

## THE COLLEGE OF LAW: ACADEMIC CONDUCT GUIDELINES - PLT

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**Purpose** The purpose of these guidelines is to outline The College of Law's expectations regarding academic integrity in its Practical Legal Training (PLT) course.

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**Applicability** These guidelines are applicable to all students enrolled in a PLT course at The College of Law.

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**Background** A fundamental requirement of acceptable academic conduct is that the work you submit must be your own.

At the commencement of your course you received, by way of announcement, an important letter from the College CEO advising of the consequences of plagiarism and collusion. Every student should make sure they have read this letter carefully – located under the 'Guide to the Practical Legal Training Program' in the learning portal.

The College takes a serious view of plagiarism and collusion because –

- they go to your honesty and integrity as a future lawyer
  - they indicate you have failed to undertake the learning required by admitting authorities for entry-level lawyers; and
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- they can adversely affect your application for admission as a legal practitioner.
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## Guidelines

1. All work submitted must be the **student's own work**.
    - 1.1. Unless clearly identified as a group task, all work submitted by a student must be the student's own work.
    - 1.2. While precedents are frequently used in legal practice, they are not effective learning tools and students are required to prepare their own drafts for the coursework they submit.
    - 1.3. It is permissible to use a precedent from your law firm for the purpose of formatting or structure of your own draft and you may refer to or draw upon a firm precedent as a resource in drafting your own document. In this case you must acknowledge the source document in your submission.
    - 1.4. In no circumstances is a student permitted to use the work of another student as a 'precedent'.
    - 1.5. When submitting PLT work into the College's learning portal, a student is required to certify that the work uploaded is their own. To submit work that is plagiarised, or copied from another source without attribution, is to make a false certification. This is a serious act of dishonesty that may go to that student's fitness to practise as a lawyer.
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- 1.6. The process of turning their own mind to each PLT task and attempting their own draft provides students with an invaluable opportunity to learn and refine the essential skills and understanding required of an early-career lawyer.
  
  2. It is not acceptable for a student to **copy or reproduce** any part of any work completed by any other person, including any PLT student past or present. This includes any work completed by any other person whether inside the student's workplace or some other workplace. Such work is not acceptable as a 'precedent' document.
  
  3. It is not acceptable for a student to **source, view or inspect** any part of any work completed by any other PLT student past or present as a way to inform the student's understanding of PLT tasks. This includes any work completed by any other person whether inside the student's workplace or some other workplace.
  
  4. It is acceptable to **discuss** coursework with other people, including other College students. Such discussion and sharing of ideas can be a valuable part of the learning process. However, any written submission must be the student's own work – unless the task is clearly identified as a group task.
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5. Breach of any of the above may amount to **academic misconduct or unsatisfactory academic conduct**. A finding of academic misconduct or unsatisfactory academic conduct may negatively impact on a student's ability to be admitted as a legal practitioner.
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**Remember**

The College understands that many students are under pressure and may have difficulty balancing work commitments, personal commitments and their PLT studies.

We also understand that some of the course content may be unfamiliar to you and difficult to master.

In either case the appropriate course of action is to contact your course lecturer. Your lecturer is there to support you, to clarify anything about which you are uncertain and is normally able to grant extensions to deadlines when you are under pressure.

If you feel you are struggling to keep up with the course workload at any point you should always contact your lecturer as soon as possible to work together on a way forward.

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