



From: The LEC Office

October 2009

Dear LPAB/LEC Student

Welcome to the Law Extension Committee's teaching and learning program for the 2009-10 Summer Session (November 2009 to February 2010). Our website is currently being updated with Subject Guides and supplementary resources in preparation for the commencement of teaching.

This letter accompanies your Enrolment Package which includes your LPAB enrolment form. Please read carefully all the accompanying documents, particularly the *Course Information Handbook*.

Once you have enrolled with the Board, a common question is: **WHAT DO I DO NEXT?**

Here is a checklist. Information about each item can be found on the following pages.

WHAT?	WHEN?	DONE?
1. Online registration with the LEC	Thursday 22 October – Friday 30 October 2009	
2. Obtain Unikey account	After LEC online registration – from Monday 2 Nov 2009	
3. Library/Student Card	After LEC online registration	
4. Familiarise yourself with the Webcampus and materials available online. Download your Subject Guide(s), locate Book List and source text books and other materials	After LEC online registration	
5. New Student? Attend LEC Orientation	Friday 30 October from 3.00pm – 7.00pm in the New Law School Lecture Theatre 101, main campus	
6. Legal Institutions Student? Attend Introductory Weekend School	Saturday 31 October and Sunday 1 November 2009 – New Law School Lecture Theatre 101, main campus. Note: First evening lecture for Legal Institutions is Wednesday 4 November.	
7. Other Student? Attend lectures	Lectures commence in the week beginning 9 November 2009 (<i>but check your individual subject timetable for any variations</i>)	
8. Complete all assignments required in your subject(s). <u>Note: there are compulsory assignments in ALL subjects.</u>	Assignments and due dates are available on Webcampus. Remember: satisfactory completion of the assignments is a prerequisite to be able to sit the final examination in each subject. Make a careful note of the due dates.	

1. REGISTRATION WITH THE LEC: THURSDAY 22 OCTOBER – FRIDAY 30 OCTOBER 2009

All students enrolled for the Legal Profession Admission Board's examinations must also register online with the Law Extension Committee in each subject for which they are enrolled with the Board. This must be done each session during the online registration period (even if you have a pending application with the Board).

The online registration period is from 22 October – 30 October 2009.

Detailed guidelines for LEC online registration are included in your Enrolment Package.

The LEC online registration process allows the Board's students to gain access to their assignments and course materials (where applicable) by the commencement of their lectures. Students must note that registering online is not a confirmation of their enrolment with the Board and that any changes to their enrolment must be notified to the LEC as soon as they are known. If students have not received their enrolment confirmation letter from the Board within 3 weeks of lodging their enrolment application, students are advised to contact the Board's Student Services Officer. A successful online registration with the LEC does not mean a student's enrolment application has been processed and accepted by the Board.

If you have not registered between 22 October and 30 October in each subject for which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program. Registration during this period is also necessary to allow your University Student/Library Card and Unikey login and password protocols to be processed in a timely fashion.

If you have an **application pending with the Board you must still register**; enter the current date and indicate on the online form that you are awaiting confirmation of your enrolment with the Board. You should attend lectures and prepare compulsory assignments. Late enrolment is not a valid reason for an extension of time to submit an assignment.

If, for any reason, you are unable to register online or access the LEC Webcampus, please contact the LEC, either by email at enquiries@lec.pip.com.au or by phone on (02) 9392 0320.

2. OBTAIN UNIKEY ACCOUNT

All students will require a Unikey Account (also called an Extro Account) to access the resources provided through the Law Library.

New LPAB/LEC students can generate their own Unikey Account through the LPAB Student Self Registration page. Simply follow the links given on the Webcampus and follow the instructions on the page by entering your:

- Student Number (this is the same Six Digit Student Number (e.g. 010000) that you use for your Webcampus Login)
- Surname (this is title case sensitive i.e. Smith not smith or SMITH)
- Date of Birth

For **new** students who have registered online by Friday 30 October 2009, self registration for their Unikey Account will commence from **Monday 2 November 2009**. Please refer to page 3 of the *Step by Step LEC Online Registration and Unikey Account Information Guide* enclosed in this package.

For **existing** students, your Unikey Account will be re-validated once you have completed your online registration with the LEC between 22 October and 30 October 2009.

Passwords

This process generates an account, however you will then need to assign your own password. If you forget this password, the LEC does not have a record of it – you will need to contact the ICT Help Desk. Their contact details are:

Email: support@usyd.edu.au

Phone: (02) 9351 6000

If you have any problems with this process, please contact the ICT Help Desk.

3. LIBRARY/STUDENT CARDS

New students

The University Card Centre will post your Student Library Card to you as soon as practicable after your enrolment has been received and processed by the Board and after you have completed the LEC Online Registration process. If you have not received your Library Card within 3 weeks of the commencement of the course, you should contact the University Card Centre (telephone (02) 9351 2423 or email: university.cards@usyd.edu.au).

Continuing students

Library Cards will be re-validated once your enrolment with the Board has been completed and after you have completed the LEC Online Registration process.

4. BROWSE WEBCAMPUS AND DOWNLOAD SUBJECT GUIDES

Spend some time making sure you are familiar with the Webcampus, and that you can access all of its features. Remember to check the Webcampus regularly throughout the session for updates, new materials and changes.

When you register online with the LEC between 22 October and 30 October you should download your Subject Guides. Subject Guides are not password-protected. If you have a problem downloading, contact the LEC.

Download and peruse the Booklist for each subject in which you are enrolled. Source the relevant text books and begin any introductory reading before lectures commence.

Course Materials and notes are available in several subjects. Please note that not all subjects have the same type or range of support materials and what is provided in one subject should not create an expectation with regard to other subjects.

Subject Guides, the Booklist and supplementary materials are only available online. The LEC does not issue paper copies unless your circumstances prevent you from downloading materials. Since online facilities are now so essential in studying law, very few students will need to be sent paper copies. *Regular access to a computer which can access the internet is necessary to obtain assignment questions, view urgent messages on the Student Message Boards, submit assignments and access course materials and library materials. Your Unikey Account allows you to use the computers in the computer labs on main campus, but if this is not convenient for you, ensure that you have other access to a computer. Securing access to computer facilities is best done before lectures commence.*

When downloading materials it is important to appreciate that they are subject to copyright and made available for your individual study. No material is to be copied to another medium, for example another website. If you are in doubt about appropriate use of materials, please read the relevant entries in the *Course Information Handbook* and contact us if you require further information.

At the Introductory Legal Institutions Weekend School, we will issue a folder for Legal Institutions students containing preliminary Course Materials. If you already have the folder from a previous enrolment you need only collect the Law Library inserts. You will not need a new folder and inserts for Legal Institutions.

5. LEC ORIENTATION – FOR ALL NEW STUDENTS

An Orientation for New Students is provided by the LEC on Friday 30 October in the New Law School Lecture Theatre 101 (New LSLT 101) on the main campus of the University, from 3.00pm to approximately 7.00pm. You will find this venue on the map in your *Course Information Handbook*.

The Orientation will provide you with an opportunity to understand the roles of the Legal Profession Admission Board (LPAB) and the Law Extension Committee (LEC); we will explain the features of the Webcampus; the LEC Law Librarian will explain library resources; approaches to the course by former and present students will be discussed and you will be able to meet other students.

6. INTRODUCTORY WEEKEND SCHOOL – FOR ALL LEGAL INSTITUTIONS STUDENTS

On Saturday 31 October and Sunday 1 November the introductory topics of the Legal Institutions course will be covered for ALL Legal Institutions students. Students will also undertake exercises in computer based legal research, problem solving, case analysis and the fundamental aspects of legal reasoning. The program will be held in the New Law School Lecture Theatre 101 (New LSLT 101) on the main campus on Saturday 31 October from 9.00am to 5.00pm and on Sunday 1 November from 9.30am to 4.30pm.

A full program for the LEC Orientation and Legal Institutions Introductory Weekend School is enclosed in your Enrolment Package.

How important is attendance at the introductory program? Very important. We have devised this program in the light of needs expressed by students and because of the high attrition and failure rates in early subjects. It is designed to give you an early start in developing essential study and research techniques. The Legal Institutions Introductory Weekend is designed for both evening and external students. No material will be repeated at a later date.

7. LECTURE ATTENDANCE

The next step is to attend lectures. The importance of attending lectures or, if you are an external student, Weekend Schools cannot be emphasised enough. If you are an external student, Weekend Schools are your lectures. Online resources are not a substitute for attendance. In our teachers we (that is, all of us) have a unique resource that is the centre of the LEC's teaching program.

The first lectures are the Orientation for new students and the Introductory Weekend School for all Legal Institutions students. All evening lecture Legal Institutions students should then attend lectures which commence **Wednesday 4 November**.

Lectures for most other students begin in the week commencing 9 November 2009.

Attend lectures actively: make notes rather than verbatim copying or recording. Use your Subject Guides intensively. You will benefit greatly by doing the preliminary reading before each lecture.

8. COMPULSORY ASSIGNMENTS

Please note that there is a compulsory assignment in all subjects.

Assignment due dates are available in the individual *Subject Guides* and on the Assignment Question – please make a careful note of these due dates. No extensions will be given unless the LEC is contacted prior to the due date with a valid request for an extension. Extensions will only be granted in exceptional circumstances and as a general rule, an extension may only be granted based on serious and unforeseen medical grounds. The application must be accompanied by a specifically detailed medical certificate, or in other extenuating circumstances accompanied by a statutory declaration and evidence of unforeseen disruption to study.

Make sure you read carefully the *Guide to the Presentation and Submission of Assignments* and the relevant sections of the *Course Information Handbook*. Note that in subject 01 Legal Institutions both **Assignment 1 and Assignment 2** are compulsory.

ADVICE

If you encounter difficulty in fulfilling course requirements, contact us as soon as possible. We often find that it is just too late to help when we are contacted very late in the session.

Enclosed:

- LPAB Enrolment Form
- LPAB Checklist
- Step by Step Online Registration and Unikey Account Information Guide
- LEC Orientation and Legal Institutions Introductory Weekend School Program
- 2009-10 Summer Session *Course Information Handbook*

IMPORTANT NOTICE TO LEGAL INSTITUTIONS STUDENTS

Students enrolled in Legal Institutions for 2009-10 Summer Session should attend lectures as follows:

Orientation Day: Friday 30 October: ALL **new** students should attend.

Legal Institutions Introductory Weekend School: Saturday 31 October and Sunday 1 November: ALL Legal Institutions students should attend. This material will **not** be covered in evening lectures. As we hope to provide students with research instruction in web-based computer labs it is vital that Legal Institutions students have registered with the LEC prior to the Introductory Weekend so that they may be placed in a seminar session. Numbers are limited and registrations will NOT be available on the day.

Evening Lectures: ALL evening lecture Legal Institutions students should attend lectures which commence **Wednesday 4 November**. (Note: Legal Institutions lectures commence in the week prior to lectures in other subjects. ALL Legal Institutions students should attend the Sunday morning session of each Weekend School which is scheduled for Sunday 29 November 2009 at 8.00am – noon in TBA and Sunday 10 January 2010 at 8.00am – noon in TBA.) Refer to page 52 in the *Course Information Handbook* for the Legal Institutions Evening Lecture Timetable.

NOTE: *Legal Institutions Course Materials* will be available for all new students at the Legal Institutions Introductory Weekend School. New students will receive a folder and the insert. Returning students are advised that there have been no changes to the Course Materials from the Winter 2009 Session, and so they should not need to collect inserts or a new folder.