



MACQUARIE
University

Conveyancing – Law and Practice

Student Handbook

2015

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WELCOME TO CONVEYANCING – LAW AND PRACTICE

Welcome to the *Conveyancing – Law and Practice* course. The *Conveyancing – Law and Practice Student Handbook* is provided to all Conveyancing students and should be used for reference throughout your enrolment in the course.

The purpose of the *Conveyancing – Law and Practice Student Handbook* is to provide you with the essential information you need regarding the administrative and academic policies and practices applicable to the *Conveyancing – Law and Practice* course.

You will find information about assignment submission, attendance at on-campus sessions and examinations, as well as information on academic standards and requirements. Answers to any questions you have may be contained in this *Student Handbook*. Please use it as your first reference source for information about the policies and practices applicable to the course.

The staff from the Centre for Open Education and Macquarie Law School hope that you find your studies in the course fulfilling and successful.

Course Overview

The course is offered online and is divided into the following eight units, which may be completed in four sessions. Currently the Conveyancing course is offered over 2 sessions per year. However, from 2016 the Conveyancing course will be implementing a new 3 sessions per year structure. This will give students the opportunity to complete the course over 18 months.

Units **must** be taken in the order listed (not numerical unit code order):

- Foundation Legal Knowledge (PDCV101)
- Contracts (PDCV102)
- Vendor and Purchaser 1 (PDCV104)
- Revenue Law (PDCV103)
- Vendor and Purchaser 2 (PDCV105)
- Professional Skills 1 (PDCV107)
- Finance and Security (PDCV106)
- Professional Skills (PDCV108)

You may enrol in a maximum of two units per session, and are required to complete a minimum of two units per year.

Students need to allocate **at least six to ten hours a week study time for each unit** in which they are enrolled.

There are two on-campus sessions scheduled for each unit, one of which is designated “compulsory” and the other “voluntary”. The compulsory sessions are an important course requirement and attendance is not negotiable. The voluntary session is not a replacement for the compulsory session but is an additional session.

The New South Wales Office of Fair Trading issues licences to practise as a conveyancer after the Office is satisfied that an applicant has an approved educational qualification and approved relevant practical experience and training with a licensed Conveyancer or a legal practitioner.

Completion of the *Conveyancing – Law and Practice* course will provide you with the educational qualification necessary for a Conveyancers Licence. The approved practical experience with a licensed Conveyancer or legal practitioner may be gained before, during or after completion of the course.

(Further information is available from the Property Services Licensing information line on (02) 9619 8799 or at the Australian Business Licence and Information Service at <https://ablis.business.gov.au>).

CONTACT INFORMATION

Most of your contact with the University will be with staff from either the Centre for Open Education or Macquarie Law School. The Centre for Open Education deals with all administrative matters relating to the course and the relevant staff in Macquarie Law School deal with academic matters. You should use the information following as a guide to which section of the University to contact for a particular enquiry.

The Centre for Open Education (COE)

The Centre for Open Education is your primary point of contact with the University. The Centre is located on Level 1 of Building of X5B. The entrance to the Centre is on the southern side of the building, adjacent to the W4 car park. Please see the campus map at:

http://mq.edu.au/on_campus/maps/

Hours of Operation

During the teaching periods the Centre is normally open from 8.30am to 5.00pm Monday to Friday and 8.00am to 11.00am Saturday.

During non-teaching periods the Centre is normally open from 9.00am to 5.00pm Monday to Friday.

Contact Information (COE)

Phone: (02) 9850 7470
Fax: (02) 9850 7480
Enquiries: <http://ask.mq.edu.au>

Conveyancing Program Officers

You should contact the Conveyancing Program Officers if you have any questions about administrative policies and procedures, in particular:

- Enrolment/re-enrolment procedures
- Tuition fees
- Withdrawal from a unit
- Change of name or contact details
- Receipt or return of assignments

Mailing Address:

Conveyancing – Law and Practice
Centre for Open Education
Level 1, Building X5B
Macquarie University NSW 2109

Contact Information for Conveyancing Program Officers

Phone: (02) 9850 6829
Email: conveyancing@mq.edu.au
Enquires: <http://ask.mq.edu.au>
Website: www.mq.edu.au/conveyancing

Macquarie Law School

Macquarie Law School is located on Level 5 in Building W3A.

The Director of the *Conveyancing – Law and Practice* course oversees the academic matters relating to the course. The Director, Ms Debra Ronan (phone 9850 7906), is located in Macquarie Law School.

Teaching staff in the *Conveyancing – Law and Practice* course are located in Macquarie Law School.

You will be notified of the name and contact details for your tutor early in the session, usually by way of an introductory letter on the university's online learning management system (iLearn).

You should contact your tutor in the first instance if you have any questions about the following:

- the content of your unit materials or textbook/s;
- the content of an assignment or other assessment work; or
- feedback about an assignment or other assessment work.

Contact with Tutors and other Students

In order to facilitate contact with tutors and other students, you are enrolled into the university's online learning management system (**iLearn**) in each unit you are studying. **iLearn** facilitates online discussions and email between students enrolled in the same units. It is also an important point of contact with your tutor and for distributing information such as assignments and additional reading materials.

You **must** log onto iLearn at the beginning of each session. Make a note of any important information from your tutor about the unit you are taking, and print out your assignments for the unit. You should then log in **at least once** a week, but it is recommended that you do so more often, as this is the source of all important information from your tutor and the Centre for Open Education.

You are encouraged to make contact with the other students enrolled in your course through iLearn. You may wish to organise a study group or clarify issues about the unit you are studying. This can be done through the "Forums" within iLearn.

Changes of Contact Details

It is very important that you notify the Conveyancing Program Officer of changes to your contact details, including your name, postal address, email address, and phone numbers.

If we do not have your current contact details we may be unable to send material to you, return marked assignments, or contact you to discuss important matters relating to your enrolment. You must email the Conveyancing Program Officer at conveyancing@mq.edu.au with your name, address, and telephone/email changes. We cannot accept changes of contact details over the phone.

Please Note: You cannot notify the Centre of a change to your contact details or name by simply indicating the new information on an assignment coversheet.

Change of Name

If you wish to change the name under which you are enrolled you must provide a marriage certificate or statutory declaration regarding the change of name.

It is your responsibility to ensure that your contact details and name are up to date

ENROLMENT PROCEDURES AND RULES

Confirmation of Enrolment/Re-enrolment

Successful applicants for enrolment/re-enrolment receive an email confirming enrolment for that session. The email confirming enrolment will indicate the unit/s in which you have been enrolled for that session. The email will also show your *Conveyancing – Law and Practice* **Student Number**, which is a six-digit number. You should indicate your student number, as well as your name, in all correspondence to the Centre for Open Education/University. Other documents containing important information may be sent with your confirmation your enrolment and you should ensure that you read these documents carefully.

Receipt for Tuition Fee Payment

Receipts for the payment of tuition fees will be issued to all students. Receipts, together with parking vouchers for the compulsory and voluntary on-campus sessions, are sent to students by the start of the Session. Contact the Centre for Open Education if you have not received a receipt and parking vouchers by the compulsory on-campus session.

Recognition for prior learning

Documented work experience is taken into consideration as an entry requirement for the course. If any previous studies successfully undertaken are equivalent to the units in the Macquarie Program, a maximum of 2 units may be exempt. No exemption will be given for PDCV101 Foundation Legal Knowledge. Please provide relevant transcripts and equivalent unit outlines for assessment.

Adding a Unit

You may enrol in a maximum of two (2) units per session. If you have submitted an application for enrolment in one (1) unit and decide that you wish to enrol in a second unit, you may apply to add a second unit to your enrolment before the Closing Date for Applications for that session (the applicable date may vary depending on whether you are a new or a re-enrolling student).

If you wish to add a unit you should telephone or email the Conveyancing Program Officer at conveyancing@mq.edu.au to confirm that you are still able to add a unit. If you are able to add a unit you must notify the Centre in writing and forward payment for the additional unit before the Closing Date for Applications.

You cannot add a unit to your enrolment for a particular session once that session has commenced.

Cancelling your Application before Session commences

If you need to cancel your application for enrolment/re-enrolment before a Session commences, you must notify the Centre in writing. This written notification must reach the Centre by the last day for a tuition refund, which is the start of a Session.

In these circumstances a refund of 80% of the tuition paid for your enrolment in that unit/s will be considered.

Students are not eligible for a refunds of tuition fee/s, after the start of a session .

Withdrawing from a Unit

You may withdraw from a unit or units after Session commences and before the Withdrawal Closing Date, approximately eight (8) weeks after the start of Session. (The Withdrawal Closing

Date is specified each Session and you are advised of this by an Important Dates document provided with your enrolment/re-enrolment confirmation).

If you wish to withdraw from a unit, you should notify the Centre for Open Education by email. It is not sufficient to only inform the unit convenor that you are not continuing with a unit.

If you wish to undertake, in a subsequent session, a unit from which you have previously withdrawn, you will have to apply to re-enrol in the unit and will be required to pay the full tuition fee again. **No refund of the tuition fee is given if you withdraw from a unit after the start of the Session.**

You must notify the Centre for Open Education by email that you wish to withdraw from a unit or units before the Withdrawal Closing Date for that Session. The Withdrawal Closing Date is specified each Session and you are advised of this date in your Important Dates notification for that Session. If you withdraw from a unit before the Withdrawal Closing Date you will be given a “W” (Withdrawn) grade for the unit from which you have withdrawn, and you will not be considered as having failed the unit.

- If you discontinue your studies in a unit and do not notify the Centre in writing of your withdrawal from that unit you will be given a “F” (Fail) grade for that unit.
- If you discontinue your studies after the Withdrawal Closing Date has passed you will be given a “F” (Fail) grade for that unit.
- If you do not complete all course requirements of a unit you will be given a “F” (Fail) grade for that unit.

It is not possible to defer your examination for a unit from one session to another session, or to carry over marks for assignments or other assessment work from your enrolment in one session to another session.

Procedures for Re-enrolling

You will be notified of information and dates for re-enrolling at the end of each Session.

On-line re-enrolment is available at the Conveyancing website at: www.mq.edu.au/courses/conveyancing.

Before submitting your application for re-enrolment, you must ensure that you are able to attend the compulsory on-campus session/s, and be available for the examination/s for unit/s in which you intend to enrol.

You may enrol in a maximum of two (2) units per session and units must be studied in the order listed on the Application Form.

In the event that a “F” (Fail) grade has been awarded, you must re-enrol in the failed unit only, the next time you enrol. When you repeat the failed unit you are permitted to enrol only in that unit and no other. (See under the heading “Failing a Unit” later in the *Handbook*).

To re-enrol for the next session you must complete the on-line re-enrolment form and submit it, along with payment of the tuition fees, by the Closing Date for Re-enrolment Applications. (The Closing Date will be specified in the information regarding re-enrolment).

NB: There is a short turn-around time between receiving your Session 1 results and re-enrolling in Session 2. You may submit your Re-enrolment Application for Session 2 before you have received your results for Session 1.

Minimum Rate of Progress

Students must enrol in at least *one unit per session*. Failure to comply with the Minimum Rate of Progress may mean that a student is ineligible to re-enrol or is required to repeat units previously completed.

If you enrol in a unit but withdraw from the unit after the Closing Date for Re-enrolment Applications you will be considered to have been enrolled for that session for the purposes of meeting the Minimum Rate of Progress. However, if you cancel your application for enrolment before the Closing Date for Re-enrolment Applications, you will be considered as not having been enrolled for that session for the purposes of meeting the Minimum Rate of Progress. If there is any difficulty (e.g. illness or serious unavoidable disruption), which may affect your ability to comply with the Minimum Rate of Progress, you must notify the Centre for Open Education in writing, requesting a deferral of enrolment for the relevant session. You should outline the reasons for your inability to re-enrol, attaching medical certificates or other documentary evidence.

If you are given a “Fail” grade for a unit you may enrol only in that unit the next time it is offered. If you intend to re-enrol in a failed unit, no other unit can be undertaken at the same time unless extenuating circumstances are shown to exist. You will be required to pay the full tuition fee for the second enrolment. If you fail the same unit a second time, you may be excluded from continuing in the course.

In some very exceptional circumstances you may be given the opportunity to indicate why you should be allowed to repeat the unit for a third time. If you are allowed to repeat the unit for a third time you will be required to pay the full tuition fee for the third enrolment.

Scholarships

One Merit and one Equity Scholarship will be available to Conveyancing students, in each study session. Students must have previously completed at least two units and therefore at least one Session to be eligible to apply. Each scholarship is a waiver of tuition fees for the next two units of the course. A student is only eligible to receive the Merit and/or Equity scholarship once to ensure that the most students can benefit.

Applications will close approximately 3 weeks before the commencement of the next study session.

The Merit scholarship will be awarded to the student who applies with the highest average mark in the previous Session. The student must have attempted two units in that previous Session. Application is online at <https://secure.mq.edu.au/coe/formbuilder/view.php?id=43>

The Equity Scholarship is for students who can demonstrate hardship, which may become a barrier to them continuing their studies. To apply for the Equity scholarship, you will need to complete the online form at <https://secure.mq.edu.au/coe/formbuilder/view.php?id=39>

The Equity Scholarship application will require a 200 word personal statement explaining your circumstances. Applications are encouraged from students who are experiencing educational disadvantage including

- Disability or long-term/recurrent medical disadvantage
- Financial hardship
- Indigenous Australian background
- Refugee status
- Regional or remote location
- Carer or sole parent responsibilities

STUDY MATERIAL AND RESOURCES

Textbooks

It is recommended that students in the *Conveyancing – Law and Practice* course purchase their textbook/s directly from the publishers (as indicated in the Textbook List each session). Teaching staff in the course do not place bulk orders for textbook/s for their unit with the Macquarie University Co-op Bookshop.

The Macquarie University Library

Conveyancing students are eligible to become a Library Member for \$55 per annum. This will afford you borrowing privileges of 5 books for 2 weeks with one renewal. The Library Membership application form is available on the Library web site.

Studying Online

The *Conveyancing – Law and Practice* course uses the University's online learning management system (**iLearn**).

The online learning management system will be used to:

- Access your course materials
- Introduce and give you contact details for your lecturer
- Distribute assignment details
- Put up examination papers
- Advise you of rooms for On Campus sessions
- Give you an opportunity to correspond with your lecturer and other students in your unit/s

You must log on to your unit in the first week of session and then at least once a week, but more often if possible, to check if there is anything new for your unit/s.

Try out the technology

Log on to the Conveyancing iLearn site as soon as you have access, which is usually at the start of each session. Find out what technical skills are assumed and what new ones you may need to acquire.

New students will be issued with a username and password, as well as instructions for accessing **Learn**, by email.

For instance, you will need to know:

- Your username and password;
- How to navigate around the site;
- How to manage messages on the Discussion section;
- How to access email on the online learning management system;
- How to logout of the online learning management system so that no one else can use your password.

You might also need to know:

- How to upload and download files to your online unit.

Please contact COE if you experience difficulties logging on to the online learning system.

Time Management

The online learning management system may sound a bit daunting at first, but it is manageable, and generally students learn very quickly. Log on to the website regularly, and allow room in your schedule in case there are difficulties. For example, you forget your password and have trouble logging on, or you find you cannot print when you need to, or the system is down when you have planned to use it. The more you use the website, the more proficient you will become in accessing information and trouble shooting problems.

ON-CAMPUS SESSIONS

A notice giving details of the dates of on-campus sessions will be included with enrolment/re-enrolment information. Details are also available on **iLearn** and the Conveyancing website.

Each session there are usually two on-campus sessions scheduled for each unit, one of which is designated “compulsory” and the other “voluntary”. On-Campus Sessions are from 9.30am to 4.30pm and are generally scheduled on weekends.

All students must attend the Compulsory On-Campus Session for the unit/s in which they are enrolled. The Compulsory Session is an important course requirement and attendance is not negotiable. Failure to attend a Compulsory On-Campus Session will mean that a student is withdrawn from the unit. Please note: The Voluntary On-Campus Session is not a replacement for the Compulsory On-Campus Session, but is an additional session.

Class tests, which may be a course requirement, are held at the Compulsory On-Campus Session. These tests will not be made available to anyone who leaves early, or does not attend the session.

Attendance

It is your responsibility to ensure that you know when and where the On-Campus Session/s for the unit/s in which you are enrolled are to be held and that you complete the full attendance requirements of any Compulsory On-Campus Session/s. You will be notified of the rooms for the on-campus sessions on the on-line learning management system (iLearn).

Please note: Each room is identified by a code giving its location on the campus (e.g. W6B336 is Building W6B Room 336; X5BT1 is Building X5B Theatre 1). The building names are mostly oriented around E for East, C for Central and W for West parts of the campus

A student may be given a “F” (Fail) grade for a unit where they do not complete the full attendance requirements of the Compulsory On-Campus Session. In cases of serious illness or misadventure students must contact the Centre for Open Education regarding their non-attendance at the session and must be able to provide medical or other evidence to justify their absence. (See information about illness or unavoidable disruption below.)

Registration

All students must register for a Compulsory On-Campus Session by signing the Compulsory On-Campus Session Register. The register will be located in your lecture/tutorial room on the day of the on-campus session. Your tutor will notify you of the exact location of the register. Failure to register for a Compulsory On-Campus Session will imply non-completion of the session and may lead to withdrawal and failure of the Unit. You should be aware that your tutor might require students to sign the register more than once during the Compulsory On-Campus Session.

Illness or Unavoidable Disruption

You must telephone the Centre for Open Education immediately if illness or unavoidable disruption prevents your attendance at, your late arrival at, or early departure from a Compulsory On-Campus Session. You must also write to the Centre for Open Education giving reasons why you did not complete the full attendance requirements and include medical certificates or other documentary evidence to support your claims.

Each case of failure to complete the full attendance requirements of a Compulsory On-Campus Session will be assessed and you will be notified of the outcome in writing. You should continue your studies in the affected unit/s, including submission of assignments, unless or until you are informed in writing that you have been withdrawn from the affected unit/s.

Distribution of Study Materials

It is your responsibility to ascertain from your tutor, or the Centre for Open Education, whether any material was distributed at an On-Campus Session that you were unable attend. Any extra material that is distributed at an on-campus session is usually made available on the online learning management system.

Preparation for On-Campus Sessions

Your On-Campus Session will include opportunities for group discussion. This will be led by a tutor who introduces the central question or theme that is to be considered. The atmosphere encourages everyone to take part and you should prepare for the discussion as in some units you may be assessed on your contribution. There are several ways in which you can make best use of group discussions:

Make sure you complete any background reading before you attend the session. You will achieve little benefit from the session if you have not read the material being discussed.

- Identify questions, issues, or contradictions that you would like to see aired in discussion.
- Listen carefully to the opinions being expressed. Compare the information with your own understanding, and the opinions advanced with your own.
- If someone advances an opinion or argument that you do not understand, ask for clarification.
- Put forward your own opinions for discussion.
- If no one else is doing it, help the group from time to time by summing up progress to date. For example you might say: "We seem to agree on so-and-so, but disagree about such-and-such. Some say this while others say that. Is this a fair summary?". Such a summing up can be a valuable springboard to further discussion and knowing that you may need to provide it will certainly help you to stay alert.
- Make a few notes afterwards to remind you of the main lines of the discussion and the state of your own opinions at the end of it.

Parking

For those travelling by car, there is ready access to the University along Balaclava Road off Epping Road, or along Waterloo Road off Lane Cove Road and via an exit off the M2 Freeway from the Hills District. Parking at Macquarie University is limited and fines are strictly enforced. Enrolled conveyancing students are provided with Scratch and Display Parking Vouchers for use at the On-Campus Sessions. See this website for more details:

[http:// www.mq.edu.au/on_campus/maps/campus_map/](http://www.mq.edu.au/on_campus/maps/campus_map/)

Transport

You are encouraged to use public transport where possible.

Train services stop at Macquarie University and both State Transit Authority (STA) and private bus companies provide bus services. Please go to: <http://www.cityrail.info/timetables/#landingPoint> for train times, and phone 131 500 for information on Government and private bus schedules.

Accommodation

Students travelling to Macquarie University from outside the Sydney metropolitan area may find the following information helpful in finding reasonably priced accommodation close to the campus.

Residential Colleges

Residential colleges are run independently of Macquarie University and should be contacted directly for information on vacancies, costs, and available facilities.

Macquarie University Village

122 Culloden Road, Marsfield, NSW 2122

Ph: + 61 2 9812 600

Enquiries@macquarieuv.com.au

www.macquarieuv.com.au

Dunmore Lang College

130-134 Herring Road, North Ryde, NSW 2113

Ph: + 61 2 9856 1000

info@dlc.mq.edu.au

www.dunmorelangcollege.nsw.edu.au

Robert Menzies College

136 Herring Road,

North Ryde, NSW 2113

Ph: +61 2 9936 6000

administration@rmc.nsw.edu.au

www.mq.edu.au/rmc/

Off Campus Accommodation closest to Macquarie

To assist students in finding accommodation we list the addresses and telephone number of places reasonably close to the university. Tariffs are not given as they are always subject to change and can be checked when you telephone.

Travelodge Macquarie North Ryde

81 Talavera Road

North Ryde NSW 2113

Ph: 61 2 8874 5200

reservations@travelodge.com.au

www.travelodge.com.au

Stamford Grand North Ryde

Cnr Epping & Herring Roads

North Ryde NSW 2113

Ph: 61 2 9888 1077 or 1300 130 983

sales@sbr.stamford.com.au

Web: www.stamford.com.au

The Ranch Hotel

Cnr Epping and Herring Roads,

Marsfield NSW 2122

Ph: 61 2 9887 2411

Theranch@alhgroup.com.au

www.theranch.com.au

Shopping and Banking facilities

The National Australia Bank, ATM machines and the University Co-operative Bookshop is on campus. With the exception of the ATM's, these facilities are not open on weekends. The nearby Macquarie Centre has a wide range of shopping facilities open at weekends.

Occasional Child Care

Contact details for Occasional Care centres nearby that are designed to offer short term care are available from the Ryde Council website:

<http://www.ryde.nsw.gov.au/Community/Children+and+Families/Childcare+Services>

ASSIGNMENTS

Assignment Submission

Do not send assignments directly to your lecturer/tutor, unless specifically requested to do so. Please refer to the instructions in your unit about submitting your assignments. All assignments are submitted via the iLearn upload function within your iLearn unit.

Assignments will generally be marked and feedback returned within three/four weeks of the due date.

Hardcopy Submission (PDCV108 Professional Skills 2 only)

You must to submit your Accounting Workbook assignment in **PDCV108 Professional Skills 2**, in hardcopy only. Your assignment should be attached to an Assignment Coversheet which is available from

http://www.mq.edu.au/about_us/offices_and_units/centre_for_open_education/submission_of_assignments/

Make sure that you clearly mark the following on the cover of the assignment coversheet:

- The correct unit code and unit name
- Assignment name
- Your name, student number, address and telephone number*

*Please note: The Assignment Coversheet cannot be used to change your contact details. Please read the information under the heading "Changes of Contact Details" for information about the correct procedure for changing your contact details.

Posting Assignments

When posting your assignment, please allow sufficient time for the assignment to reach the Centre by the due date if you are to avoid late penalties. It is not possible to use the date of posting as the date of receipt. The assignment will be stamped with the date of receipt, recorded and forwarded to the marker.

Your Accounting Workbook Assignment should be mailed to:

Assignments: Conveyancing
Centre for Open Education
Level 1, Building X5B
Macquarie University NSW 2109

NB: It is strongly recommended that you forward your PDCV108 Professional Skills 2 Accounting Workbook assignment by Express Post.

Couriers

You may forward your Accounting Workbook assignment by courier. The assignment should be addressed as follows:

Assignments: Conveyancing
Centre for Open Education
Level 1, Building X5B
Macquarie University

You should advise the courier that Building X5B is on the Epping Road side of the campus and the nearest University entrance is in Balaclava Road (cnr Epping Road). We strongly recommend that you supply your courier with a copy of the campus map, your telephone number and the telephone number of the Centre for Open Education [02 9850 7470].

The Centre for Open Education cannot be responsible for late submission of assignments when couriers have been unable to locate the Centre.

Assignments Delivered by Hand

During office hours, Accounting Workbook assignments will be accepted over the counter at the Centre for Open Education, Level 1, Building X5B.

Outside office hours, you may leave your Accounting Workbook assignment in the deposit box to the left of the entrance to the Centre in Building X5B. This box is accessible at all times and is cleared at 8.30am Monday to Friday. Assignments left over night are stamped with the previous day's date. Please note that the box is not cleared on Saturday, so if your assignment is due on a Friday, it must be delivered to the Centre by 5pm that day, when the box will be cleared. Monday morning clearances will carry Sunday's date.

Failure to Submit Assignments

You must submit all items of assessment for each unit. Failure to submit any of the prescribed assignments for a unit means you will not be allowed to sit the examination for that unit, which will result in a fail grade being awarded for the unit.

Computer back-up copy of all work

You must keep a back-up copy of all work produced, in addition to a copy on paper of all submitted work. Problems with the operation or retrieval of work produced on a computer will not be accepted as an excuse for late submission of an assignment, or for inability to produce a copy of an assignment when requested by the tutor, the Director or Centre for Open Education staff.

It is your responsibility to make contact if you think your assignment has not been received at COE.

Assignment Return

You should allow a reasonable time for the return of your assignments. It is unlikely that assignments will be marked and returned to you in less than 3-4 weeks from the assignment due date. Marked assignments will normally be returned to you within 24 hours of being received back from the marker.

Assignment Marks

Any enquiry about your grade must be made to the appropriate tutor.

Re-mark of assignments

Tutors and students may disagree about the worth of an assignment. No mark is necessarily correct, but it will normally represent the best judgement the tutor can make in a process that is complex and subjective. Assignments are intended to be marked fairly and consistently, and if a student believes this has not been achieved in relation to an assignment then there is a method for review.

Re-marks will only be granted because of a specific objection to the assessment of a particular assignment. Dissatisfaction with the mark awarded is not sufficient grounds for a re-mark.

Requests for re-marks must be made in writing to the Centre for Open Education and must be submitted to the Centre within one week of your having received the marked assignment from the University. Your written request should state clearly the grounds on which you consider a re-mark to be justified.

You should be aware that a re-mark may result in a lower mark being awarded.

EXAMINATIONS

Towards the end of each session final examinations are held for units in the *Conveyancing – Law and Practice* course. You will receive a notice giving the dates of the examinations with the enrolment/re-enrolment information for that particular session.

You must ensure that you will be available for examination/s for the unit/s in which you apply to enrol, before submitting your application for enrolment/re-enrolment. You will be sent a second copy of the notice giving the dates for examinations with the letter Start of Session letter. Examination dates will also be notified on your iLearn site.

All final examinations for units in the Conveyancing – Law and Practice course are Take Home Examinations. **Examination papers are available for downloading from iLearn at 9.30am on the day before the due date.** Examinations **must** be submitted via the iLearn upload function within your iLearn unit (similar to the assignment submission procedure) .

- Your examination must be submitted by 11.45pm on the due date.

It is your responsibility to ensure that you know the date/s of the examination/s for the unit/s in which you are enrolled.

Failure to submit an examination by the due date and time will mean that a student is given a F (Fail) grade for the unit, unless the student can satisfactorily demonstrate that illness or unavoidable disruption prevented them from submitting the examination. (Any such claim must be supported by documentary evidence, such as a medical certificate).

Illness or Unavoidable Disruption

You must telephone the Centre for Open Education immediately if illness or unavoidable disruption prevents your ability to sit for and submit a Take Home Examination. You must report the circumstances in writing to the Centre for Open Education, no later than one week after the date of the examination for the unit.

You must give reasons why you did not sit/submit the examination and include medical certificates or other documentary evidence in support of your claims. Each case of failure to sit/submit an examination will be assessed and you will be contacted regarding the outcome.

Special Consideration

If you feel you have been disadvantaged due to illness or an event, and not able to reach your usual demonstrated performance level, you can apply for Special Consideration for your examination paper.

Any request for special consideration must be submitted in writing to the Centre for Open Education within one week of the examination, giving details of the circumstances which you believe affected your performance.

You should include documentary evidence (such as a medical certificate) to support your claims. All special consideration requests are considered, but are NOT automatically granted.

Special consideration will only be granted where it is apparent that the stated circumstances substantially disrupted previously satisfactory work. If a student's work in a unit has previously been unsatisfactory, then no amount of subsequent misadventure will overcome the fact that earlier work was unsatisfactory.

Examination Papers

Sample and past examination papers are not available for the *Conveyancing – Law and Practice* course. Marked examination papers are not returned to students.

Re-marks of Examinations

A re-mark of an examination will only be carried out in the case where a student has received a Fail grade for a unit and where the student can demonstrate that the mark achieved in the examination was below the standard achieved in their assignments.

Requests for re-marks must be made in writing to the Centre for Open Education and must be submitted to the Centre within one week of your having received your results.

Your written request should state clearly the grounds on which you consider a re-mark to be justified.

You should be aware that a re-mark can result in a lower mark being awarded.

Results

At the end of each session in which you are enrolled your final result/s will be made available on the on-line learning management system (iLearn). You will also be sent a copy of your academic record, which will include your final result/s for the unit/s in which you were enrolled in that session.

Results for Session 1 are usually available by mid to late July and results for Session 2 are usually available in mid to late December.

Your final result for each unit will be given as a "Pass" or "Fail" grade with a numerical mark, which is a mark out of a possible 100. You must achieve a mark of 50 or above for a "Pass" grade.

ACADEMIC STANDARDS AND REQUIREMENTS

Assignment due dates and penalties

It is important that students demonstrate an ability to complete assignment tasks within the specified time allocated and all students are expected to submit assignments by the due date.

The Centre for Open Education keeps a record of all assignments received from students and returned to students. Late assignments will be registered and passed to the marker, but will not necessarily be marked.

NB: Penalties will apply to assignments not submitted by the due date.

Assignments not submitted by the due date will be penalised as follows:

§ up to and including the seventh day after the due date **20%**

§ up to and including the fourteenth day after the due date **30%**

§ up to and including the twenty-first day after the due date **50%**

After 21 days, unless *exceptional* circumstances apply, no marks will be recorded. Failure to submit all items of assessment may result in a fail grade being recorded for the unit.

Percentages are of the possible marks for the work (not of the mark achieved by the student). When work has been penalised this will be indicated on the assignment. Once a penalty has been applied it will not be reversed except in the most exceptional circumstances. In particular, penalties will not be reversed simply to enable a student to pass a unit.

The tutor for the relevant unit may exclude a student from the unit if they fail to submit assignments on time.

Legibility and Presentation

Assignments should be typed, using space and a half or double line spacing with sufficient margins for comment.

Word Limit

It is important to keep within the word limit set for assignments; the tutors have considered this and expect that the subject can be dealt with adequately within the recommended word limit. Limits applied to all students' work allow true judgment of the merit of each student's work since those who make their points concisely and clearly will gain higher marks.

Tutors may penalise or refuse to mark an assignment that exceeds the word limit.

Markers easily recognise when the writer is waffling around the subject; you will not get credit for irrelevance or repetition. If you can answer the question in fewer words than allowed then do so. In short, these are not opportunities to simply write all that you can recall on a subject whether or not it has any relevance to the assignment question.

Referencing

Students are expected to observe proper standards of referencing and acknowledgements of sources in their written work.

You must always acknowledge any words or ideas which are not your own.

You must indicate, with indentation or quotation marks, any quotations from other sources. Adequate referencing is a factor in the assessment of any piece of written work, and also protects against a charge of academic misconduct.

You will learn this skill in the unit Foundation Legal Knowledge. Correct referencing must be applied to all assignments and other written work undertaken in all units of this course. You should read carefully the information on referencing in Foundation Legal Knowledge.

The best referencing is the Australian Guide to Legal Citation, which you can download free from <http://www.lib.murdoch.edu.au/find/citation/lawcite.html>

Plagiarism and other forms of academic misconduct

Tutors assess written work on the assumption it is the student's own work. Any practice, which tends to subvert that assumption, can be a form of academic misconduct.

Examples of plagiarism and dishonest academic behaviours are:

Plagiarism: Using the work or ideas of another person and presenting this as your own without clear acknowledgement of the source of the work or ideas. This includes, but is not limited to, any of the following acts:

- copying out part(s) of any document or audio-visual material or computer code or website without indicating their origins
- using or extracting another person's concepts, experimental results, or conclusions
- summarising another person's work
- submitting substantially the same final version of any material as another student in an assignment where there was collaborative preparatory work
- use of others (paid or otherwise) to conceive, research or write material submitted for assessment
- submitting the same or substantially the same piece of work for two different tasks (self-plagiarism).

Deception: Includes, but is not limited to, false indication of group contribution, false indication of assignment submission, collusion, submission of a work previously submitted, creating a new article out of an existing article by rewriting/reusing it, using the same data to form the same arguments and conclusion, presenting collaborative work as one's own without acknowledging others' contributions, cheating in an examination or using others to write material for examination.

Fabrication: Includes, but is not limited to, creating fictitious clinical data, citation(s), or referee reports.

Sabotage: Includes, but is not limited to, theft of work, destruction of library materials.

The Dangers of Plagiarism and How to Avoid it

The integrity of learning and scholarship depends on a code of conduct governing good practice and acceptable academic behaviour. One of the most important elements of good practice involves acknowledging carefully the people whose ideas we have used, borrowed, or developed. All students and scholars are bound by these rules because all scholarly work depends in one way or another on the work of others.

Therefore, there is nothing wrong in a student using the work of others as a basis for their own work, nor is it evidence of inadequacy on the student's part, provided they do not attempt to pass off someone else's work as their own.

To maintain good academic practice, so that a student may be given credit for their own efforts, and so that their own contribution can be properly appreciated and evaluated, they should acknowledge their sources and they should ALWAYS:

- state clearly in the appropriate form where they found the material on which they have based their work, using the system of reference specified by the Faculty.
- acknowledge the people whose concepts, experiments, or results they have extracted, developed, or summarised, even if they put these ideas into their own words;
- avoid excessive copying of passages by another author; even where the source is acknowledged.

Find another form of words to show that the student has thought about the material and understood it, but stating clearly where they found the ideas.

If a student used the work of another person without clearly stating or acknowledging their source, the result is falsely claiming the material as their own work and committing an act of PLAGIARISM. This is a very serious violation of good practice and an offence for which a student will be penalised.

A STUDENT WILL BE GUILTY OF PLAGIARISM if they do any of the following in an assignment, or in any piece of work which is to be assessed, without clearly acknowledging their source(s) for each quotation or piece of borrowed material:

- copy out part(s) of any document or audio-visual material, including computer-based material;
- use or extract someone else's concepts or experimental results or conclusions, even if they put them into their own words;
- copy out or take ideas from the work of another student, even if they put the borrowed material in their own words;
- submit substantially the same final version of any material as a fellow student. On occasions, a student may be encouraged to prepare their work with someone else, but the final form of the assignment must be their own independent endeavour.

Examples of Plagiarism

The following examples of plagiarism, scaled from the mildest to most serious offences, which may be collectively known as "The Plagiarism Continuum" (Walker, J. (1998) "Student Plagiarism in Universities: What Are We Doing About It?" Higher Education Research and Development, 17, 1, 89-105)

- "Sham paraphrasing": Material copied verbatim from text and source acknowledged but represented as paraphrased.
- "Illicit paraphrasing": Material paraphrased from text without acknowledgement of source.
- "Other plagiarism": Material copied from another student's assignment with the knowledge of the other student.
- "Verbatim copying": Material copied verbatim from text without acknowledgement of the source
- "Self-plagiarism" or "recycling": Same assignment submitted more than once for different courses.
- "Ghost-writing": Assignment written by a third party and represented by student as own work.
- "Purloining": Assignment copied from another student's assignment or another person's paper without the person's knowledge.

Academic honesty

The assignments you submit are expected to be your own work, in your own words. It is not sufficient to

submit pages of quotations from other sources, and where this occurs markers will penalise an assignment.

You may draw on the material you have read in preparing your assignment, but you should put the ideas into your own words to indicate to the marker that you have understood what you have read and can apply it to the assignment question.

Students, especially distance students are encouraged to work together. But all assessment of written work will be conducted on the assumption that the actual written assignment submitted is the sole work of the student submitting it (unless specific permission has been given for a group project).

In practical terms this means that after working on the material jointly each student must go away to write his/her assignment on his/her own and submit it without further consultation with his/her colleague.

If students are worried about possible similarities appearing in their written assignments because of previous discussions, it is an idea to include a statement of the extent of those discussions. The line between desirable collaboration and academic misconduct is not difficult to draw if one remembers we are talking of a form of cheating, a calculated attempt to deceive by subverting an assumption on which tutors are known to be working.

Students must comply with the systems, rules and expectations for academic honesty in all matters. Cases of academic misconduct will be treated seriously; the sanctions vary from failure (either in the submitted work or in the unit) to exclusion from the University.

DEVELOPING EFFECTIVE STUDY SKILLS

As a distance education student you have a special need to study effectively because you probably will not have the opportunity for close contact with the university environment, and to be a successful student you need to develop independent learning skills. These techniques include strategies associated with study routines, effective reading, assignment writing, learning through note-taking, participation in tutorial discussions and preparation for examinations. This section contains some basic advice related to these independent learning strategies and refers to other sources of information for you to consult if you wish to improve your skills. The resources listed at the end of this section are particularly useful.

For those of you who have never studied by distance education mode, you should be aware that this will probably be quite a different experience to study you have previously undertaken. You will not have a regular schedule of lectures nor constant contact with other students unless you can set up an informal network with other students enrolled in the course. The pressure of your work and/or family life can easily overwhelm your study commitments and you should be especially careful to organise your study program so that all aspects of your life are reasonably balanced.

A Plan of Study

You must be methodical if you are to succeed in this course. You should use a study planner to display assignments, on-campus attendance and examination dates in a prominent place so you will be constantly aware of them. Remember that most on-campus sessions are compulsory and you can be excluded from the unit if you fail to attend. If you are a country student make sure you order any textbooks well in advance.

You should develop clear and realistic goals. Whether you are studying for career advancement, or to equip yourself to work more knowledgeably with others, you must identify both short-term and long-term goals that can give urgency to all your work.

You will also need support from those close to you. You will no doubt have many roles besides that of a student – spouse, partner, parent, friend, employee. As an adult returning to study, it can be a difficult time for your family. Any necessary re-allocation of duties and responsibilities needs to be openly discussed and decided. If the family shares your goals, your progress will be much easier.

You will be least anxious about your studies if you have a business-like approach. Plan what you want to achieve in the next day, week, month and stick to your plans as far as possible. If unforeseen situations arise you may need to modify your plans, although it is important to realise that you may need to sacrifice some aspects of your personal life in order to find time for your study.

You will enjoy your studies more if you have a positive attitude and desire to learn. You should open your mind to new, and perhaps conflicting, ideas and experiences. As you begin your distance education you should establish links between the new subject matter and your own previous knowledge and practical experience of the world.

Study Routines

If you have enrolled in one Conveyancing – Law and Practice unit you must have decided already that you can spare at least 6-10 hours a week for study or at least 12-20 hours if you are taking two units at once. Each time you receive a despatch of unit material, it is a good idea to plan out the study sessions you believe will be necessary to deal with it, then each weekend you should make out a study timetable showing where you plan to fit in each of your study sessions for the week ahead.

Try to do some study nearly every day and get into the habit of using odd half-hours as well as longer spells. You can do a lot of background reading, or preliminary scanning on a train journey or in a lunch break. It is important to tackle your toughest work at times when you are at your best, whether this is first thing in the morning, later in the day, or even the middle of the night. You should also leave enough free time for recreation (including sleep) and leisure activities because these are important too.

There are various places suitable for study. You should try to find a place, which is free from the distraction of television, radio and telephones. Wherever you decide to work, try to study in the same place. Not only does this mean there will be fewer new things to distract you from your work, but as you build up the habit of sitting in that place, you will find you can switch into a learning mood the moment you sit down. However, you should not let this “place-habit” get so strong that you are incapable of studying in other places.

The only equipment you need, apart from books and unit materials, is a table, a chair, and a good light. Make sure you sit up at a table, because it is not possible to concentrate for long if you are lounging back in a comfortable armchair.

You should let it be known that you cannot be interrupted during study sessions. Clearly you will need the goodwill and co-operation of your family in this, and let your friends know your study hours as well, so they can respect your work.

Reading Improvement

In this course you will spend a great deal of time reading. You should vary your reading speed according to the complexity of the material and the purpose for which you are reading. If you are simply trying to get an overall understanding of a piece of writing you should be able to read two or three times faster than when you are trying to unravel the detailed development of a complex argument. But even when the material is very difficult you may benefit from scanning through it quickly first before you get down to read it more intensively.

Do not expect every piece of text to yield up its full meaning the first time you read it, as you may have to go through it several times. But several rapid readings will probably give you a greater understanding, and take less time, than a single, painstaking perusal trying to assimilate all the points made. It is suggested that you do not make notes the *first* time you read a section of the materials or readings.

While you are reading:

- Look for the author’s framework of ideas, or the plan upon which the material was constructed.
- Select a main idea in each paragraph, which is usually contained in the first or last sentence.
- Look for more important details that support the main ideas.
- Do not ignore the author’s diagrams and illustrations because they may make important concepts clearer than in the text.
- Be sceptical. Do not take the author’s word on trust. Look for justification of each statement.
- Do not be afraid to skip paragraphs and whole sections if you can see that they are not relevant to your purpose. There is no law that says you have to read every page of a book.

If you still find a section difficult to understand, take a break, try to discuss the difficulty with another student or a tutor; or find another author’s treatment of the topic, and then come back and read it again- two or three times if necessary.

Note taking

You should take careful notes as you study because it helps you concentrate and understand your work. Your notes should also provide a clear written record for revision and be filed together by topic, rather than in the order in which they happen to be written.

When you are writing notes from texts you should use your own wording and not just copy chunks of textbook. Your notes should not be too lengthy, or you might as well reread the original. For example, you might need only two or three sides of A4 paper to summarise a section of 30-60 pages.

It is important to record the source of your notes and the date on which you wrote them. Take care to clearly identify any quotations from reference books that you include in your notes. Plagiarism can occur accidentally but can nonetheless be subject to disciplinary action by the University.

Use logical and memorable layout for your notes. You should begin a new page for each set of notes which should be labelled clearly, with plenty of space and wide margins. It is useful to work out a set of abbreviations for words common in your subjects and you can make use of standard abbreviations such:

| | |
|------|-----------------------------------|
| e.g. | for example |
| ie | that is |
| cf | compare, remember in this context |
| NB | Note well, important |
| = | equals, is the same as |
| < | less than |
| > | greater than |
| \ | therefore |

If you are at all worried about the usefulness of the notes you are making, your unit co-ordinator may be able to help you. Also, if possible, compare your notes with those made by other students.

Writing Assignments

Essays and answers to problem questions form an important basis of your assessment in this course. When you begin planning an essay you should be sure that you know the precise subject, that you have identified the keywords in the question and that you are, in fact, answering the question. You should also note any restrictions in length, e.g. 500 words or 1,500 words. *Make sure you understand what the question or essay requires you to do.*

In this course most of the time you will be required to answer problem questions rather than essays. When answering this type of question you are usually asked to advise one of the parties. This requires a thorough examination of the facts, which are then applied to the case law and any relevant legislation. Assistance with problem questions will be found in the texts listed in the section headed **Study Skills Resources** in this Handbook.

Below are some commonly used words that you may find in your assignment questions.

Advise - give information and opinion as to a course of action based on a thorough examination of the facts and the strengths and weakness of the claim.

Analyse - consider the various components of the whole and try to describe the inter-relationships between them.

Compare - examine the characteristics of the objects in question with a view to demonstrating their similarities.

Contrast - examine the characteristics of the objects in question for the purpose of demonstrating differences.

Define - give a definition or state terms of reference.

Describe - give an account of.

Discuss - present the different aspects of a question or problem.

Enumerate - give a listing.

Evaluate - examine the various sides of a question and try to reach a judgement.

Examine critically - act as a judge or critic, appraise

Illustrate - give an example, explain, draw a figure.

Prove - demonstrate or show by logical argument.

Summarise - examine the main points briefly.

It is important to investigate all probable sources of information before beginning your essay.

Books, journal articles, unit materials, radio, television, newspapers, magazines may all provide useful material. You should always pay careful attention to the date of the material and question whether the material is of a populist or scholarly nature. You should also ask yourself if the author has a strong point of view that needs to be balanced by alternative approaches.

If you are asked to write an essay rather than answer a problem question, you should write a logical outline for your essay based on three major components:

Introduction – comment on subject and the treatment you propose.

Main body – your argument in three or four main ideas.

Conclusion – summary and final comment.

Some students find it helpful to write a preliminary draft of the final paragraph at this point to give the essay a clear target. When you write the first draft of your essay you should:

- Write simply and directly, remembering that someone else has to understand what you are trying to say.
- Use graphs or diagrams if they will save words, but remember the guidelines for essay writing given by your tutor and the form of bibliography and referencing required.
- Take care to acknowledge the ideas borrowed from other authors. List the sources you have referred to for information.

Finally rewrite the essay to eliminate any weaknesses. Some students like to leave themselves a few days break before returning to the draft to complete the final copy. Remember to leave plenty of space for your tutor's comments, e.g. a 40mm margin and about 60mm at the bottom of each page.

Examinations

As well as written assignments, examinations usually form an important part of your assessment. There is no reason why you should not do well in an examination if you have worked conscientiously. Success depends partly on technique in the examination room, but more largely on preparation in the months leading up to the examination. The exams are usually open book, and questions are problem based (similar in nature to the assignment questions), but this still requires that you prepare thoroughly.

For effective examination preparation:

- Study systematically from the time you begin each unit.
- Begin revising at the end of the first week. Every time you attempt to recall what you have learned you will be making future learning easier.
- Space out your revision so that you do a little each week.
- Revise in such a way that you have an emphasis on recalling ideas rather than merely recognising them in your books. Work to understand the significance of the cases cited as examples.
- Criticise and re-write your old notes looking for all possible memory links between subjects and topics.
- You may be able to form a study group and work with other students taking the same unit.

Study Skills Resources

Any large bookshop, the University co-operative Bookshop, and many local libraries have a range of useful resources in the study skills area. The following titles are also recommended reading:

Brogan M. & Spencer D., *Becoming a Lawyer: Success at Law School* 3rd ed., Oxford University Press, 2014.

(formerly known as *Surviving Law School*)

Crosling, Glenda M. and Murphy, Helen M., *How to Study Business Law*, 4th ed., LexisNexis Butterworths, 2009.