	INDIVIDUAL STUDY IN LAW PROTOCOL
Contact Officer	Student Affairs and Service Quality Manager (or Research Development Manager for SJD students)
Date First Approved	15 February 2012
Approval Authority	Law Executive
Date of Next Review	Under Review

1. OVERVIEW

1.1. This protocol sets out the current practice within the Faculty of Law in relation to:

1.1.1. A Bachelor of Laws student's entitlement to complete up to two individual studies, in circumstances where the student wishes to pursue a theme or focus not catered for by the Faculty's undergraduate elective offerings.

1.1.2. A Juris Doctor or Masters student's entitlement to complete up to two individual studies (and to allow for the completion of a third individual study for Master of Laws students only), in circumstances where the student wishes to pursue a theme or focus not catered for by the Faculty's postgraduate elective offerings.

1.1.3. A Postgraduate Law Study Abroad/Exchange student's entitlement to complete an individual study at Bond Faculty of Law.

1.1.4. A Doctor of Legal Science (Research) student's entitlement to complete up to two individual studies, in circumstances where a student wishes to pursue a theme or focus not catered for by the Faculty's postgraduate elective offerings.

1.2. Each semester, the Faculty will appoint an academic to act as the *Individual Study in Law* coordinator. One responsibility of this coordinator will be to notify students of the outcome of their application to complete an *Individual Study in Law*.

2. DEFINITIONS

For the purposes of this protocol, the following words/phrases have the meaning attributed to them below:

Bachelor of Laws student	A student enrolled in a Bachelor of Laws (LLB) degree, or combined LLB degree.
Doctor of Legal Science (Research) student	A student enrolled in a Doctor of Legal Science (Research) degree (SJD).
Elective offering	A subject offered, which when completed and combined with all pre-requisites for a specific degree, complete the degree program.
Juris Doctor Student	A student enrolled in a Juris Doctor (JD) degree.
Masters Student	A student enrolled in a Master of Laws (LLM) or Master of Legal Administration (MLA) degree.

Postgraduate Law Study Abroad/Exchange Student	A student admitted into a Postgraduate (PG) Law Study Abroad/Exchange program.

3. THE PROTOCOL

Bachelor of Laws Students

3.1. In the case of an individual study credited towards an LLB degree, the student will provide a 2,000 word research proposal (weighted at 20% and due by Friday of Week 5) which leads to an 8,000 word research paper (weighted at 80% and due by Friday of Week 12) in satisfaction of the requirements of the subject. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references.

3.2. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.

3.3. A student enrolled in an LLB degree may complete up to two elective subjects by two individual studies, subject to the approval of the Associate Dean (Student Affairs and Service Quality), or delegate, based upon the following criteria:

3.3.1. A Faculty academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of inquiry not covered in previous studies by that student.

3.3.2. The student will normally be required to have a 65% or above average in LAWS subjects and to have completed a minimum of 120 credit points of compulsory law subjects.

3.3.3. There is no subject offered or intended to be offered within the term of the expected length of the student's degree that would adequately satisfy the topic area of the individual study.

3.3.4. The student submits an Application for Individual Study in Law form as per the submission procedure listed on the form.

3.4. The student must submit their assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

Juris Doctor and Masters Students

3.5. In the case of an individual study credited towards a JD, LLM, or MLA degree, the student will provide a 2,000 word research proposal (weighted at 20% and due by Friday of Week 5) which leads to a 10,000 word research paper (weighted at 80% and due by Friday of Week 12) in satisfaction of the requirements of the subject. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references.

3.6. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.

3.7. A student enrolled in a JD, LLM, or MLA degree may complete up to two elective subjects by two individual studies, subject to the approval of the Associate Dean (Student Affairs and Service Quality), or delegate, based upon the following criteria:

3.7.1. A Faculty academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of inquiry not covered in previous undergraduate or postgraduate studies by that student.

3.7.2. A student enrolled in a JD degree will normally be required to have a 65% or above average in LAWS subjects and to have completed a minimum of 120 credit points of compulsory law subjects.

3.7.3. A student enrolled in an LLM degree will normally be required to have a 65% or above average in a minimum of two 10cp postgraduate law electives credited towards the degree.

3.7.4. A student enrolled in an MLA degree will normally be required to have a 65% or above average in a minimum of six 10cp postgraduate law subjects credited towards the degree.

3.7.5. There is no subject offered or intended to be offered within the term of the expected length of the student's degree that would adequately satisfy the topic area of the individual study.

3.7.6. The student submits an *Application for Individual Study in Law* form as per the submission procedure listed on the form.

3.8. If appropriate supervision is available an LLM student may replace two elective subjects with a minor dissertation worth 20cp, subject to the approval of the Associate Dean (Student Affairs and Service Quality), or delegate, based upon the above criteria.

3.9. An LLM student may complete a third individual study if necessary to complete a theme or focus developed in their prior postgraduate studies subject to the approval of the Associate Dean (Student Affairs and Service Quality), or delegate, based upon the above criteria, but with the additional criterion that there should be more than one supervisor for the three individual studies.

3.10. An LLM student will not be entitled to obtain credit using individual studies for more than 50% of the total postgraduate coursework component for their LLM degree attempted at Bond Faculty of Law.

3.11. The student must submit their assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

Postgraduate Law Study Abroad / Exchange Students

3.12. In the case of an individual study undertaken by a PG Law Study Abroad/Exchange student, the student will provide a 2,000 word research proposal (weighted at 20% and due by Friday of Week 5) which leads to a 10,000 word research paper (weighted at 80% and due by Friday of Week 12) in satisfaction of the requirements of the subject. Alternatively, the Associate Dean (Student Affairs and Service Quality), or delegate, may permit the student to provide a research paper to meet the word count requirements of the degree in which they are enrolled at their home institution, provided that this is not less than 10,000 words. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references.

3.13. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.

3.14. A student admitted into a PG Law Study Abroad/Exchange program may undertake one individual study, subject to the approval of the Associate Dean (Student Affairs and Service Quality), or delegate, based on the following criteria:

3.14.1. A Faculty academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of inquiry not covered in previous undergraduate or postgraduate studies by that student.

3.14.2. The student will normally be required to have a 65% or above average in a minimum of two postgraduate subjects credited towards the degree in which they are enrolled at their home institution.

3.14.3. The student submits an *Application for Individual Study in Law* form as per the submission procedure listed on the form.

3.15. The student must submit assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

Doctor of Legal Science (Research) Students

3.16. In the case of an individual study credited towards an SJD degree, the student will provide a 2,000 word research proposal (weighted at 20% and due by Friday of Week 5) which leads to a 10,000 word research paper (weighted at 80% and due by Friday of Week 12) in satisfaction of the requirements of the subject. As a general rule, word limits are exclusive of footnotes, and footnotes should contain only references.

3.17. The student will meet regularly with a Faculty academic during the semester to finalise a topic, determine methodology and discuss progress. The Faculty academic will act as supervisor as well as examiner.

3.18. A student enrolled in an SJD degree may complete up to two coursework subjects by two individual studies subject to the approval of the Associate Dean (Research), or delegate, based upon the following criteria:

3.18.1. A Faculty academic must be prepared to supervise the student on an agreed topic within their area of expertise and the topic should be a discrete area of study not covered in research work undertaken in previous undergraduate or postgraduate studies by that student.

3.18.2. There is no subject offered or intended to be offered within the term of the expected length of their candidature that would adequately satisfy the topic area of the individual study.

3.18.3. The student submits an Application for Individual Study in Law form as per the submission procedure listed on the form.

3.19. An SJD student will not be entitled to obtain credit using individual studies for more than 50% of the total postgraduate coursework component for their SJD degree attempted at Bond Faculty of Law.

3.20. The student must submit their assessment pieces by the required deadlines to allow time for marking and confirmation at the Board of Examiners meeting of that semester.

4. RELATED POLICIES AND PROTOCOLS

Nil

5. RELATED GUIDELINES AND FORMS

Application for Individual Study in Law – see page 5

6. MODIFICATION HISTORY

Date	Sections	Source	Details
15 February 2012	All		Date of approval
14 December 2014	All		Date of previous review
29 November 2016	All		Date of previous review
29 November 2018	All		Date of previous review
15 November 2019	All		Date of last amendment
	All		Date of next review

APPLICATION FOR INDIVIDUAL STUDY IN LAW

Received Faculty of Law

Please Note:
An Individual Study in Law is available in exceptional circumstances only and is not available in an area in which a subject is being offered by the Faculty of Law.

Submission Procedure:

- LLB, JD, LLM and MLA students must submit a completed *Application for Individual Study in Law* form to LawSASQ@bond.edu.au by Friday of Week 12 of the semester prior to their intended enrolment.
- SJD students must submit a completed *Application for Individual Study in Law* form to LawResearch@bond.edu.au by Friday of Week 12 of the semester prior to their intended enrolment.
- Postgraduate Study Abroad or Exchange students must submit a completed *Application for Individual Study in Law* form to LawSASQ@bond.edu.au by Friday of Orientation Week of the semester in which they wish to enrol in the Individual Study in Law.

1. PLEASE INDICATE YOUR STUDENT NUMBER AND NAME:

STUDENT NUMBER _____ FAMILY NAME _____ GIVEN NAME

2. WHAT IS YOUR CURRENT PROGRAM?

3. HAVE YOU PREVIOUSLY COMPLETED AN INDIVIDUAL STUDY IN LAW? YES ☐ NO ☐

4. WHAT SEMESTER AND YEAR DO YOU WISH TO ENROL IN THE INDIVIDUAL STUDY IN LAW?

☐ **JANUARY 20_____** ☐ **MAY 20_____** ☐ **SEPTEMBER 20_____**

5. PLEASE INDICATE IN PRIORITY ORDER (1-3) YOUR PREFERRED SUBJECT AREA/S (please include proposed topic/s if known):

Note: You must provide at least one preferred Subject Area.

1.

2.

3.

6. PROPOSED SUPERVISOR/S NAME/S (if known):

7. STUDENT SIGNATURE: _____ DATE: _____

FACULTY USE ONLY			
LLB or JD		**LLM**	
65% or above average in LAWS subjects?	*Yes / No*	65% or above average in a minimum of 20cp (or equivalent) postgraduate law electives?	*Yes / No*
Completed a minimum of 120cp of compulsory law subjects?	*Yes / No*	Is the student completing a Minor Dissertation (20cp)?	*Yes / No*
MLA		**SJD**	
65% or above average in a minimum of 60cp of postgraduate law subjects?	*Yes / No*	Admitted to SJD?	*Yes / No*
PG Study Abroad/Exchange		Student Enrolled: ☐ Subject Code: _____ Initials: _____	
65% or above average in a minimum of 2 postgraduate law subjects credited towards their home degree?	*Yes / No*	Is the student a Student Visa Holder? *Yes / No*	
Approved by Associate Dean (SASQ):		**Date:**	