



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

FACULTY OF LAW

TE KURA TĀTAI TURE

INFORMATION FOR LLM PROGRAMMES 2020

This guide brings together some key information for research and coursework LLM programmes. For details of particular course requirements, please refer to the course outlines or other guidance given by the course co-ordinator.

1. Key Staff and Student Contacts

Role	Name	Room	Phone
Director of Postgraduate Studies	Assoc. Prof. Nessa Lynch	345	463 6394
The Director has oversight of the programme and approves admission, progress reports, examinations and course choices.	Nessa.lynch@vuw.ac.nz		
Postgraduate Adviser	Sendaria Johnston	108	463 6341
The postgraduate adviser can assist you with general queries about the programme and will liaise with the Director where necessary. A good first point of contact.	Sendaria.johnston@vuw.ac.nz		
Adviser to Māori Students	Assoc. Prof. Māmari Stephens	218	463 6319
	Mamari.stephens@vuw.ac.nz		
Adviser to Pasifika Students	Dr Guy Sinclair	301	463 6362
	guy.sinclair@vuw.ac.nz		

Adviser to International Students	Professor Alberto Costi Alberto.costi@vuw.ac.nz	306	463 6415
Adviser to Students with Disabilities	Professor John Prebble John.prebble@vuw.ac.nz	105	463 6311
Kaitakawaenga Ture Māori Co-ordinator	TBA	G29	463 6305
Pasifika Co-ordinator	Purcell Sali Purcell.Sali@vuw.ac.nz	G27	463 6303
Student Success Co-ordinator	Dr Elenora Bello Eleonora.bello@vuw.ac.nz	111	463 6340

2. LLM Programmes – Overview

This section gives an overview of the requirements for each LLM programme. For detailed guidance on course planning see the Postgraduate Advisor or the Director. For research students, your supervisor will be the primary contact.

2.1. *LLM by Thesis*

This option comprises: LAWS 581 Advanced Legal Study (10 points); LAWS 591 Thesis (120 points).

LAWS 591

- 120 points
- The thesis must not exceed **50,000** words in length, inclusive of all footnotes and other scholarly apparatus (e.g. abstract, tables, bibliography, appendices). This is a strict requirement and any exception requires the approval of the Dean of the Faculty of Graduate Research.
- Full-time students are required to complete within 12 months, part-time within 24 months. Only very limited extensions are possible and in exceptional circumstances.

[For further information see: https://www.wgtn.ac.nz/fgr/masters](https://www.wgtn.ac.nz/fgr/masters)

2.2. *LLM by Dissertation and Coursework*

This option comprises: LAWS 581 Advanced Legal Study (10 points); LAWS 592 Dissertation (90 points); plus 20 further points from the LLM Schedule.

Generally, students take LAWS 581 and a 20-point Law course in their first trimester of study while developing the proposal for the dissertation. The dissertation – a maximum of 35,000 words – will take two additional trimesters to complete.

LAWS 592 Basics

- 90 points
- The dissertation must not exceed **35,000** words in length, inclusive of all footnotes and other scholarly apparatus (e.g. abstract, tables, bibliography, appendices). This requirement is strictly policed by the central university and any exception requires the approval of the Dean of the Faculty of Graduate Research.
- Full-time students are required to complete both the dissertation and the coursework components of their programme of study within 12 months. Part-time students must complete the dissertation within 24 months (only very limited extensions are possible and in exceptional circumstances) but have up to 3 years to complete the other courses in their programme of study.

2.3. *LLM by Research Portfolio*

This more flexible combination of integrated research and coursework on an approved topic consists of: LAWS 581 Advanced Legal Study (10 points); LAWS 593 Research Portfolio (90 points); plus 20 further points from the LLM Schedule.

In LAWS 593 students will participate in two courses and complete two separate but related pieces of integrated research (each of 12,000 words). They will establish and justify the research in a 2,500-word linking paper.

LAWS 593 Basics

- 90 points
- Part-time LAWS 593 students must complete the portfolio within 2 years of commencement but have up to 3 years to complete the other courses in their programme of study.

Seminars for Research Students

All Masters research students are required to conduct a seminar in front of fellow research students and Faculty staff. Students are also expected to attend and actively engage in seminars given by other postgraduate research students (LLM & PhD).

Important: the seminar should be seen as a tool to help develop the dissertation/thesis, and should not, therefore, be left until the programme of study is drawing to an end (by which time most of the student's thinking on their topic is completed). Students should ideally seek to conduct their seminar a little after the half-way mark - the core argument or thesis should be reasonably defined. A paper of between 2,500 and 3,000 words is required (footnotes need not count), and it is essential the supervisor attends. Contact the Postgraduate Advisor, preferably at

least 4 weeks in advance, to arrange a date, time and venue for your seminar. It is a good idea at the outset of your research to plan a date for your seminar in consultation with your supervisor.

2.4. LLM by Coursework

This option comprises: LAWS 581 Advanced Legal Study (10 points) plus 110 further points from LAWS 501-582.

An LLM student may, with prior approval, replace up to 40 points worth of courses with 400- or 500-level courses of at least an equivalent points value from a non-law Honours or Master's programme at Victoria, or from an LLM or equivalent programme at another approved university.

The LLM by Coursework may be taken in one year full-time, or in two or three years part-time.

3. Supervision, Including Expectations of Students And Supervisors

The Faculty of Law places emphasis on student research and writing. It offers supervision at many levels. Information on staff members who are able to act as supervisors at different levels, and their areas of expertise, can be found at the Faculty of Law website:

<https://www.wgtn.ac.nz/law/study/postgraduate/research-areas-phd-llm-supervision>

For all research, the supervision involves guidance and commentary – it is not a guarantee of a particular grade. Care must be taken by both student and supervisor to ensure that the role of guidance in preparation of the papers does not get confused with the role of assessor of a student's work. Students should not ask for an indication of their grade in advance of the formal assessment process. Likewise, supervisors will not give students advance marks. However, where a student is in jeopardy of failing or of receiving a mark which is inadequate for advanced study, the supervisor should give the student a warning and some advice for rectifying the situation and should inform the Director of Postgraduate Studies.

3.1. Role of the Supervisor

The following are some further points which both students and supervisors should note carefully:

- The supervisor should help you assess and shape your topic.
- The supervisor should give guidance on your approach to the topic. Your “outline” is important here. The supervisor should also help with research, contacts, ethics, etc.
- The supervisor should be available to assist you, but this does not mean being constantly “on call”. Indicate what your own commitments are. Ask whether your supervisor will be away at any stage, etc.
- Agree early in the supervisory relationship how you should contact your supervisor. Many like e-mail.
- The supervisor may be best able to help you when you have produced some writing.
- The supervisor will review your draft and provide feedback. Generally, and depending on the length of the draft, students should expect to receive feedback from their supervisors within 1 or 2 weeks after submission. However, be aware that at certain times of the year, supervisors will be particularly busy (e.g. exams). In those cases, supervisors should discuss a reasonable timeline with their students at the time of submission. The supervisor should provide comments on your paper and arrange a meeting with you to go over them. The supervisor should give an indication of

corrections to be made, possible restructuring and further research to be undertaken. Comments on style may also be made.

- Depending on the paper the supervisor may consider further drafts, for example to comment on major changes from first draft. It is helpful to clarify early on how often you may present work to your supervisor for comment.
- Meetings between supervisors and research students are often the best means to ensure progress is being made and to discuss recent findings/ideas. The frequency of these meetings should be agreed by the supervisor and the student.
- It is not the supervisor's job to write your paper for you. It must be YOUR work, your piece of writing. You take ultimate responsibility for your writing. You will also usually be responsible for initiating meetings when necessary.
- The supervisor's expectations:
 - That you will keep in touch
 - That you will produce your draft on time or at a time that you both agree on
 - That you will follow the guidance and suggestions offered.

If you have problems with your supervisor or the supervision process, contact the Director of Postgraduate Studies.

4. Papers – Format and Submission

4.1. Submission of Coursework Research Papers

“Coursework Research Papers” include:

- 7,500-word LLM Research Papers for 20-point courses.
- 15,000-word LLM Research Papers for 40-point courses.
- Papers for LLM 10-point courses (LAWS 580 and 581) including Research Essays and (for 581) Research Guides.

4.1.1. Deadlines for Coursework Research Papers

These papers should be submitted via your course blackboard page.

Some courses have special deadlines, not listed below, relating to certain kinds of assessment (e.g. take-home exams). Please refer to relevant Course Outlines and any notices issued online or in-class.

2020

Fri 26 Jun Hand in 20-point research paper for Trimester 1

Mon 5 Oct* Hand in 30 or 40-point research paper for Trimester F (Full Year = Trimesters 1 and 2)

Fri 16 Oct Hand in 20-point research paper for Trimester 2

*Tri 2 dates to be confirmed pending trimester date changes

2021

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|------------|---|
| Mon 1 Feb | Hand in 30 or 40-point research paper for Trimester J (Trimesters 2 and 3) |
| **TBC | Hand in 20-point research paper for Trimester 3. Please consult your course co-ordinator if you are enrolled in a 20 point in Trimester 3 |
| Mon 17 May | Hand in 30 or 40-point research paper for Trimester K (Trimesters 3 and 1) |

4.1.2. Note on Due Dates for Second Research Papers

Trimester 1

Do you have two 20-point research papers due in trimester 1? Please contact the Postgraduate Advisor as soon as possible. Due to the compressed dates for Trimester 1 2020 after our teaching pause, we are constrained in providing a standard extension, but we will work with you and your course co-ordinator to maximise the time as far as is possible.

Trimester 2 and Full-Year

Do you have two 20-point research papers due in trimester 2? Two 40-point research papers (or one 30-point and one 40-point research paper) due in the same trimester? – In such cases, one of the papers may normally be submitted at a slightly later/second date. Please contact the Postgraduate Advisor as soon as possible. The Postgraduate Advisor will consult with the Course Coordinator before confirming the date with you.

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4.1.3. Required format:

- A4 Word Document.
- Research papers must be accompanied by a completed *Availability and Deposit Form* (copies on blackboard and at the Faculty/School Office).
- Papers must not have Student ID numbers on them.
- An electronic copy in *Word* (single document; no PDFs please) must be submitted to the course blackboard page by 12 noon on the due date.

4.2. Seminar Papers for 20-and 40-point 500-level courses

Hard copies are not required to be filed at the Faculty/School Office. Electronic copies in *Word* (single document; no PDFs please) must, however, be submitted via your course Blackboard page.

4.3. Take-home Exams

Electronic copies in Word (single document; no PDFs please) must be submitted via your course Blackboard page, by 12 noon on the due date. Submission dates and procedure are course-specific – students receive instructions in-class from Coordinators.

5. Submission of the 50,000 Word Thesis and 35,000 Word Dissertation

The student should consult the supervisor to decide whether the thesis or dissertation is ready to be submitted for examination.

5.1. Requirements

The student must deliver the Postgraduate Advisor two bound copies of the thesis/dissertation, together with an e-mailed electronic copy in Word format.

The thesis/dissertation must be in fastback format (i.e. glued at the spine) with a light-blue cover back and front and a black spine strip. Cover paper must be firm, and the front cover must have an additional transparent plastic cover over the blue cover. See below for printing services.

Additionally, when the bound copies are submitted, the Student must also hand in the following:

- 1. Authorship Statement**
- 2. Availability and Deposit of Thesis Form**
- 3. Supervisor's Statement.**

Templates for these are available from the Postgraduate Advisor, who, following submission, will send the Student a link to an online Exit Survey.

5.2. Printing Services for Fastback Format

University Locations: Room 120 Cotton Building (Kelburn Parade), Kelburn Campus, phone (04) 463 9482

Outside the University: Pivotal + Thames

<http://pivotalprint.co.nz/>

6. Law School Facilities

Study Rooms: The Law Library has special LLM study rooms. Access is by key - speak to the Library staff at the service point (issues desk) on the ground floor of the Library.

- *LLM Coursework Students*
Level 2: room 237
- *LLM Dissertation, Thesis and Research Portfolio Students*
Level 2: rooms 235 and 236

Printing: LLM students: one networked printer in Room 235

One scanner available in Room 328

DocuPOS Kiosk In the Library Reading Room (near the Service Point/Issues Desk)

Photocopying Room 328 and elsewhere in the Law Library (ask at the Service Point)

PG Common Room G13 - ground floor, opposite the Law School Office.

Tea, coffee, milk and kitchen facilities, toll-barred phone, notice-board

G13, the Postgraduate Students' Common Room, can be used –

Monday to Friday from 7:00am to 7:00pm (with ID card required to pass the corridor double-doors outside the room from 6:00pm)

Saturday from 8:00am to 7:00pm (with ID card required to pass the corridor double-doors outside the room for entire period)

Sunday from 9:00am to 5:30pm (with ID card required to pass the corridor double-doors outside the room for entire period)

7. LLM Grant

Full-time LLM students may apply to be reimbursed for study-related expenses incurred during their programme of study. A maximum of \$100 is available per full-time student in relation to things like bulk photocopying, books, field trips

For an application form, see/contact the Postgraduate Advisor: law-postgraduate@vuw.ac.nz

Applications, with original receipts attached, are submitted in hard-copy to:

Allison Kay, Senior School Administrator, room GB201 (level 2, near the stairs)