

- 1.1 **Admitting authorities** – the board or other body appointed by the Supreme Court in the jurisdiction or jurisdictions relevant to the program a student is undertaking.
- 1.2 **Advanced Standing** – credit granted in relation to prior study or work experience.
- 1.3 **Assessment** – a test, task or activity to evaluate a student’s competency against set learning outcomes.
- 1.4 **Appeals Committee** - the committee established to hear appeals from certain decisions of the Assessment Review Committee or the Chief Academic Officer in accordance with the Assessment Rules.
- 1.5 **Assessment Review Committee** – the committee established to review assessments, grades and eligibility for graduation.
- 1.6 **Census date** – the date after which FEE-HELP assisted students incur a debt to the Commonwealth, and/or the date after which fee paying students can no longer withdraw from a Program or Subject and receive a refund of tuition fees.
- 1.7 **Chief Academic Officer** – the person holding the position of senior academic responsibility reporting directly to the Principal.
- 1.8 **Clinical Experience Module** – an alternative forum of Work Experience comprised of 15 days (or 25 days in Western Australia) work experience in accordance with the Work Experience Rules plus additional exercises and activities as prescribed from time to time.
- 1.9 **College** – The College of Law Limited trading as The College of Law
- 1.10 **College premises** – in:
(a) Sydney – Level 4, 570 George Street, Sydney 2000
(b) Brisbane – at Level 5, Wesley House, 140 Ann Street, Brisbane 4000
(c) Adelaide – at Level 9, 19 Grenfell Street, Adelaide SA 5000
(d) Melbourne – at Level 1, 555 Bourke Street, Melbourne 3000
(e) Perth – at Ground Floor, Durack Centre, 263 Adelaide Terrace, Perth 6000
(f) Other locations – any location where an onsite component of the Program is conducted.
- 1.11 **Coursework Component** – one of the three components of the PLT Program – an integrated course of study comprised of core and elective subjects as prescribed by the National Competencies for Entry Level Lawyers.
- 1.12 **CPE Component** – one of the three components of the PLT Program requiring the completion of units of Continuing Professional Education.
- 1.13 **Executive Director** – the relevant Executive Director of the Program a student is undertaking, responsible to the Chief Academic Officer, the Principal and the College’s Board of Governors for the implementation, conduct and assessment of the relevant Program.
- 1.14 **FEE-HELP** – FEE-HELP is a Commonwealth loan scheme available to eligible students to pay tuition fees for approved courses.
- 1.15 **Maximum permissible period** – the longest permissible period set by regulatory authorities during which a student may remain enrolled in the PLT Program, without completing all three components of the PLT Program, is four (4) years. The four years commences from first enrolment.
- 1.16 **Offering** – a specific version of the Coursework Component of the PLT Program (or Clinical Experience Module) between scheduled dates in a particular jurisdiction.
- 1.17 **On Campus Program** – the College’s face to face Coursework Component of the PLT Program conducted at the Sydney campus, New South Wales.

- 1.18 **Part Program** – individual Subjects of the Coursework Component of the PLT Program.
- 1.19 **Part Program Student** – a student who is undertaking a Part Program including a trainee.
- 1.20 **PLT** – practical legal training.
- 1.21 **Practical Legal Training Program (PLT Program)** – a program of practical legal training, made up of three components, namely the Coursework Component, CPE Component and Work Experience, which satisfies the requirements for direct admission to legal practice in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia, Victoria and Western Australia.
- 1.22 **Special Circumstances** – circumstances under which students may be approved to attend onsite Lawyer’s Skills Workshops online rather than in person. Students may be approved as having special circumstances for the following reasons:
- (a) Disability (as defined by section 4 of the *Disability Discrimination Act 1992*);
 - (b) Exception circumstances being any of the following:
 - (i) Financial hardship
 - (ii) Carers responsibilities
 - (iii) Sad news/sorry business
 - (iv) Death of a close relative or close friend
 - (v) Hardship or trauma
 - (vi) Employer directed redeployment
 - (vii) Legal commitments (such as court appearances or jury duty);
 - (c) Religious/cultural observance;
 - (d) Commitment as an elite athlete; or
 - (e) Engaged in defence service (in accordance with the *Defence Reserve Service (Protection) Act 2001*).
- 1.23 **Student Liaison Officer** – a member of College staff whose role is to give students guidance in the conduct of complaints and disputes and other matters regarding College policies.
- 1.24 **Subject** – an individual subject within an Offering.
- 1.25 **Trainee** – a student in Queensland or Victoria undertaking supplementary or programmed training.
- 1.26 **Trainee Admission Program** – discrete subjects in the Part Program to be undertaken by a Trainee.
- 1.27 **Transfer** – a transfer of enrolment is where a student moves from one course Offering to another after the Census Date. A Transfer enables the student to retain whole Subjects completed in the previous Offering and does not require the payment of further tuition fees (unless fees have increased across years requiring the difference to be paid) but does require payment of the Transfer fee.
- 1.28 **Work Experience** – one of the three components of the PLT Program – 75 days of approved work experience undertaken in accordance with the Work Experience Rules or the alternative work experience undertaken via the Clinical Experience Module.