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UNIVERSITY  
LAW STUDENTS'  
ASSOCIATION'S**

**GUIDE TO LAW 2010**

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# **First Year Subjects**

The subjects you take in first year depend on a few different factors. For example, there are undergraduate law students, graduate law students, and undergraduate double degree law students, all of whom will have different subject structures. Regardless, within first year, all students will take the core subjects Dispute Resolution (DRE), Legal Institutions and Methods (LIM), Principles of Public Law (PPL) and Criminal Law. Graduate students will also undertake Constitutional Law, as well as one law elective *OR* Torts Law. For more information on subjects, you should refer to the University Handbook and the LSA Electives Guide accompanying this guide.

## **Dispute Resolution - LAW1DRE**

Dispute Resolution (DRE) explores methods of settling disputes outside the regular court system. There is a large focus on mediation; however other conflict resolution techniques including conciliation, negotiation and arbitration are also explored. The practice of these methods is discussed in relation to environmental, workplace and family disputes.

Participation is a key element of DRE and there is a strong focus on students learning different mediation techniques. Through mock mediations in seminars and videos in lectures, students learn how to apply the different techniques. The techniques learnt are then applied in a mock mediation. Professional mediators who offer advice and share some of their own experiences assess students.

## **Legal Institutions and Methods - LAW1LIM**

Legal Institutions and Methods is a great introductory subject to a law or legal studies degree. Assessment is concentrated on the research skills and understanding of the legal system that is addressed during the course. You will explore different aspects of the law and the legal system including: types and sources of law; how laws are made, interpreted and enforced; how to find cases on Internet databases; how to read and analyze a case; the doctrine of precedent and how this applies to the court hierarchies; the process of a Bill through Parliament; an overview of the lawmaking bodies; and how to interpret legislation. As the course progresses, it can be seen how all the separate elements of the law and legal system learned about during the semester entwine to form the legal system. The subject provides a great overview of the legal system.

## **Criminal Law - LAW1CRM**

This subject examines the key aspects of the criminal law, and focuses initially on analysing criminal law principles such as mens rea, actus reus, onus of proof and principles of classifying offences. This subject will cover through legislation and case law most of the 'traditional' crimes that occur in Australia, including theft, murder, sexual offences, and robbery. A more socio-legal approach is adopted in order to explore the functions of criminal law in society and its broader policy considerations.

## **Principles of Public Law - LAW2PPL**

Students explore the principles of Australian public law. It provides a general foundation for particular units in public law as well as private law. The main topics are legal sovereignty, constitutionalism and the rule of law, separation of powers and checks and balances, federalism, parliamentary supremacy, representative government, responsible government and governmental conventions, accountability of the executive to the law, human rights, and republicanism. These are studied against the background of English and Australian constitutional history, and other legal systems.

## **Constitutional Law - LAW2CNL**

This subject explores the Constitution throughout its historical development and its present form and character. The functions of the Constitution are also analysed in their political and administrative contexts. Particular sections of the Constitution are addressed and analysed, along with express and implied rights. Additionally, the seminal constitutional cases that have taken place within the High Court are also analysed – along with the Justices who made them – to stress the profound significance of Australia's Constitution and the court which interprets it.

## **Torts - LAW2TOR**

Though only taken by graduate entry students at first year, Torts is a core subject which focuses on the civil disputes and remedies that exist within the common law jurisdiction of Australia. The key focus within Torts will be on negligence, and the situations in which a defense can be made if one party is accused of negligence. We assure you that once you have finished Torts you will forever be cursing Mrs. Donoghue for simply not having the gumption to check for floating snail debris in her ginger beer. Topics such as strict liability, absolute liability, public nuisance, and private nuisance are also covered, with much time also spent on that explosive area of tort law; defamation.

## **Electives**

The elective subjects offered at La Trobe are subject to change; some are only offered in certain semesters with others only available to be taken as summer subjects. For the most up to date information of subjects, it is vital that you check the University Handbook as well as the LSA's *Electives Guide*: essential reading for anybody who has to pick electives! Additionally, some elective subjects have either pre-requisites, co-requisites, or both. Be sure to check the detail of the electives that interest you in the Handbook and the *Elective Guide*. Additionally, there are several legal placement subjects such as Clinical Legal Education, Public Interest Law Practice and the Legal Internship. Competition for these subjects is typically high, and they are usually only offered to final or penultimate year students. However, they are certainly worth exploring and reading through, as they offer the practical legal experience that will be seminal come the business end of your degree.

## Getting Started

Below are just a few generic tips you may find helpful in the first few weeks of university. For any more handy tips do not hesitate to ask any LSA member!

### Buying Your Books

We really do implore you to wait until your first lectures where you will be given a list of books required for each subject. There is nothing worse than spending \$100 on a brand new text book only to have the lecturer decide at the last minute that they will no longer be using that book. Also, read the textbook list carefully: you don't want to be the person who went and bought the "Revised", "Abridged" or "First Edition" that the lecturer specifically told you not to buy.

Go to the Bookshop early in the day or before closing time, so as to avoid the long queues during peak times (especially around lunchtime). It is best to buy your books straight after your first lecture in each subject otherwise the bookshop may run out of a prescribed textbook and you will have to wait a week or two before the new order comes in.

Also, don't forget to check notice boards in the Law Faculty for second hand textbooks. Alternatively, have a look on the internet for some second hand book sites, such as <http://2bb.uts.edu.au/>, a non-profit second hand book site dedicated to students! Serious money can be saved by doing this!

### The Bookshop

The Bookshop stocks a large range of textbooks, general books, stationery, computer software, laboratory equipment, magazines and gifts for all of your university needs. Student discounts are available on textbooks and most books over \$25. Check out the online version to avoid those queues!!

Opening hours: Monday-Friday 8:30am-5:30pm (with extended hours at the start of semester)  
Saturday 10:00-3:00 (during semester only)

Phone: 9479 1234  
Fax: 9479 2011  
Email: [enquiries@bookshop.latrobe.edu.au](mailto:enquiries@bookshop.latrobe.edu.au)  
Web: [www.bookshop.latrobe.edu.au](http://www.bookshop.latrobe.edu.au)

### Organising Your Timetable

Timetables are accessible via the Internet at [www.latrobe.edu.au/timetable](http://www.latrobe.edu.au/timetable). For most subjects, students need to attend one lecture and one seminar a week. If you are unsure, check the subject listing in the University Handbook. This is the best document to check if you want any information about one of the subjects you are enrolled in. Furthermore, most subjects have a variety of seminar times, which gives you some flexibility when organizing your timetable.

The Handbook is available online at

[www.latrobe.edu.au/handbook](http://www.latrobe.edu.au/handbook).

The La Trobe University Counselling Service has great advice on how to organise your timetable around your life on their website. You might want to begin with the following basic guide:

- ◆ Start with a blank grid showing the days of the week (including the weekend) and waking hours of the day.
- ◆ Write in your fixed, regular commitments such as lectures or work.
- ◆ Work in your other regular commitments (such as seminars) to fit around those. You won't know which seminar you are enrolled in until the first or second week of semester. You will need to sign up online, using a program called **Oasis** ([www.latrobe.edu.au/oasis](http://www.latrobe.edu.au/oasis)) for all law subjects or complete a form stating your preferences for some other university departments, so plan ahead for the best times you have available.
- ◆ Mark in other times for meals, study, and social activities.
- ◆ Be realistic and flexible. Don't schedule study during your favourite TV show if you know you will skip it, and make sure you allow spare time for irregular tasks such as assignments. For more information, please visit the La Trobe University Counselling Service Office:

Level 2, Peribolos East (right hand side extension of David Myers Building)

Phone: 9479 2956

Email: [counselling@latrobe.edu.au](mailto:counselling@latrobe.edu.au)

Web: [www.latrobe.edu.au/counselling](http://www.latrobe.edu.au/counselling)

### Understanding Your Timetable

Below are some of the more common venues that you will likely have lectures in. Venues will appear in abbreviated form, with the letters designating the building and a number identifying the room or lecture theatre.

BS	Biological Sciences
HuEd	Humanities Education
DWB	Donald Whitehead Building
MARB	Martin Building
WLT	Western Lecture
HS	Health Sciences
ELT	Eastern Lecture Theatres
SS	Social Sciences
GC	Glenn College
TC	Thomas Cherry

## Securing Your Timetable - Oasis

We mentioned Oasis above, but what is it actually? The Oasis system is the online method through which you will enrol into tutorials or seminars for your law subjects. Your lecturer will announce at the first lecture if Oasis is being used in that subject or you can check the Oasis subject listing.

To use Oasis, you must have a confirmed enrolment in a subject. You need to register each semester to do this. It is also very important that you wait for the prescribed time given by your lecturer as to when you can book the seminar times you want. If you use Oasis to enrol before that time, it will appear that you have booked your seminar times when in fact you have not. Left

## Getting the Most Out of Your Time

### Note Taking

How you take notes in class is purely individual. Use the method that works for you. If you miss something or can't hear because of very rude people talking in a lecture, don't forget that all lectures are taped and streamed to the internet. (DON'T RELY ON THIS!! Our Lecturers are professionals in Law, not I.T. and you can't expect them to fix computer malfunctions just for you.) To help you find a style with which you feel comfortable, here are some suggestions.

◆ **Shorthand.** Here is a crash course in shorthand. Alternatively, you can make up your own shortcuts for common words or expressions.

	the	p./pp	page/pages
.	a	s./ss	section/sections
o	of	sub-s	subsection
w	with	para	paragraph
~n	~tion	pt	part
~g	~ing	jjt	judgment
~d	~ed	govt	government
∴	therefore/thus	Crt	court
b/c	because	D	defendant
e.g.	for example	R	Crown
i.e.	that is to say	P	plaintiff
cf.	compared with		
J/JJ	Judge(s)/Justice(s)		
Cth	Commonwealth	CJ	Chief Justice
CA	Court of Appeal	FC	Full Court
Parl	Parliament	CtyC	County Court
HC/HCA	High Court of Australia		
MgC	Magistrates' Court	FCA	Federal Court
HL	House of Lords	PC	Privy Council

unchecked, this will result in you having to go back and enrol again, probably when all of your preferred time slots are no longer available.

Lastly, Oasis is also a 'first in, first served' system. If you know you are going to have a busy Monday due to work or other commitments, but there is only one seminar not on Monday, then you need to ensure you get into the system quite quickly to reserve the times that best suit you.

To access Oasis, go to [www.latrobe.edu.au/oasis](http://www.latrobe.edu.au/oasis) or the study materials homepage [www.latrobe.edu.au/law/current.html](http://www.latrobe.edu.au/law/current.html) and follow the links.

◆ **Spelling, grammar and punctuation** aren't important when note-taking. Just be sure you can understand what you have written!

◆ **Use the whole page.** Headings, sub-headings, dot points, and diagrams make your notes clearer. Make sure you space your work out so that it is readable and you can add in extra detail if necessary.

◆ **Colours.** Using a range of different colours to highlight headings or important points might help. If you find this too time-consuming, try underlining instead.

◆ **Follow the class outline.** Your lecturer(s) may have already recorded citations and summaries, leaving you free to write down other details in your notes. Make sure you have the citation for relevant cases (or you can look them up in your textbook) so that you can refer to them later.

◆ **Record due dates in your diary** as soon as you get them so you don't forget them. Make notes in the preceding weeks or make it a habit to flick through the following weeks in your diary so you know what assignments are coming up.

◆ **Do the prescribed reading before class** to be able to follow, understand, and fully appreciate what is being said. It also helps if you are asked a question!

◆ **Ask for clarification.** If there's something you don't understand, ASK! Chances are there is someone else thinking the same thing. If you are worried about disturbing the lecturer while he or she is hammering home a point, wait until after the lecture and ask him or her privately.

◆ **Typed lecture notes.** Whether you prefer to type or write your lecture notes depend on what method is quickest and easiest for you. Consider the flexibility on pen and paper and the weight and expense associated with laptop computers. If you are choosing to use a laptop make sure it has a battery life long enough for your lecture or seminar as power points are at a premium in most lecture theatres. An alternative may be to transcribe your handwritten notes to computer after the lecture, reinforcing the content at the same time. Also, it may be awkward if you go to your tutorial without lecture notes on paper as some lecturers still prefer the traditional methods.

## Readings and Research

Being a law student necessarily involves copious amounts of reading. Whether you are reading a textbook, journal articles, or reading case judgments, it is highly recommended that you attempt to apply some of these tips below. They won't miraculously halve your reading time, but they will make tasks such as essays and law briefs more manageable.

♦ **Highlighting or underlining** key passages and adding notes in the margins save you searching for important information later.

♦ **Summaries.** Keeping summaries of your readings will harness you with a great set of notes for study and exams, and saves you rereading the same material to extract relevant details.

♦ **Select your research materials carefully.** If your study time or photocopying expenditure is limited, you will find it helpful to skim-read potential research resources before copying them to evaluate their usefulness for assignments.

♦ **Keep an outline of the subject.** Try to keep an outline, map, or flowchart of each subject, borrowing from the structure of the lectures and seminars. This may help you to get a better understanding of the subject as a whole and how individual principles and concepts fit into the wider context. For some subjects, it may be difficult to see how the different components in

a subject relate to each other until towards the end of the semester, but make an effort from the beginning. If possible, look at the lecturer's outline before the lecture, as this will enhance your understanding.

♦ **Keep your notes.** Don't throw them away at the end of semester. You may find it useful to refer back to them when studying later subjects and in your eventual career.

♦ **Write down the source.** It is truly tragic when you complete your masterpiece essay only to realize that you have to do your bibliography. Especially when that essay has taken weeks to complete and there is no way of telling what information came from where. Whenever you borrow a book or photocopy an article, always write down the details of the book.

♦ **Plan your study time.** Working on a subject immediately before or after that class can help you keep your mind on the relevant topics. However, try not to overdo it. You can only do so much constitutional law in one session before it becomes even more confusing than before...

## Avoiding Plagiarism

Plagiarism is a serious issue. This is not only because maintaining academic integrity is of the utmost importance within any university degree, but also because of the very severe consequences that will result from such academic misconduct. Not only is it likely that you will receive an immediate 'Fail' for any work containing plagiarism, it is also likely that you will be failed for that entire subject.

Moreover, when it comes time begin your legal career, plagiarism is precisely the type of thing that you will be required to divulge to the people who decide whether or not you are fit to be a legal practitioner. Quite simply, everything must be done to avoid plagiarism.

It is important to familiarize yourself with what constitutes plagiarism, as a lot of the time students don't even know that they are doing it. Due to carelessness or improper referencing, students can nevertheless end up plagiarising from a source which they have included in a bibliography.

To attain a greater idea of exactly what is plagiarism you should go to the university web site and find the short guide to plagiarism, the *La Trobe Law Short Guide to Avoiding Plagiarism and Academic Misconduct*. This is available at <http://www.latrobe.edu.au/law/guides/index.html>.

### What is Plagiarism?

La Trobe University's *Academic Misconduct Policy* defines plagiarism as 'the reproducing of someone else's words, ideas or findings and presenting them as one's own without proper acknowledgement'.<sup>1</sup>

This can involve direct copying or paraphrasing without acknowledging the source, and using facts, information or ideas without acknowledging the source.<sup>2</sup>

As you can see, in doing the above section, direct quotation and paraphrasing from another source was involved. Since quotation marks and references are included, no plagiarism has occurred.

<sup>1</sup> La Trobe University, *Academic Misconduct Policy*, 2 at <http://www.latrobe.edu.au/policies> on 13 February 2009.

<sup>2</sup> *Ibid.*, 2.

# Legal Referencing

Proper legal referencing is a skill essential not only for university but also for your eventual legal career. Simply because of the large volume of legal material available, it is of the utmost importance that you reference your books, articles and case law correctly in your bibliography and footnotes. It will also ensure that you will avoid plagiarism. Indeed it is for this very reason that in the core first year subject Legal Institutions and Methods, a small percentage of the subject involves demonstrating the basics of legal referencing. It will reward you throughout your legal career by getting into good habits early on.

## Citing Cases / Case Law

Example: *McBride v Sandland* (1918) 25 CLR 69

◆ **Names of the parties.** Use the full names of the parties. Where the name of a ship is incorporated in the heading of the report, the case can be cited by that name alone. Additional references to the same case can be abbreviated when they are so close to the full title that the reader will understand. For example:

- *New Zealand Shipping Co Ltd v AM Satterthwaite & Co Ltd (The Eurymedon)* may be cited as *The Eurymedon*
- *Hedley Byrne & Co Ltd v Heller & Partners Ltd* may then be cited as *Hedley Byrne*
- *CES & Anor v Superclinics (Australia) Pty Ltd & Ors* (1995) 38 NSWLR 47 may then be cited as *CES v Superclinics (Australia)*

◆ **The 'v'** – In criminal cases, pronounced “against”; in civil cases pronounced “and” – *never* pronounced “versus” in Australian cases (we are not auditioning for *Boston Legal!*). The full title of the case (i.e. the names of the parties and the 'v') should be italicised.

◆ **Year** – When the year is not part of the formal citation (where volume numbers keep counting year after year), it refers to the date of the decision and should be enclosed in round brackets.

◆ **Volume numbers** – Volume numbers appear after the year and before the abbreviated name of the law report. They may be omitted where not needed. For example: (see next page)

- [1965] VR – where only one volume is published in each year
- [1992] 3 All ER – where more than one volume is published each year
- (1918) 25 CLR – where the year does not form part of the formal citation

◆ **Law report.** The prescribed abbreviation for the law report should be used, as noted at the beginning pages of the report. Some include:

## Australian Law Reports

CLR	<i>Commonwealth Law Reports</i>
FCR	<i>Federal Court Reports</i>
VR	<i>Victorian Reports</i>
NSWLR	<i>New South Wales Law Reports</i>
SASR	<i>South Australian State Reports</i>
QR/QdR	<i>Queensland Reports</i>
TasR	<i>Tasmanian Reports</i>
WALR	<i>West Australian Law Reports</i>
VSC	<i>Victorian Supreme Court</i>
A Crim R	<i>Australian Criminal Reports</i>
HCA	<i>High Court of Australia</i>
ACL	<i>Australian Current Law</i>

## English Law Reports

AC	<i>Appeals Cases</i>
QB	<i>Queen's Bench</i>
KB	<i>King's Bench</i>
Fam Law R	<i>Family Law Reports</i>
P	<i>Probate, Divorce and Admiralty</i>
Cr App R	<i>Criminal Appeal Reports</i>
All ER	<i>All England Law Reports</i>

◆ **Page number.** This is the page on which the report begins. To refer to a specific page of a report, precede that reference by the word 'at'

## Citing Legislation

Example: *Goods Act 1958 (Vic); Trade Practices Act 1974 (Cth)*

◆ **Short title and date.** The title of Acts *and the year* should be in italics. The names of Bills should not be italicised.

◆ **Jurisdiction.** The jurisdiction should be indicated in brackets.

◆ **Sections and subsections.** References to particular sections, sub-sections etc may be made after the name of the Act in references, or the beginning of a sentence before the name in the middle of a sentence. For example:

- *Goods Act 1958 (Vic) s 85 OR Section 85 of the Goods Act 1958 (Vic)*

## Citing Books

Example: Corones S G, *Competition Law and Policy in Australia*, 3<sup>rd</sup> ed, The Law Book Company, Sydney, 1990 at 78.

◆ **Author's name.** (Surname followed by initials – the name of an editor or editors should be indicated in brackets).

◆ **Title of book.** (In italics).

◆ **Edition.** (If more than one edition has been published).

◆ **Name of publisher.**

◆ **Place of publication.**

◆ **Date of publication.** (Which can be found on the copyright page).

◆ **Page, chapter, or paragraph reference.** (When referred to in the text).

◆ **Essays from books** can be cited by including the name of the author and title of the essay (in single quotation marks) before

the book's citation and with the word 'in' preceding the citation method above. For example:

- Waitcymer J, 'Income Tax' in Baxt R and Keyley G (eds) *An Annual Survey of Australia Law*, The Law Book Company, Sydney, 1990 at 132.

## Citing Journal Articles

Example: Cassidy J A, 'The Taxation of Insurance Receipts for Personal Injury: Is it All Getting a Bit Much?' (1988) 1 *ILJ* 67.

◆ **Author's name.**

◆ **Title of the article.** (In single quotation marks).

◆ **Date of publication.** (In brackets).

◆ **Volume number of the journal.**

◆ **Name or abbreviation for the journal.** (In italics).

◆ **Page number.** (Where the article begins).



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# The Borchardt Library



The Borchardt Library is the centre of La Trobe. People meet outside its doors for lunch, new students use it as a starting point to assist them to navigate unknown realms, and we are all expected to go inside there at some stage in our degree!

## How do I search for materials in the Library?

You can search the Library catalogue via the Internet using terminals inside the Library, computer labs on campus, or from home ([www.lib.latrobe.edu.au](http://www.lib.latrobe.edu.au)). You can search by keyword, title, author, a combination of author and title, subject, call number, or you can view a list of books placed on reserve by a particular lecturer for a particular subject.

There are many databases, electronic journals, and other electronic publications available through the Library's website. You may need to set up a Library password and reconfigure your web browser to access this material off campus. Go to the address below and follow the instructions:

[www.lib.latrobe.edu.au](http://www.lib.latrobe.edu.au)

## Where will I find materials in the Library?

When you look up an item on the Library catalogue, it will tell you in which section of the Library it is located, and it will give you a call number to help you pinpoint the material. As a general rule you can find:

- ◆ legislation and law reports on Level 2, adjacent to the quiet study area;
- ◆ serials on Level 1 (downstairs) to the right – most law journals can be found around the 340s;
- ◆ government publications on Level 1 (downstairs) to the left;
- ◆ general collection books on Level 3 (upstairs); and
- ◆ closed reserve items on Level 2, behind the staircase and next to the Loans Desk.

If the catalogue says the item is on the shelf but you can't find it, check nearby sorting shelves (for items which have been recently used but not yet put back in their place). If in doubt, ask one of the Library staff.

When you are finished reading or photocopying an item, place it on the appropriate sorting shelf or trolley for the Library staff to return it to the right place. This will also help other students who may be looking for the same material that you are using.

## What can I borrow from the Library?

Undergraduate students may borrow up to 15 items at a time for up to 14 days. Postgraduate students may borrow up to 20 items at a time for up to 28 days. Some items in high demand may be borrowed for three or seven days. Items on closed reserve may only be borrowed for 3 hours and can be taken outside the library during the loan period. Only 2 items can be borrowed from closed reserve at one time.

TIP: Borrowing within 3 hours of the library closing time will render the book/s due at open time the next day. This can be handy!!

To check items out of the Library there are several DIY machines installed. Just follow the prompts on the screen to check out your items.

## How do I renew an item from the Library?

If you want to keep an item past the due date, you can renew your loan, so long as the item has not been placed on 'hold' by another student. Some items cannot be renewed, such as three or seven-day loans, closed reserve books, and some audio-visual materials. You can renew a loan:

- ◆ online by following the links on the Library homepage ([www.lib.latrobe.edu.au](http://www.lib.latrobe.edu.au)) and completing the prompts;
- ◆ over the phone by calling the Loans Desk on (03) 9479 2937; or
- ◆ in person by presenting your student card to the Loans Desk.

## How do I place an item on hold?

If an item you want has been borrowed by another student, you can request a hold on that item so that you can have it as soon as it is returned. Holds can be requested by following the prompts on the Library Catalogue, or by writing the details down on a piece of paper and asking at the Loans Desk. Items in high demand may have several holds, so you may have to wait your turn. This is annoying (and stressful if your assignment is due the next day and you haven't started yet!) so it's suggested that you get your research books as early as you can.

## Overdue items

If you have an item for longer than the loan period without renewing it, you will be charged an overdue fee. For 14- or 28-day loans, the fee is usually 20 cents; for three and seven-day loans it is \$1.00 per day; and for closed reserve items it is \$2.50 for any time up to the first hour then \$1.00 for each hour thereafter. You can check due dates online by following the link on the Library homepage. You can accumulate \$10 of fines before borrowing is ceased.

The Library reserves the right to recall any book at any time, and failure to do so may result in a higher overdue fee.

## What else is in the Library?

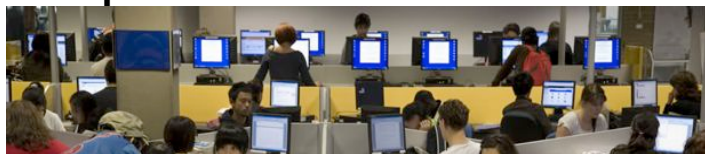
- ◆ Photocopying
- ◆ Network printing
- ◆ Computers with Internet access
- ◆ Audio-visual materials
- ◆ Multimedia workstations
- ◆ Interactive CD-ROMs
- ◆ Group discussion rooms
- ◆ Private study carrels
- ◆ Silent/quiet study areas
- ◆ Video viewing rooms
- ◆ Newspapers and periodicals
- ◆ Past examination papers
- ◆ Online learning and computer facilities

The Library holds tours and workshops during Orientation Week and the first few weeks of semester to help familiarise students with its facilities. Make a booking at the Information Desk or call 9479 2922.

For more information about any of the Library's facilities, visit their website or call one of the following numbers:

Opening Hours:	9479 2921
Information:	9479 2922
Loans Desk:	9479 2937
Reserve:	9479 2925

## Computers



There are many on-campus computers for student use with Microsoft Office software and access to the Internet.

### Faculty computer labs

Faculty computer labs are available according to the course on which you are enrolled. Law students may use the labs located in Social Sciences 202 (SS 202) and the Martin Building 441a-441b.

You will need a username and password to access the computers in these labs. Your username is the same as your StudentOnLine username and your default password is your university allocated (password printed on the top right-hand corner of your Statement of Account). You will be prompted to change your password the first time you use one of the computers.

Opening Hours: Monday-Friday 9:00am-6:00pm  
Phone: (03) 9479 1290

Research Help Desk: 9479 2718  
Audio-Visual: 9479 2936

## Essential Short Guides

It is highly recommended that you also go through some of the La Trobe Law Short Guides available on the La Trobe University website. These short guides have been written by some of the people who lecture law at La Trobe, and are a great source for useful information.

We suggest that you visit these sites to access some of the available short guides:

Short Guide to Answering Legal Problems:  
<http://www.latrobe.edu.au/fraud/students/AnsweringLegalProblemsd10-fin.pdf>

Short Guide to Avoiding Plagiarism and Inadequate Referencing:  
<http://www.latrobe.edu.au/fraud/students/Short-guide-plagiarism-ref.pdf>

Citing the Law:  
<http://www.lib.latrobe.edu.au/help/subjects/law/aglc/page14.html>

### Computer Study Hall (Computer Barn)

Located between Glenn and Menzies Colleges, the Computer Study Hall has 64 PCs and 15 iMacs available to all La Trobe students. Your username and password are the same as the Faculty computers.

Opening Hours: Monday-Friday 9:00am-10:00pm  
Saturday-Sunday 12:00pm-5:00pm

Phone: (03) 9479 1260 Web:  
[www.latrobe.edu.au/studyhall](http://www.latrobe.edu.au/studyhall)

### Library Computers

As mentioned above, there are many computers in the Library, divided into sections according to their purpose. Carefully check the signs before you start using them as some have time limits and printing restrictions.

### Where can I get an email account?

Each La Trobe student is given a University email account with an address such as [jtridley@students.latrobe.edu.au](mailto:jtridley@students.latrobe.edu.au). Use the same username and password you use to log in to the Study Hall computers.

Phone: (03) 9479 1260 Web:  
[www.latrobe.edu.au/students](http://www.latrobe.edu.au/students)

# Cafeterias/Hang Outs'

Got a spare hour before your next lecture? You're in luck! La Trobe University has several different places designed specifically for you to hang out during the day. Below we've listed just a few of the more recognisable places, but we really do encourage you to take the time to have a wander around the central hub of the university. There's everything from pin ball machines to cinemas!

## The Agora

The Agora or the "Ag", situated outside the Library, offers a variety of places to eat yummy food, buy pretty things, play games, and even plan an overseas holiday. In the centre of the Ag, you will often find performances, stalls, or free/cheap barbeques. Whether you like salads or samosas, lattes or lychee juice, the Ag is bound to have something up your alley.

## \*Important Terms You Need to Know\*

### Traineeship (previously known as Articles of Clerkship)

In the legal world, an 'article' is what is required to be admitted to practice once you have completed your LLB. There are strict rules which dictate how and when articles can be sought and students selected. When you have obtained your articles, you become a trainee / articulated clerk, which is a law clerk employed under written articles of agreement by which you agree to serve a master solicitor, who provides practical training sufficient to entitle you to qualify for admission to legal practice. Competition for articles is fierce, with most students aiming to get their articles with the major and most prestigious law firms. You should start thinking about your articles from early on in your degree, by networking, reading information and thinking about what type of law you are most interested in. You should apply for articles at the beginning of your final year but when applying remember that articles is now referred to as traineeships.

### Careers Guide

The LSA publishes a Careers Guide with all the information necessary to get your articles and perform your best in any job-seeking situation. The Guide lists many law firms and other organisations to which you may apply for traineeships, as well as information and experiences from practising lawyers or LLB graduates.

### Seasonal Clerkships

This is unsurpassable work experience in a law firm for a certain period of time. You will need to start thinking about applying for clerkships early in your penultimate year (the year before your last). Undergraduate students will apply in their third year, double degree undergraduates their fourth year and graduate students in their second year.

## The Eagle Bar

A popular place for lunch (the pizzas and parma' are recommended) or an after-class beer, the Eagle Bar rocks any way you look at it. Rack up a game on one of the four pool tables or just chill on the couches (warm students are happy students - grab the couches by the open fires in winter). Each Thursday of semester brings the legendary Bar Night, with the first and last nights of semester carrying particularly infamous renown.

## Sports Centre

The Sports and Recreation Association (SARA) operates the Sports Centre, which incorporates a gym with weights and exercise equipment, arenas for a variety of sports, and all the amenities to match. Keep an eye out in Orientation Week for the staff of the Sports Centre: they will have all of the information you need to know if you wish to frequent the gym or the pool throughout the year.

## Credit Points

In order to obtain your Bachelor of Laws, you must have accrued a number of credit points. This varies according to whether you do a double degree; if you intend to major in one and minor in another subject; or if you are doing a double major. Credit points tell you what you are expected to complete in order to graduate. Subjects with a two-hour lecture and a two-hour seminar are worth 20 credit points. Subjects with a two-hour lecture and a one-hour tutorial are worth 15 credit points. 60 Credit Points is a Full-Time load.

## Lectures

All students enrolled in the subject should attend lectures, where the lecturer speaks for a certain time (often feeling like forever), providing students with information relevant to the course. Lectures also focus on the crucial issues in the subject and allow for little interaction. La Trobe records all core subject lectures (and some electives that are cores for other disciplines, e.g. Banking and Finance Law), and broadcasts them over the Internet, but sometimes technical problems preclude recording. You can also get overheads and other lecture materials from the Study Materials site in case you are unable to attend lectures. It is advisable to attend if you can, however, especially in the later, more difficult subjects. Plus, it can be a great way to catch up with all the new friends you meet on Law Camp!!

## Moots

Moots involve two competing teams in a mock court situation in front of a mock judge. Moots differ to trials in that there are no witnesses. Moots argue points of law, usually in an appellate case scenario. Teams are given problems and must research and prepare arguments within a specified period of time. The LSA holds junior and senior moots. Moots are a great way of partaking in legal activities and getting into the legal atmosphere.

## Pre-enrolment

Every October, you will be required to pre-enrol via StudentOnLine. Here, you can choose your subjects for the next year and update your enrolment details. Your pre-enrolment remains unconfirmed until December, when your results are finalised. If you have passed all the necessary prerequisites and course requirements, your pre-enrolment is confirmed. You will get a Statement of Enrolment and Fees Assessment Notice after your approval. If you do not pass the requirements, you will have to submit your enrolment plan for approval.

## Seminars

Seminars are two-hour classes that are (supposedly) more informal than lectures and allow for more interaction with your lecturer or tutor. Seminars expand on topics covered and clarify any uncertainties that may arise in lectures; however, they can

## Over to You: All The Best!

May your Orientation Week begin! We can't wait to meet all of you guys, so please do make an effort to get to as many Orientation events as possible!

The LSA hopes that this guide has helped to answer some or all of your questions, and if you are still unsure of anything, please come and find us.

We encourage all of you to really immerse yourself within your new university: we promise that you won't be disappointed in the experiences, challenges, and achievements that you find you will encounter.

be just as confusing as lectures sometimes, so don't panic if it all goes over your head sometimes.

## Special Consideration

If something has occurred in your life that you feel has negatively affected you, making it difficult for you to perform to the best of your ability, you may submit an Application for Special Consideration. This will usually be granted in cases based on medical complications. Any application should be supported by evidence, such as medical certificates or other documentation.

For more information go to:

[www.latrobe.edu.au/acadserv/current/ans\\_specsupp](http://www.latrobe.edu.au/acadserv/current/ans_specsupp)

Be sure to pay attention to any lecture announcements or other publications like this so that you can leave La Trobe University as the perfect "well rounded student"!

As the weeks go by, you are guaranteed to hear plenty about upcoming competitions (which look fantastic on the resume!), social events (which are just plain fantastic!) as well as guest lecturers, career advice and other news.

Enjoy your O-Week: on behalf of the LSA we sincerely hope that we put on a good one for you.

**Connect** with tomorrow's graduates.  
**Challenge** your legal mind.  
**Inspire** your future direction.

## Australian Law Students' Association Annual Conference 2010



The central image features the ALSA Conference Adelaide 2010 logo, which includes a stylized map of Australia in orange and white. Below the map, the text reads "ALSA CONFERENCE ADELAIDE 2010" and "connect . challenge . inspire". To the left of the logo is a list of activities under the heading "National Final Law Competitions". To the right is a list of social and networking events under the heading "A week of networking and socialising".

**National Final Law Competitions**

- ALSA Moot
- IHL Moot
- Negotiation
- Witness Examination
- Client Interviewing
- Paper Presentation
- Kirby Cup Law Reform Paper

**A week of networking and socialising**

- Opening Gala
- Winery Tours
- Brewery Tours
- Adelaide Amazing Race
- Cocktail Night
- Pubcrawl
- Themed Night
- Closing Gala

**12-19 July 2010**

**A week-long Law Students' Conference comprising Law Competitions, Educational Forums, Day-trips, and Social Events!**

For more information visit our website

**[www.alsaconference.com.au](http://www.alsaconference.com.au)**



You can also find us on Facebook  
Australian Law Students' Association Conference 2010 (Adelaide)

# Contacts

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Ms Kris Young (Careers and External relations officer)	9479 2689
Ms Heather King (Director of Undergraduate Studies)	9479 1524
Ms Lorraine Beasley (Student Services Co-ordinator)	9479 3219

**Law Students' Association (LSA)** 9479 3881

## Academic Services and Student Records

Enrolments, Fees, Student Records, Exams	9479 2005
Austudy, Student Loans, Financial Aid	9479 2122

## Advice and Counselling

Course and Careers Service	9479 2459
Counselling Service	9479 2956/2957

## University Departments

Switchboard	9479 1111
Security – Emergency on Campus	9479 2222
Security – Central Control	9479 2012
Bookshop	9479 1234
Faculty of Health Sciences	9479 3583
Faculty of Humanities and Social Sciences	9479 2023
Faculty of Law and Management	9479 1979
Faculty of Science, Technology and Engineering	9479 2328

## Student Bodies

Student Representative Council (SRC)	9479 2976/2977
Union	9479 2314

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### **DISCLAIMER**

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