



Application for review of determination of the Academic Exemptions Sub-Committee

Use the attached principal form if you have had your academic qualifications assessed by the Academic Exemptions Sub-Committee, and you wish to request a review of a decision not to grant you academic exemption from one or more subjects.

Please complete the form electronically and email it to us.

Tell us which subjects

- On the principal form, use the drop-down lists to nominate the subjects from which you are seeking academic exemption.
- You may nominate up to three subjects on the principal form.
- Complete the attached supplementary form for any further subjects. You can nominate up to four more subjects on each supplementary form.

Attach and summarise your submissions

- You may attach written submissions which set out your grounds for seeking exemption from each subject.
- You are required to demonstrate that the original decision was incorrect and to put forward your arguments in relation to the 'Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission' (the Uniform Principles), and the 'What to Expect When Seeking Academic Exemptions' guidelines (What to Expect), both of which are available on the LPAB's website www.lpab.justice.nsw.gov.au. Failure to do so may result in your application being rejected.'
- For each subject you nominate on the form, please enter a short summary of your submissions in relation to that subject. The form will limit each summary to about 300 characters.

Attach and list your supporting documents

- On the principal form, list the supporting documents that you are attaching.
- If you have no supporting documents, please type 'Nil' in the box.
- Supporting documents may include, but are not limited to: academic transcripts, a description of your practice, letters from supervisors, and subject outlines issued by the institution.
- The subject outlines should include a list of lectures and their content, and assessment methods.
- You may attach electronic copies of your supporting documents. However, please note you may be required to produce the original of any of those documents for inspection and copying, *before* an exemption is granted. The granting of an exemption may also be *conditional* on the production of original documents for inspection and copying.

Where to send your application and fee

Please email your completed principal form (and any supplementary forms, submissions and copies of your supporting documents) and credit card payment form to www.lpab.justice.nsw.gov.au. Please refer to the Table of Fees on the LPAB's website www.lpab.justice.nsw.gov.au under Forms and fees for the prescribed fee. If using email or paying by credit card causes any difficulty for you, please contact us.

What happens next

Reviews are determined at meetings of the Legal Qualifications Committee. Deadlines for meeting dates are in the LPAB calendar at www.lpab.justice.nsw.gov.au under 'Quicklinks'.

For more information, telephone us on (02) 9338 3510 or email lpab@justice.nsw.gov.au



Application for review of determination of the Academic Exemptions Sub-Committee

Legal Profession Admission Board

Principal form

This form is for applicants who have had their academic qualifications assessed by the Academic Exemptions Sub-Committee and wish to seek a review of the decision.

Personal details

Name	<input type="text"/>		
LPAB reference number (from your decision letter)	<input type="text"/>		
Address	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Contact	Mobile <input type="text"/>	Other	<input type="text"/>
	Email <input type="text"/>		

Subjects from which I am seeking exemption

Your submission must demonstrate that the original decision was incorrect. You must put forward your argument in relation to the Uniform Principles and the 'What to Expect' guidelines, clearly stating why the Uniform Principles have been incorrectly applied in your case.

Subject name

Summary of submissions made in relation to this subject (up to 300 characters)

Subject name

Summary of submissions made in relation to this subject (up to 300 characters)

Subject name

Summary of submissions made in relation to this subject (up to 300 characters)

List of supporting documents

Office use only



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Supplementary form

This supplementary form is only for applicants who have completed the principal form and wish to nominate further subjects.

Personal details

Name

Subjects from which I am seeking exemption

Subject name

Summary of submissions made in relation to this subject *(up to 300 characters)*

Subject name

Summary of submissions made in relation to this subject *(up to 300 characters)*

Subject name

Summary of submissions made in relation to this subject *(up to 300 characters)*

Subject name

Summary of submissions made in relation to this subject *(up to 300 characters)*

Office use only