

## Use of Materials Policy

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**Purpose** The purpose of this document is to set out the College’s policy for allowing students to use its materials and to describe how the College will use material provided by students.

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**Applicability** This policy applies to all current College students, staff and independent contractors.

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**Course materials** Student fees include payment for access to coursework materials, appropriate for the relevant Program, which will be available online and/or distributed to students in print during the Program. Students may print copies of online materials, in which the College has copyright, at their own cost.

If, for any reason, a student needs additional copies or replacement of any materials given to them in hard copy, they must contact their lecturer. Students may be required to pay a fee based on replacement cost.

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**Copyright and use of materials** All coursework materials (including online materials), practice papers, seminar papers, audio-visual material and other publications and materials used in Programs are subject to copyright. Enquiries regarding use of course materials outside of use as part of a Program should be directed to the Director of the Teaching, Learning and Design Directorate.

Access to the College’s learning portal, online materials and hard copy coursework materials (where applicable) are supplied exclusively to students solely for the purposes of participating as a student in a Program. Students must not copy the materials, except for their own study purposes. They must not supply them to any other person or permit access to the site or coursework materials to any other person without the prior written consent of the College. Students must keep their User ID and Password confidential.

The LexisNexis online library facilities (and the online library facilities of other publishers) are provided solely for student educational purposes as they complete their Program. Students must not use them for any commercial or other private benefit to themselves, their firm or their firm’s clients or any other persons. Access to subscription databases is restricted by licences for use only during the specified course dates plus 30 days thereafter.

Access to Program content in the College’s Learning Portal will expire as per the table below after the end date of the Program in which students are enrolled.

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<b>Name of Policy</b>	Use of Materials Policy	<b>Document Type</b>	Policy
<b>Category</b>	Academic	<b>Information Classification</b>	OPEN
<b>Policy Owner</b>	Chief Academic Officer	<b>Last Updated (version)</b>	22 August 2024

Students are responsible for downloading copies of any submissions and/or feedback from the Learning Portal prior to the access expiry.

**Use of  
Generative  
AI**

If students are considering using Generative AI, they must take care to use it in a transparent, professional and responsible way noting the following:

- a) Students should not input any College of Law fact patterns, materials or resources or any confidential information, into the Generative AI platform or search fields. This may be a breach of confidentiality or intellectual property rights.
- b) Students should not use their College student ID/email to sign up to a Generative AI platform.
- c) If a student does use Generative AI to support their work, this should be noted in their output. In practice, lawyers and legal professionals will be expected to inform their managers if Generative AI has been used in producing any work.
- d) Generative AI is not always accurate and can make things up. It is a student's responsibility to ensure that they critically analyse any output and check that output for accuracy, as well as other issues that may arise.
- e) Students should be mindful of any Generative AI policies that their employer may have if the course that they are enrolled in permits them to use internal resources when completing your coursework.

**Course  
access  
dates**

Course	Student access start	Salesforce course end date rule (student access disabled)
LLM (including AU, NZ and Asia)	7 days prior to course start date.	3 months after course end date.
MLB	7 days prior to course start date.	3 months after course end date.
NZGDLP	7 days prior to course start date.	3 months after course end date.
PLT (includes CEM and IPC)	7 days prior to course start date.	9 months after course end date.
PLSC	7 days prior to course start date.	3 months after course end date.

**College logo**

Students must not use, depict or display the College logo except in a manner and circumstances first approved by the College.

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**Student  
work**

The College reserves the right to retain the original or one copy of work executed by students as part of the Coursework or submitted for any award or competition conducted by the College. This retention does not affect any copyright or other intellectual property right that may exist in the work.

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**Related  
policies**

Student Code of Conduct  
Privacy Policy

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**Policy Owner** Chief Academic Officer

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