analyse their own work. The School of Law also believes that it is important to continually strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. The following specific expectations have been formulated to build the environment that we wish to create.

All law students can expect:

1. that law courses are AQF compliant and meet the requirements of the Legal Profession Admissions Board;
2. that the content of the law courses are current and responsive to the relevant academic discussion and research;
3. that the learning opportunities in each unit, whether they are lectures, tutorials, seminars, or workshops, and the assessment tasks to demonstrate learning and understanding, have been designed with the goal of quality student learning in mind;
4. to have access to a Moodle site for each law unit, which will provide students with the following:
 - Access to School of Law study guidance materials and resources (e.g. Links to the Essential Guide for Studying Law)
 - The Unit study guide (containing information on the unit coordinator and teaching team, learning outcomes, objectives, teaching methods and expectations, assessment task and criteria, prescribed resources and study timetable)
 - Opportunities to participate in scholarly dialogue conducted in a flexible manner using learning technologies suited to the teaching approach adopted by the unit coordinator. (for example, at least one of discussion forums, blogs, Zoom Meeting sessions or an equivalent alternative)
 - Have access to content and resources produced (for example, at least one of video recordings, podcasts, lecture notes or an equivalent alternative)
 - Opportunities for self, peer or expert correction and/or feedback for formative learning purposes, based on the teaching approach adopted by the unit coordinator (for example, at least one of recorded tutorial summary podcasts, notes on tutorial questions posted online for self-review, online tutorials or an equivalent alternative).
5. that there will be:
 - (a) a minimum of 18 hours per trimester face-to-face classes for on campus students; and
 - (b) opportunities for on students to engage with the lecture and tutorial material; engage with the coordinator; and discuss the content of the unit with peers and the coordinator.
6. to be treated with respect;
7. to be supported by those they encounter in the learning environment i.e., have reasonable access, either on-campus or electronically, throughout the trimester to lecturers, unit coordinators and, where necessary, with general staff;

8. that forms of communication in the online environment e.g., discussion forums will be monitored by the unit coordinator or other teachers in the unit and that appropriate direction should be provided in relation to that discussion in a timely fashion, where timeliness takes into account the desirability for creating space for students to interact with each other in responding to questions and comments;
9. To receive constructive feedback on unit performance and progress; and
10. that staff will adhere to and apply the rules, regulations and policies adopted by the university.

Law staff can expect that students:

- will be conversant and comply with the guidelines referred to in the [Essential Guide for Studying Law](#) and the University rules relating to Behaviour and Academic Misconduct;
- will, before posting to discussion forums, check whether an answer is readily available, e.g. in the *Study Guide*, *Essential Guide to Studying Law*, Unit News and Announcements, lecture notes or other discussion forums;
- should meet expectations communicated by the unit coordinator with respect to work to be completed such as completing prescribed reading and other activities; will ensure that they set aside approximately 150 hours for each unit in order to study effectively;
- may choose to study with others, but if so, acknowledge the seriousness of academic misconduct and ensure that they submit only work that is their own;
- manage their time effectively; and
- will conduct themselves courteously when interacting with their peers, their teachers and administrative staff.

General information

Community of Practice

As Law Students, you are entering the legal profession's community of practice. As such, you will be introduced to the legal profession's practices. This means you not only need to have academic integrity, but you are also required to manage your time well, work as a team and relate courteously with your peers and UNE staff.

Some introductory information

Your online unit will become available via [Moodle](#) one or two weeks prior to the first date of the teaching period (depending on the trimester). See UNE's [Principal Dates](#) for all teaching period dates, including start and finish dates, teaching period breaks, examination periods and the last day to enrol or withdraw from a unit without academic or fee penalties.

Your unit's site will be open at least one week before the commencement date of the teaching period in which you are enrolled, and sometimes earlier. However, lecturing staff will not be contactable through this site until the first day of the teaching period and after this date other online components of the unit will become available, such as discussion forums.

To access your online units, log in to [myUNE](#) from the UNE homepage using your current UNE username and password. Once you have logged in, go to the **myStudy** tab. A list of the units in which you are currently enrolled will be displayed in the myUnits and Services table. When the online site for one of your units becomes available, a UNEonline column will be displayed. You can access the online unit by clicking on the icon in this column. If you have difficulties accessing your units in myUNE, you can go directly to the [Moodle log in page](#).

You can go to [AskUNE](#) for answers to many common enquiries about UNE, your course, UNE policies and procedures. You can also submit an enquiry of your own by clicking on the 'Contact Us' tab. You can also contact the ITD Service Desk on 1800 763 040, (02) 6773 5000 or email to servicedesk@une.edu.au for advice and technical assistance. [Student Support](#) services provide a range of support services to help you at the time that you really need it.

Once you have accessed myUNE you will see which units you have enrolled in for this teaching period. All general information about each individual unit may be accessed through the [Courses and Units Catalogue](#). Here you will find out who the unit coordinator is, if there is an intensive school, what the assessment will be and the prescribed and recommended texts for each unit. Simply use the quick search tool in the left hand column and fill in the unit code you are enrolled in, e.g. LAW100.

All law students **must** be familiar with the [School of Law](#) and [UNE Policies](#) prior to the commencement of your unit. Here you will find links to the School's assignment extension policy (all applications are made via AskUNE), important notices from the Course Coordinator or information on avoiding plagiarism, to name just a few important matters.

What is Moodle and how do I access it?

Please click [here](#) to access details on how to access Moodle. You will need to login using your UNE username and password.

Moodle discussion forum

Students should be familiar with the University's Online Behaviour Guidelines, also known as [Cyberethics policy](#). A unit coordinator may suspend the posting rights (although, not the access and viewing rights) of a student for a period of 48 hours, if it is thought that a student's posting to a discussion forum is offensive or disrespectful.

Please note the [Minimum Expectations](#) document is available online and also provides details of expected behaviour.

UNE Emails

All students are required to check their UNE email account at least once a week to make sure they stay up to date with information from UNE and the School. You can check your [UNE email](#) account from our webmail page.

ZOOM and ECHO360

UNE School of Law uses ECHO360 to conduct online Lectures and ZOOM to conduct online Tutorials.

For assistance with Moodle, Zoom, Echo360 Lecture recordings and for all IT technical issues please contact the IT Service Desk at:

[Service Portal web form](#) to log a request.

Telephone: +61 (2) 6773 5000 or toll-free 1800 763 040

Email: servicedesk@une.edu.au

Opening Hours for the year view [Service Desk Calendar 2019](#)

Support hours for students (term time and intensive schools)

Monday to Friday	8:30 AM to 9:00 PM
Weekends	9:00 AM to 5:00 PM

Please Note: In-person support is available in the Library from 9 am on Weekends. Support hours change during intensive schools to 10am to 6pm (please see the above link "Service Desk Calendar 2019").

Support hours for students (vacation time)

Monday to Friday	8:30 AM to 5:00 PM
Weekends	Closed

Student Support for ZOOM

Please contact UNEonline support team for questions related to Zoom via Moodle.
Support Ph +61 2 6773 3396
Support Email uneonline@une.edu.au

Learning Online @ UNE - Student
resources: <https://moodle.une.edu.au/mod/page/view.php?id=1486660>
Zoom videos Zoom help centre

Cyberethics

It is important to the School of Law that students feel safe in interactions relating to online learning. Students should be aware of the [Cyberethics at UNE Guidelines for Students on Online Behaviour](#), which is a guide to good behaviour and staying safe in online communication. If you feel that there has been a breach of these guidelines you should contact your Unit Coordinator, or to make a formal complaint refer to the [Complaints Compliments and Feedback](#) page.

All students should refer to the following links to ensure that they fully understand their rights and responsibilities associated with online use:

[Student Behavioural Misconduct Rules](#)

[Email Operating Procedures](#)

[Information and Communications Infrastructure Policy](#)

[Social Media Policy](#)

Contacts for the School of Law

[Key contacts](#) for the School of Law.

The administrative staff can be contacted on 02 6773 4578 or email law.enquiries@une.edu.au.

Individual School of Law staff [contact details](#).

The School is physically located in Armidale.

School of Law
EBL Building, Wings 37 & 38
Trevenna Road
Armidale NSW 2351

All administrative enquiries about your unit or course which can be dealt with by the law office or Student Central must be directed through [AskUNE](#).

School of Law Community Site and Social Media Webpages

There are a couple of communication channels that the School of Law uses to keep you up to date with resources and information relevant for law students and the legal profession:

1. [School of Law Community Site](#) – you will be enrolled in the School of Law Community Site in Moodle. This page will include relevant communications, resources on legal skills, guides and policies for studying law and links to professional organisations.
2. [UNE School of Law Facebook page](#) – feel free to ‘like’ our facebook page to stay up to date with any events or information relevant to the School of Law and your law studies.
3. [UNE School of Law Twitter page](#).

Please keep in mind that when using social media and other online environments that the [social media policy](#) and the [cyberethics guidelines](#) must be followed.

AskUNE (Student Central)

Student Central provides you with a focal point of contact for all your administrative enquiries during your study at UNE, including selecting units and managing your enrolment. If you have administrative enquiries relating to your study at UNE, go to AskUNE.

Many forms, information and procedures relating to your study are available by contacting Student Central via [AskUNE](#).

You can also find information on all aspects of studying at UNE on the [Current Students](#) page.

Intensive Schools

Intensive Schools may be offered in your unit. The information and dates for unit intensives are listed in the unit information in the [Course and Unit Catalogue](#). Intensive schools in the School of Law are **non-mandatory**.

Even where an intensive school is offered in a unit, it is conditional on 15 notifications being received by the end of week 3. Students should be aware NOT to make travel arrangements until the intensive school is confirmed. This will be confirmed in week 4.

Timetables

All on campus class timetables may be viewed [here](#).

Prescribed and Recommended Texts

All texts (prescribed and recommended) are found via the [Course and Unit Catalogue](#). Do a quick search on your individual unit codes, eg, LAW100, double click on 'LAW100' and the prescribed text will be in the lower section of the unit information.

Textbook information, including options for purchasing the text, is available [here](#).

Please note that some unit coordinators do not prescribe a text, but instead a set of readings, eg, journal articles.

From time to time, new editions of textbooks are brought out by the publisher because changes to the law or in important legal analyses mean that prior editions are no longer current. You may use previous editions at your own risk.

Future Units

When planning and choosing your future units, you should follow the course plan. If you wish to look at LAW units in general in the Course and Unit Catalogue type in 'LAW' (no number code) in the unit quick search box. This will bring up all units in which 'Law' is mentioned: code or title. Scroll down under the few units from other areas that mention Law (eg, Law and Ethics in Health Care) and you will see a green tab 'LAW' under which are ALL the units offered by the School of Law. You can more easily see when each is offered and then click the link to individual unit codes for more information.

For Access to the course and unit catalogue, go to

<https://my.une.edu.au/courses/units/atoz>

Library Services

On Campus and Online Students

Go to the [Law Library](#) or [Dixson Library](#) for information regarding borrowing books, obtaining copies of articles and exam papers, and requesting advice from librarians on search strategies and information tools to use.

Some prescribed and recommended material for the unit may be available through [e-Reserve](#).

Please be aware that hard-copy material that is not available electronically can be mailed to online students. However, you may find it useful to talk online with the librarian over online chat. Links to chat with a librarian are available on the [Law Library Webpage](#).

Legal Research Videos

There are videos with accompanying text on how to access cases, legislation, and secondary material, accessible from the relevant tabs on the [Law Library](#) webpage.

Law Skills Hub

The [Law Skills Hub](#) provides you with centralised resources for basic skills required to be a 'Law student'. Conveniently grouped in categories, you will access multiple layers of assistance from general summaries to videos, exercises, PowerPoint presentations, book and other extracts dealing with each of these Law Skills categories. Access the internal links to make full use of additional information and interconnecting resources.

Key areas are:

- Study Skills – general
- Reading for Law
- Writing for Law
- Legal Research
- Referencing for Law
- Sample Law Assignments
- Examinations for Law
- Useful Resources
- Law School Essential Information

More resources are regularly being added, so keep checking for more help towards your own development in ‘Law Skills’.

Access the [Law Skills Hub](#) via any Law unit Moodle site (left side menu), your MyUNE, the Law School webpage, or the UNE Academic Skills Office (ASO) ‘Workshops and Courses’.

The first time you enter the site select the ‘self-enrol’ button, but after that your access will be automatic.

It is strongly recommended that you familiarise yourself with the [Law Skills Hub](#) and use it as an ongoing resource.

Unit coordinators expect all students to access this resource.

Assessment

The majority of Law units require students to submit an assignment during a teaching period and undertake an examination at the end of the teaching period. Where an assessment is indicated as compulsory, a failure to complete that task will lead to an NI (fail incomplete). Where an assessment is not marked as compulsory, but has marks allocated to it, a failure to complete it will lead to the marks for that assessment being foregone.

Assignments

Style checklist for assignments

You must ensure that your assignment:

- commences with your name, student number, the assignment topic (e.g. 'LAW100 Assignment 1') and a computer word count – there is no need for a title page.
- is double or 1.5 lines spaced.
- is presented in text that is at least 11 point; the type-face in the footnotes is at least 10 point, and is easy to read eg, Lucida Sans or Times New Roman.
- has page numbers at the top of each page.
- has been referenced in accordance with the [Australian Guide to Legal Citation 4th ed](#)

Word length and penalties

Students are liable to a penalty if they exceed the maximum word length stipulated for an assignment *even if only by a few words*. The penalty is 5% of the total marks allocated to an assignment for every increment, or part thereof, over the word length. The 'increment' is one-tenth of the maximum word length. For example, consider an assignment with a maximum word length of 2000 words and the student wrote 2,300 words and would receive 15 out of 20 if no penalty were applied. The student has exceeded the word length by more than one increment – the first increment is exhausted at 2,200 words. Therefore, the penalty would be 10 percent. The student would receive 13 out of 20 for the assignment.

The word count excludes all footnotes unless some footnotes go beyond providing references and instead contain discussion. The word count also excludes any bibliography.

Unless an acronym is universally understood (eg NASA for National Aeronautics and Space Administration) or is a commonly used technique (eg the *Real Property Act 1900* (NSW) ('the Act')) then the excessive use of made up acronyms (eg FCLOTRTP ('Foundational Concepts of Land Ownership: Tenures, Estates, Trust and Priorities')) to save of word count may impede the readability of your paper. Acronyms are not bad per se but excessive use can damage clear communication.

Referencing and Plagiarism

Australian Guide to Legal Citation (4th ed) known as 'AGLC4'

It is important that the reader fully understands the extent to which you are drawing from a particular source. If an impression could be given that underestimates the extent of your use of a source, you may have engaged in academic misconduct.

Any direct quote from sources must be acknowledged in the following way:

- use direct 'single quotation marks' or indent the passage being quoted; and
- place a footnote at the end of the quotation providing a pinpoint reference.

For examples, please consult the AGLC4 Part 1.1.1, 1.1.2 and 1.5. Merely providing a footnote at the end of a quoted passage without using 'direct quotation marks' or indentation constitutes plagiarism, for there is a failure to properly acknowledge the extent of borrowing from the source.

In the case of paraphrasing from a source, a pinpoint reference should generally be provided. Where the paraphrasing relates to more than one sentence, it is appropriate that the text properly indicates the extent to which there is borrowing from the source. This may be done through phrases such as: 'X says that', 'X also says that'.

If you have doubts about how to reference appropriately, you should raise them in a discussion forum in the Moodle site of the relevant unit or through contacting the Academic Skills Office. The Academic Skills Office has a variety of support materials to assist you with referencing and avoiding plagiarism; see eg, their material on referencing.

Your assignment must be referenced in accordance with the Melbourne University Law Review Association Inc., Australian Guide to Legal Citation (4th ed, 2018). Where the most authorised report of a case that is available does not have page numbers, paragraph numbers should be used where pinpoint references are required.

- You should access more information online and the full version of the AGLC style at [AGLC4](#).
- Please note [AGLC4 Erratum/Authorised Corrections](#) identified by the publisher and apply these to your use of AGLC4.
- Specific information about Referencing for Law, and other important resources, is available in the [Law Skills Hub](#) in every Law unit's Moodle site.

Academic Misconduct

Plagiarism is a form of misconduct, so the latter term is broader. The university requires students to complete an Academic Integrity Module before their first assignment is due. It only needs to be completed once. The version of AIM commencing in T2, 2019, consists of five modules, each with a final quiz. Students will be required to complete all five modules and score at least 80% in each quiz before they can submit any assessment tasks. Completing the AIM should take approximately 2.5 hours.

The Student Academic Misconduct Rule imposes an obligation on your unit coordinators to report suspected academic misconduct to the School's Academic Integrity Officer. Plagiarism is a serious offence for law students since applicants for admission as an Australian lawyer must disclose anything that may reflect on their character. That will include providing a record of University disciplinary action that has been taken against the student. The ultimate sanction that admitting authorities can impose in relation to student misconduct is rejecting an application for admission or, in the case of non-disclosure by the applicant of disciplinary proceedings that the admitting authorities only become aware of at a later point, removing a person from the Supreme Court roll.

Turnitin

UNE uses a software application to determine the originality of assessable work submitted by its students. This software is called Turnitin and it is part of the online submission process. However, again note that scanned PDF documents are not able to be read by markers using online marking technologies.

In order that you may use Turnitin as an educative tool, the online submission process provides you with the option to submit your assignment to Turnitin for checking before you submit it for marking. This is called the 'Self check' option and is on a separate Moodle site to your Moodle unit, please see instructions [here](#). Once you are satisfied with your report, **you must go back to your Moodle unit and submit your assignment.**

When a file is submitted to Turnitin, the software compares the text in the submitted files with text from a range of electronic sources including online journals, online databases, the Internet and the Turnitin database. Any strings of text that occur in both the submitted document and in one or more of the electronic sources are identified by the software with a unique number and colour in what Turnitin calls the 'originality report'.

Turnitin Scores

The software does not pay attention to whether or not you have provided a citation, thus it is possible to have a reasonably high 'score' and no problem in terms of plagiarism if your sources are properly cited and quotations are properly indicated. As Turnitin does not check against all possible sources, and only seeks verbatim word matches, a low score does not necessarily show that your material has not been taken from elsewhere. As Turnitin is a very 'rough and ready' measure in this way, there is no acceptable or unacceptable 'score'. If you have a high score – say 20% or more – it is worth checking your paper to ensure firstly that you have provided references to your sources and secondly that your work is your own, rather than just a string of quotations. Clearly, as the software checks your submission against other students' submissions, it is foolish indeed to copy another student's paper, it will be detected very easily and severe penalties can apply to both parties.

Note that when you use the 'self-check' option for Turnitin and when you first submit your paper, it has not been checked against other students' papers. Thus, there will usually be a difference between the score you see initially and the final score visible to the unit coordinator. As students often use similar sources, there is invariably some overlap between assignments that will increase the Turnitin score.

Assignment Submission Method

Assignments must be submitted electronically via Moodle. You are required to submit documents in PDF format. Microsoft Word enables you to save as a pdf. **Scanned PDF documents are not able to be read by markers using online marking technologies nor by Turnitin.**

Unless otherwise stated in a particular unit, assignments must be submitted by 23:59 AEST/AEDT on the due date. Your assignment's receipt date/time is recorded automatically. You must take into account time zone differences as well as possible delays in the online submission process to avoid penalties for late submission.

Please note that you can only submit ONE file per assignment and that you are only able to submit each assignment ONCE.

If you require assistance with the online submission of your assignment, contact the IT Service Desk on 02 6773 5000 or email servicedesk@une.edu.au.

Late Submission

A penalty of 5% of the total marks allocated to an assignment will automatically be deducted for each day (or part thereof) that an assignment is not received past the due date. To give an example, an assignment that would receive 15/20 will only receive 13/20 if it is 2 days late.

Assignments received more than ten calendar days past the due date (which have not received an extension) will not be marked and will receive the mark of zero and be returned directly to the student.

Assignment extensions

The [Assignment Extension Policy](#) applies to written assignments submitted through the assignment e-submission process and audio/video assignments. It excludes group-work assignments and other assignments where the unit Study Guide indicates that the extension policy cannot be applied, including, for example, quizzes. Unit Study Guides will indicate if extensions are nevertheless available. If extensions are available, they fall

outside the Assignment Extension Policy, and applications for extensions should be made to the unit coordinator, not through AskUNE.

If a member of a group applies for an extension for a group work assessment, the extension should generally apply to the whole group to ensure all group members actively contribute and it is equitable for all members. Other group members would generally be contacted to see if they have objections to an extension. Decision-making on group extensions rests entirely with the unit coordinator.

Students are expected to submit their assignment by the due date. If it is not possible to submit by the due date students can request an assignment extension through AskUNE.

All applications must be made via AskUNE. Please do not approach your Unit Coordinator for an extension.

Applications for extensions can be made [here](#). Students must login to the webpage using their UNE username and password. All applications MUST have documentary evidence scanned and attached to their application.

All Law students MUST read the School policy and application form for [assignment extensions](#) and links referred to at that web page. Students should note that the period of time for extensions is 7 days, although further extensions may be awarded in extraordinary and extenuating circumstances. Please note that if you submit after the date granted, you will be subject to a late penalty. Students should also be aware where extensions are granted that this may jeopardise the possibility of obtaining marks and feedback before the exam period.

Marking policy

Your work may be marked using the online marking software tool, GradeMark. Please view the [instructions](#) on how to view the graded assignment and comments. Casual markers may be employed to mark assignments and examinations. Where multiple markers are involved, marking is moderated by the unit coordinator.

Examinations

Please go [here](#) for more information about examinations. *Study Guides* indicate what coverage students are expected to achieve for the purpose of an exam. For reasons of fairness, the School has determined that exam tips in the form of information that indicates what topics are likely to be assessed will generally not be provided after *Study Guides* are issued.

Most Law units have a two hour and fifteen minute exam. For the University's Examination Periods, see [UNE's Principal Dates](#). All students must ensure that they are able to sit an exam in this period of time before they enrol in a Law unit.

All students are advised via MyUNE of individual exam dates, time and location and must ensure that they adhere to this information given. Special exams are not granted to those who simply miss the time or venue of their exam.

The opportunity to sit online invigilated exams will increasingly be made available. They require a webcam and an internet connection that supports a webcam so that an invigilator can ensure integrity in the exam. Further information about online exams can be found [here](#), and in the Study Guides of those units holding online exams.

Previous examination papers are available in [e-reserve](#).

In limited circumstances, the following special assessment remedies are available at the discretion of the Head of School:

- **Special Consideration:** If you attended your exam, and your exam performance was seriously affected due to circumstances which were beyond your control, then you may be eligible to apply for Special Consideration. Special Consideration means that your circumstances will be taken into account when your exam is marked. Generally this will mean that your final mark for the unit is increased by a maximum of 3%. **However, if this increase takes your final grade from a fail (N) to a pass (P) in a**

core unit that is required learning under the Priestley Guidelines, then the Special Consideration will be automatically converted to a Special Examination. You will be notified if your result falls into this category.

- **Special Examinations:** UNE expects that you will make yourself available for the examination period. If you are unable to sit your exam or if your performance in the exam was severely affected due to unforeseen circumstances beyond your control, you may be eligible for a Special Examination. A Special Examination is a deferred exam which is normally held in the next formal examination period. If your application is approved by the Head of School, that approval is conditional. If your performance in assessment other than the exam makes it highly unlikely that you can pass the unit if you sit the special exam, a special exam will not be awarded.

Your application is subject to approval, so it is always best that you attend your examination if you possibly can.

- **Special Extension of Time:** A student who has been prevented through illness or other unavoidable and unforeseen circumstances from completing any assessment task, other than a formal examination, by the first day of the examination period may apply for a special extension of time. Applications will rarely be approved. If approved, this means that you may have a substantial extension granted beyond the end of the teaching period in order to complete your assessment items. If you only require a routine extension (one or two weeks) during the teaching period, and the new due date does NOT extend into the exam period (even if your unit has no exams) then you should apply for an extension through [AskUNE](#).

Marks displayed in Moodle

Please be aware that marks for assessment tasks displayed through the Moodle site are provided as a guide to your progress in the unit. These are not your official grades for the unit. Official results are only available following their consideration and approval at the relevant School Examination Board, and ratified by Examinations and Results, Student Success Directorate at the end of each teaching period.

Carry-forward of marks

The School has guidelines on carry forward of marks, implementing the University policy which vests discretion in the unit coordinator in relation to carry-forward of assessment.

Marks for assignments in previous offerings may be carried forward where:

- a) the assessment is comparable to the assignments that students now enrolled will undertake;
- b) the work was awarded a credit mark or better;
- c) the re-enrolment has been timed as soon as reasonably possible and in any case within a period of two years from the previous enrolment.

Withdrawal without academic penalty from units

The university calendar indicates the final date for withdrawal from units. Beyond that point, withdrawal without academic penalty lies within the discretion of the Head of School, in accordance with the university's assessment procedures.

Appeals

Students wishing to lodge an appeal should consult the University's [Academic Assessment Appeals Policy](#) and please follow the [Academic Assessment Appeals Procedures](#).

Students wishing to make an appeal relating to unit assessment need to follow the procedure outlined in the above-mentioned appeals policy.

UNE's result codes and grading system

Please find a detailed list of result codes [here](#).

Grade (Code)	Explanation
HD High Distinction 85% and above	Excellent performance indicating complete and comprehensive understanding and/or application of the subject matter; achieves all basic and higher-order intended unit objectives and graduate attributes linked to the assessment tasks; minimal or no errors of fact, omission and/or application present; clear and unambiguous evidence of possession of a very high level of required skills; demonstrated very high level of interpretive and/or analytical ability and intellectual initiative; very high level of competence.
D Distinction 75 to 84%	Very good performance indicating reasonably complete and comprehensive understanding and/or application of the subject matter; achieves all basic and most higher-order unit objectives and graduate attributes linked to the assessment tasks; some minor flaws; clear and unambiguous evidence of possession of a high level of required skills; demonstrated high level of interpretive and/or analytical ability and intellectual initiative; high level of competence.
C Credit 65 to 74%	Good performance indicating reasonable and well-rounded understanding and/or application of the subject matter; achieves all basic but only a few higher-order intended unit objectives and graduate attributes linked to the tasks; a few more serious flaws or several minor ones; clear and unambiguous evidence of possession of a reasonable level of most required skills; demonstrated reasonable level of interpretive and/or analytical ability and intellectual initiative; reasonable level of competence.
P Pass 50 to 64%	Satisfactory performance indicating adequate but incomplete or less well-rounded understanding and/or application of the subject matter; achieves many basic but very few or none of the higher-order intended unit objectives and graduate attributes linked to the assessment tasks; several serious flaws or many minor ones; clear and unambiguous evidence of possession of an adequate level of an acceptable number of required skills; demonstrated adequate level of interpretive and/or analytical ability and intellectual initiative; adequate level of competence.
N Fail Less than 50%	Unsatisfactory performance indicating inadequate and insufficient understanding and/or application of the subject matter; achieves few or none of the basic and higher-order intended unit objectives and graduate attributes linked to the assessment tasks; numerous substantive errors of fact, omission and/or application present; clear and unambiguous evidence of non-possession of most or all required skills; insufficiently demonstrated level of interpretive and/or analytical ability and intellectual initiative; fails to address the specific criteria; inadequate level of competence.
NC Compulsory Fail	Failed an assessment component that must be passed in order to pass the unit. This grade is used when an assessment task, such as a final examination, that must be passed in order to pass the unit (as detailed in the Unit Requirements) has not been passed (resulting in a fail in the unit), but where the overall mark is 50% or higher.
NI Fail Incomplete	Did not satisfy unit requirements. One or more mandatory requirements for the completion of the unit (as detailed in the Unit Requirements) were not fulfilled.
S or US Satisfactory or Unsatisfactory	In some units, the grading system is organised on a satisfactory/unsatisfactory (pass/fail) basis. When this grading system is used the appropriate interpretive descriptors to apply will be those for the grade of at least Pass or Fail.
W Withdrawn	The student withdrew from the unit without academic penalty.

Other Support at UNE

[Other support services](#) are available to assist you throughout the course of your studies. Some of these services are outlined below:

- [First Year Advisors @ UNE](#)

First Year Advisors are on campus to help you for all you need to know about:

- getting started;
- academic support available to you; and
- your own approaches to study.

- [Learning support](#)

The Academic Skills Office (ASO) is UNE's learning support unit. The ASO has a wealth of print and online resources to help you with your academic study skills development or problems.

- [Student Assistance](#)

Student support services include disability and special needs support, counselling, and career development.

- [Aboriginal and Torres Strait Islander students](#)

The Oorala Aboriginal Centre is a study support and advisory centre for on campus and online Aboriginal and Torres Strait Islander students at UNE.

Aboriginal and Torres Strait Islander students can obtain tutorial support through the [TTA scheme](#).

- [International students](#)

International Services provides support for international students and provides a link between the administrative and academic functions at UNE. The [International Student Handbook](#) is also available electronically.

- [AskUNE](#)

If you have questions that are not answered by this booklet, go to AskUNE. At AskUNE you can find answers to many common enquiries or submit an enquiry of your own by clicking on the 'Contact Us' tab.

- [Help with Moodle issues](#)

Visit the above link and explore the excellent resources there including how get started on Moodle, information on assessments and links to the Academic Integrity Module.

- [Help with computer problems](#)

If you have any questions about computer-related matters, contact the IT Help Desk (link above)

Phone: (02) 6773 5000

Phone: 1800 763 040 (this is a free-call number if you are calling from a landline, but call charges to 1800 numbers from mobiles vary depending upon your mobile service provider)

Email: servicedesk@une.edu.au