

Definitions and abbreviations

In this manual the following definitions and abbreviations are used.

Academic misconduct – conduct that the higher education community in Australia or New Zealand 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
- 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 examination papers, class work, grades or class records
- impersonation of or by another student or person in an examination or other assessment activity
- use or attempted use of any material or equipment in an examination room, or during any other assessment activity, that is stated not to be permitted either on the examination paper or in the assessment instructions or by a member of College staff
- unauthorised communication or attempted communication with another person during an examination or other assessment activity
- engaging in any other improper academic conduct.

Accredited Specialist – a practising solicitor who has been conferred Specialist Accreditation by the relevant Law Society in a particular area of law.

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

Assessment – an assessment task or other activity.

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 4.1.5 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 examination
- reading, or attempting to read, another student's examination script
- obtaining, using or distributing unauthorised notes, answers or other material during an examination or other assessment activity
- stealing the work of another student
- 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.

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 –the University of Canberra, University Drive, Bruce 2617;
- New South Wales –2 Chandos Street, St Leonards 2065 or Level 16, 111 Elizabeth Street, Sydney 2000;
- Queensland –Level 5, Wesley House, 140 Ann Street, Brisbane 4000;
- South Australia –Level 24, 91 King William St Adelaide SA 5000;
- Victoria –Level 6, 459 Little Collins Street, Melbourne 3000;
- Western Australia –Ground Floor, Durack Centre, 263 Adelaide Terrace, Perth 6000;
- Auckland, New Zealand –Level 8, 3 City Rd, Auckland NZ 1010;

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.

Commercial Litigation Program – refers to the course conducted by the College leading to the award of the Graduate Diploma of Applied Law (Commercial Litigation).

Credit (specified) – means the granting of academic credit for previous study which is deemed to be exactly equivalent to a Subject within an Postgraduate Specialisation Program course. In

appropriate cases, this can include core subjects.

Credit (unspecified) – means the granting of academic credit for previous study which is deemed to be approximately equivalent to a Subject within an Postgraduate Specialisation Program course. This can only be applied to elective requirements.

External Appeals Panel – is the final avenue for 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.

Family Law Program – refers to the courses conducted by the College leading to the awards of the Graduate Diploma of Applied Law (Family Law) and Master of Applied Law (Family Law).

FDRP Program – refers to the Graduate Diploma of Family Dispute Resolution Practice and the Master of Law (Applied Law) majoring in Family Dispute Resolution Practice

Graduate Diploma of Legal Practice – practical legal training (PLT).

Government and Public Sector Law Program – refers to the courses conducted by the College leading to the awards of the Graduate Certificate in Applied Law (Government and Public Sector Law) and Graduate Diploma of Applied Law (Government and Public Sector Law).

In-house Program – refers to the course conducted by the College leading to the award of the Graduate Diploma of Applied Law (In-house Practice).

Legal Practice and Innovation Program – refers to the course conducted by the College leading to the award of the Graduate Certificate in Applied Law (Legal Practice and Innovation).

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

Major – a Master of Laws (Applied Law) degree can be awarded with a Major in Commercial Litigation, Business Law and Transaction, Family Dispute Resolution Practice, Family Law, In-house Practice, Estate Planning, Dispute Resolution, Property Law, Government and Public Sector Law or Wills and Estates where the requisite subjects (minimum of four) from those Streams are completed.

Malaysian Program – refers to the courses conducted by the College leading to the award of the Master of Laws (Applied Law), or nested awards, with a Major in subjects especially tailored for Malaysian students.

Maximum permissible period – the longest permissible period a student may remain enrolled in a Program, without completing the Program.

New Zealand Program – refers to the courses conducted by the College leading to the award of the Master of Laws (Applied Law), or nested awards, with a Major in subjects especially tailored for New Zealand students.

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.

Postgraduate Specialisation Program – refers to all award courses offered by the College (other than the Practical Legal Training Program and Master of Legal Business) and all Programs of a similar nature to be offered by the College in future related to other areas of legal practice.

Practicum – students in the FDRP Program are required to undertake approved client contact in accordance with the Practicum Rules (see Appendix 5).

Practicum Rules – the rules, which define and delimit the client contact practicum which students in the FDRP Program are required to undertake (see Appendix 5).

Prescribed Core Subjects – those Subjects outlined in Appendix 6 of this manual.

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

Program – a course of study within the Postgraduate Specialisation Program.

Program Director – the Executive Director, Practitioner Education, responsible to the Chief Academic Officer, the Principal and the College Board for the implementation, conduct and assessment of Postgraduate Specialisation Programs.

Stream – Subjects within a discrete area of legal practice in which it is possible to study for a Major.

Student – a person enrolled in a Subject within any Postgraduate Specialisation Program.

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.

Subject – a discrete subject within any Postgraduate Specialisation Program, which can be offered on an online basis or intensive basis.

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.

Wills and Estates Program – refers to the course conducted by the College leading to the award of the Graduate Diploma of Applied Law (Wills and Estates).