Faculty of Law
Student Services
Who are we?

**Postgraduate Student Services:**

**Location:**
Level 1 of the Law Chambers

**Opening hours:**
Monday - Thursday 8:30am-5:30pm
Friday 8:30am-5:00pm

Email: ask.monash
Ph: 1800 MONASH (1800 666 274)

http://www.monash.edu/law/current-students/postgraduate
Student services is here to help you through your degree.

- Course maps and progression
  - Commercial electives and Professional electives
- Timetables
- Discontinuation dates
- Result publication dates
- Special consideration
- Moodle & Unit Guides
- Credit

Who are we?
Understanding Your Course

- Check course maps for progression details.
- Detailed course requirements are available in the Postgraduate Handbook.

We aim to provide you with as much assistance as possible however it is student’s responsibility to ensure that you:
- Are aware of your degree requirements
- Meet all of the progression rules
- Remain enrolled in the correct units
Course Maps

Course maps help you:

• see how the different parts of your degree fit together
• calculate your credit points
• Re-enrol in the correct units for the rest of our course
• ensure you are meeting all the requirements for your degree so you stay on track

Faculty of Law website:
http://www.monash.edu/law
# How to read a course map

**L6005 Juris Doctor**

**Full time progression**

<table>
<thead>
<tr>
<th>Year 1 Trimester 1</th>
<th><strong>LAW5000</strong> Australian legal reasoning and methods</th>
<th><strong>LAW5001</strong> Principles of criminal law and procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 Trimester 2</td>
<td><strong>LAW5002</strong> Principles of contract law A</td>
<td><strong>LAW5004</strong> Principles of public law and statutory interpretation</td>
</tr>
<tr>
<td>Year 1 Trimester 3</td>
<td><strong>LAW5003</strong> Principles of torts</td>
<td><strong>LAW5005</strong> Principles of contract law B</td>
</tr>
</tbody>
</table>

| Year 1 Trimester 3 | **LAW5006** Principles of property law |

- Indicates the year level & trimester you will be studying these units.
- These unit codes are what you will enter for your enrolment in Web Enrolment System (WES).
- Please note that you are required to enrol for the full year during re-enrolment period.

[Course Map Link]
Check any scheduled activities for individual units via the online timetable.

Your personal timetable is generated using the Allocate+ system: http://www.monash.edu/timetables/allocate

In the JD part-time students are given preference in evening classes.

Allocate+ closes on 22 August at 5:00pm and students who are not allocated by this time will be allocated to available streams.

Once Allocate+ closes the 2019 Application to Change Stream/ Tutorial group form will open on the timetables web page
Your room allocations will now show in Allocate+

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Time</th>
<th>Free</th>
<th>Campus</th>
<th>Location</th>
<th>University Map</th>
<th>Staff</th>
<th>Duration</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-P1</td>
<td>Tue</td>
<td>13:00</td>
<td>3</td>
<td>CI</td>
<td>CI_555Lons/SeminarRoom7</td>
<td></td>
<td>Rachel Kessel</td>
<td>3 hrs</td>
<td>27/8-24/9</td>
</tr>
<tr>
<td>01-P2</td>
<td>Thu</td>
<td>13:00</td>
<td>3</td>
<td>CI</td>
<td>CI_555Lons/SeminarRoom7</td>
<td></td>
<td>Rachel Kessel</td>
<td>3 hrs</td>
<td>29/8-26/9</td>
</tr>
<tr>
<td>02-P1</td>
<td>Mon</td>
<td>17:30</td>
<td>0</td>
<td>CI</td>
<td>CI_555Lons/SeminarRoom7</td>
<td></td>
<td>Steve</td>
<td>3 hrs</td>
<td>26/8-23/9</td>
</tr>
<tr>
<td>02-P2</td>
<td>Wed</td>
<td>17:30</td>
<td>0</td>
<td>CI</td>
<td>CI_555Lons/SeminarRoom7</td>
<td></td>
<td>Steve</td>
<td>3 hrs</td>
<td>28/8-25/9</td>
</tr>
</tbody>
</table>

Seminar rooms 1 & 2 are on level one
Seminar rooms 3 – 9 are on level two
Postgraduate Discontinuation Dates

In Postgraduate Law we do not use standard “Census Dates” like the rest of the University. Each unit has its own set of **Discontinuation Dates** that you MUST be aware of when you enrol.
Add or Discontinue Units

- If you are unable to add or remove a unit in the Web Enrolment System (WES)

- Please send an ask.monash and the faculty can process this for you. When requesting unit discontinuation, so long as you send your ask.monash by the discontinuation deadline (last day to withdraw early) you can avoid academic or financial penalty.
Student Support Services: University Services

Student Support Services:

- **Monash Postgraduate Association**
  - Online orientation, advice and advocacy

- **Health, Wellbeing and Development**
  - Health services, counselling, visa advice

- **Monash Connect** *(Clayton and other campuses – currently not in MULC)*
  - Advice on fees, provision of transcripts, ID cards

- **Law Library**
  - Learning Skills Advisers & Library node – *held at MULC*

- **Career Connect**

- **Grievances: Policy and procedures**
Other Support Services

Do you have a disability, medical or mental health condition that impacts on your study?

Disability Support Services (DSS) provides a range of services for registered students.

Disability Support Services also support students who are carers of a person with a disability, medical or mental health condition, or who is aged and frail. (This can be long-term or short term.)

For further information and to register:
T: 03 9905 5074
E: disabilitysupportservices@monash.edu
monash.edu/disability
Get involved

Join Monash Postgraduate Association, your student union

Monash Postgraduate Association represents the academic and social interests of postgraduate students

- Lots of different clubs and societies
- Sports facilities at Clayton and Caulfield campus
- Website https://mpa.monash.edu.au/
Monash University Student Charter

Student Charter sets out the key expectations of students and by students to foster this learning community. All students are encouraged to read and familiarize themselves of the Charter available on the Monash Website here:

http://monash.edu/students/policies/student-charter.html

Academic engagement and integrity

As a Monash student, you are expected to:

• undertake your studies with honesty and integrity
• credit the work of others, seek permission to use that work where required and not plagiarise or cheat
• understand your rights and obligations in relation to copyright and the intellectual property generated by your own and others’ research
• use University resources and services responsibly to support your learning
• fulfil course attendance and assessment requirements
• ensure the University has your current contact details
• regularly read University correspondence
• be informed about and follow University policy.

Note: You must check your Monash e-mail account regularly, the University will e-mail you only on your MONASH E-MAIL ACCOUNT.
Student ID Cards

**Student ID card**
You can arrange to get your student card online via WES, at a Monash Connect centre or now at the Law Chambers student services office. You will need this card for printing and borrowing library books.

**Building access**
Once you have your student ID card you will need to request building access be put on your card individually. You can send an ask.monash enquiry requesting building access for 555 Lonsdale street and the student services team can process this for you. Alternatively you can visit the student services counter on level one, 555 Lonsdale street to request access. We'll take your details and the access should be active within the week.

Once granted to your student card, building access is available to you between the following times:

- Monday-Thursday: 8:15am – 8:30pm
- Fridays: 8:15am – 5pm
House Keeping:

- Maintenance
  - We do our best to maintain the facility
  - Please refrain from sitting on desks and sticking posters on walls
  - Please report any defects/problems to us for fixing – Advise 1st FLOOR Student Services Counter

- Lost & Found
  - Located at Ground Floor Reception

- Bicycles
  - Racks are on Lonsdale Street to park your bike
  - Bikes are not permitted in the Law Chambers.

- Lockers
  - 5 Day Single use only – Emptied Fridays at 5.30PM

- Tea/Coffee/Kitchen Facilities
  - We have Kitchen Facilities available to our students on Level 2.
OHS - Evacuation Briefing:

There are Two Alarms – when you hear:

“Beep…beep…” – turn off all equipment and prepare to evacuate. Do not leave the room.

“Whoop…whoop…” – evacuate the building, follow the exit signs, and proceed to the designated assembly point.

Evacuation Procedures

- Evacuate the building via fire exit stairs.
- Stay together as a GROUP
- **DO NOT USE ELEVATORS**
- Proceed as a group to the designated assembly point  
  *(Brown Alley behind the Colonial Hotel. *Please note the assembly point may change depending on the nature of the emergency. Follow the directions of your wardens.)*
- Comply with any direction given by a Monash University Wardens and Emergency Services.
Resource List:

- Law Faculty Website
- Current students homepage
- Your account – my.monash portal
- ask.monash – sending enquiries to the faculty
- Unit account – Moodle
- WES
- 2019 Handbooks
- Timetable
- Discontinuation dates
- Results
- Student Complaints and Grievances Policy and Procedures