

Definitions and Abbreviations

In this manual the following definitions and abbreviations are used.

Academic misconduct – conduct that the higher education community in Australia would ordinarily regard as dishonest, dishonourable or improper in accordance with the accepted standards of academic integrity in the higher education sector. It includes but is not limited to:

- cheating
- plagiarism in assessable work
- collusion in assessable work
- accessing, uploading College coursework or materials to, or using content from a contract cheating or coursework sharing website
- failure to adhere to the College's policies and procedures relating to students or to the Assessment Rules (Appendix 2) in such a way as to obtain unfair academic advantage
- tampering or attempting to tamper with assessment papers, class work, grades or class records
- impersonation of or by another student or person in a test or other assessment activity
- use or attempted use of any material or equipment in an assessment room, or during any other assessment activity, that is stated not to be permitted either on the assessment paper or in the assessment instructions or by a member of College staff
- unauthorised communication or attempted communication with another person during a test or other assessment activity
- engaging in any other improper academic conduct.

Admitting authorities – the board or other body appointed by the Supreme Court in the jurisdiction or jurisdictions relevant to the program a student is undertaking.

Assessment – a test or other assessment task

Appeals Committee (AC) - the committee established to hear appeals from decisions of the Assessment Review Committee, from decisions of the Chief Academic Officer under clause 4.1.3 and to hear appeals in relation to findings of academic misconduct or unsatisfactory academic conduct. The committee is comprised, from time to time, of:

- the Principal or his or her nominee; as chair
- a lawyer, not being a member of College staff, nominated by the Chair of the Board of Governors
- a senior member of academic staff, nominated by the Chair of the College of Law Academic Board.

Assessment Review Committee (ARC) – the committee established to review assessments, grades and eligibility for graduation.

Census date – the date after which FEE- HELP assisted students incur a debt to the Commonwealth, and/or the date after which fee paying students can no longer withdraw from a Program or Subject and receive a refund of tuition fees.

Cheating – dishonest conduct, whether in assessable or non-assessable work, and including but not limited to:

- communicating, or attempting to communicate, with another student during an assessment or test
- reading, or attempting to read, another student's assessment script
- obtaining, using or distributing unauthorised notes, answers or other material during a test or other assessment activity
- stealing the work of another student
- accessing, uploading College coursework or materials to, or using content from a contract cheating or coursework sharing website
- unauthorised collaboration in creating an item of coursework
- acting so as to subvert the assessment process or obtain an unfair advantage over other students in the creation or performance of any item of coursework.

Chief Academic Officer – the person holding the position of senior academic responsibility reporting directly to the Principal.

Clinical Experience Module – the alternative form of the Work Experience Component comprised of 25 days' work experience in accordance with the Work Experience Rules plus additional exercises and activities as prescribed from time to time.

College – The College of Law Limited trading as The College of Law

College Board – the Board of Governors of The College of Law Limited

College of Law Academic Board (COLAB) – the committee established by the College Board to oversee all curriculum matters, including educational policy, assessment and appeals.

College premises – in:

- Australian Capital Territory – at the University of Canberra, University Drive, Bruce 2617
- New South Wales – 570 George Street, Sydney 2000
- Queensland – at Level 5, Wesley House, 140 Ann Street, Brisbane 4000
- South Australia – at Level 24, Westpac House, 91 King William Street, Adelaide SA 5000.
- Victoria – at Level 6, 459 Little Collins Street, Melbourne 3000
- Western Australia – at Ground Floor, Durack Centre, 263 Adelaide Terrace, Perth 6000
- other locations – any location where an onsite component of the Program is conducted.

College staff – includes employees and, as appropriate, persons carrying out duties on behalf of the College.

Collusion – inciting, assisting, facilitating, concealing or otherwise being involved with another person in an act of unsatisfactory academic conduct, or academic misconduct, whether in assessable or non-assessable work. For example, two students will have colluded when one student provides a copy or draft of an answer to an item of coursework to another student or prospective student in a College program. In addition, a student must not collude with a person who is not a student, such as a lawyer. Collusion does not include authorised collaboration by students in the preparation of an item of coursework. Submission by more than one student of substantially similar items of coursework may be evidence of collusion. Collusion in assessable work may constitute academic misconduct.

Co-operative Program – an offering of the PLT Program in association with a particular law firm.

Coursework Component – one of the three components of the PLT Program – an integrated course of study comprised of core and elective subjects as prescribed by the National Competencies for Entry Level Lawyers.

CPE Component – one of the three components of the PLT Program – requiring the completion of units of Continuing Professional Education plus the completion of a reflective journal.

External Appeals Panel – is the final avenue for academic appeals at the College, appointed to consider appeals from the AC. The External Appeals Panel consists of two external academics appointed by the Chair of the College Board.

Legal professional association – the law society or institute in the jurisdiction or jurisdictions relevant to the program stream a student is undertaking

Maximum permissible period – the longest permissible period a student may remain enrolled in the PLT Program, without completing all three components of the PLT Program, is four (4) years. The four years commences from first enrolment.

Offering – a specific version of the Coursework Component of the PLT Program (or Clinical Experience Module) between scheduled dates in a particular Stream.

On Campus Program – the College's face to face Coursework Component of the PLT Program conducted only at the Sydney campus, New South Wales.

Part Program – discrete Subjects of the Coursework Component of the PLT Program.

Part Program Student – a student who is undertaking a Part Program, for example a trainee.

PLT – practical legal training

Plagiarism – whether in assessable or non-assessable work, the passing off by a student of someone else's work as their own, whether intentionally or not. It includes but is not limited to the copying, summarising or use of someone else's work or ideas without acknowledgment in

any item of coursework, whether in whole or in part and whether assessable or not. Plagiarism in assessable work may constitute academic misconduct.

Principal - the CEO and principal academic officer of the College, responsible to the College Board for implementing the decisions of the Board.

Practical Legal Training Program (PLT Program)– a program of practical legal training, made up of three components, which satisfies the requirements for direct admission to legal practice in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia, Victoria and Western Australia.

Program Director – the relevant director or chief executive of the Program a student is undertaking, responsible to the Chief Academic Officer, the Principal and the College Board for the implementation, conduct and assessment of the relevant Program.

Stream – a version of the PLT Program which satisfies the PLT requirements for admission to legal practice in a Supreme Court with content relevant to that jurisdiction.

Student Liaison Officer – a member of the College academic or executive staff, whose role is to give students guidance in the conduct of complaints and disputes and other matters regarding College policies.

Subject – a discrete subject within an Offering.

Trainee – a student in Queensland or Victoria undertaking supplementary or programmed training.

Trainee Admission Program – discrete subjects in the Part Program to be undertaken by a Trainee.

Transfer – a transfer of enrolment is where a student elects to move from one course Offering to another after the Census Date. A Transfer enables the student to retain all summative assessments and whole Subjects completed in the previous Offering and does not require the payment of further tuition fees (unless fees have increased across years requiring the difference to be paid) but does require payment of the Transfer fee.

Unsatisfactory academic conduct – conduct in the Program, including collusion and plagiarism, not amounting to academic misconduct within the College definition but unsatisfactory in relation to Program objectives and requirements.

Work Experience Component – one of the three components of the PLT Program –75 days of approved work experience undertaken in accordance with the Work Experience Rules OR the alternative work experience undertaken via the Clinical Experience Module.