



Master of Legal Business

Non-Award Study Rules

Master of Legal Business (MLB) Non-Award Study Rules

1. Introduction

This document, together with the Terms and Conditions forms the contractual agreement between the College and participants taking MLB Non-Award study.

A MLB Non-Award subject is an individual subject offered by the College as a standalone course. Participants who take a MLB Non-Award subject are not enrolled in the Master of Legal Business award program¹.

2. Eligibility

To be eligible to commence a MLB Non-Award subject a participant should have a law degree, or other bachelor's degree plus at least three years' experience in a legal or quasi-legal environment.

3. Competency and Proficiency

By enrolling in a MLB Non-Award subject participants are asserting that they have a sufficient level of computer literacy to satisfactorily participate in the subject and complete the subject requirements. Students from non-English speaking countries who did not complete their undergraduate degree at an English speaking university must supply an IELTS Certificate. The requisite IELTS standard is at level 8 (writing), 7 (listening), 7.5 (speaking), 7 (reading), and 7.5 overall. If you do not do this, you may be required at any time to defer until such English skills are demonstrated.

4. Attendance and Participation

You must fully and actively participate in a Non-Award subject. If you do not satisfy the attendance and participation requirements you will be ineligible for assessment. If you are unable to attend or are absent from scheduled activities for any reason you must notify your teacher in advance and request an extension. See section 3 of the Applied Law Program Manual

<https://www.collaw.edu.au/learn-with-us/forms-and-documents>

¹ Subject to formal accreditation

5. Satisfactory Completion

On achieving satisfactory completion of a Non-Award subject a participant will receive a Completion Certificate.

Satisfactory completion requires:

- (a) satisfactory participation in the Non-Award subject – including completion of all assessable and non-assessable activities, and full attendance at and participation in, and workshop/s and or conferences;
- (b) completion of all preliminary interactive activities, and
- (c) satisfactory completion of the assessments.

Satisfactory completion of the assessments means that the participant receives at least 50% of the total awarded marks allocated to assessment.

6. Assessment Rules

The Assessment Rules for the College's Applied Law Program apply to MLB Non-Award study. These rules can be found in Appendix 2 of the College's Applied Law Program Manual <https://www.collaw.edu.au/learn-with-us/forms-and-documents>

Participants will receive feedback on their submitted assessment through the Learning Portal.

Participants will be able to access assessment results online via the Career Portal as soon as they become available.

If an illness or other circumstance beyond a participant's control interferes with a participant's assessment performance, a participant can apply for special consideration by submitting an application to the Teaching Fellow enclosing any relevant supporting documents.

7. Academic Conduct

The academic conduct policies and procedures for the College's Applied Law Program apply to MLB Non-Award study. These rules can be found in section 3

of the College's Applied Law Program Manual <https://www.collaw.edu.au/learn-with-us/forms-and-documents> .

8. Compliance with College policies, procedures and rules

Enrolment in a Non-Award subject is on the condition that participants comply with the following overarching policies, procedures and rules of the College which can be found in the College's Applied Law Program Manual <https://www.collaw.edu.au/learn-with-us/forms-and-documents>

- Appendix 1 – Procedures where Non-Compliance with Policies and Procedures (student non-compliance)
- Appendix 2 – Assessment Rules
- Appendix 7 – Student Code of Conduct

9. Credit into the Master of Legal Business Program

Participants may convert up to three units studied on a non-award basis for Academic Credit into the Master of Legal Business Program (including the nested awards).

It should be noted that the College does not allow Academic Credit from external sources towards Graduate Certificates and the maximum Academic Credit that can be granted towards an award from all sources is 50%.

10. Cross program study

Students currently enrolled in the College's Applied Law Program are not eligible to take a MLB subject as part of their Applied Law Program but are welcome to take a MLB Non-Award subject as a standalone subject.

11. Complaints and Disputes

The academic conduct policies and procedures for the College's Applied Law Program apply to MLB Non-Award study. These rules can be found in section 4 of the College's Applied Law Program Manual <https://www.collaw.edu.au/learn-with-us/forms-and-documents> .