



MELBOURNE LAW SCHOOL
Australia's first, Australia's global

Melbourne Law Masters

Coursework Degrees and Diplomas

Course Rules 2010

Table of Contents

1. Courses Covered by These Rules 2010	3
1.1 Graduate Diplomas	3
1.2 Masters by Coursework degrees	3
1.3 Master of Laws by Coursework and Minor Thesis.....	3
1.4 Single subject enrolment (continuing education/cross-institutional)	3
2. Course of Studies.....	3
<i>This section contains information on general course structure and requirements</i>	
3. Duration of Candidature.....	4
4. Transferring Between Courses	4
4.1 Application procedure	5
4.2 Application deadlines	5
4.3 How does a transfer work?	5
4.4 How will transferring between courses affect fees?	5
5. Subject Selection	5
5.1 Subject prerequisites	5
5.2 Subject numbers.....	7
5.3 Cross-institutional study	7
5.4 Credit	7
6. Leave of Absence	8
6.1 Application procedures	8

6.2 When is Leave of Absence applicable?	8
6.3 Duration of leave/leave entitlement.....	8
6.4 What happens if a student exceeds their leave entitlement?	9
6.5 Access to University facilities while on Leave of Absence	9
6.6 Deferrals prior to course commencement	9
7. Discontinuation/Withdrawal from Candidature	9
7.1 Application procedures	9
7.2 Re-admission	9
8. Subject Withdrawals/Changes	9
8.1 Procedure for withdrawal	9
8.2 Deadlines for withdrawal.....	10
8.3 Continuing education (single subject) students.....	10
9. Attendance Requirement	10
10. Master of Laws by Coursework and Minor Thesis	10
10.1 Minor thesis dissertation	11
10.2 Approval of a thesis topic	11
10.3 Submission of a thesis.....	11
10.4 Examination of a thesis.....	10
10.5 Extension of time for submission of thesis.....	11
10.6 Withdrawal from candidature	11
11. Results and Assessment	12
11.1 Assessment procedures.....	11
11.2 Results	13
11.3 Feedback on assessment.....	13
11.4 Extension of time for assessment.....	13
11.5 Special Consideration	14
11.6 Student discipline and plagiarism	14
11.7 Unsatisfactory progress.....	15
12. Updating Your Contact Details.....	16
13. Setting up Your University Email Account	17

1. Courses Covered by These Rules 2010

1.1 Graduate Diplomas

Graduate Diploma in Legal Studies (L08)
Graduate Diploma in Asian Law (726)
Graduate Diploma in Banking and Finance Law (968)
Graduate Diploma in Communications Law (518)
Graduate Diploma in Competition Law (L06)
Graduate Diploma in Construction Law (189)
Graduate Diploma in Corporations and Securities Law (538)
Graduate Diploma in Dispute Resolution (498)
Graduate Diploma in Environment, Energy and Resources Law (L07)
Graduate Diploma in Government Law (178)
Graduate Diploma in Health and Medical Law (343)
Graduate Diploma in Human Rights (636)
Graduate Diploma in Intellectual Property Law (276)
Graduate Diploma in International Economic Law (891)
Graduate Diploma in International Law (323)
Graduate Diploma in International Tax (191)
Graduate Diploma in Labour Relations Law (188)
Graduate Diploma in Sports Law (893)
Graduate Diploma in Tax (187)

1.2 Masters by Coursework degrees

Master of Laws by Coursework (502)
Master of Banking and Finance Law (526)
Master of Commercial Law (504)
Master of Construction Law (195)
Master of Law and Development (635)
Master of Health and Medical Law (507)
Master of Intellectual Property Law (277)
Master of International Tax (192)
Master of Labour Relations Law (510)
Master of Legal Systems (890)
Master of Public and International Law (511)
Master of Tax (742)

1.3 Master of Laws by Coursework and Minor Thesis

1.4 Single subject enrolment (continuing education/cross-institutional)

2. Course of Studies

Candidates without legal qualifications should bear in mind that courses are offered in the discipline of law at an advanced graduate level. While every effort will be made to meet the special needs of candidates trained in other fields, concessions will not be made in the general level of instruction or assessment.

Candidates must pursue a course of studies approved in each case by the Law School. All requests for changes to enrolment must be made in writing (i.e. by submission of the relevant form, or in writing by letter, fax or email) to the Melbourne Law Masters Office, Melbourne Law School.

Graduate Diplomas

An approved course of studies must comprise four subjects drawn from the subjects prescribed by the Law School for a Graduate Diploma. Candidates should refer to the Melbourne Law Masters Handbook for specific course requirements.

To qualify for the award of a Graduate Diploma, a candidate is required to pass in each of the four subjects of the approved course.

Graduate Diploma candidates who have no previous training in law will normally be required to enrol in the preliminary subject *Australian Legal Process and Legal Institutions* prior to commencing their diploma. For further information on this subject, refer to the Melbourne Law Masters Handbook or www.masters.law.unimelb.edu.au.

Masters by Coursework

An approved course of studies must comprise eight subjects drawn from the subjects prescribed by the Law School for a particular Masters by Coursework. Candidates should refer to the Melbourne Law Masters Handbook for specific course requirements.

To qualify for the award of a Masters degree, a candidate is required to pass in each of the eight subjects of the approved course.

Masters candidates without a law degree from a common law system must complete the subject *Fundamentals of the Common Law* as part of their Masters (with the exception of candidates undertaking the Master of Tax and Master of International Tax).

Master of Laws by Coursework and Minor Thesis

Candidates should note it is not possible to apply for direct entry to the Master of Laws by Coursework and Minor Thesis. Prospective candidates should first apply for admission to a coursework degree or diploma within the Melbourne Law Masters program. Upon successful completion of four coursework subjects with a minimum of 70% in each, and providing candidates meet the entrance criteria, candidates may apply to transfer to the Master of Laws by Coursework and Minor Thesis. For further information on transferring courses see section 4.

The Master of Laws by Coursework and Minor Thesis consists of four subjects drawn from the subjects prescribed by the Law School as part of the coursework program (already completed), and the completion of a minor thesis on a topic approved by the Law School.

To qualify for the award of this degree, a candidate is required to pass in each of the four subjects and the minor thesis. For further information on the requirements for a Minor Thesis, see section 10.

(Note: Selection criteria for the Master of Laws by Coursework and Minor Thesis is currently under review. Please refer to the Melbourne Law Masters office to ensure you are aware of the most up to date admission requirements.)

3. Duration of Candidature

Graduate Diploma

Duration of candidature for full-time candidates is between six and twelve months, and for part-time candidates between twelve months and two years.

Masters by Coursework

Duration of candidature for full-time candidates is between 12 to 18 months, and for part-time candidates between two to four years.

Master of Laws by Coursework and Minor Thesis

The Minor Thesis component of the Master of Laws by Coursework and Minor Thesis must be completed within one semester full-time or two semesters part-time.

4. Transferring Between Courses

It is possible for students to transfer between a related degree and diploma depending on subject choice, previous qualifications and grades obtained. A related course is one in the same specialist area, or the Master of Laws by Coursework.

4.1 Application procedure

Students wishing to transfer courses should complete an 'Application to Transfer Courses' form available from the Melbourne Law Masters Office or from <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms>.

International students must also complete a 'Course Change Notification' form for the Department of Immigration and Citizenship (DIAC), which is available from the University International Centre or the Melbourne Law Masters Office.

4.2 Application deadlines

Students transferring between courses may apply at any time, with the following exceptions:

4.2.1 From a Graduate Diploma to a Masters degree

Once conferred, subjects undertaken within a course cannot be credited to any other degree. Therefore, students who intend to transfer from a Graduate Diploma to a Masters degree should not have their Graduate Diploma conferred.

4.2.2 From a Masters degree to a Graduate Diploma

A student may transfer from a Masters degree to a Graduate Diploma at any time, even once all four Graduate Diploma subjects have been completed, as long as their Masters degree has not been conferred.

4.2.3 To a Master of Laws by Coursework and Minor Thesis

A student wishing to transfer to the Master of Laws by Coursework and Minor Thesis should submit their application and Minor Thesis Proposal no later than mid-November for first semester commencement in the following year, or mid-May for second semester commencement in the same year. Ideally, proposals should be submitted for approval while students are completing their fourth coursework subject.

4.3 How does a transfer work?

With the exception of students transferring from the Master of Laws by Coursework to the Master of Laws by Coursework and Minor Thesis, the course a student transfers from is discontinued. The student is then enrolled in the new course, and approved subjects undertaken within the old course are credited to the new course. Students must complete the enrolment requirements for newly enrolled students.

4.4 How will transferring between courses affect fees?

By transferring courses a candidate's enrolment in the new course is treated as a new enrolment. Candidates therefore come under the fee structure for the current year. For further information, students should refer to information on tuition fees at the University at <http://www.futurestudents.unimelb.edu.au/fees/>.

5. Subject Selection

Candidates are required to provide first and second preferences when nominating their subject selections each year.

5.1 Subject prerequisites

Subject prerequisites are published within the subject descriptions in the Melbourne Law Masters Handbook for the Melbourne Law Masters program. It is the student's responsibility to ensure prerequisites are met for subjects in which they enrol. Students seeking an exemption from

published prerequisites should complete an 'Application for Waiver of Prerequisites' form, available from <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms> or the Melbourne Law Masters Office.

5.2 Subject numbers

5.2.1 Quotas

All subjects within the Melbourne Law Masters program have quotas limiting the number of students able to enrol. This ensures class sizes are suitable to provide an optimal learning environment.

5.2.2 Waiting list

Once a class has reached its quota, a waiting list is available. Subject numbers are checked regularly and if places become available students on the waiting list are contacted and offered a place. Candidates have a limited time within which to accept their place before it is offered to the next person on the list.

5.2.3 Priority of places

Candidates should note priority of places in subjects will be given as follows:

- i. To candidates where the subject is compulsory for their degree
- ii. To currently enrolled Graduate Diploma and Masters students with a satisfactory record in their degree
- iii. To eligible applicants who have not previously been enrolled in the degree
- iv. To students enrolling on a continuing education, cross-faculty or cross-institutional basis.

Within categories a 'first in, best dressed' policy will apply. Every effort is made to adhere to the priority order as far as possible. The same priority order applies to candidates on the waiting list.

Candidates for the Juris Doctor (JD) should note that enrolment in subjects offered as part of the Melbourne Law Masters program is subject to (i) approval of the enrolment by the relevant decision maker in each of the JD and Melbourne Law Masters programs and (ii) a place being available in the subject. Where these requirements are met, a 'first in, best dressed' policy will apply.

5.2.4 Subject cancellations

Occasionally it may be necessary to cancel a subject. The Law School makes every effort to ensure that these occasions are rare and avoid cancellations. If a subject is cancelled for any reason, the Law School will attempt to ensure that affected candidates are able to enrol in the subject that is their second preference.

5.3 Cross-institutional study

Masters candidates may seek permission from the Law School to take **one** graduate subject from another Law School. In granting permission, the Law School will take into account:

- Whether the subject is offered in the Melbourne program or, exceptionally, where the candidate is unable to take the Melbourne subject for personal reasons
- Whether the subject complements the candidate's course of study
- Whether the standard of the subject is of comparable quality.

To be of comparable quality a subject must meet the following threshold requirements:

- Subject content must be of an equivalent standard
- Assessment requirements must be equivalent
- The subject must have an equivalent number of contact hours (please note online and distance education subjects will not be approved)
- The subject must be taught at an equivalent level (undergraduate subjects and graduate subjects taught at both undergraduate and graduate level will not be approved, even where the assessment requirements differ for graduate and undergraduate students).

Candidates should note cross-institutional study is not available to Graduate Diploma students.

'Request to Undertake Cross-Institutional Study' forms are available from the Melbourne Law Masters Office or at <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms>.

5.4 Credit

5.4.1 Students enrolled in a Masters degree

Students enrolled in a Masters degree may apply to credit up to two graduate subjects undertaken at another Law School, and students enrolled in a graduate diploma may apply to credit up to one subject. In granting permission, the Law School will take into account:

- Whether an equivalent subject is offered in the Melbourne program
- Whether the subject complements the candidate's course of study
- Whether the standard of the subject is of comparable quality.

To be of comparable quality a subject must meet the following threshold requirements:

- Subject content must be of an equivalent standard
- Assessment requirements must be equivalent
- The subject must have an equivalent number of contact hours (please note on-line and distance education subjects will not be approved)
- The subject must be taught at an equivalent level (undergraduate subjects and graduate subjects taught at both undergraduate and graduate level will not be approved, even where the assessment requirements differ for graduate and undergraduate students).

Subjects undertaken as part of a degree or diploma that has been conferred will not be credited.

'Application for Credit/Exemption' forms are available from the Melbourne Law Masters Office or at <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms>.

5.4.2 Continuing education

Students may credit up to two subjects undertaken on a continuing education basis (single subject) within the Melbourne Law Masters program to a degree or diploma.

6. Leave of Absence

6.1 Application procedures

'Application for Leave of Absence' forms are available from the Melbourne Law Masters Office or at <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms>.

6.2 When is Leave of Absence applicable?

Coursework students must be enrolled in at least one subject per semester. Candidates who are unable to undertake a subject in a semester are required to take Leave of Absence. Candidates who have already used their full leave entitlement (as set out in 6.3) will be required to discontinue from their course (see section 6.4).

Students who are on a waiting list for a subject (see section 5.2.2) and are not also enrolled in any other subjects in a semester must apply for Leave of Absence. Should they subsequently gain a place in a subject the applicable period of leave will be deleted.

6.3 Duration of leave/leave entitlement

Masters by Coursework candidates may take up to three semesters leave of absence. Graduate Diploma candidates may take up to two semesters of leave.

The period of leave is counted over the total duration of a student's enrolment in the Melbourne Law Masters. Therefore if a candidate transfers between courses their leave balance is counted across the old and new courses.

Should a candidate discontinue their enrolment and be re-admitted to their course they will be entitled to two semesters leave (for Masters candidates) or one semester's leave (for Graduate

Diploma candidates) from the time of their recommencement. They will not be able to carry forward any outstanding leave prior to their discontinuation.

Candidates who complete one course and then commence a new course will be entitled to the full period of leave applicable for the new course. They will not be able to carry forward any outstanding leave from the prior course undertaken.

6.4 What happens if a student exceeds their leave entitlement?

Except in special circumstances, candidates who exceed their leave entitlement as set out in section 6.3 will be requested to discontinue their enrolment and re-apply to resume candidature when they are able to continue.

6.5 Access to University facilities while on Leave of Absence

Candidates on Leave of Absence should note they will not have access to University facilities (e.g. IT services, email, and library borrowing rights) during the period of leave.

Where a student requires access to these facilities while on leave (e.g. they are still completing a subject from the previous semester), they should contact the Program Manager, Melbourne Law Masters, to make appropriate arrangements.

6.6 Deferrals prior to course commencement

A candidate will not normally be permitted to defer their enrolment prior to the commencement of their course. To hold a place in the course they must apply for Leave of Absence, or re-apply for admission once they are able to resume their studies.

Exceptions will be made where students are not able to gain immediate entry to a subject that is compulsory for their course or there are no subjects available for their particular course in the semester of commencement (for example the subject is already fully enrolled or is not run in the semester in which the student is commencing). Exceptions will not be granted if a candidate is unable to undertake any subjects in the semester of commencement due to work commitments or for personal reasons.

7. Discontinuation/Withdrawal from Candidature

7.1 Application procedures

A candidate who wishes to discontinue their course should complete an 'Application to Discontinue' form available from the Melbourne Law Masters Office or at <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms>. Candidates who have used up their full leave entitlement (see section 6), or whose period of candidature has expired should also complete this form.

7.2 Re-admission

Candidates who have discontinued their studies may re-apply for admission at a later date. Credit for the subjects already completed will be retained if the candidate completes the degree within 10 years of completion of the previous subjects.

8. Subject Withdrawals/Changes

8.1 Procedure for withdrawal

Students who wish to cancel or change their enrolment in a subject must complete an 'Application to Change Subjects' form available from the Melbourne Law Masters Office or at <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms> or otherwise notify the Melbourne Law Masters Office in writing (i.e. by letter, fax or email) of their cancellation. **Changes and cancellations will not be accepted by telephone.**

8.2 Deadlines for withdrawal

Students must observe the University's regulations in regard to timely withdrawal from subjects. Failure to comply may result in the recording of late withdrawal or a fail grade and/or the inability for a student to obtain a refund of fees.

8.2.1 Semester-long subjects

A subject enrolment may be cancelled or altered (by the methods outlined in 8.1) prior to the semester census date:

- Semester 1: 31 March
- Semester 2: 31 August

Subject enrolments cancelled during this time will not appear on a candidate's record and subject fees paid will be refunded.

Students who withdraw after the census dates but before the first piece of assessment is available/due will incur a late withdrawal 'WD' on their record and will forfeit their full subject fees.

Students who do not submit any assessment or make an application to withdraw after the assessment is available/due will incur a 'NH' grade (not completed/fail), and will forfeit their fees.

8.2.2 Intensive subjects

A subject enrolment may be cancelled or altered (by the methods outlined in 8.1) by 5:00 pm on the first day of an intensive subject. Subject enrolments cancelled during this time will not appear on a candidate's record and subject fees paid will be refunded.

Students who withdraw after this period, but before the first piece of assessment is available/due will incur a late withdrawal 'WD' on their record and will forfeit their full subject fees.

Students who do not submit any assessment or who make an application to withdraw after the assessment is available/due will incur a 'NH' grade (not completed/fail), and will forfeit their fees.

For further information regarding fee refunds please see <http://www.studentadmin.unimelb.edu.au/>.

8.3 Continuing education (single subject) students

Continuing education (single subject enrolment) students are required to observe the procedures and deadlines for withdrawal outlined in sections 8.1 and 8.2.

In addition, these students may amend their enrolment from assessed to non-assessed ('audit') prior to the semester-long census dates or before 5.00 pm on the first day of teaching for intensive subjects. Applications to amend enrolment must be made in writing to the Melbourne Law Masters Office.

9. Attendance Requirement

There is a 75% attendance requirement for all subjects. A candidate who fails to meet this hurdle requirement will be withdrawn ('WD') from the subject and will forfeit their subject fees if they have not also notified the Melbourne Law Masters Office of their withdrawal within the prescribed periods set out in section 8.

10. Master of Laws by Coursework and Minor Thesis

The following applies to the thesis component of the Master of Laws by Coursework and Minor Thesis.

10.1 Minor thesis dissertation

The minor thesis comprises a dissertation of 20,000 to 35,000 words. With the approval of the Law School, it may also take the form of:

- i. Two major articles of 10,000 words each, suitable for publication in a learned legal journal
- ii. Draft legislation with an appropriate commentary, or
- iii. Any other type of research work.

Where any work from previous studies is incorporated in the minor thesis, the candidate must indicate the nature and extent of that incorporation and resubmit copies of the relevant papers together with the minor thesis.

10.2 Approval of a thesis topic

Candidates for the minor thesis must have their thesis topic approved and a supervisor appointed before enrolment. Further information on preparing a minor thesis proposal is available at <http://www.masters.law.unimelb.edu.au/course/502>.

10.2.1 Minor thesis topic proposal

Candidates are required to submit a proposed minor thesis topic to the Program Manager, Melbourne Law Masters, after the successful completion of four coursework subjects. The proposal should be approximately 1,000 words in length and provide information on the proposed title; a summary of the subject of the research; proposed direction or aim of the thesis; proposed research sources and methodology; proposed schedule for research and completion. Candidates may contact a member of academic staff whose research interest covers the proposed topic for assistance with the proposal.

10.2.2 Supervisor

When a topic has been approved, a supervisor will be appointed from the Law School to supervise the candidate during the preparation of the thesis. A topic cannot be approved if no suitable supervisor is available.

10.3 Submission of a thesis

10.3.1 Thesis content

The thesis must include a title page; a bibliography; tables of contents; cases and statutes; and a one-page summary of the course of the argument. An index is not required. Courtesy acknowledgments of the kind that frequently appear in prefaces should not be included.

10.3.2 Thesis format

- Be typed, double spaced and formatted to print on A4 paper
- Have a 2cm (minimum) margin all around
- Have all pages numbered
- Include a footer with student number and subject name (do not include your name)
- Have all references cited in accordance with the *Australian Guide to Legal Citation* (<http://mulr.law.unimelb.edu.au/>)
- Be saved as a single document in MS Word (.doc) or Rich Text Format (.rtf), *not Portable Document Format (.pdf)*.

Footnotes and bibliographies are not included in the word count unless otherwise advised by the subject coordinator.

10.3.3 Thesis submission

The thesis must be submitted on line through Blackboard, the University's Learning Management System, including an assessment coversheet. Instructions can be viewed under the Master of Laws course page (Assessment). Refer to 11.1.4 below for instructions on submission of assessment.

Once the examination is complete and amendments (if any) are made, one copy of the thesis must be bound (for deposit in the Melbourne Law Library) prior to finalisation of the result.

10.4 Examination of a thesis

10.4.1 Appointment of examiners

There shall be a panel of two examiners who are or have been within the five years previous to their appointment, actively associated with:

- i. A University
- ii. An institution of higher learning, or
- iii. A research institution.

The panel shall be approved for the purpose of this section by the Academic Board. At least one of these examiners shall be external to the University.

10.4.2 Thesis examination

The examination consists of an evaluation of the thesis by the examiners. The examiners may, if they see fit, also examine the candidate orally or in writing on the subject of the thesis.

10.4.3 Permission to resubmit

Resubmission of a rejected thesis requires permission of the Law School, which would not be given except on recommendation of the examiners.

10.4.4 Fee to resubmit

Students who are required to resubmit a thesis will be required to re-enrol and pay the required fees.

10.5 Extension of time for submission of thesis

10.5.1 Application for extension of time

Candidates seeking an extension of time for the submission of their thesis must apply to the Melbourne Law Masters Office. Candidates are required to indicate the reasons for late completion, the program of work proposed over the extension period and the expected completion date. This form must be endorsed with the supervisor's comments. A first request will be granted if the supervisor and the Program Manager, Melbourne Law Masters, agree. Any further requests must receive the recommendation of the supervisor and the Program Manager, Melbourne Law Masters, and will also be considered by the Associate Dean (Melbourne Law Masters) in light of the candidate's performance to date.

10.5.2 Leave of Absence

Candidates who are unable to proceed with their studies for any period of time should apply for a Leave of Absence (see section 6 for the policy and procedure for Leave of Absence).

10.6 Withdrawal from candidature

10.6.1 Withdrawal and readmission

A candidate who is forced to break off studies for more than one year, or whose period of candidature has expired, may make special application for permission to withdraw for the time being and to re-apply for admission at a later date. In the case of failure to complete within the maximum period, candidates will be considered for re-admission for a limited period if, in the opinion of the Law School, the work is close to submission. The application for further limited period of candidature will be considered by the Melbourne Law Masters Office.

10.6.2 Application for readmission

Candidates interested in pursuing readmission for a further limited period should make a written application to this effect and discuss the matter with the Program Manager, Melbourne Law Masters.

11. Results and Assessment

11.1 Assessment procedures

11.1.1 Assessment dates/times

Assessment dates are stated under each subject description in the Melbourne Law Masters Handbook and on the subject page on the Melbourne Law Masters website. Any changes to these dates will be sent to enrolled students in writing and posted on the subject homepage. Students

should refer to the website for the most up to date information. All assessment must be submitted electronically by 5:00 pm (Melbourne time) on the due date. Assessment submitted after this time will incur marking penalties. Refer to the Melbourne Law Masters website <http://www.masters.law.unimelb.edu.au/go/current-students/assessment>

11.1.2 Format of research papers

Research papers should:

- Be submitted online through Blackboard
- Be typed and formatted to print on A4 paper
- Have a 2cm (minimum) margin all around
- Have all pages numbered
- Include a footer with student number and subject name (do not include your name)
- Have all references cited in accordance with the *Australian Guide to Legal Citation* (<http://mulr.law.unimelb.edu.au/>)
- Include a bibliography
- Be saved as a single document in MS Word (.doc) or Rich Text Format (.rtf), *not Portable Document Format (.pdf)*.

Footnotes and bibliographies are not included in the word count unless otherwise advised by the subject coordinator.

11.1.3 Format of take-home examinations

Take-home examinations should:

- Be submitted online through Blackboard
- Be formatted to print on A4 paper
- Have a 2cm (minimum) margin all around
- Have all pages numbered
- Have each question commence on a new page and be clearly identifiable (e.g. include question number and title)
- Include a footer with student number and subject name (do not include your name)
- Have all references cited
- Be saved as single documents in MS Word (.doc) or Rich Text Format (.rtf), *not Portable Document Format (.pdf)*.

Where a word limit is imposed, footnotes and bibliographies are not included in the word count unless otherwise advised by the subject coordinator.

11.1.4 Submission of assessment

Assignments must be submitted online using Blackboard. Emailed and hardcopy submissions are not accepted. All assessment must be submitted by 5:00 pm (Melbourne time) on the due date

To submit work, students should follow the instructions provided under the assessment tab of the subject website, as follows:

- Students must use the latest version of the Melbourne Law Masters cover sheet for assessment submission. Enter details into the cover sheet, then copy and paste it into the first page of the assessment item
- Submission should be a Word Document (.doc) or Rich Text File (.rtf). Portable Document Format (.pdf) must not be submitted
- Submissions must be a single file – multiple documents cannot be accepted
- Students will be asked to 'Click on this link to access Blackboard'. When prompted, enter your University email username and password
- Near the top of the left hand column in Blackboard, click the 'Online submission' link (on some computers, students may need to right click the link and then 'Open link in new window').
- Click the 'View/complete' link in the middle of the page
- Click the small 'Submit' icon in the middle of the screen
- Click the 'Browse' button to locate the file for submission. Submissions must have a short title, such as the student's name or student number
- Once the file is selected, click 'Submit'

- A preview of the file will be displayed. This should be checked to confirm it is the intended submission (note that the preview does not display formatting, but the formatting of the submission is intact). Ensure the cover sheet is pasted into the first page
- After confirming that the correct file has been uploaded, click 'Yes submit' to complete the submission
- Students will be notified upon successful submission with a digital receipt, and an email will also be sent to their University email account to confirm successful submission.

Please note that the entire process takes a few moments to complete and that internet connection speed will be a factor. It is recommended that students keep a copy of all research papers, assignments, take-home examinations and theses submitted.

11.1.5 Collection of take-home examinations

Take-home exam papers can be downloaded from the subject webpage from 12.00 noon (Melbourne time), on the date specified.

Please note, exams are password protected, requiring students to enter their email username and password. Students must have activated their University email address in order to download papers from the subject page. This must be done at least 24 hours prior to the time the paper is first made available. Information on setting up a University email account is available from <http://www.masters.law.unimelb.edu.au/go/current-students/useful-links>.

11.1.6 Supervised exams

Where a supervised exam is an optional form of assessment, students will be asked to register to attend. Registration forms will be distributed in class or can be obtained from the Melbourne Law Masters Office. Students residing interstate or in country Victoria may arrange to sit a supervised exam at another location. Further information on this option is provided on the registration form. Queries should be directed to the Melbourne Law Masters Office.

11.2 Results

A student may view their results on the Student Information System (SIS) at <https://sis.unimelb.edu.au/section-1.html#s2>. Students can also order a free email history of results for their course from this site, however a transcript of results will not be available until completion of a student's degree or diploma, except by purchasing one from Student Administration.

11.3 Feedback on assessment

Every effort will be made to ensure marked papers are returned to students with comments from the examiners, usually within six weeks from the final assessment due date for a particular subject. Students are encouraged to contact the lecturer to obtain further feedback on assessment.

Papers will not be second marked, except in the case where the first examiner has failed the paper. In this instance the paper will be second marked before a final result is returned.

11.4 Extension of time for assessment

11.4.1 Grounds of application

Topics for essays and research papers are notified to students well in advance, and assessment dates are printed in the Melbourne Law Masters Handbook. Extensions will not normally be granted merely on the ground of pressure of outside work. Part-time candidates for the degree are enrolled on the basis that their employment commitments will leave them sufficient time for study purposes. In a case of genuine hardship (for example, where illness is involved), an extension may be granted. In this event, there may be some delay in finalising the student's result. In granting an extension in any case, the Law School will seek to balance regard for the circumstances of the individual student against fairness to other students submitting assessment in the subject. Where an extension is granted on non-medical grounds, marking penalties may be imposed.

As a general rule, extensions and deferrals are not possible for any examinations.

The Melbourne Law Masters Policy on Penalties for Late Submission of Research Assignments can be downloaded from <http://www.masters.law.unimelb.edu.au/go/current-students/assessment>.

11.4.2 Lodging an application

'Extension Request' forms are available from the Melbourne Law Masters Office or at <http://www.masters.law.unimelb.edu.au/go/current-students/student-forms>. Applications for extension should be made to the Program Manager, Melbourne Law Masters. Lecturers do not have the authority to approve requests for extensions. An application that is made on the grounds of illness must be supported by a medical certificate.

Applications should be made at least seven days before the assessment due date.

11.5 Special Consideration

Candidates who have suffered hardship which has placed them at a disadvantage in preparing or writing assessed work may apply for Special Consideration (Statute 12.4.4 - 12.4.6).

Applications must be submitted online via the Student Information System (SIS) at <https://sis.unimelb.edu.au/cgi-bin/special-consideration.pl>

Please refer to the guidelines and procedures for submission of applications for Special Consideration at <https://sis.unimelb.edu.au/functions/special-consid/info/SubmissionGuidelines.html>

You must submit your online application **no later than three working days after the date of submission for the last piece of assessment** or it will be considered late. If you have multiple subjects on your application this means you must submit within three working days for the subject with the earliest submission date for the last piece of assessment.

You have five working days to submit the HCAP (Health Care or Appropriate Professional) form for Special Consideration. For further information see <https://sis.unimelb.edu.au/functions/special-consid/info/SubmissionGuidelines.html>.

11.6 Student discipline and plagiarism

11.6.1 General guidelines

Take-home examination and research papers must be your own work. They should not:

- Contain any material published or written by another person, except where proper acknowledgement is made in the text
- Contain any material written by you (whether individually or in collaboration with others) in the course of your employment, except where proper acknowledgement is made in the text
- Contain material written by you which has already been submitted for assessment in any other subject at this University or any other institution
- Contravene the University's policy on Academic Honesty (located at <http://academichonesty.unimelb.edu.au>) in any way.

11.6.2 Plagiarism (University Regulation 12.2.10R1 of Assessment)

Where a student is suspected of plagiarism by an examiner, the examiner will present the details to the Chair of the subject Examination Board (composition of Examination Boards as per University Regulation 12.1.6), and procedures as outlined under Regulation 12.2.10 will apply (see <http://www.services.unimelb.edu.au/plagiarism/policy.html>).

11.6.3 Academic Misconduct and Breach of Discipline or Good Order

Any alleged breach of discipline or good order, and/or allegations of academic misconduct, as defined in Statute 13.1.1, will be referred to the Dean, who will determine the course of action in accordance with Statutes 13.1.2 and/or 13.1.3 (see <http://www.unimelb.edu.au/ExecServ/Statutes/s131.html>).

11.7 Unsatisfactory progress

11.7.1 Progress Committee

The Law School appoints a Melbourne Law Masters Progress Committee in relation to students in the Melbourne Law Masters program. The case of each student who fails any subject is normally

considered by the Progress Committee, on the basis that, at graduate level, failure is, and should be, relatively rare.

11.7.2 Function of the Progress Committee

The function of the Progress Committee is to investigate the circumstances of the student's performance and to identify and explore any factors which may assist to explain the failure. These are then taken into account, together with the student's record, when the Progress Committee considers whether action should be taken. Students should refer to Statute 11.5 Unsatisfactory Progress at <http://www.unimelb.edu.au/Statutes/s115.html>.

11.7.3 Appearing before the Progress Committee

Students may appear before the Progress Committee in person, or if they live interstate or in country Victoria, may submit a written statement in relation to their failure. The Progress Committee will determine whether the candidate can proceed with their course and, if so, on what conditions. At the interview, the student is given the opportunity to be heard.

11.7.4 Powers of the Progress Committee

After considering a student's case the Progress Committee may:

- i. Permit the student to continue with their degree
- ii. Decide that the subjects for which the student may enrol in the forthcoming year should be specified
- iii. Report to the Academic Board that in its opinion the student should be terminated from the course.

11.7.5 Members of the Progress Committee

The Melbourne Law Masters Progress Committee is chaired by the Dean or his/her nominee, and two other members of the Law School, who are at least the seniority of a senior lecturer, in accordance with Statute 11.5.9.

11.7.6 Contact with students

Students who are reported to the Academic Board are advised of their right to appear before the Board, and given the opportunity of making an explanation to the Board. The Academic Board may suspend the student, limit his or her future enrolment, or permit the student to continue in the course without restriction. Students are notified in writing as soon as possible after the hearing.

11.7.7 Candidates undertaking their final subject

Candidates who fail their final subject for the course will be permitted to continue without attending a Progress Committee meeting unless they have failed the final subject a second time.

11.7.8 Further details on unsatisfactory progress

Candidates should refer to University Statute 11.5 Unsatisfactory Progress for further details at <http://www.unimelb.edu.au/ExecServ/Statutes/s115.html>).

12. Updating Your Contact Details

Please note it is the student's responsibility to ensure the University has their current contact details. Contact details can be updated at <https://sis.unimelb.edu.au/cgi-bin/address.pl>. New students or those whose enrolment is otherwise not yet confirmed must notify the Melbourne Law Masters Office in writing (i.e. by letter, fax or email) of any changes to their contact details.

Students should ensure they provide and update their permanent address, term address (if different from permanent address), and business address (if applicable) as well as relevant telephone numbers. Students must indicate their preferred mailing address and, if this changes at different times of the year, specify the effective dates (e.g. term, winter, summer). Please note students may also record a temporary address (with effective dates) if required.

Failure to update contact details may result in missing out on important enrolment information and deadlines. Students should note the University imposes administrative fees and penalties where certain deadlines are not met, eg for late payment of fees or failure to re-enrol by the required date.

13. Setting up your University Email Account

All students are required to set up their free University email account. This is the primary method of communication from the University. Failure to use your University email account may result in missing out on important enrolment information and deadlines.

Your University email is also required to access some materials from the Law School website, for example exam papers, reading guides etc which are online and password protected (these require students to login using their email username and password). Email accounts are also used to maintain contact with the lecturers for subjects in which students are enrolled, and to receive notification regarding availability of subject materials, assessment details etc.

Once students have set up their account, it is possible to link it to an existing email account to eliminate the need to check a separate account.

O:\Melbourne Law Masters Office\Procedures & Policy\Melbourne Law Masters Program Course Rules 2010.doc