

1. Eligibility

English language proficiency

- 1.1 Overseas students from non-English speaking countries and students whose previous studies were in a language other than English must demonstrate that they have had English language proficiency at the requisite standard at least 2 years before commencing the Program. The requisite IELTS standard is at level 8 (writing), 7.5 (speaking), 7.0 (reading), 7.0 (listening) and 7.5 overall or equivalent TOEFL, Pearson Test of English Academic or Cambridge English Advanced/Certificate of Advanced English (CAE) standard.
- 1.2 If a student to whom paragraph 1.1 applies does not demonstrate their English language skills before commencing a College Program, they may be required at any time to defer until their English skills are demonstrated at the requisite standard.

Master of Laws (Applied) Program

- 1.3 A student must have an undergraduate law degree, or equivalent to be admitted to the Master of Applied Law (Family Law), Master of Laws (Applied Law) and associated nested awards.
- 1.4 In addition, a student may enrol in a single Subjects on a non-award basis without any previous qualification.

In-house Practice Program – applicants without legal qualifications

- 1.5 Applicants for admission to the Graduate Diploma of In-house Practice (the In-house Program) should hold a law degree because the In-house Program assumes and builds upon a reasonable minimum knowledge of law and legal systems together with practical experience in a business or government context.
- 1.6 However, given the diverse nature of In-house practice and practitioners, it is possible to enter the In-house Program without first having obtained a law degree in appropriate cases. This is because the College recognises that there may be candidates, without legal qualifications, who might nevertheless be capable of undertaking, and benefiting from, the In-house Program. Accordingly, applicants without legal qualifications may be considered for entry to the In-house Program where they can provide evidence that they:
 - (a) Hold a bachelor's degree (or higher);
 - (b) Have substantial experience working in a quasi-legal capacity; and
 - (c) Are able to demonstrate a working knowledge of law and legal systems.
- 1.7 Applicants should include a letter with their application, addressed to the Program Director at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand) explaining why they wish to undertake the In-house Program and which provides the following information:
 - (a) Name(s) of employer(s) and position(s) held;
 - (b) Duration of employment;
 - (c) A description of the practice or business; and
 - (d) A description of the quasi-legal tasks undertaken by the applicant.
- 1.8 Applicants should also include a reference from a lawyer who holds a current practicing certificate stating that, in the opinion of the referee, the applicant has the requisite knowledge and experience to benefit from the In-house Program.
- 1.9 If, on the basis of the documentation, the applicant is considered to be a viable candidate, the applicant will then be interviewed by a member of College academic staff and a member of the Academic Board. A report will be prepared and a determination will be made by the Chair of the Academic Board as to whether the applicant may commence the In-house Program.
- 1.10 Applicants who perform adequately toward the Graduate Diploma will be allowed to proceed to the Masters Degree with a Major in In-house Practice.

Graduate Diploma of Family Dispute Resolution Practice (FDRP Program)

- 1.11 Mediation is the primary discipline within the Graduate Diploma of Family Dispute Resolution Practice (the FDRP Program). It is supported by aspects of psychology and sociology. Relevant law is included but this is not abstract legal principles building upon concepts learned at undergraduate level. A high proportion of students enrolled in similar courses elsewhere are not lawyers, and a high proportion of existing family dispute resolution practitioners are not lawyers.
- 1.12 Applicants for admission to the Graduate Diploma of Family Dispute Resolution Practice (the FDRP Program) must hold an appropriate qualification that is deemed eligible under the Australian Government's training package CHC81115 Graduate Diploma of Family Dispute Resolution, which is a pre-requisite to gaining registration as a family dispute resolution practitioner.
- 1.13 Appropriate qualifications for the purposes of the FDRP Program entry requirements include:
- An undergraduate degree or higher qualification in Psychology, Social Work, Law, Conflict Management, Dispute Resolution, Family Law Mediation or equivalent;
 - Current accreditation under the National Mediator Accreditation Scheme (NMAS); or
 - Current holder of the Mediation skill set from the Community Services Training Package (CHC).
- 1.14 Applicants who do not hold an appropriate qualification may be eligible for admission to the FDRP Program based on previous experience in a dispute resolution environment, in a job role involving the self-directed application of knowledge with substantial depth in some areas, exercise of independent judgment and decision making, and a range of technical and other skills. Such applicants must include a statement with their application explaining why they wish to undertake the FDRP Program. The statement must be addressed to the Program Director at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand). The statement must be provided at least 2 weeks before the start of FDR1 – Family Law and Mediation subject and must set out:
- Name(s) of employer(s) and position(s) held;
 - Duration of employment;
 - A description of the practice or business; and
 - A description of relevant tasks undertaken by the applicant.
- 1.15 If, on the basis of the submitted documentation, the applicant is considered to be a suitable candidate, the applicant will then be interviewed by a member of College academic staff and a report will be prepared for the Chair of the Academic Board. A determination will be made by the Chair of the Academic Board as to whether the applicant may commence the FDRP Program.
- 1.16 Entry requirements for the Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice are the same as for any other Major. Students are required to have a law degree, or equivalent.

Master of Legal Business Management Program

- 1.17 The award programs (Master of Legal Business Management and associated Graduate Diploma and Graduate Certificates) are open to all professionals working in the legal services industry, including those who may not have a law degree. Eligibility is based on:
- An undergraduate law degree;
 - Any undergraduate degree plus at least 1 year relevant work experience in the legal services industry*; or
 - At least 5 years' relevant work experience in the legal services industry*.

An applicant who does not hold a law degree will be considered on a case-by-case basis and must submit a personal statement and supporting documentation that covers:

- Work experience and current work environment (duration and type);
- Relevance of the work experience to the course;
- Evidence as to why that work experience demonstrates equivalence with an undergraduate degree; and
- Evidence of professional certificates/short courses and capacity to learn, research and be assessed at the requisite level.

2. Mode of delivery

- 2.1 Programs offered in Australia are primarily undertaken online, but some subjects may be offered in intensive mode and/or include some face-to-face components in order to reinforce the online learning with practical application.
- 2.2 Subjects taken in New Zealand or other countries outside Australia are entirely online.

3. Assumed knowledge

- 3.1 No allowance will be made for inadequate performance in the Master of Applied Law (Family Law), Master of Laws (Applied Law) and the associated nested awards on the basis that a student did not study the relevant substantive law as part of an undergraduate law degree.

4. Program structure – Master of Laws

- 4.1 At the time of enrolment, a student must select which Program they wish to undertake.
- 4.2 The Master of Laws Programs includes the following awards:
- (a) Master of Laws (Applied Law)
 - (b) Master of Applied Law (Family Law)
 - (c) Graduate Diploma of Applied Law
 - (d) Graduate Certificate in Applied Law
 - (e) Graduate Certificate in International Arbitration Practice
- 4.3 The Master of Legal Business Management Program includes the following awards:
- (a) Master of Legal Business Management
 - (b) Graduate Diploma of Legal Business Management
 - (c) Graduate Certificate in Legal Business Management
 - (d) Graduate Certificate in Legal Operations
- 4.4 It is not necessary to pursue a Major for the Master of Laws (Applied Law) award. Students may elect to study any 8 Postgraduate Subjects, 1 of which must be the Major Project.
- 4.5 The Program structure is set out below:

(a) Graduate Certificate
<p>The Graduate Certificate consists of 2 subjects.</p> <p>Please refer to the Postgraduate Programs Course Requirements for the course structures. The minimum time for completion is 1 intake.</p>
(b) Graduate Diploma
<p>The Graduate Diploma consists of 4 subjects.</p> <p>Please refer to the Postgraduate Programs Course Requirements for the course structures and available subject areas.</p> <p>The minimum time for completion is 2 intakes.</p>

(c) Masters Degrees

Master of Laws (Applied Law), Master of Applied Law (Family Law) and Master of Legal Business Management each consist of 8 Subjects.

Please refer to the Postgraduate Programs Course Requirements for the course structures. The minimum time for completion is 3 intakes.

(d) Graduate Diploma of Family Dispute Resolution Practice and Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice – commencement prior to 2021

The Graduate Diploma of Family Dispute Resolution Practice consists of 4 core subjects and a practicum specifically prescribed by the Attorney-General's Department for eligibility to seek accreditation as a family dispute resolution practitioner.

The Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice consists of eight subjects. These subjects include the 4 core subjects and a practicum specifically prescribed by the Attorney-General's Department for eligibility to seek registration as a family dispute resolution practitioner and 4 elective subjects.

In order to successfully complete this award or satisfy the requirements of the major, students must successfully complete the Prescribed Core Subjects in order and Practicum undertaken in accordance with the Family Dispute Resolution Practice Practicum Rules.

Please refer to the Postgraduate Programs Course Requirements for the course requirements. The minimum time for completion is 2 intakes for the Graduate Diploma.

(e) Graduate Diploma of Family Dispute Resolution Practice and Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice

This Graduate Diploma of Family Dispute Resolution Practice consists of 5 core subjects specifically prescribed by the Attorney-General's Department for eligibility to seek accreditation as a family dispute resolution practitioner.

The Master of Laws (Applied Law) majoring in FDRP consists of 8 subjects, including the 5 core subjects specifically prescribed by the Attorney-General's Department for eligibility to seek registration as a family dispute resolution practitioner and 3 elective subjects.

The Master of Laws (Applied Law) majoring in FDRP and another major consists of 9 subjects, including the 5 core subjects specifically prescribed by the Attorney-General's Department for eligibility to seek accreditation as a family dispute resolution practitioner and 4 subjects from another major.

In order to successfully complete this award or satisfy the requirements of the major, students must complete the Prescribed Core Subjects in order.

Please refer to the Postgraduate Programs Course Requirements for the course requirements.

The minimum time for completion is 2 intakes for the Graduate Diploma.

5. Program structure – Master of Legal Business Management

5.1 The program structure is set out below:

Subject	Credit Points	Duration	Hours
LB3 Business strategy: planning for success	9	12 weeks	144
LB5 Fundamental legal technologies	9	12 weeks	144
LB7 Workforce of the future	9	12 weeks	144
LB9 Innovation	9	12 weeks	144
LB11 Legal Operations	9	12 weeks	144
LB12 Attracting & retaining clients	9	12 weeks	144
LB13 Financial decision-making	9	12 weeks	144
LB14 Leadership	9	12 weeks	144
LB15 Business management	9	12 weeks	144
LB16 Why & how clients buy legal services	9	12 weeks	144
LB00 Capstone	9	12 weeks	144

5.2 If students have completed Subjects as part of the Master of Legal Business Management - Non - Award Master Course or the Master of Legal Business Management - Award Program (old structure), the below table shows how these subjects are recognised in the new Master of Legal Business Management – Award Program (revised structure) which commenced in May 2021:

Subject in the Non-Award Master Course or the old MLB Award Program	Subject in the new MLB Award Program
LB01 Operational Excellence: transforming legal services; or LB02 Operational Excellence: operations and continuous improvement	LB11 Legal Operations
LB1 Building trusted client relationship: tactics and execution; or LB4 Building trusted client relationships: strategy and practice design	LB16 Why & how clients buy legal services
LB09 Innovation: the market driven transformation of legal delivery	LB9 Innovation
LB3 Business Strategy: planning for success	LB3 Business strategy: planning for success
LB5 Fundamental technologies shaping legal services	LB5 Fundamental legal technologies

LB10 Pricing legal services: creating and sharing value	LB12 Attracting & retaining clients
LB7 Workforce of the future: implementing strategy through people	LB7 Workforce of the future
LB2 Disrupt or be disrupted: the age of the legal intrapreneur and entrepreneur	Nil
LB6 Business of Law	
LB8 Accounting: planning and control for optimal performance	

6. Course requirements

6.1 There are 4 Program intakes each year in February, May, August and November.

6.2 The following table shows credit points, minimum full time Program durations and Maximum Permissible Periods for each award. From 2016, all commencing students must successfully complete 8 subjects (72 credit points):

Award	Credit Points	Minimum Duration – FT	Maximum Duration
Graduate Certificate	18 (2 x 9)	Minimum duration is 1 intake.	Maximum Permissible Period is 2 years from commencement.
Graduate Diploma	36 (4 x 9)	Minimum duration is 2 intakes.	Maximum Permissible Period is 4 years from commencement.
Masters Degree	72 (8 x 9)	Minimum duration is 3 intakes.	Maximum Permissible Period is 5 years from commencement.
Graduate Diploma (FDRP) – commencement before 2021	36 (4 x 9)	Minimum duration is 2 (12 week) intakes in part intensive mode, plus a 20 hour Practicum.	Maximum Permissible Period is 2 years from commencement.
Graduate Diploma (FDRP) – commencement from 2021	45 (5 x 9)	Minimum duration is 3 (12 week) intakes in part intensive mode.	Maximum Permissible Period is 2 years from commencement.

6.3 It is possible to apply for extra time in exceptional circumstances. Such applications must be in writing and be supported by documentary evidence of the grounds relied upon. Applications must be directed to the Director of Customer and Student Engagement at postgrad@collaw.edu.au (in Australia) or to enquiries@collaw.ac.nz (in New Zealand).

FDRP Program – Practicum

- 6.4 Training package CHC81115 prescribes completion of at least 50 hours clinical work placement as part of the award. Students who commenced the Graduate Diploma of Family Dispute Resolution Practice or Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice from 2018 to 2020 (inclusive), will cover 30 hours of the prescribed 50 hours by successful completion of prescribed core subjects (see the Postgraduate Programs Course Requirements). These students must complete the remaining 20 hours of work placement externally or by completing FDR5 – Virtual Simulated Practice.
- 6.5 Students who commenced the Graduate Diploma of Family Dispute Resolution Practice or Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice from 2021 onwards will cover all of the hours of the practicum requirement by successful completion of prescribed core subjects (see the Postgraduate Programs Course Requirements). These students do not need to complete the 20 hours of work placement externally.
- 6.6 Students in the FDRP Program who were incomplete by the end of 2017 must complete in total 50 hours of practicum. They may elect to complete FDR4 Case Management in Family Dispute Resolution Capstone subject (previously known as FDRP5 – Clinical Case Management) that will amount to 30 hours of practicum. The remaining 20 hours will need to be completed externally or by successful completion of FDR5 – Virtual Simulated Practice.

Subject enrolment

- 6.7 The table at paragraph 6.2 shows the minimum full time duration for each award, but students do not enrol as either “full time” or “part time” students. A full time load is 3 Subjects per Intake. The College regards anything less than 3 subjects per Intake part time.
- 6.8 At the time of enrolment, a student may select which Program they wish to undertake.
- 6.9 If a student graduates with a Graduate Diploma of Applied Law or, from 2018, graduates with a Graduate Diploma of Family Dispute Resolution Practice, they (with the exception of non-law graduate candidates) may apply to proceed to a higher award at any time and be granted credit for the subjects already completed. If a student has already had conferred a lesser award conferred, the student may apply to proceed to a higher award with full credit for the lesser award, but must surrender the lesser award before the higher award can be conferred.
- 6.10 Enrolment in single Subjects on a non-award basis is permitted, and access to FEE- HELP loans to pay tuition fees is not available.

Program sequence

- 6.11 The Master of Laws (Applied Law) majoring in Family Dispute Resolution Practice and the Graduate Diploma of Family Dispute Resolution Practice have prerequisite subjects. Students must successfully complete the subjects in the order prescribed. See further the Postgraduate Programs Course Requirements.

Graduation with the Master of Laws (Applied Law) with a Major

- 6.12 Master of Laws (Applied Law) students who wish to graduate with a Major (excluding Family Dispute Resolution Practice major) must successfully complete at least 4 subjects (including the Capstone Project) from the relevant Major.

Major Project and Capstone Project Subjects

- 6.13 Students proceeding to the Masters Degree will be required to successfully complete at least 1 of either Major Project or Capstone Project.
- 6.14 Students proceeding to the Master of Legal Business Management will be required to successfully complete the Capstone Project.
- 6.15 Students proceeding to the Master of Laws (Applied Law) majoring in ASEAN+6 Cross-Border Legal Practice will be required to successfully complete the Major Project.

Capstone Project

- 6.16 Students who are enrolled in the Masters Degree with a major (with the exception of the major in ASEAN+6 Legal Practice), must successfully complete at least 3 subjects in their Major prior to starting the Capstone subject.
- 6.17 Where a student has elected to complete a double Major, a Capstone is only required in one Major.
- 6.18 Students who are enrolled in the Master of Legal Business Management must successfully complete the Capstone subject in the last intake. Students do not need to have completed 7 subjects to commence Capstone but should be completing in the Intake in which they take Capstone. For example, a student has done 7 subjects and takes Capstone plus one other in the last Intake.

Major Project

- 6.19 Students who are enrolled in the Master of Laws (Applied Law) without a major must undertake the Major Project.
- 6.20 The Major Project must be successfully completed in one of the Majors offered by the College of Law Masters.
- 6.21 Students who are enrolled in the Master of Laws (ASEAN+6 Legal Practice) must undertake the Major Project.
- 6.22 Students must submit a one page synopsis at least 2 weeks before the specified enrol-by date.
- 6.23 The synopsis will be assessed by the supervising lecturer for approval or feedback.
- 6.24 Once the synopsis is approved, the student will be formally enrolled in the Major Project.

7. Program expectations

Attendance and participation

7.1 Students are required to participate actively in the Program in accordance with the Attendance and Participation Policy.

Special consideration and extensions

7.2 Students can apply for special consideration and extensions in accordance with the Assessment Policy.

Academic Conduct

7.3 Students are required to familiarise themselves with the Academic Conduct Policy.

7.4 In addition to the Academic Conduct Policy, students should note that:

- (a) Unless clearly identified as a group task, all work submitted by a student must be the student's own work.
- (b) While precedents are frequently used in legal practice, they are not effective learning tools and students are required to prepare their own drafts for the coursework they submit.
- (c) It is permissible to use a precedent from your law firm for the purpose of formatting or structure of your own draft and you may refer to or draw upon a firm precedent as a resource in drafting your own document. In this case you must acknowledge the source document in your submission.
- (d) Under no circumstances is a student permitted to use the work of another student as a 'precedent'.
- (e) When submitting work into the College's learning management system, a student is required to certify that the work uploaded is their own. To submit work that is plagiarised, or copied from another source (such as Generative AI) without attribution, is to make a false certification.

This is a serious act of dishonesty that may go to that student's fitness to practice as a lawyer.

- (f) If Generative AI is used to support a student's work, this must be noted in their submission including a description as to how they used Generative AI.

7.5 Breach of the College's policies on academic conduct may amount to a finding of academic misconduct or unsatisfactory academic conduct.