

PLT EXTERNAL EXAMINATION

Off-campus Practical Legal Training Program



Faculty of Law

LAW: STUDENT INFORMATION

CAN EXTERNAL EXAMINATIONS BE FACILITATED

Final/end of semester examinations can be facilitated at an external site only for Practical Legal Training (PLT) subjects listed below:

- 75402 Property Transactions (Distance)
- 75403 Commercial and Estate Practice (Distance)
- 75420 Ethics and Professional Conduct (Distance)
- 75421 Civil Litigation (Distance)

Please Note: dates of external examinations are scheduled on the same day as the onsite exams.

WHO SHOULD USE THIS FORM

Students enrolled in the 'distance mode' PLT program are eligible to lodge an application for examinations at an external site, subject to the following criteria:

- is currently residing overseas
- is currently residing interstate
- is outside the Greater Sydney Metropolitan Area ¹

HOW DO I APPLY

Students are required to complete and sign the PLT External Examination application form. The section on Supervisor Details must also be completed and signed by the nominated supervisor.

DATE AND TIME OF EXAMINATION

External examinations are to be scheduled at the same date and time as the onsite exams held at the UTS City campus.

Students are advised to check the UTS Examination Timetable to note the date/time in the application form. Examination timetable information is available on the UTS website at www.sau.uts.edu.au/assessment/exams/timetable/index.html; in early May for Autumn semester, and early October for Spring semester / Summer session.

WHAT IS AN INDEPENDENT SUPERVISOR

An independent supervisor is a person nominated by the student to invigilate an examination external to UTS, and must be one of the following:

- a suitable person at a recognized tertiary institution or school (eg. Teacher, Senior Administrator, Librarian)
- a suitable person at an Australian Embassy/Consulate (eg. a Training or Education Officer)
- a Doctor, Lawyer, Accountant, Police Officer ²
- a current UTS staff member
- the approved supervisor of your practical experience

The approved supervisor must not be related to or reside with the examination candidate, or be a UTS student. All expenses associated for the conduct of external examinations and of the independent supervisor is the responsibility of the student.

HOW DO I APPOINT A SUPERVISOR

The independent supervisor may only be appointed and approved for PLT subject(s) and semester(s) listed by the student on the PLT External Examination application form.

If the nominated supervisor is unable to attend the examination; the student is responsible for finding a substitute supervisor, notifying the UTS, Haymarket Student Centre Team Leader (Examinations) by email and requesting for formal approval **before** the examination date.

WHEN AND WHERE DO I LODGE MY APPLICATION

Applications must be submitted **before** the due dates as follows:

- Autumn semester : Third (3rd) Friday in May
- Spring semester : Third (3rd) Friday in October
- Summer session : Second (2nd) Friday in January

Please send your completed application form to:

UTS, Student Centre Haymarket
Team Leader (Examinations)
PO Box 123
Broadway NSW 2007

HOW WILL I BE NOTIFIED OF THE OUTCOME

The student and the approved nominated supervisor will be notified in writing by email on the outcome of the application; usually within 20 working days on receipt of the application.

DISPATCH OF EXAMINATION PACKS

The external examination packs will be emailed directly to the approved supervisor. Students are advised to contact their supervisor four (4) working days **before** the scheduled examination to confirm receipt of the examination pack.

Students are advised to contact the UTS, Student Centre Haymarket Team Leader (Examinations) if the approved supervisor has not received the examination pack by the expected date/timeline.

FURTHER INFORMATION

For further information/assistance on external examinations or to query the progress of your application; please contact the UTS, Student Centre Haymarket Examinations Team Leader, Derretta Branche via email at derretta.branche@uts.edu.au or by phone on (02) 9514 3444.

¹ Subject to approval from the Director of Students

² Police Officers with 10 years or more service history

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Faculty of Law

LAW: APPLICATION FORM

1. PERSONAL DETAILS

Surname:		Student Number:											
Given Name(s):													
Residential Address:													
State:			Postcode:			Country:							
Phone (H):			Phone (W):			Mobile:							
UTS Email Address:													

2. SUBJECT DETAILS

Please provide the correct examination date(s) and time(s) as published on the UTS Examination Timetable. Refer to the online Examination Timetable at www.sau.uts.edu.au/assessment/timetable.html; in early May for Autumn semester, and early October for Spring semester/Summer session.

Subject No.	Subject name	Autumn Semester		Spring Semester		Summer Session	
		Date	Time	Date	Time	Date	Time
75402	Property Transactions (Dist)						
75403	Commercial and Estate Practice (Dist)						
75420	Ethics and Professional Conduct (Dist)						
75421	Civil Litigation (Dist)						

3. STUDENT DECLARATION

I, attest to the accuracy and truthfulness of the information provided on this form. I have read and understood the information provided on the Student Information page of this form; and agree to undertake the responsibilities expected of me as the student. I understand and accept that all expenses associated for the conduct of external examinations and of the independent supervisor is my responsibility.

Student Signature:	Student Name:	Date:
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4. SUPERVISOR DETAILS

Surname:		Given Name(s):	
Place of Work:		Position Title:	
Postal Address:			
State:	Postcode:	Country:	
Phone (H):	Phone (W):	Mobile:	
Email Address:			
Have you acted as a Supervisor for the UTS, Faculty of Law before?		Please tick: YES <input type="checkbox"/> NO <input type="checkbox"/>	

5. SUPERVISOR COMPULSORY DECLARATION

I, agree to act as a supervisor throughout this candidate's examination(s) for the nominated subject(s); and to conduct the examination in accordance to the instructions on the front page of the examination paper.

I understand that the UTS, Student Centre Haymarket will send me the confirmed arrangements once this nomination has been approved and that the student is responsible for all associated costs. I confirm that the information provided by me in this form is in all respects, correct and complete; and that I am not related to or reside with the examination candidate.

Supervisor Signature:	Supervisor Name:	Date:
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6. PRIVACY

The UTS, Faculty of Law requires the information provided by you in order to assess your nomination to be an examination supervisor. Your nomination may not be accepted if you do not provide the required information. Please also note that the UTS, Student Centre Haymarket may provide your contact details to third party service providers in order to deliver the examination papers to you.