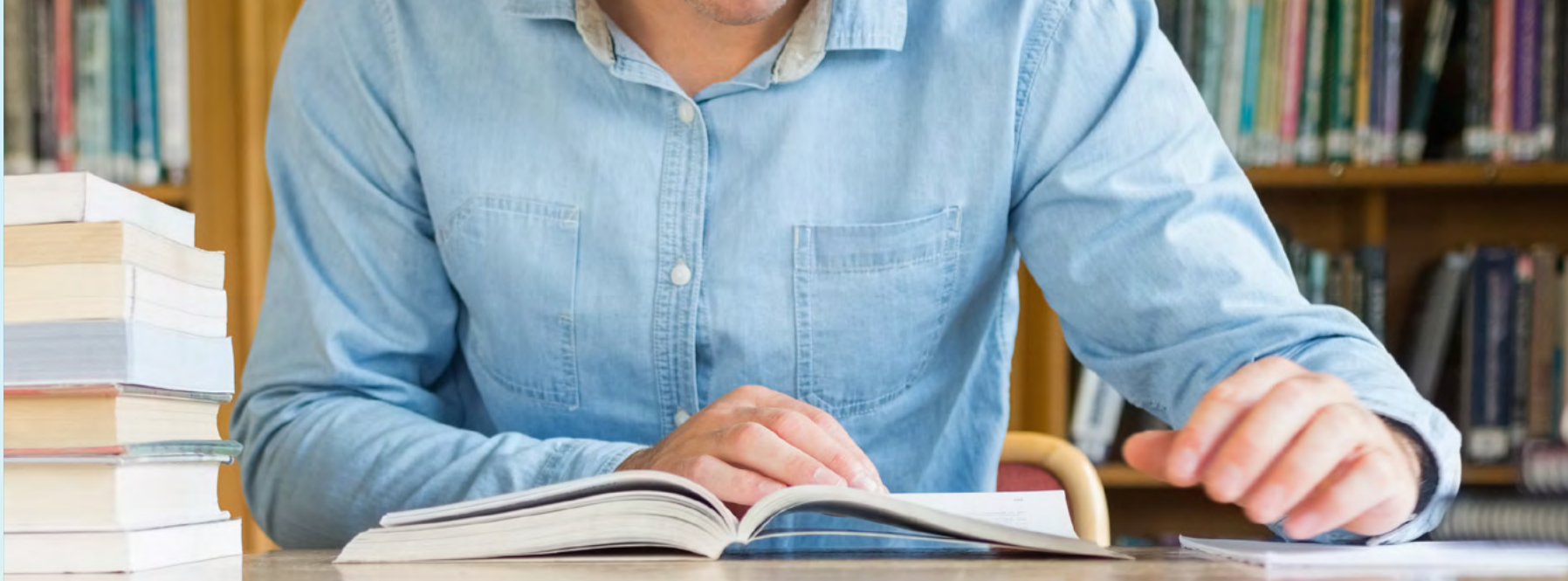
une University of New England

Law

Law School
Student Essentials



2026-Trimester 3, 15/10/2026



Welcome to UNE Law School

Since establishment in 1993, UNE Law has developed an important position in Australia's legal and scholarly community.

02 6773 4578 | law.enquiries@une.edu.au

une University of New England Law

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Got any questions? +61 2 6773 2135 (if calling from overseas) or 1800 818 865 (from within Australia) or study.une.edu.au

une.edu.au/law | une.edu.au/study/international

facebook.com/UNElawbusiness/

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Law

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How to use your UNE Law School Student Essentials

Your road map …

The UNE Law School Student Essentials contains *overviews* of key information to help you on your Law School journey. This is your road-map, and it is intended to be read on screen. It is paginated in landscape to match the shape of most computer screens. It guides you with **embedded links** in key areas that take you to detailed explanations, academic resources, and more information to help you through your studies.

The e-version of this Student Essentials will always be the most current version as updates are made every trimester. It is always accessible via every unit's MyLearn site and via the **Law School's website**.

If you decide to *print* the Student Essentials, please be aware that the information is subject to regular change. You must check the current e-version before you rely on information in a printed or saved version.

We want this **Law School Student Essentials** to be a key resource throughout your student experience, so we welcome your input and suggestions.

Please let us know if any links or access to resources seem problematic by emailing **law.enquiries@une.edu.au**

or

Dr Wellett Potter and Claudia Barbosa
Editors, Law School Student Essentials

wpotter2@une.edu.au

cbarbos2@une.edu.au



Welcome to UNE School of Law

Dear Law Students,

Welcome to the UNE School of Law!

Our School was founded in 1993, and since its establishment has been dedicated to providing a world-class legal education, equipping our students with the critical thinking skills, deep knowledge, and practical experience needed to excel in a rapidly evolving legal profession and world. We pride ourselves on fostering a vibrant and supportive learning environment where you will be encouraged to engage, question and innovate.

As an institution, we've been innovating since the very beginning. UNE was established more than 70 years ago as Australia's first regional university, and ever since 1954 our University has been educating students across Australia and around the world. Along with outstanding rankings in teaching and research across numerous metrics, we are widely recognised as leaders in distance education (as confirmed recently again in the Commonwealth Government's *Australian Universities Accord*).

UNE Law has received the maximum 5 stars in the *Good Universities Guide* in numerous areas including learning resources and student support. Our School brings together leading international and local scholars, members of the judiciary and legal profession, illustrious alumni, leaders of industry and business to provide our students with a transformative learning experience. We are also leaders in several areas of legal research, including environmental and agricultural law; regional, rural and remote law (RRR law); Indigenous peoples and legal systems; and technology and AI law.

We have a diverse and talented community of students and staff, each of whom bring their unique perspectives and experiences to the study and understanding of the law. Our highly sought after graduates are fully prepared for the complete range of legal and other opportunities – both in Australia as well as abroad.

We have an extensive network of international partners on every continent in the globe, connecting us to leading scholars and law schools in the Pacific and Australasia, Asia, North America, the UK and Europe, South America, and Africa. We prepare our students to be global citizens, and they are able to undertake exchange programmes, study, and work around the world.

Our graduates have become leaders in the legal profession, in industry and business, in government, in civil society – across the nation, and around the world. We are enormously proud of our graduates, and are grateful for their on-going involvement and commitment to our UNE Law School.

The Law School Student Essentials will provide you with detailed information about our law programmes, learning support, guide for assessments, University policies, our excellent facilities, and the extensive resources offered to our students. I hope you will take the opportunity to carefully read the *Law School Student Essentials* and learn more about UNE Law, and I warmly invite you to contact us.



Professor Alpana Roy, Head of UNE School of Law
University of New England



Welcome from the LLB Courses Coordinator

Dear Law School Students,

Welcome to the UNE Law School! The study of law can be demanding, but with discipline, commitment and good planning, you will find it engaging, enjoyable and highly rewarding.

Now is a good time to consider your overall aims and goals with respect to legal study. These may include entering the legal profession, adding to your existing skills and qualifications, pursuing further study, or simply learning more about the law. This will help you select the appropriate units. Along with the core 'Priestley' subjects (those law units that must be undertaken before admission to Australian legal practice), we offer a broad range of electives; you are certain to find something that fits your interests. Not every unit is offered in every trimester, so it is wise to begin planning your course progression early.

As an alumnus of the UNE Law School, I am one of the many satisfied students who found the learning model here ideal for including study in an already busy schedule. Like me, you will find that the Law School offers exceptional educational and pastoral support so that, with application, you will not only succeed but enjoy learning about the law.

You are also likely to find that the knowledge and skills you acquire in your legal study remain of enduring relevance in your personal and professional life.

Please read these Law School Student Essentials carefully so that you can make the best possible start to your studies. It will give you an overview of where to find learning support, as well as administrative procedures that might be relevant during your studies, and our expectations and rules concerning assessments.

Please don't hesitate to get in touch if you have any questions. This is an exciting time, so enjoy it! You are embarking on an intellectual journey through the fascinating field of legal scholarship. We look forward to the journey with you.

Best Wishes,

Ben Hingley

Ben Hingley
LLB Courses Coordinator

UNE Law School Administration Contacts and Portfolio Holders

(Listed alphabetically by surname)



Claudia Barbosa
Deputy Chair, First Year Committee; Deputy Course Convenor (LLM Postgraduate



Mr Kaelem Burgess
Administrative Assistant



Associate Professor Guy Charlton
Chair, First Peoples' Rights and Law Network; Chair, International Committee



Ms Karen Conte
Chair, Engagement Committee



Dr Imelda Deinla
Academic Integrity Officer; Kitto Lecture and Kirby Seminar Organiser



Ms Belinda Eastgate
Senior Administrative Officer



Associate Professor Dr Eric Ghosh
Deputy Head of School



Dr Phil Glover
HDR Coordinator



Mrs Lyn Gollan
Administrative Assistant;
WHS Representative



Mr Ben Hingley
Course Convenor (LLB, combined LLB degrees Undergraduate)



Mrs Nola Holmes
First-Year and Academic Advisor – Law and Business



Ms Kath Johnson
Course Manager



Ms Anna Lawlor
Team Leader



Dr Andrew Lawson
Director of AgLaw Research Hub



Associate Professor Dr Siva Barathi (Sharl) Marimuthu
Course Convenor (LLM Postgraduate)



Dr Gilbert Meyns
Client Services Librarian



Dr Wellett Potter
Chair, First Year Committee; Editor, Law School Student Essentials



Associate Professor Mia Rahim
Chair, Research Committee



Professor Alpana Roy
Head of School



Dr Kip Werren
Chair, Education Committee; Course Convenor (LSSU); Course Convenor (Paralegal and Legal Studies); Library Liaison Officer

The UNE Law School Vision

Our goal is to make you feel supported as a valued part of our vibrant learning community.



Our Vision – a Vibrant Learning Community

Through its courses and units of study, the **UNE Law School** provides you with a rich suite of learning opportunities that aim to develop your legal knowledge and legal professional skills, including the key skill of critical and analytical thinking. At the same time, we aim to ensure that your learning environment inculcates a culture of mutual respect and reciprocal responsibilities. Our goal is to make you feel supported as a valued part of our vibrant learning community.

As Law students, you are entering the legal profession's community of practice and it is appropriate that you are introduced at this early stage to the legal profession's ethics, values and practices. This means that you not only need to demonstrate academic integrity, but you are required to manage your time and relate courteously and professionally with your peers and UNE staff. The School's expectations of its students are reflected in various key documents. The **Inherent Requirements for Studying Law** contains requirements across key domains including:

- Ethical behaviour;
- Behavioural stability;
- Communication;
- Cognition; and
- Professional and Academic Conduct.

Of course, our responsibilities are reciprocal, as reflected in the **Minimum Expectations of Law Staff and Students**. There are also a range of **Law School Policies** and **UNE Policies** that govern various aspects of university life and decision-making. Students should familiarise themselves with the key areas, access them as needed, and adhere to the standards expected of members of the Law School's community.

UNE Law Students' Society

The UNE Law Students' Society (UNELSS) was re-established in 2010. We are a supportive community run by students, for students. Our aim is to promote academic excellence, wellbeing, and professional growth. The UNELSS produces regular publications, hosts AGLC4 workshops each trimester, and offers a variety of online and in-person social and academic events in an effort to foster a collegial and inclusive environment while supplementing students' legal education.

Highlights include the annual Law Ball, online Trivia Nights, AGLC4 workshops, career information events, Practical Legal Training (PLT) information sessions, and Trimester Guides for students.

The Society enjoys a strong and interactive relationship with the School of Law, enabling us to act as a conduit between the staff, the school and the student body.

Web: mylearn.une.edu.au/enrol/index.php?id=1919

Email: lss@myune.edu.au

LinkedIn: linkedin.com/company/unelss

Facebook: facebook.com/UNELawStudents

Instagram: instagram.com/unelawstudentsociety









Communications and the Law School

Key Contacts

Use **AskUNE** for all administrative enquiries and formal applications relating to your unit or course.

Law School Administrative staff can be contacted on:

02 6773 4578 or **law.enquiries@une.edu.au**

Individual Law School staff:
Complete list here

Other key staff contacts:
Complete list here

Postal address and personal visits:

UNE Law School
Economics Business Law (EBL) Building,
W37 & 38 (West side of Campus)
Trevenna Road
Armidale NSW 2351.

AskUNE (Student Services)

Student Services is the focal point of contact for all your administrative enquiries during your study at UNE and in the Law School, including **courses**, and **selecting and enrolling in units**.

Contact Student Services via **AskUNE**

or directly on:
02 6773 2000 or **askune@une.edu.au**



Law School Community Site and Social Media

The Law School communicates with you to keep you up to date with resources and information relevant for law students and the legal profession. Connect with us!

1. UNE Law School **Community Site**
   You will be automatically enrolled in the Law School Community Site in MyLearn which is a key messaging platform between the School and students.
2. UNE Law School **Facebook** page
   Stay up to date with any events or information relevant to the Law School and your law studies.
3. UNE Law School on **Linkedin**.
4. The UNE Law School **YouTube** channel.

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.

UNE Email

All correspondence from UNE and the Law School will be sent to your UNE student email account, not your external email account. You are required to check your UNE email account regularly, weekly at least, to make sure you stay up to date with information from UNE and the Law School.

You can redirect your **UNE email** to receive email at your external email account, but when you send email, you must use your **UNE email account**. If you have a query about your course or you are making a formal application related to a unit, please submit it via AskUNE, rather than email. This assists our student record management system and allows us to triage the query to the appropriate person in the School or university.

Respectful and Professional Communication

The UNE Law School prepares you for a profession built on persuasion, advocacy, and ethical practice, all of which require respectful communication. It is important to the Law School that students and staff feel safe in interpersonal interactions, whether those interactions are in person or online. Whether you are posting in discussion forums, emailing your lecturers, or engaging with peers, approach every interaction with professionalism and courtesy. This means listening actively, engaging constructively with different perspectives, and expressing disagreement respectfully.

Avoid dismissive or inflammatory language and recognise that our diverse cohort brings varied lived experiences, cultural backgrounds, and viewpoints that enrich our learning community. Our learning environment must remain safe and supportive for everyone: threats, intimidation, harassment, or aggressive behaviour have no place in academic discourse or professional practice. Good legal practice requires you to communicate clearly, persuasively, and respectfully even – especially, when you disagree. Think of every online interaction as practice for your future professional life: would you write that email to a colleague, a client, or a judge? If the answer is no, revise before you send. Emotionally intelligent communication requires us to consider how communications will be viewed by recipients, including those from diverse backgrounds.

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 in your unit you should **contact your Unit Coordinator, or to make a formal complaint**, refer to the **Complaints Compliments and Feedback** page.

Please be aware that UNE's Communication and **Cyberethics** policies are strictly enforced.

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**
- **Prevention of Harassment, Bullying and Discrimination Policy**

Getting Started – The Basics

UNE101
Orientation to UNE Law School

For all new UNE students, **Online Orientation resources** and **UNE101** provides information to help you set-up, learn about, and access your MyUNE student experience. Students can continue to access this resource, and should come back to it often, throughout their first year.

Log in to MyUNE from the **UNE homepage** using your current UNE username and password. Click the "My Study" tab, where a list of the units in which you are currently enrolled will be displayed. Special sites, like the AIRLI and Academic Integrity Module, are listed at the bottom of the table under “Other myLearn sites”.

University study requires students to be self-motivated and to some extent, self-directed. The Law School assumes new student will have completed UNE101.

Accessing your Law School Units (2 methods)

Log in to **MyUNE** from the UNE homepage using your current **UNE username and password**. Click the **"My Study" tab**, where a list of the units in which you are currently enrolled will be displayed. Special sites, like the AIRLI and Academic Integrity Module, are listed at the bottom of the table under “Other myLearn sites”.

Alternatively, click the **Current Students link** at the top-right of the UNE Home page. On the Current Students page, click the **myLearn** icon to log in with your **UNE username and password**. In myLearn, click the **My Sites** link at the top-right to access your sites.

Learning Online at UNE

Learning Online at UNE and **Digital Dexterity** have a range of information and training tools to assist students to master the arts of online learning. This valuable resource features information about: using **MyLearn** and other UNE learning technologies; using UNE’s website and course and unit systems; and a wealth of other helpful introductory information.

The Law School assumes that you understand how to use its learning technologies. Please take the time to review these materials before you start your studies. Continuing students are advised to refresh their skills.

If you have difficulties with these centralised UNE resources (they are not managed by the Law School), you should contact the UNE IT Service Desk, for advice and technical assistance:

1800 763 040 or (02) 6773 5000
servicedesk@une.edu.au

Online learning in Law School Units

MyLearn

Your Law School units will become visible in your MyLearn dashboard one or two weeks prior to the first date of the teaching period (depending on the unit). Familiarise yourself with all aspects of your Law School MyLearn site: left/centre/right block menus, links, icons and resources.

Although the MyLearn sites open before the trimester commences, some content and features will not be available until after Week 1, so do not assume that everything is there on Day 1 of the Trimester. You are expected to engage with content regularly, weekly at least. Please do not contact the Unit Coordinator until Week 1, which is when teaching formally commences in the unit.

Note: Whilst all UNE Schools use MyLearn, there may be differences between disciplines in how information in a Unit is presented and organised. If you are studying or have studied a Unit in another UNE School, please do not assume that MyLearn will be the same in the Law School.

ZOOM and EchoVideo

The Law School uses EchoVideo to conduct online Lectures and ZOOM to conduct online Tutorials. These can be accessed via each unit's MyLearn site. More information about how to use these resources is available at **Learning Online at UNE**.

IT Support for students

Full details are available on the **IT Support site** for students.

For all IT technical issues please contact the IT Service Desk at: **Service Portal** to log a request.

+61 (2) 6773 5000 or toll-free 1800 763 040
servicedesk@une.edu.au

During the trimester and intensive schools:

- Monday to Friday: 8:30am to 8:00pm
- Saturday and Sunday: 9:00am to 5:00pm

In-Person support is available from the Service Desk office in C034 TDS building (ground floor).

Please note that priority attention is given to persons who have called ahead to book an appointment.

Timetables

On-campus

All UNE class timetables may be viewed **here**. Some Law School units have multiple tutorial times listed as options – check with your unit coordinator if all sessions will be offered.

Online

Your Law School Unit Coordinator may offer Online tutorial sessions via MyLearn and 'ZOOM'. Times and details of these will be provided directly by your Unit Coordinator.



Intensive Schools

Some law school units may offer intensive schools. These involve from one to four days of **non-mandatory** classes, possibly including tutorials, seminars, workshops and other exercises. If offered, Intensive Schools are usually scheduled in weeks 7 or 8, and might be offered at Armidale campus or at UNE Sydney (located in Parramatta). In either case, a minimum number of participants is required for the Intensive School to proceed – students must inform the Unit Coordinator of their participation. Students should NOT make travel arrangements until the intensive school is confirmed.

The information and dates for unit intensive schools are listed in the unit information in the **Handbook**.

Intensive schools in the Law School are **non-mandatory**.

Law School unit textbooks: Prescribed and Recommended

An essential part of 'getting started' is to get textbooks organised early for each unit. Information about prescribed and recommended texts for Law School units is published on the **Handbook** approximately 8 weeks before start of trimester. Do a quick search for your individual unit codes, e.g., LAW100, double click on 'LAW100' and the prescribed text will be in the lower section of the unit information. Texts and Resources are also listed in the UNIT OUTLINE on each unit's MyLearn site.

You are required to have access to all PRESCRIBED Texts and resources for each unit from the start of the Trimester. Recommended Texts are optional. Textbook information, including options for purchasing the text, is available **here**. A range of online retailers can be found with a search engine.

We recommend organising your texts well in advance, as some texts may take time to be delivered. If you are having trouble getting the PRESCRIBED text/s by Week 1, contact your Unit Coordinator.

We do not recommend that you use past editions of prescribed textbooks. New editions are published because of changes in law or in important legal analyses. This means that prior editions are no longer current and may not be appropriate for you to use. Page reference numbers provided in the unit will not match. If you use a previous edition, you do so at your own risk.

Reading List 'Reading List' is a readings management platform used by UNE's Library and accessed via each unit's MyLearn site. Some units do not have a prescribed 'textbook' but use the READING LIST for both prescribed and recommend readings. Other units also use the READING LIST to supplement the prescribed text. READING LIST is accessed via the home block of each unit's MyLearn site.

AGLC4 – Australian Guide to Legal Citation

AGLC4 is a Prescribed Text for all students in Law School units.

Referencing is an essential academic skill. In law, referencing serves two purposes;

- Referencing supports your arguments by giving it appropriate legal or other authority; and
- It gives credit to the work of others that you have relied on in preparing your work.

Any work you submit for assessment must be referenced in accordance with academic standards. The Law School uses the ***Australian Guide to Legal Citation (4th ed)*** **–'AGLC4',** Melbourne University Law Review Association Inc., Melbourne, 2018, as the standard for referencing in all Law School assessments.

You can download a free PDF version of **AGLC4** or purchase a hardcopy via UNE's **book shop**.

The Law School has a special tool to teach you how to use the AGLC4 – the Academic Integrity and Referencing Learning Instrument (AIRLI) for Law. More information about AIRLI is provided in the section: 'Academic Integrity for Law School Students'.



AGLC4 SmartCite

AGLC4 SmartCite is an Artificial Intelligence (AI) agent that can help you reference in AGLC 4th style.

You can use this tool to:

- Answer questions about AGLC 4 formatting rules and guidelines
- Provide formatting help for specific types of sources (books, journals, websites, etc.)

Chat with **AGLC4 SmartCite**

This tool is also available through the **Law Skills Hub**.

As with any AI, the advice provided by this tool may not always be correct. **The AGLC guide** is still the authoritative source for the AGLC 4th style.

Using AGLC4 SmartCite for its intended purpose will not breach academic integrity. If you're unsure, just check the assessment instructions or ask your Unit Coordinator.

If you have any questions, please contact Law Librarian, **Dr Gilbert Meyns**.

Academic Integrity for Law School Students

AIM *and* AIRLI Badges

Academic Integrity is **essential** for all university students, and even more so for students in the Law School due to the potential implications for professional admission.

Consequently, all students in Law School units are required to obtain two Academic Integrity badges: AIM & AIRLI - **prior to submitting any assessments** in your first units.

The UNE MyLearn assessment submission system will prevent you from submitting an assignment until you have the TWO BADGES.

AIM



All UNE students in all Schools and Courses must complete and earn the BADGE for the UNE **A**cademic **I**ntegrity **M**odule (**AIM**) before any UNE assessments can be submitted.

In 2025, a new AIM and badge was introduced that incorporated concepts around AI. All students were required to earn the new badge. This was regardless of whether they already had an old AIM badge, as only the new badge will work.

Completing the AIM module should take less than 2 hours. Once you earn your AIM badge and your AIRLI badge, they will remain on your student profile and apply to all units offered by the Law School for the duration of your course.

AIRLI



The Law School has an additional requirement, the **A**cademic **I**ntegrity and **R**eferencing **L**earning **I**nstrument (**AIRLI**) for Law. You *must* have access to **AGLC4** in order to complete AIRLI. AIRLI is a **self-guided learning tool** with individual modules that help you to develop your skills and understanding of the Law School's expectations about academic integrity and referencing. Completing AIRLI and earning the BADGE is **mandatory** for all students enrolled in Law School units. You must have your AIRLI BADGE prior to submitting your first assignment in the Law School.

You should allow 2–3 hours to complete all modules of AIRLI. You can complete AIRLI over more than one sitting by finishing individual modules and returning later to commence the next module. Please note that AIRLI does not autosave your progress within a module. If you leave a module part way through, you will need to start that module again, so it is best to pause between modules. You will see a Progress Bar that indicates the modules you have completed.

We cannot stress enough the importance of referencing and academic integrity for students in Law School units, as there are significant consequences for breaches of academic integrity. See *Academic Misconduct* in this Law School Student Essentials.

Academic Integrity and Contract Cheating at UNE: What Every Law Student Needs to Know

Academic integrity is one of the most fundamental values of university life and legal education.

At the University of New England, it is embedded in our core commitment to "Be Accountable": to be honest in all dealings with the University, to practice independent and self-directed learning, and to accept responsibility for our actions (Student Conduct Rule 2026, Clause 14).

Contract cheating - which is the engagement of a third party to produce academic work that a student then submits as their own - is one of the most serious violations of this commitment. It is governed by UNE's Student Academic Integrity Policy, which sets out the standards of honest academic conduct expected of all students and the range of consequences that flow from breaching them. Unlike minor academic errors or poor referencing practices, contract cheating is a deliberate and premeditated act of deception that strikes at the very heart of what a university education is designed to achieve: the development of independent, critical, and ethical thinking.

Students found to have engaged in contract cheating face serious academic consequences, including failure of the assessment task, failure of the unit, or suspension from their studies. What many students do not fully appreciate, however, is that contract cheating does not stop at being an academic integrity breach. When the conduct is sufficiently serious, deliberate, or systemic, it also constitutes a grave breach of student misconduct under the Student Conduct Rule 2026 - specifically Clause 18, which identifies dishonesty and the provision of false information as prohibited conduct that breaches UNE's core value of "Be Accountable." At this level, a student faces significantly more severe consequences, including formal disciplinary action, suspension, or exclusion from the University entirely.

It is equally important for all law students to understand that the consequences of contract cheating extend far beyond the University itself. In Australia, admission to the legal profession, whether as a solicitor or barrister, requires every applicant to demonstrate to the relevant admissions authority that they are a "fit and proper person" of good character and integrity. This standard applies across all Australian states and territories, whether governed by the Legal Profession Uniform Law framework (currently adopted in New South Wales, Victoria, and Western Australia) or by equivalent legal profession legislation in other jurisdictions such as Queensland, South Australia, Tasmania, the Australian Capital Territory, and the Northern Territory.

A finding of academic misconduct, particularly contract cheating, is a mandatory disclosure matter during the admissions process. Admissions authorities take such findings very seriously, as dishonesty in an academic setting is considered a strong indicator of a person's broader character and professional suitability.

Depending on the severity and circumstances of the misconduct, the consequences can include the deferral or permanent denial of admission to the legal profession, loss of accreditation, or barring from legal practice. Critically, students should also be aware that failing to disclose a finding of academic misconduct during the admissions process is itself treated as a further and separate act of dishonesty, one that admissions authorities often view even more seriously than the original offence. Put simply, honesty and integrity are not just values we aspire to at UNE; they are the professional and legal prerequisites for a career in law.

Two-Lane Assessment Architecture, Generative AI and Academic Integrity

The **UNE Assessment Architecture** provides guidance regarding the university's assessment structure. From Trimester 1 2026, all UNE assessments are organised into two categories with different rules for technology use.

Assurance Tasks

Unless explicitly stated in the instructions (i.e. expressly authorised by the unit coordinator) for an assurance task, the use of Generative Artificial Intelligence ('AI') (e.g., MS Copilot, ChatGPT, Madgwick Student, and Studiosity) is prohibited. Suspected unauthorised use of AI in an assurance task will be referred to the academic integrity team for investigation of breaches to the Student Academic Integrity Policy.

Learning Tasks

The use of AI is permitted for the purposes of generating content for learning tasks. However, it is mandatory to acknowledge your use of AI. If you use AI to support your academic writing for learning tasks you MUST explicitly acknowledge its use by making a statement in the Assessment Information at the top of the first page of your submitted assessment. Please be aware that AI is not a reliable or reproducible source of information, unlike a case report. You remain responsible for the accuracy and quality of your submission. Suspected unacknowledged AI use will be referred to the academic integrity team for investigation of breaches to the Student Academic Integrity Policy.

Examples of acknowledgement statements:

Example 1: *I acknowledge that I used [Insert AI tool name/s] in the conceptualisation, planning, and research stages of this assessment submission. To help generate ideas, to outline legal concepts, and to structure my arguments. I have critically reviewed this AI generated output, the suggested legal authorities (e.g. cases, legislation, and secondary sources), and adapted the output. I am responsible for the accuracy and quality of the submission.*

Example 2: *I acknowledge that I used [Insert AI tool name/s e.g. Grammarly] to check the grammar, spelling, punctuation, clarity, and tone of this assessment submission. I have critically reviewed this AI generated output and adapted the output. I am responsible for the accuracy and quality of the submission.*

Academic Misconduct

The **Student Academic Integrity Policy** imposes an obligation on unit coordinators to report suspected Academic Misconduct to the School's Academic Integrity Officer. A suspected matter will be formally investigated and a student may be interviewed. The university keeps a record of these investigations.

Any allegation of Academic Misconduct that is made against you (of which plagiarism is just one form) together with its resolution, must be reported to the Legal Practitioners Admissions Board when applying for admission to legal practice in any state or territory in Australia. Failure to fully disclose these matters results in adverse professional consequences, ie, a graduate might not be able to be admitted to legal practice.

Academic Integrity Website

A new website has been developed as a resource hub for both staff and students. It has a range of useful information, educative resources and guidance on key topics and will continue to be developed over time. It can be found at **blog.une.edu.au/academicintegrity/**

Law School Student Checklist

New Law School students
Before week 1 of the Trimester

Read this UNE Law School Student Essentials

Engage with orientation – MyLearn site:
'UNE101' Including *Law & Legal Studies* module

Check MyUNE access to:

- [ ] MyLearn, and
- [ ] Your email for all UNE communication, '**username@myune.edu.au**'.

All Students every Trimester
Before week 1 of the Trimester

- [ ] Be Enrolled in your UNITS
- [ ] Have TEXTBOOKS and RESOURCES
- [ ] Download AGLC4-Australian Guide to Legal Citation, 4th edition
- [ ] Bookmark LAW LIBRARY website
- [ ] Check out LAW SKILLS HUB - and return regularly
- [ ] Go to UNIT MyLearn sites
- [ ] Read UNIT OUTLINES in MyLearn
- [ ] Understand ASSESSMENT requirements and note DUE DATES
- [ ] Build a study plan based on assessment requirements and due dates in all units
- [ ] Obtain TWO BADGES for Law School students (*must* be completed before assignments can be submitted)
  - [ ] UNE's **AIM**: **A**cademic **I**ntegrity **M**odule
  - [ ] Law's **AIRLI**: **A**cademic **I**ntegrity and **R**eferencing **L**earning **I**nstrument for **L**aw
- [ ] Do PREPARATORY READING for Week 1 (check the Unit Outline)
- [ ] Plan your time and study space to be a PROACTIVE LEARNER
- [ ] Be familiar with Principal dates - know when Census dates are, exam period etc
- [ ] Be familiar with school and assessment policies

Week 1 of the Trimester

- [ ] Attend or access all TEACHING AND LEARNING ACTIVITIES, e.g. Lectures, Tutorials, MyLearn Forums
- [ ] Read this LAW SCHOOL STUDENT ESSENTIALS again
- [ ] Read UNIT OUTLINES again
- [ ] Familiarise yourself with resources in your MyLearn sites
- [ ] Follow-up any outstanding administrative matters, including if you want to **change/add a Unit** (Monday Week 2 is deadline)
- [ ] Attend PASS@UNE, if it is offered for your unit

Note: you can *withdraw* from a unit without academic or financial penalty up to the CENSUS DATE, Monday Week 5, but cannot add a unit after Monday Week 2.

Week 2 onwards

- [ ] Access resources, read, prepare *ahead* of Lectures, Tutorials and Assessments
- [ ] ENGAGE with the Unit
- [ ] Seek HELP early
- [ ] Complete a Try-It-Out exam, to check that your internet connection & computer can support your exam.

Steps to Success – Your UNE Law School

Structuring Your Study – Your Course

The Handbook is your starting point for information about your Law School Course and units. You can access the Handbook here.

Your Course, sometimes also called your 'Degree', is made up of:

Core Units

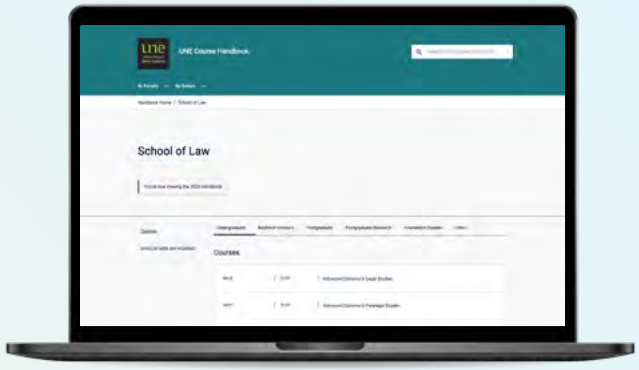
Core Units are compulsory, you must do all of these.

Listed Units

Listed LAW units chosen from our suite of offerings

Elective Units

Depending on your Course, you may also have ELECTIVE units – units offered by UNE Schools other than the Law School.



Type your course name into the Handbook, then, on the left-side menu, scroll down to 'Program of Study'. The link takes you to the full list of Core and Listed Units for your Course. The next menu item is suggested 'Course Plans'.

Course Plans

You are strongly encouraged to follow the order of units suggested in your Course Plan, as it represents the different requirements of 100, 200, 300 and 400 level units, in terms of the skills required. Some units require knowledge and skills developed in earlier units, so be mindful of the *prerequisites* and *co-requisites* for units – credit points (cps) and any specific units expected to have been completed. If you need to adjust your Course Plan, and there are some valid reasons to do this (see *Managing your Workload* in this Student Essentials), consider the Trimester of unit offer, and aim to complete units as close as possible to the order suggested.

You may like to book an appointment with a Course Advisor to work through building a Course Completion Strategy. The Course Advising Team can support you to explore how the university can support your goals for higher education. Writing the strategy can involve mapping out your unit enrolment, discussing your course structure and key dates, chatting about navigating the institution and exploring opportunities related to your study, career and life goals.

The process is led by you, you'd be able to talk about whatever is on your mind and develop a customised strategy to meet your goals and enhance your experience at UNE.

Book to speak with a Course Advisor.

You can also seek advice from the **Law School's First Year and Academic Advisor,**

Ms Nola Holmes:
nola.holmes@une.edu.au
61 2 6773 2181

Listed or Elective Units

Depending on your Course, there may be choices to develop particular areas of interest through your selection of LISTED or ELECTIVE Units. The Law School has a range of LISTED UNITS which are offered across different Trimesters and most only in alternate years. To assist with your forward planning, you can view the currently scheduled LISTED UNITS for the next two years **here** (select the Listed Units tab) and below. The offerings schedule is subject to change, so check each year and trimester and confirm on the **Handbook**.

All Law Units

Another way to view *all* LAW units offered in the current year is to go to the **Handbook** and type in 'LAW' (no number code) in the unit quick search box. This shows all units in which 'Law' is mentioned: code, title or content. Scroll down under the few units from other areas that mention Law (e.g., Law and Ethics in Health Care) and you will see a green tab 'LAW' under which all the LAW coded units offered by the Law School in the current year are listed. You can see when each is offered and then click the link to individual unit codes for more information.

Honours

For Bachelor of Laws (LLB) students who are achieving strong results, the HONOURS program might be of interest. HONOURS is available (by application) to further develop skills in legal research, writing and critical analysis in a specialist knowledge domain by submission of a supervised Thesis. Our Honours program is embedded (integrated) into the Bachelor of Laws course. That means it is not an additional year of study as required for many other Honours programs.

For further advice about eligibility and the application process, whether you are enrolled in Rule A or Rule B, please make contact via **AskUNE**. Students enrolled in the LLB via Rule B might be able to transfer into Rule A to facilitate undertaking Honours. More information about HONOURS is available in the Bachelor of Laws information in the **Handbook** – scroll down under Course Rules & Plans. There is also a dedicated **HONOURS tile in the Law Skills Hub** with an Information video and sample theses.

Transition to New Bachelor of Laws (LLB) Curriculum – 2020

If you commenced the LLB in or since 2020, there is nothing you need to do; your course plan is based on the new curriculum with the new units.

For students who commenced the LLB in or before T3 2019, you should access the **Curriculum Review Transitional Information** to check the transitional arrangements to ensure you complete the mandatory content of the 'Priestley 11' required academic legal topics. You *do not* need to formally apply to change courses to the new 2020 LLB curriculum. Please just select the relevant new core LAW units at appropriate points in your course plan.

If you are unsure or would like advice specific to your circumstances contact **AskUNE**.

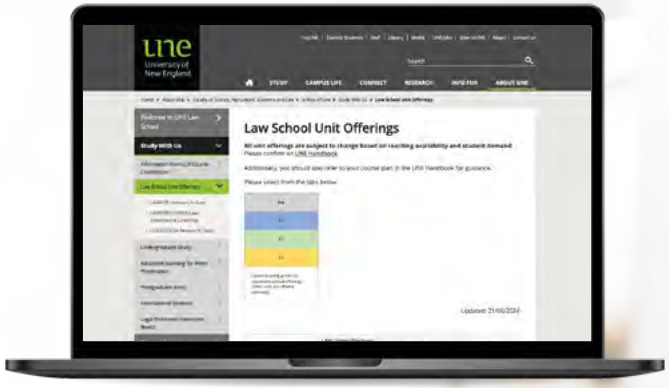


UNE Law School Core Units and Law Listed Units (Elective Units)

For further information about core and listed (elective) units, please refer to:

UNE Law School's Unit Offerings web page

All unit offerings are subject to change based on teaching availability and student demand.



Managing your study

UNE operates on a trimester system - three LAW units per trimester amounts to a full-time load. **To pass a unit, you need to spend at least 150 hours of study across the trimester, which equates to a minimum of 11 hours per week**, depending on pre-existing skills and knowledge. We think it's prudent to allow 40 hours of study per week to successfully complete three LAW units.

Bearing this in mind, please carefully consider how many units you enrol in each trimester, especially when you commence your course, and especially if you are working or have family responsibilities. Studies in Law are more time consuming than other disciplines because new cognitive skills are being developed. There is also a significant amount of reading of dense materials, requiring intense concentration. There is no avoiding it – no matter where you study law, it is an inherent part of the disciplinary requirements for this accredited degree program. Even if you have studied at tertiary level before, expect to spend considerably more time on content and assessments in Law School units.

Please note that some law units have a single week mid-trimester non-teaching period, while others observe two weeks, as indicated in UNE's Principal Dates. This non-teaching period is also known as the "Assessment and Intensive Period". It is not a mid-trimester student holiday.

Maintaining Satisfactory Progress in your course

It is very important to ensure you enrol in the number of units that you can successfully complete, having regard to the need mentioned above to spend 150 hours of study (at least) in each unit and having regard to your work and family responsibilities. Please carefully assess this every trimester. If you are uncertain you can successfully complete a unit, please formally withdraw from the unit ***before*** census.

It is important that you maintain 'satisfactory progress' in your course. Please read the **Student Support Policy** and the **Student Support Procedures**.

If you are identified as at risk (i.e low completion rate), you may be placed under an Academic Improvement Plan AIP. An AIP is designed to support you through your studies and may include referral to relevant UNE support services.

UNE Principal Dates

You must also consider your work, life and study commitments in conjunction with the UNE Calendar for all teaching period and Trimester 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. This information is available through the UNE **Principal Dates**. When enrolling in T3, please bear in mind that seasonal religious and family celebrations might interfere with study plans.

Calendar

The calendar for law permits up to 12 teaching weeks, but not all units will have 12 weeks of classes. Details about how the calendar works in the context of particular units will be in the Study Timetable in the Unit Outline.

Your First Trimester/Year

In your first year at UNE please bear in mind that you will need additional time to familiarise yourself with UNE systems, learn how to access resources, comply with course and unit requirements, and learn how to incorporate study into your wider life commitments. All of this takes time – some students have estimated the amount of time to achieve this at the outset of a degree as equivalent to an additional 'unit'.

It is important to take seriously that each unit is *a minimum of 150 hours per trimester* (excluding exams). You should allocate at least *12-14 hours per week for each LAW unit*, possibly more when preparing assessments. When considering how many Law School units you can study, be honest with yourself about how you can allocate your time each week.

You can contact the Law School's First Year and Academic Advisor, Nola Holmes, for further advice:

nola.holmes@une.edu.au
61 2 6773 2181

Many students wisely decide to reduce the number of units studied in their first trimester, or year, while they learn about what is a manageable workload. This reflects both positive management skills and strategic decision making. Remember, Course Plans provide a *suggested order* of units and for convenience, offer Full-time or Part-time suggestions, but how many units you do each trimester is flexible, and can be designed to meet your needs. However, you should keep in mind any external requirements you need to satisfy regarding full-time or part-time student status across an academic year, e.g. Centrelink, Scholarship, employer sponsorship, etc. This is your responsibility. If you are unsure of your status, contact Student Services or via **AskUNE**.

If you decide to reduce your number of units by withdrawing from a unit/s, then consider:

- **Pre/co-requisite units:**
  Is a unit required in order to study another unit this or next trimester?
- **Census date**:
  The Census day is the last day to withdraw without financial commitment to pay for the unit and to have your academic progression/unit enrolment status established. Note: students can also withdraw without academic penalty (receive a 'W' Withdraw grade, which has no effect on your Grade Point Average) up to Week 10 (T1/T2) and Week 7 (T3). After these dates, a withdrawal will incur an automatic academic penalty (a 'NI' Fail Incomplete grade). The financial commitment for the units is also still binding. Applications with extenuating circumstances may be considered.

Student Accessibility and Wellbeing Office (SAWO)

UNE offers inclusive, supportive learning environments for our diverse population of students. Many students have a range of circumstances, including disability, medical conditions or incarceration which has a temporary or ongoing effect on their study and progress. 'Reasonable adjustments' might be available. Contact **UNE's Student Accessibility and Wellbeing Office (SAWO)** unit for more information. **Register with SAWO here**.

This may include being issued with a Study Access Plan ('SAP') and if so, you should then contact the **Law School administration team** for assistance in implementing your SAP within specific Law School requirements.

Students who have a SAP are able to first apply for the general 3 day extension. After 3 days, a student's SAP adjustments will come into effect if the student also submitted the application for a longer extension (more than 3 days) via AskUNE and attached the SAP. However, the maximum time that can be granted in total is 20 days. Students on a SAP must still apply for any extension via the AskUNE extension form, and if applying for more than 3 days, attach their SAP as supporting documentation.

Towards Graduation

As you progress through your studies, the **UNE Law School** offers many professional and personal development opportunities, so try to access these whenever possible. We look forward to celebrating your course completion with you, and invite you to remain a member of the **UNE Law School Community of Practice** and through **UNE Alumni**.



Supporting your learning

Academic Support

First Year and Academic Advisor Law (and Business): Help with 'getting started' as a Law School student, study skills in Law, strategies for success, and advice on UNE resources.

Contact Nola Holmes:
nola.holmes@une.edu.au

Law Skills Hub

Every Law School unit's MyLearn site has a link to the **Law Skills Hub** – look for the 'big blue brain'. The Law Skills Hub provides you with centralised resources for basic skills required to be 'a Law/Legal Studies student'. It is important to understand that not all learning resources are delivered within Units. Learning resources which are important for all Law units are delivered here. 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.

Unit coordinators expect all students to regularly use the Law Skills Hub.

Key areas are:

- Study Skills – general
- Reading for Law
- Writing for Law
- Legal Research
- Referencing for Law
- Law Assignments (includes samples)
- Examinations for Law
- Useful Resources
- Law School Essential Information
- Honours in Law

More resources are regularly added, so keep checking for more help with your own development in 'Law Skills'.

You can also access the **Law Skills Hub** via the Law School website, the Law Library or the UNE Academic Skills Office (**ASO**) 'Workshops and Courses' scroll down right side menu to 'Subject Specific Writing Workshops'.

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

Academic Skills Office – ASO:

The Academic Skills Office (ASO) contains extensive online resources for all disciplines, however this is not law specific.
www.une.edu.au/aso

PASS@UNE

Some law units offer PASS@UNE. This is an academic assistance program with a focus on traditionally difficult units that students are likely to encounter early in their studies. PASS stands for "Peer Assisted Study Sessions" and aims to support learning through student-facilitated study sessions and contributing to a sense of belonging to the UNE community.

PASS involves regularly-scheduled, out-of-class, peer facilitated study sessions which are open to all students and are attended on a voluntary basis. These sessions are run weekly for specific units - usually as a 1 hour shared study session. They are held online via Zoom, so that a combination of on-campus and online students can attend and these sessions are not recorded.

The PASS@UNE leaders who facilitate these sessions are UNE students who performed very well in the subject in the previous year. The PASS@UNE leaders help students explore study strategies as they review content material. By attending PASS, students have an opportunity to engage with the unit material and to build a study-community with their peers.

Peer Academic Mentoring (PAM)

All law students in any unit/year have the opportunity to engage with a real-time a real-time, one-on-one conversation with an experienced law student throughout the week. Serving as a valuable sounding board, PAM offers targeted guidance on utilising UNE student resources and assists in navigating study challenges. By fostering a peer-to-peer connection, it aims to alleviate the sense of isolation commonly experienced by students in online study. The approach mirrors that of PASS, by focusing on guiding students towards finding their own solutions, rather than re-teaching concepts. For further information, email **peeracademicmentor@une.edu.au** or search "Peer Assistance" on the UNE website.

UNE Library

Law is a specialised discipline in which students must develop independent research skills. The Law changes all the time, so legal research skills are required throughout your career. UNE has a dedicated **Law Library** in the Economics Business Law Building and online to assist students with the requirements of legal study. It is part of UNE's larger **Dixson Library**.

Familiarise yourself with both UNE Library sites – the earlier the better, and often – as you must use them regularly in your learning journey. Librarians are available to advise you with search strategies, using databases and information tools, borrowing books and obtaining copies of articles. Some assistance for specific assignment research may also be provided.

Hard-copy Library 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.

Details about the many ways to contact a librarian are available on the **Law Library Webpage**. You might prefer to book a one-on-one phone or online Zoom appointment with your Law Librarian, Dr Gilbert Meyns, via the **online booking form**.

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.



Your Assessments

UNE's Two-Lane Assessment Architecture: What You Need to Know

From Trimester 1 2026, all UNE assessments are organised into two categories with different rules for technology use:

Lane 1: Assurance Tasks are secure assessments (like supervised exams, oral assessments, or supervised practical tasks) that verify your independent mastery of learning outcomes. These are typically hurdle requirements and you must pass them to pass the unit. AI use is restricted unless the assessment instructions explicitly permit it. Using unauthorised tools in Lane 1 is academic misconduct.

Lane 2: Learning Tasks are open assessments (like essays, reflective journals, or online quizzes) focused on practice, skill development, and feedback. In Lane 2, you are always permitted to use Generative AI to support your learning, but you must use it ethically and acknowledge its use. You cannot copy-paste AI output and claim it as your own. AI should assist your learning, not replace it.

This two-lane structure lets you build skills with modern tools while ensuring your degree is backed by secure evidence of your own work. Learning Tasks are designed to prepare you for Assurance Tasks, so use them strategically.

Always check with your Unit Coordinator and unit site for specific rules on each assessment.

For further information, please check **Assessment Architecture in Mylearn**.

Written Assessments

These are the most frequently used forms of Assessment in the Law School. **The Law Skills Hub** contains extensive information about 'Writing for Law' and 'Law Assignments', including some samples. All Unit Coordinators expect students to access that information.

Style Guide for Assignments

Law School assignments must comply with our UNE Law School Style Guide. Formatting documents according to formal specifications is a requirement, for example, for all court documents. The Style Guide for Assignments is available in the Law Skills Hub – **Law Assignments**.

Blind Assignment Marking

Blind assignment marking is a process where the identity of the student is concealed from the marker during the evaluation process. Your unit coordinator will decide whether blind marking is appropriate for your assessment tasks. Blind marking aims to enhance the transparency and objectivity of our assignment procedures. If your assignment is going to be blind marked, your unit coordinator will ask students to ensure that their name does not appear anywhere within their assignment or the file name.

To format your assignment to meet this requirement, do not provide a title page. Instead, at the top of page 1, write the Unit Code, the Assignment Number and the Topic (if applicable, such as 'LAW102 Assignment 1 - Topic Option B'). Ensure that your name is not included in any footer or header with page numbers.

Word length and penalties

The Law School does **NOT** use the +/- 10% word count tolerance of some other disciplines.

Law School students are liable to a penalty if they exceed the maximum word length 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 over the word length. Each 'increment' is one-tenth of the maximum word length or part thereof.

There is *no penalty* for an assignment being shorter than the maximum word count. However, if the assignment has significantly fewer words than the word count set for the task, it is unlikely to have covered all of the expected issues or to answer the question with the requisite degree of detail.

How is the Word Count calculated?

The Word Count includes everything in the paper except:

- Footnoted references, ie, that part of the footnote containing AGLC4 citation details, and
- the Bibliography or Reference List at the end.

If a Footnote includes content other than citations, or an Appendix appears at the end of the assignment, these should be included in the word count.

Acronyms

If an acronym is universally understood (e.g. NASA for National Aeronautics and Space Administration) or is a commonly used technique (see AGLC4 rule 1.4.4, e.g. the *Real Property Act 1900* (NSW) (*'RPA'*) then it is acceptable. However, the excessive use of made-up acronyms (e.g. FCLOTRTP ('Foundational Concepts of Land Ownership: Tenures, Estates, Trust and Priorities') to save on word count may impede the readability of your assignment and, consequently, your mark. Acronyms should enhance clear legal writing and communication, not detract from it..

See Law Skills Hub – **Law Assignments**

Referencing and Plagiarism

All Law School units use **AGLC4** - Australian **Guide to Legal Citation (4th ed).** AGLC4 is a Footnote system.

Referencing is central to **Academic Integrity**. If assignments are not referenced correctly plagiarism may result, which is one form of **Academic Misconduct**. Your completion of both the **AIM** and **AIRLI** Badges is essential. You must also continually develop your knowledge of AGLC4 as you will need to source and apply the relevant AGLC4 Rule to any situation as you progress in your studies.

In all legal writing, it is important that the reader fully understands the extent to which you are drawing from a particular source.

A footnote is inserted into the text at all relevant places in your writing so that the full extent of your use of sources is clear. If your work does not acknowledge use of a source/s, ideas, statistics, data, images, words, and any other intellectual or artistic output, then you may have engaged in **academic misconduct**.

You can access specific information about **Referencing for Law** and other important resources, in the **Law Skills Hub**.

Checking the Originality of your Assignment – TURNITIN

The work you submit must be your own, original work. UNE uses a software application called Turnitin as part of the online submission process to determine the originality of assessable work submitted by all UNE students. Turnitin checks the originality of your work by comparing text from your assignment against many billions of web pages, student papers and leading library databases and publications. Turnitin produces a report that will highlight any similarities detected.

Turnitin is also an educative tool you can use before you submit your assignment for marking, especially to help with your paraphrasing and referencing compliance. Before you take the final step of submitting your assignment to UNE for marking, you can use the Turnitin online 'Self check' process which generates an 'originality' report. **See instructions here**. You may choose to amend your assignment based on information you receive in the report before you go back to your MyLearn unit and take the final steps to submit your assignment for marking.

Full details about how to understand and interpret the Turnitin report are **available here**. Scroll down to **Checking assessments for originality**.

NOTE: The Law School is aware of online services offering to provide copies of previous assignments for UNE Law School units for a fee or 'swap' access. Please be aware that publication of UNE resources on these sites is a breach of copyright. Additionally, please be aware that submission of an assignment that even partially draws on another student's past work may result in a charge of **Academic Misconduct** being made against you.

Assignment Submission Method

Assignments must be submitted electronically via MyLearn. You are required to submit documents in Microsoft Word format. **Scanned documents, including PDFs, 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 (Sydney time). Your assignment's upload is time and date-stamped 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 ensure that your assignment is uploaded as a single document and that you finalise your submission properly (see **instructions** on how to submit your assignment). NOTE: there are two final steps: '**Submit assignment**' and then '**Confirm**'. Once your submission is finalised, you are no longer able to amend the submission.

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**.

If you are unable to submit due to an IT system or MyLearn problem at or around the DUE DATE and TIME, then email a copy of your assignment to your unit coordinator before the deadline (11:59pm), explaining the problem. You must still upload the same, emailed version of your assignment via MyLearn as soon as it is possible. Do not re-open, edit or re-save your assignment after emailing, or the 'file last modified' details will change.

Assignment Extensions

Time management is an essential professional skill. Students are expected to submit their assignment by the Due Date.

No extensions will be granted on Law assessments on the basis that AIM or AIRLI was not completed on time. Students are strongly advised to complete AIM and AIRLI well in advance of assignment due dates.

Applications for assignment extensions are processed centrally in the Law School, not by Unit Coordinators. All Law students MUST read the Law School **Assignment Extension Policy**.

Applications for Long Extensions MUST have documentary evidence scanned and attached to the application.

The **Assignment Extension Policy** applies to written assignments submitted through the assignment e-submission process in MyLearn and audio/video assignments. It excludes group-work assignments and 'other' assessments, for example, Quizzes. Unit Outlines will indicate if any extensions for these 'other' assessments may be available and if so, under what circumstances.

Length of Extension: The standard period of time for an extension is 3 days, although further extensions may be awarded in serious extenuating circumstances up to a maximum of 20 days. Please note that if you submit after the approved extended due date, the late penalty schedule will commence from that extended date. An assessment task submitted more than 10 days after the due date without an approved extension will receive 0% for the task. Students should also be aware that where extensions are granted, this may jeopardise the possibility of obtaining marks and feedback before the exam period.

Applications for assignment extensions must be made exclusively via the Law School online Assignment Extension Form available on all units' MyLearn sites and AskUNE.

Please do not approach your Unit Coordinator for an extension.

3 Day Automatic Extensions

The Law School now offers a 3 day automatic extension on all units.

This will be available via your myLearn sites. For longer periods of extension, students will be required to apply via the AskUNE extension form (see box left) and must include supporting documentation.

Please note: Law's automatic short extension is 3 days, not 7 days as mentioned in sections 6.4 and 6.7 of the Assignment Extension Policy.

Applications are required for long extensions of more than 3 days, not 7 days (section 7 of the Assignment Extension Policy.)

The Law School will not mark assignments submitted 10 or more days after the due date or extended due date, and in no case, will mark assignments submitted after results and/or feedback have been released to the unit cohort. This applies regardless of whether the student has applied for an extension, intends to apply for an extension or has been granted an extension. Marks and feedback are usually released 21 days after the due date.

Late Submission Penalties

A penalty of 5% of the total marks allocated to an assignment will be deducted for each day (or part thereof) that an assignment is not submitted 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 ten or more days past the due date or extended due date will not be marked and will receive the mark of zero. The submission of the assignment will however be recorded and count for purposes of mandatory assessment completion.

Marking and Assignment Results

Your work may be marked using the online marking software tool, Feedback Studio. Please view the **instructions** on how to view the graded assignment and comments, with particular note to click on the **small blue pen icon** to open the documents for access to your individual feedback – essential for your academic development.

Marks displayed in MyLearn

Please be aware that marks for assessment tasks displayed through the MyLearn 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 approval by the relevant School Examiners Board, and ratified by UNE's Examinations and Results, Student Services Directorate at the end of each teaching period.

Examinations

Please see **here** for more information about **UNE Examinations** including Timetables and Centres.

The School of Law administers accredited courses and units which are subject to the relevant accreditation body's requirements. The New South Wales Legal Profession Admission Board (LPAB) requires that at least 50% of assessments for each Priestley Unit and LAW100 Foundations of Law (as this unit covers statutory interpretation) must be supervised. The Tax Practitioners Board holds that for accredited units at least 40% of the assessment should be undertaken under some form of independent supervision.

Types of Law School Exams

The Law School uses a range of exam types: Closed Book, Open Book and Take-Home and Viva Voce (oral exams). The **Law Skills Hub** provides information on how to prepare for each type of law exam.

The Law School's position is that exam tips - in the form of further detail indicating which specific topics are likely to be assessed – will NOT be provided, beyond the information already in the ***Unit Outline***. The approach in core units is quite strict because of the School's accreditation (see pg 7).

Online exams: UNE provides its students with the opportunity to sit online invigilated (supervised) exams. They require a reliable internet connection that supports a webcam, as the invigilator observes the student to ensure integrity in the exam. Further information about online exams can be found **here**, and in ***Unit Outlines.***

NOTE: The Law School expects students undertaking online exams to first successfully complete the ProctorU 'Try-it-out' exam.

Most Law units have a two hour exam.

UNE Examination Periods

See **UNE Principal Dates**. You must ensure that you are able to sit an exam in the dates spanned by the Examination Period for each Trimester before you enrol in a Law unit. The release date for the final Examination Timetable for individual units each Trimester is available **here**.

You will also be advised via MyUNE of individual exam dates, time and location and must ensure that you adhere to this information. Deferred exams are not granted to those who simply miss the time or venue of their exam or are busy on the date of the UNE exam.

Past Exam Papers

Some, not all, Law School units have past exam papers available in the **Law Skills Hub**.

There are no answers available for any past exams.

UNE Result Codes and Grading System

Here are the official UNE Grades and results codes.

HD **High Distinction** **85% and above**	**D** **Distinction** **75 to 84%**	**C** **Credit** **65 to 74%**	**P** **Pass** **50 to 64%**
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.	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.	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.	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.

UNE Result Codes and Grading System

Here are the official UNE Grades and results codes.

N **Fail** **Less than 50%**	**NC** **Compulsory Fail**	**NI** **Fail** **Incomplete**	**S or US** **Satisfactory or Unsatisfactory**
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.	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.	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.	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.

Troubleshooting

What can I do if the unexpected happens?

In limited circumstances, the following special remedies are available at the discretion of the Head of School. The Head of School also has discretion to award a type of special remedy other than the one sought by the applicant.

Special Consideration

If you submitted your assessment and/or attended your exam, and your 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 in the unit's overall result. Generally this will mean that your final mark for the unit is increased by a maximum of 3%. However, because of accreditation requirements, the mandatory Priestley core units must be passed on merit, (ie, based on performance in assessment only). If Special Consideration would take your final grade from a Fail (N) to a Pass (P) in a Priestley core unit, then the Special Consideration will be automatically converted to a Deferred Examination. You will be notified if your result falls into this category.

Deferred 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 impacted due to unforeseen circumstances, you may be eligible for a Deferred Examination. The default period for the School of Law's deferred examinations is the **early deferred**; these are held by the end of week 2 of the following trimester, with the specific timing of the deferred exam dependent on the unit. Should you not be able to sit your exam in this early deferred period, you must advise the School.

Applications should be applied for in a timely manner, in line with the **Assessment Policy** and be supported by appropriate and subjective documentation from or witnessed by a valid third party.

Troubleshooting

Special Extension of Time (SET)

Routine school based extensions (details above) are for a maximum of 20 days from the original due date. If you require more than 20 days extension, you must apply for a SET. Do not use the SET (special assessment) form for extensions of 20 days or less.

A student who has been prevented through illness or other unavoidable and unforeseen circumstances from completing an assessment task*, other than a formal examination, by the maximum extension date. SETs are rarely granted in Law. Applications are granted at the discretion of the Course Coordinator (as the HOS delegate and your Unit Coordinator) and if approved, will likely result in the student receiving a new assignment question. The maximum time allowed for SET is the last day of the teaching period in the following trimester, however this decision is also at the discretion of the Course/Unit Coordinator. All applications must be include documentation that supports and extended period of extension – any applications without supporting documentation, will not be approved.

*some assessments may be precluded from SETs eg quizzes and forum participation

Application Form

Students can apply for any special assessment (deferred exam, SET, special consideration or wihthdrawal without academic penalty) by completing the **Special Assessment application form**. Please ensure that you tick the correct option for the application that you are making – you can make more than one application on this form. Attach your supporting documentation – applications will automatically not be approved without documentation. Applications should be submitted within 5 days after your final exam/ assessment – late applications will be considered in exceptional circumstances.

Carry-forward of Marks

Marks for assessments that were passed in previous offerings may be carried forward at the Unit Coordinator's discretion where:

a) the assessment is comparable to the assignment that students now enrolled will undertake;

b) the re-enrolment has been timed as soon as reasonably possible and in any case, is within two years from the previous enrolment.

Lodge a request via email with the relevant unit coordinator in the trimester you wish to study.



Withdrawal Without Penalty from Units

Census Date each Trimester is the last day to withdraw without ***financial*** penalty for a unit.

- Trimesters 1, 2 and 3: Monday of Week 5

After that date, fees for the unit will be charged, even if you later withdraw.

Withdrawal without *academic penalty* can occur up to

- Trimester 1 & 2: Monday of Week 10
- Trimester 3: Monday of Week 7

Withdrawal after that date will result in a Fail Incomplete (NI) grade.

The **university calendar** each year indicates the final date for withdrawal from units.

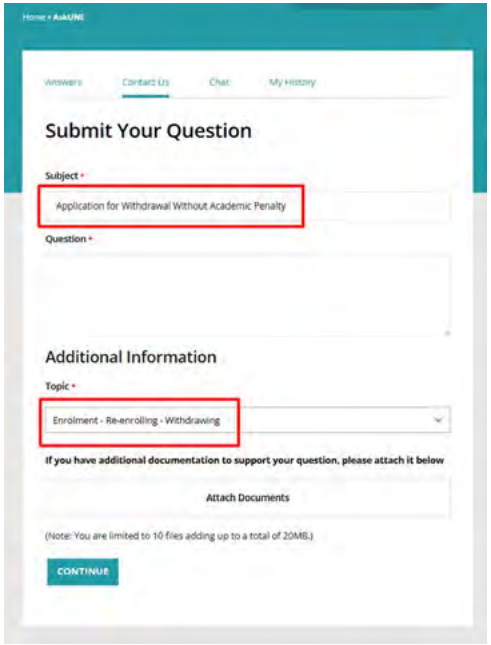
Withdrawal Without Academic Penalty (WWAP) (financial or academic). Under extenuating circumstances, a student may be entitled for a Withdrawal Without Academic Penalty. **Students can apply for WWAP here** or by lodging a query through **AskUNE** with the subject "Application for Withdrawal Without Academic Penalty" and the Topic "Enrolment - Re-enrollment - Withdrawing".

Supporting evidence is required.

Appeals

Students wishing to lodge an appeal should consult the University's **Assessment Appeals Guidelines.**

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



Other support services

Available to assist you throughout the course of your studies. Some of these services are outlined below:

First Year and Academic Advisors @ UNE

First Year and Academic Advisors are available to help you with 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 for all disciplines. The ASO has a wealth of print and online resources to help you with your general (not Law-specific) academic study skills development or problems.

Aboriginal and Torres Strait Islander students

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

UNE International Services provides support for international students and provides a link between the administrative and academic functions at UNE.

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 MyLearn issues

Visit the above link and explore the excellent resources there including how get started on MyLearn, 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

(02) 6773 5000 or 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)

servicedesk@une.edu.au

Advocacy and Welfare for Students

Offers independent information, advocacy and referral across a range of issues – both personal and academic – regardless of whether you are an on-campus or online student

Accessibility and Wellbeing for all Students

Providing practical assistance and advice to students who may have a disability, health condition, access needs or equity support

UNE Employability & Careers

If you would like to access the Careers Toolkit or need assistance with transitioning from study to employment.

Student Grievance Unit

For complaints, compliments and feedback.

Student Services

For information from admission through to graduation, contact Student Services.

Counselling and Psychological Services (CAPS)

For both online and on campus students, you can make an appointment with professionally qualified and registered psychologists. Students can speak with CAPS about both personal and study related concerns.

Elite Athlete Support

For students who are recognised as elite athletes but also want to study whilst perusing a sporting career.

Insiders Guide (UNE Blog)

Keep up-to-date with all the news and events at UNE. The UNE Blog also has tips, opportunities and other important information for students.

Regional Study Centres

Visit the website for a full list of Study Centres and their facilities.

Residential services

Living on campus provides great opportunities for our students. Visit the website for the full-range of accommodation options.

UNE Life

This area is responsible for many of the services and amenities that contribute to the 'student experience'. Their website has a range of information on sporting clubs, Safety and Security, events and much more.

UNE Life Healthcare Centre

Clinical service for students, staff and wider community.

UNE Wellness Centre

The UNE Wellness Centre provides holistic student support that empowers students to make informed decisions regarding their study.



University of New England

Law

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2026-Trimester 3, 15/10/2026

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