This document outlines the established enrolment procedure within UNSW Law.
Law Student Services will not process any manual enrolment request outside of this procedure.

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General Guidelines
All students must enrol via myUNSW where possible. Law Student Services cannot enrol students outside of the established enrolment procedure.
Students are only permitted to attend the classes in which they are formally enrolled. Students who have paid or unpaid work and/or other commitments are expected to plan other commitments around their study commitments. Having regular work and/or commitments will not be considered an adequate reason for the purpose of any enrolment that requires Student Services’ intervention.

If students are eligible for manual enrolment, such requests must be lodged via the relevant manual enrolment request form. Applications will be rejected if an incorrect form is used.

Students are required to submit a new manual enrolment form if their original request has been rejected for any reason (e.g. incorrect class number listed in the original request).

**UNSW Law reserves the right to:**
- Reduce enrolment capacity and/or release additional places in any class at any time as demand changes;
- Cancel or reschedule any course and/or class where necessary. If a class is cancelled, students will be notified as soon as possible. The list of class cancellations will be published in [Student Notices](#).

### Law Reserved Places

**Student Services Places (SSP) in UG/JD Electives**

A small number of places are reserved in all UG/JD electives during the Law Enrolment Period for Semester 1 and Semester 2 each year. Summer term is an optional term hence no SSP will be available.

Students are expected to read the [Law Reserved Places Enrolment Policy](#) to check their eligibility for SSP. Eligible students may submit their requests online via the [Student Services Place Request Form](#) from their enrolment appointment to 12pm on the last day of the Law Enrolment Period.

Any SSP not taken by eligible students during the Law Enrolment Period will be released to all students the day after the Law Enrolment Period from 10am.

**School Consent Core Courses**

To assist LLB/JD students who are out of sequence for a legitimate reason as specified in the [Law Reserved Places Enrolment Policy](#), limited places in the courses listed below will be made available in the relevant semester. Enrolments in these courses in the relevant semester are by School Consent and are only available to students who are eligible for SSP.

CBD classes are exclusive to JD students and will not be made available to LLB students.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWS1091 Business Associations</td>
<td>LAWS1075 Contracts</td>
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<tr>
<td>LAWS2351 Court Process, Evidence and Proof</td>
<td>LAWS1021 Crime and Criminal Process</td>
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<td>LAWS1022 Criminal Laws</td>
<td>LAWS2150 Federal Constitutional Law</td>
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<td>LAWS2385 Equity and Trusts</td>
<td>LAWS2383 Land Law</td>
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<td>LAWS2270 Law in the Global Context</td>
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<td>LAWS1150 Principles of Private Law</td>
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</tr>
<tr>
<td>LAWS1061 Torts</td>
<td>JURD7270 Law in the Global Context</td>
</tr>
</tbody>
</table>
**During Law Enrolment Period**
Eligible students may lodge the [Student Services Place Request Form](#) during the Law Enrolment Period.

**After Law Enrolment Period**
Eligible students may lodge the [UG/JD Manual Course Enrolment Form](#) after the Law Enrolment Period.

**Incoming Exchange Places in UG Electives**
UNSW Law reserves 3-5 places in all UG electives for Incoming Exchange students in Semester 1 and Semester 2.
These places, if not taken, will be released to all students from 10am, **Monday of O Week**.

**PG Electives**
10% of places in all PG Electives are reserved for commencing PG students.
These places will be progressively released until the final release on the **Friday 3 weeks before O Week** from 10am.

**PG Core Courses**
10-15 places are reserved in PG Courses that are compulsory for specialised PG Programs.
These places will be progressively released until the final release on the **Monday of O Week** from 10am.

**Manual Enrolment Requests**

**Student Services Places (SSP)**
UNSW Law reserves a small number of places, usually 2-3 in each class (core and elective) during the Law Enrolment Period for Semester 1 and Semester 2 each year.

**Application Period and How to Apply**
Students must read the [Law Reserved Places Enrolment Policy](#) to determine their eligibility.
Eligible students may lodge their applications via the [Student Services Places Request Form](#) which will be available from the commencement of enrolment and close at 12pm on the last day of the Law Enrolment Period.

**Conditions and requirements**
1. Students must apply via the [Student Services Places Request Form](#) within the Law Enrolment Period. No late applications will be considered.
2. Having regular work commitments will not be considered an acceptable reason for the purpose of any manual enrolment request.
3. Applications will be automatically declined if:
   - Applications are lodged prior to the student's enrolment appointment.
   - Supporting documentation is not attached, for example:
     - *Progression Check* for final semester/year UG students.
Study Plans for future semesters for students who are out of sequence.

Letter of Support specifying Enrolment Requirement for students registered with Disability Services.

Full list of what they need to submit is listed on the Student Services Place Request form.

- Details submitted are incorrect such as class number, student number, etc.
- Specific amendments have not been outlined to ensure successful enrolment (if applicable). This includes, but is not limited to, timetable clashes without approval and where enrolment exceeds their maximum term load.
- UG students requesting enrolment in JD classes and vice versa.
- Academic prerequisites for electives have not been met.

Outcome

Decisions will be made at the discretion of the Student Services Team Leads on a first come, first served basis during the Law Enrolment Period. Student Services will endeavour to notify students of an outcome within one week from lodgement of applications.

Any SSP not taken by eligible students during the Law Enrolment Period will be released to all students from 10am on the day after the Law Enrolment Period.

General Manual Enrolment Requests
(e.g. Timetable Clash, Prescribed Electives – Elective version, Late SSPs)

How to Apply

All manual enrolment requests must be lodged via the relevant online Manual Course Enrolment Form.

- UG/JD Manual Course Enrolment Form
- Postgraduate Manual Course Enrolment Form

Eligibility

Students are eligible to apply if they are in these categories:

- Timetable Clash Approvals which comply with the Law Timetable Clash Policy.
- Enrolment requests for:
  - Prescribed Electives as electives rather than core;
  - JURD7829 Legal Writing in Context;
  - School Consent core courses (only after the Law Enrolment Period and students must be eligible for SSP in accordance with the Law Reserved Places Enrolment Policy);
  - Courses where students haven’t met the pre- or co-requisite requirement AND with pre- or co-requisite waiver approved by the Program Director (only after the Law Enrolment Period);
  - Electives that are timetabled after the Enrolment Deadline and haven’t yet commenced.
- Swapping classes within the same School Consent elective (e.g. Internship).
- Law postgraduate student seeking to enrol in a postgraduate course that is not in their approved course list.
• Non-law postgraduate student from another UNSW Faculty seeking to enrol in a postgraduate Law course as part of their non-law degree.
• Students eligible to apply for SSP but missed the SSP application period. Please note:
  o Any application received between 12pm on the last day of the Law Enrolment Period and 10am on the day after the Law Enrolment Period will only be assessed from 10am on the day after the Law Enrolment Period after any remaining SSP are released.
  o Priority will not be given to students eligible for SSP.

Conditions and requirements
1. Having regular work commitments will not be considered an acceptable reason for the purpose of any manual enrolment request.
2. Applications will be automatically declined if:
   • Applications are lodged prior to the student’s enrolment appointment.
   • Students request for enrolment into a full class.
   • Supporting documentations are not attached, for example:
     o Approved timetable clash.
     o Approval from both the non-law faculty and the lecturer teaching the course for non-standard enrolment into a postgraduate law course.
   • Details submitted are incorrect such as class number, student number, etc.
   • Specific amendments have not been outlined to ensure successful enrolment (if applicable). This includes, but is not limited to, timetable clashes without approval and where enrolment exceeds their maximum term load.
   • UG students request for enrolment in JD classes and vice versa.
   • Academic prerequisites for electives have not been met.

Outcome
Decisions will be made by Student Services Officers in consultation with Student Services Team Leads on a first come, first served basis. During the peak enrolment period, Student Services will endeavour to notify students of an outcome within one week from lodgement of applications.

Transitional Modules
How to Apply
Applications must be lodged via the Transitional Module Enrolment Request Form.

Eligibility
LAWS2276/JURD7274 Transitional: LRW Foreign INTL, LAWS2278/JURD7273 Transitional: Crim Procedure, and LAWS2520/JURD7220 Advanced Legal Research are only available to pre-2013 students.

Outcome
Decisions will be made at the discretion of the Student Services Team Leads. Student Services will endeavour to notify students of an outcome within one week from lodgement of applications.
School Consent Electives

Experiential Learning Courses

Application Period and How to Apply
Applications must be lodged via the relevant online form prior to the relevant application deadline.

- LAWS3308/JURD7308 UNSW Law Internship Application Form
- LAWS3308/JURD7308 UNSW Law Self-Organised Internship Application Form
- LAWS3307/JURD7307 Social Justice Internship Application Form
- LAWS8052/LAWS8173 Postgraduate Internship Application Form
- Publications/Journals Application Form
- KLC Clinics Application Form
- LAWS3086/JURD7486 International Law Competitive Moot Application Form
- LAWS3510/JURD7610 International Commercial Mediation Competition Application Form

Eligibility
Students are only eligible to apply if they have completed 78 UOC of LAWS courses or 72 UOC of JURD courses.

Conditions and requirements
Students cannot unenrol from the course without the permission of the Course Convenor once they have been placed.

Outcome
Successful applicants will be enrolled into the relevant course by Student Services Officer (Experiential Learning). Students who have already been placed in the first round will be enrolled within 10 business days from the end of the relevant Law Enrolment Period.

Students will be assessed for overload prior to their enrolment being processed, based on the criteria listed in the UNSW Law Overload Policy. They do not need to submit a formal overload request to be assessed for enrolment in an experiential learning course as their 5th course. Given that assessment for this course runs into the following semester, their overload may still be rejected. If their overload is rejected, they will be requested to drop one of their other 4 courses to be enrolled in the experiential learning course.

Overseas Electives

Application Period and How to Apply
Applications must be lodged via the Overseas Electives Application Form prior to the application deadline.

Eligibility
Students are only eligible to apply if they have completed 78 UOC of LAWS courses or 72 UOC of JURD courses.

Conditions and requirements
Students cannot unenrol from the course without the permission from UNSW Law once they have accepted their offer.
Successful applicants will be enrolled into the relevant course by Student Services Officer after the relevant pre-departure meeting.

Students will be assessed for overload prior to their enrolment being processed, based on the criteria listed in the UNSW Law Overload Policy. They do not need to submit a formal overload request to be assessed for enrolment in the overseas elective as their 5th course. Given that assessment for this course runs into the following semester, their overload may still be rejected. If their overload is rejected, they will be requested to drop one of their other 4 courses to be enrolled in the overseas elective.

Designing Technology Solutions for Access to Justice

Application Period and How to Apply
Applications must be lodged via the Designing Technology Solutions for Access to Justice Application Form prior to the application deadline.

Eligibility
Students are only eligible to apply if they have completed 78 UOC of LAWS courses or 72 UOC of JURD courses.

Conditions and requirements
Students cannot unenrol from the course without the permission from UNSW Law once they have accepted their offer.

Outcome
Successful applicants will be enrolled into the course by Student Services Officer during the Law Enrolment Period.

JURD7829 Legal Writing in Context

How to Apply
Applications must be lodged via the UG/JD Manual Course Enrolment Form.

Eligibility
This elective is only available to new international JD students from non-Common law legal systems. Students are recommended to enrol in this course in their first semester at UNSW.

Outcome
Decisions will be made by Student Services Officers on a first come, first served basis.

PG Courses Open to UG

Application Period and How to Apply
Applications must be lodged via the Postgraduate Course Open to Undergraduate Students Application Form.

Eligibility
As specified in the Postgraduate Course Open to Undergraduate Students Policy.
**Outcome**
Successful applicants will be enrolled into the relevant course by Student Services Officer as applications are assessed. If an outcome is not available by their enrolment appointment, students should enrol in other electives in the interim.

**Research Thesis**

**Application Period and How to Apply**
Applications must be lodged via the relevant online form by Friday of Week 1 of the relevant semester.
- UG/JD Research Thesis Enrolment Form
- Postgraduate Research Thesis Application Form

**Eligibility**
As specified in the relevant Research Thesis Enrolment Information.

**Outcome**
Successful applicants will be enrolled into the relevant course by Student Services Officer between Week 2 and the Census Date of the relevant semester.

**Full Class Enrolment Request Form**
A limited number of places may be made available at the discretion of the Student Services Team Lead closer to the commencement of a semester for classes held at the Kensington campus and as listed in the Full Class Enrolment Request Form. Additional places will only be made available to courses listed in the form. Places are not guaranteed and will depend on overall enrolment in the course and class availability.

No additional places will be made available for classes held in the CBD campus.

**Application Period and How to Apply**
Applications must be lodged via the Full Class Enrolment Request Form. Applications will be available at the following times:
- Monday, Week before O-Week, 10am – Applications (Electives) open
- Monday, O-Week, 10am – Applications (Core) open
- Friday, Week 1, 12pm – Applications close

**Conditions and requirements**
Applications will be automatically declined if:
- Applications are lodged prior to the respective advertised dates (see above).
- Students request enrolment into a CBD class or a class that is not listed in the form.
- Supporting documentation is not attached, for example:
  - Approved timetable clash.
- Details submitted are incorrect such as class number, student number, etc.
- Specific amendments have not been outlined to ensure successful enrolment (if applicable). This includes, but is not limited to, timetable clashes without approval and where enrolment exceeds their maximum term load.
- UG students request for enrolment in JD classes and vice versa.
• Academic prerequisites for electives have not been met.

Outcome
Decisions will be made at the discretion of the Student Services Team Leads on a first come, first served basis until End of Week 1. Student Services will endeavour to notify students of an outcome within one week from lodgement of applications.

Overload
Students can enrol in a maximum of 24 UOC in a single semester except Summer Term where they can enrol in up to 12 UOC.

Application Period and How to Apply
Applications must be lodged via the overload application form by the relevant deadline published in the form. Overload applications for UG and JD students open 3-4 weeks prior to O week of the relevant semester.

Eligibility
Students should refer to the Overload Policy.

Outcome
Successful applicants will be enrolled into the relevant course by Student Services Officer between Week 2 and the Census Date of the relevant semester.

Late Enrolment after the Enrolment Deadline
The enrolment deadline is the last day to add a course online via myUNSW. Students are responsible for managing their enrolment correctly according to their progression plan by the enrolment deadline each semester.

Courses Commenced prior to the Enrolment Deadline
Students are required to meet UNSW Law Class Attendance requirements. Adding a non-intensive course after enrolment has closed is not permitted and will only be approved in exceptional circumstances – work commitment is not considered an acceptable reason.

Requests lodged after Week 2 will not be accepted regardless of the reason.

How to Apply
To seek enrolment after the enrolment deadline in a non-intensive course that has already commenced, students must complete the Course Enrolment Variation Form and this must be approved by both the lecturer and Law Student Services. The application must be lodged along with a statement explaining the reason why late enrolment is required.

Students attempting to enrol in a School Consent course after the enrolment deadline will only need to submit the Course Enrolment Variation Form (i.e. they are not required to submit the manual enrolment request form online in addition to this form).

Outcome
Decisions will be made by Student Services Officers in consultation with Student Services Team Leads on a first come, first served basis.
Courses Commencing after the Enrolment Deadline

How to Apply
To seek enrolment after the enrolment deadline in a course that has not yet commenced, students must complete the relevant online form (UG/JD Manual Course Enrolment Form or Postgraduate Manual Course Enrolment Form).

Outcome
Decisions will be made by Student Services Officers in consultation with Student Services Team Leads on a first come, first served basis.