

STUDENTS WITH DISABILITIES AND THE MELBOURNE LAW SCHOOL

This is a quick reference guide for students with disabilities. Disability includes 'any permanent or temporary condition that may arise from a sensory, physical, psychological, medical or neurological condition'. The University offers many services which may be of assistance to law students with disabilities. For further information please refer to the Disability Liaison Unit's web site at <http://www.services.unimelb.edu.au/disability/>.

The Law Library

The law Library provides the following services:

- Large print photocopying.
- A special needs room, which is located on the fourth floor of the law school building. This room includes a computer with the JAWS speech program and a large flat screen monitor, which displays documents in large print. The room is also equipped with a scanner and ergonomic chairs and tables.
- Obtaining books and articles for students who are physically unable to do so.

The entrance to the Law Library is located on the third floor of the Law School Building. Phone: 8344 8913; Email: law-library@unimelb.edu.au

Building Services

The Law Building has the following design features:

- All lecture theatres have hearing loop facilities and wheelchair access.
- Lifts include information in Braille and speaking facilities.
- The floor layout includes bumps to aid the visually impaired.
- Toilets for disabled people are available on every level of the building.

For building queries contact Information Systems and Services, which is located on the second floor of the Law School Building. Phone: 8344 1111.

Melbourne Law School Student Centre

The Melbourne Law School Student Centre handles both LLB and JD inquiries and provides:

- Two student contact officers, one of whom will be the point of contact between the student and the Office. Students wishing to have a contact officer should speak to Stephanie Lambiris. Phone: 8344 1136; Email: s.lambiris@unimelb.edu.au

- Application forms for special consideration. Special consideration is available where a student's work has been adversely affected by a disability or by circumstances beyond his or her control. Special consideration can result in things such as, an opportunity to sit a supplementary or special exam or complete an alternative assessment. Special consideration forms must be submitted within 3 days of the exam/assessment task affected.
- Application forms for extensions for the submission of research assignments. Applications for extension of time should be submitted at least 7 days prior to the due date for the affected assessment task.
- Alternative examination arrangements can be made in conjunction with the University's Disability Liaison Unit (see below).

Students should provide accurate documentation in support of all applications. The Melbourne Law School Student Centre is located on the Mezzanine Level of the Law School Building.

Contact Details for Students

Phone: 8344 4475

Email: law-studentcentre@law.unimelb.edu.au

Disability Liaison Unit (DLU)

Law Students with disabilities should contact the DLU, which can:

- Make alternative exam arrangements for students with disabilities, e.g. providing exams in large print and extending the time limit for exams. Students must register with the DLU in order to avail themselves of this service.
- Provide tape recorders for loan.
- Arrange for note-takers to sit with students in class and take notes of the lecture or seminar presentation.
- Provide a person to undertake reading/library support.

The DLU is located on campus in Richard Berry House on Masson Road. The centre is open every weekday between 9am and 5pm, however students are advised to call and make an appointment to discuss any issues or concerns.

Phone: 8344 7068; Email: dlu-enquiries@unimelb.edu.au

The Law School contact for making alternative exam arrangements is Elena Goodey. Phone: 8344 6169; Email: e.goodey@unimelb.edu.au

The University Academic Skills Unit (ASU)

The ASU offers advice on studying more effectively and efficiently. Relevant services for students with disabilities include study skills tutorials and private tutorials for identifying how written work can be improved. The ASU is located on the Ground Floor, 723 Swanston Street. An appointment should be made. Phone: 8344 0930; Email: llsu-enquiries@unimelb.edu.au

Law School Language and Learning Adviser in Law

Dr Anthony Mccosker is the language and Learning Adviser in law. He can provide a range of academic and learning resources specifically relevant to the study of law. Dr McCosker is located in the Law Library on the 3rd floor.
Phone: 83448917; email: a.mccosker@unimelb.edu.au

Law School Disability Equal Opportunity Liaison Officers

The Law School has appointed a Disability Equal Opportunity Liaison Officer. The primary roles of the officer is:

- To address disability policy issues and to facilitate the progress of students with disabilities through the law programs.
- To liaise with and support students in academic and other related matters.
- To liaise between the DLU and the Faculty.

The Officer for first semester 2008 is:

Glenn Patmore
Room 709
Phone: 8344 6191

- A very detailed guide to managing disability in the context of study at The University of Melbourne, entitled *From Mayhem to Masters*, is available from the Disability Liaison Unit.
- Please refer to the *Melbourne Law School Welcome Guide* for further information about services available to all law students.
- This Guide was prepared by Glenn Patmore and Christian Witting. Updated February 2009.