

VICTORIA
UNIVERSITY
WELLINGTON

TE WHARE WĀNANGA
O TE ŪPOKO O TE IKA A MĀUI



2019 Edition

Information for LLB Hons & LLM Students

Faculty of Law
Te Kauhanganui Tātai Ture

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FACULTY OF LAW

TE KURA TĀTAI TURE

**INFORMATION FOR BACHELOR OF LAWS WITH HONOURS AND
 MASTER OF LAWS STUDENTS 2019**

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1 KEY STAFF AND STUDENT CONTACTS

Role	Name	Room	Phone
Deputy Dean/Deputy Head of School	Gordon Stewart	205	463 6426
Director of Postgraduate Studies	Assoc. Prof. Joanna Mossop	215	463 6351
Honours Coordinator	Dr. Grant Morris	324	463 6368
PhD Coordinator	Professor Tony Angelo	122	463 6324
Associate Dean (Learning & Teaching)	Professor Graeme Austin	347	463 6326
Associate Dean (Research)	Assoc. Prof. Joel Colón-Ríos	302	463 6453
Adviser to Māori Students	Assoc. Prof. Māmari Stephens	218	463 6319
Adviser to Pacific Students	Professor Tony Angelo	122	463 6324
Adviser to International Students	Professor. Alberto Costi	306	463 6415
Adviser to Students with Disabilities	Professor John Prebble	105	463 6311
Postgraduate Administrator	Jonathan Dempsey	111	463 6341
School/Faculty Office	Pauline Castle	G31	463 6412
	Emily Fau-Goodwin	G31	463 6366
Kaitakawaenga Ture	Izzy Wilson	G29	463 6305
Pasifika Coordinator	Purcell Sali	G27	463 6303

For Law Library contacts, and related information, see 2.1

For Student Associations, Societies and Services, see sections 8 and 9

2 GENERAL INFORMATION

2.1 The Law Library

The Library holds an extensive collection of primary and secondary sources for the study of New Zealand law. Other resources include statutes and reports from the major common law jurisdictions and some Pacific Island countries, as well as a substantial international law collection.

The location of the Law Library in Wellington's government and court sector permits easy access to other libraries nearby. The National Library and the National Archives are several minutes' walk from the Law Library; both have resources and public reading rooms that may be used by law students. The International Documents collection of the Parliamentary Library is also close by, and materials may be used by appointment. Permission to access the collections at the NZLS Wellington Library can be arranged via your Victoria University Law Library Subject Librarian

Library Contact Details

General enquiries: tel (04) 463 6372 or library-law@vuw.ac.nz

Subject Librarians:

- Corinna DeWolff, tel (04) 463 6376
- Amy Duxfield, tel (04) 463 6182
- or law-reference@vuw.ac.nz

Subject librarians are available to assist with queries about legal research.

For Law Library web information (including hours), please visit the Library's page on the main University website: <http://library.victoria.ac.nz/library/our-libraries/law-library>

Library Study Rooms

- *LLB(Hons) Students*
Level 2: rooms 226 and 227
- *LLM Coursework Students*
Level 2: room 237
- *LLM Dissertation, Thesis & Research Portfolio Students*
Level 2: rooms 235 and 236

2.2 Ethical Considerations

The University has a responsibility to protect the privacy, safety, health, cultural sensitivities and welfare of human subjects. If your research involves human subjects, human tissue or affects people's privacy, rights and freedoms, it is subject to Human Ethics Committee Guidelines. If you are not sure whether your research requires ethics approval, discuss this with your lecturer or supervisor.

For information on the Human Ethics Policy and applying for ethics approval, see the School's website information here:

www.victoria.ac.nz/law/research/human-ethics-guidelines

2.3 Where to Find Help

There are many people available at the law school who can assist with problems you might have. For issues affecting your academic studies you should feel free to approach your supervisor in the first instance, but the Director of Postgraduate Studies or Honours Coordinator are always available to discuss matters of any sort you do not feel comfortable raising with your supervisor. The Postgraduate Administrator is also available to answer questions about where to seek help. The university offers student services including accommodation, counselling, health and student learning support – these are listed in section 9.

2.4 Grievance Procedures

The University has procedures in place for dealing with academic and conduct grievances which can be found in the current version of the VUW Calendar or at: <https://www.victoria.ac.nz/about/governance/strategy/policies>

In most cases, reservations about the quality of supervision, about your working relationship with members of the Faculty to which you are attached, and about the general progress of your work, can best be dealt with by informal consultation either with your supervisor, the Director of Postgraduate Studies, the PhD Coordinator, the Associate Dean (Research) or Deputy Dean. It is very important that you raise your concerns as soon as they become apparent to you. Do not allow a sense of grievance to interfere with your relationship with your supervisor or to impede the successful completion of your studies. If these discussions do not produce a satisfactory outcome, or if you do not feel that you can discuss your reservations with the above members of the Faculty, you should arrange to see the Dean of Law.

2.5 Misconduct

The University's Student Conduct Statute sets out a number of grounds of misconduct. If proven, the consequences of such misconduct can be serious. See especially the provisions on misconduct in relation to research. Avoid such things as plagiarism and unethical research. The Student Conduct Statute is found in the VUW Calendar or at: <https://www.victoria.ac.nz/about/governance/strategy/policies>

2.6 Publication

For first class legal writing, there may be opportunities for publication. The Victoria University of Wellington Law Review (VUWLR) has published a number of articles that were produced by students in postgraduate courses, as has the New Zealand Journal of Public and International Law (NZJPIL). The publication of a thesis as a book or monograph may be the culmination of a successful research programme. Publication possibilities should be discussed with supervisors after the assessment process has been completed.

3 BACHELOR OF LAWS WITH HONOURS LLB(Hons) – KEY INFORMATION

3.1 Honours Coordinator: Dr. Grant Morris

Dr Morris oversees the Honours programme. He is happy to meet and correspond with students and is available to offer guidance. Please feel free to contact him at grant.morris@vuw.ac.nz or in Room GB 324.

3.2 LLB(Hons) Programme Requirements

Honours students take 9, rather than 11, 300-level electives plus LAWS 301 and LAWS 312. Students who take additional electives need to be aware that the first 9 to be completed are used in the Grade of Honours calculation. Additional electives are only substituted at the discretion of the Honours Coordinator when special circumstances apply (e.g. health issues).

There are three further differences between the LLB and LLB(Hons):

1. Two Seminars (LAWS 430 – 470)

Honours students are required to do two 10-point seminars, usually one in the first year of Honours, and the second in the second year. Each seminar will cater for up to 14 students. Ordinarily, students will take one seminar per year. Priority in allocation into Honours seminars is given to final year Honours students. (See 5.2 *Seminars* for more information)

2. Research Essay (LAWS 489; 15 points)

In the first year of the Honours programme, students are required to write a research essay (see 3.5 *LAWS 489 Basics*). Permission to defer LAWS 489 is only given in exceptional circumstances.

3. LLM Courses (LAWS 500 - 528)

In the second year of the Honours programme, Honours students also take a research based 40-point LLM course (in addition to a second 10-point seminar). Part of the assessment for the 40-point course includes writing a 15,000 word research paper (see 5.1 *Research Papers*).

The requirements for the Honours degree can be completed at the same time as the ordinary degree courses. Taking the Honours programme does not necessarily delay graduation. Some students, however, prefer to extend their studies over three years. The Honours component must be completed within two years of first enrolment in the Honours programme; it cannot be completed in one year. Extending Honours studies beyond two years requires permission from the Honours Coordinator.

3.3 Workload

The additional Honours components increase the workload carried by Honours students. This is reflected in the weight that the Faculty gives to the Honours work in assessing the level of Honours to be conferred on completion of the degree.

The typical workload in the first year of Honours is three 300-level electives (including LAWS 301 – Property Law) in each of the first two trimesters, LAWS 489 spanning the first and second trimesters, and one 10-point Honours Seminar. Students should be cautious of planning to do more than that.

3.4 Classes of Honours

The Faculty awards three Classes of Honours: First; Second (Division 1); and Second (Division 2). The calculation used is based on points-value: course marks (i.e. percentage rather than letter grade) for LAWS 301, LAWS 312, the nine electives and the four Hons-level courses are multiplied by the number of points for each course; the totals are then added-up and divided by the total number of points (255) to reach the average mark. It is this mark -an overall percentage - that decides the Class of Honours. 65%-74% = Second (Division 2); 75%-79% = Second (Division 1); 80%-100% = First.

An Honours student who fails to reach Honours standard (a percentage of 65) will still be eligible for the LLB.

3.5 LAWS 489 Basics

- Course value: 15 points
- 8,000 words – excluding bibliographic footnotes.
- Substantive footnotes (those providing more than bibliographic information) are included in the word limit.
- Should include an abstract, table of contents and a bibliography, which together with any appendices do not count towards the word limit.
- Due date for 2019: by 4:00pm Monday 2 September. Two hard-copies must be filed at the School Office (Room G31). Required format: A4 white paper; double-sided printing; staple in top left corner (binding is not required). An electronic copy in Word - one document only - must also be sent to the Postgraduate Administrator at the time of filing: jonathan.dempsey@vuw.ac.nz. **Please ensure the true final copy is sent as your email will be promptly forwarded to the supervisor and to the Honours Coordinator.**
- The current LAWS 489 policy document is available on the Faculty website, and from the Postgraduate Administrator.

3.6 Library Study Rooms for Honours students

Level 2: rooms 226 and 227

4 LLM – KEY INFORMATION

4.1 Director of Postgraduate Studies: Joanna Mossop (until June 2019)

Joanna Mossop is very happy to discuss any issues that might arise during your study, or to provide advice on degree planning. You can visit Joanna in her office (GB215) or email her if she is out: joanna.mossop@vuw.ac.nz.

From June 2019, the Director of Postgraduate Studies will be Associate Professor Nessa Lynch. She is located in GB345 and her email is Nessa.Lynch@vuw.ac.nz.

4.2 Study Rooms, Common Room & Communication System

Communication with LLM students is done through a dedicated Blackboard webpage. To access the system, go to Blackboard: <https://blackboard.vuw.ac.nz> , select Victoria login and enter your username and password.

- 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
- *Postgrad Common Room*: G13 – opposite the Law School Office on the ground floor. See Appendix 1 for G13 hours of access.
- For any concerns relating to login information such as your username and password, please contact ITS on 463 5050 or ITS-ServiceDesk@vuw.ac.nz
- If you need help navigating the Blackboard system, please contact Rozina Khan on 463 6425 or rozina.khan@vuw.ac.nz.
- IMPORTANT: all email communications from the site will be sent to your student email account. **If you wish to use an alternate email account, a redirection should be set up.** To configure your student email account to redirect to an alternative address, login to [Student Email](#) > Settings > My App settings > Mail Forwarding
- There is a [Blackboard app](#) available to download to your cell phone if you wish.

4.3 Requirements of the Research LLM Programmes

LLM by Thesis

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

It is a normal requirement that students enrol in LAWS 581 as a supplementary course. This enrolment does not attract fees. Students participate fully in the course and receive a grade for their academic record. The thesis has a maximum of 50,000 words. Supervision is available over a wide range of topics.

LAWS 591 Basics

- 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.
- Examination of the thesis normally takes at least two months.

For detailed information on the structure and requirements of the LLM Thesis Programme of Study see *Important Information for LLM Thesis and Dissertation Students*, available from the Postgraduate Administrator.

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.
- Examination of the dissertation normally takes at least two months.

For detailed information on the structure and requirements of the LLM Dissertation see *Important Information for LLM Thesis and Dissertation Students*, available from the Postgraduate Administrator.

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 Administrator, 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.

4.4 Requirements of the 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.

4.5 Workload

20 and 40-point courses usually have two class contact hours per week. A student might expect to spend an additional 12 hours per week studying over the enrolment period (i.e. 12 or 24 weeks) for one of these courses. This includes 4 to 5 hours per week preparing for seminars conducted by other students. The time will vary each week depending on when the student presents his or her seminar and on meeting the final deadline for the 7,500 or 15,000 word research paper. This model will vary where the course is delivered in an intensive or block format, although a similar amount of hours will be expected in course preparation and assessment.

Students should expect to spend 90 hours on LAWS 581 including lectures, database sessions and research.

A full-time LLM student completes 120 points and will write approximately 50,000 words over two or three trimesters.

This is a guideline only. The individual course outlines will indicate an expected workload.

4.6 Supervision, including expectations of students and supervisors

The Faculty of Law places emphasis on student research and writing. It offers supervision at many levels. Only those members of the Faculty who are officially qualified are able to be the principal supervisors of LLM and PhD theses. 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.victoria.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.

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.

4.7 LAWS 581 Advanced Legal Study (10 points)

LAWS 581 is designed to enhance a student's research and writing skills. Apart from informing students of the facilities available at Victoria University and at other places in the city, the course will cover research resources, including databases, research techniques, preparation of research proposals, ethical considerations, and the role of supervision. There will be assessment exercises as part of this course.

Because of its foundational nature, LAWS 581 is normally taken in the first trimester of the programme. The LLM statute provides for exemptions from LAWS 581, however such exemptions are rarely granted.

4.8 LAWS 582 Masters Legal Writing (30 points)

A 12,000 word research paper written under supervision over two consecutive trimesters. The word limit excludes footnotes, (provided they are not substantive) abstract, tables, appendices and bibliography. There are no seminars for LAWS 582, and students can commence at the start of any of the 3 trimesters. The Director of Postgraduate Studies oversees the course, assigning supervisors and approving topics.

The following checklist should help you with the course:

Find a topic:

- The topic is not tied to any course. You have a free range to choose from.
- Initially, you may need to have several topics in mind.
- Draw on your own experience, choose a current issue, make sure that we have the resources, do not choose a topic that has already been fully written up by other people.
- You need a topic that gives you scope to write 12,000 words, but not one that is so big that it is unmanageable.
- Talk to the relevant member of the Faculty about the topic.
- See also 5.3 concerning comparative law topics

The nature of your paper:

- Your statement of the law should be correct and comprehensive.
- Go beyond merely stating the law. Analyse it, evaluate it, and critique it.
- Look for new cases on the topics, proposals for law reform.
- Discussion of policy is usually expected.
- Originality – it is not good enough simply to repeat what others have said. You need to go beyond purely descriptive material.
- What is your “thesis”? What is your position? What conclusions do you draw from the material? What recommendations would you make? Where appropriate, you may draft a legislative proposal.

Research and writing:

- Literature search, databases, cases, materials in special libraries etc. Check what other Master's students have done in the preceding years. The internet is a valuable resource but the quality of internet legal materials

varies. Do not overuse internet resources - make sure you consult and use hard-copy resources also.

- Interviews – is ethics approval required?
- Do not leave it too late to start writing. Writing may help crystallise your thinking, and throw up new issues.
- Make sure that you avoid plagiarism. In particular, never use material without acknowledging the original author.
- Comply with the *New Zealand Law Style Guide* (3rd Edition; Thomson Reuters, Wellington), available from Vicbooks (Rutherford House) and from Thomson Reuters directly: www.thomsonreuters.co.nz. The Guide can also be found online (and free) at the Law Foundation's website: <https://www.lawfoundation.org.nz/style-guide2019/index.html>

4.9 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:

- Appendix 2
- the Postgraduate Administrator: jonathan.dempsey@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)

5 POSTGRADUATE COURSES – WHAT TO EXPECT

The majority of 10-40 point courses offered at postgraduate level are conducted according to a seminar model. In this model, the lecturer will deliver some material on the topic of the seminar, but the focus of the course will be on developing students' critical writing and analysis skills. This means that part of the course will be spent on the presentation of student research and assessment is primarily based on research papers and participation in classes. Most of the 20 and 40 point courses are open to both Honours and LLM students and will usually be restricted to a maximum of 14 students. For 10/20 point courses, the assessment for Honours and LLM students will be different. In 40 point courses, all students will undertake the same assessment tasks.

For our LLM students, some courses are offered in a "taught" format. These courses are usually wholly delivered by the lecturers, although some presentations, class discussion, and shorter writing tasks may be required. The assessment for these courses range from take home exams to research papers.

5.1 Research Papers (non-thesis/dissertation)

For most of your course, the key form of assessment will be a research paper. The length will vary according to the point value of the course (see *Length of final paper* below). Note that Honours students enrolled in 10/20 point courses are expected to

submit a seminar paper only (see 5.2), whereas LLM students will be expected to submit a seminar paper and a research paper, usually on the same topic.

See 4.6 above for a useful discussion about what to expect from supervision that is relevant to the preparation of research papers in these courses.

Topic and scope

It is absolutely crucial that a topic be settled early and the timetable adhered to. The Library's holding of LLM research papers should be consulted at an early stage – not only are they valuable research materials, but a good sense of length and quality can be gained. In some seminars, a list of potential topics will be given; in others, students must choose their own topics and do the necessary preliminary research to establish their viability. Supervisors are available to discuss the planning of research papers. Careful thought must go into the planning stages, taking into account the materials available, the timeframe, and demands on the student's own schedule.

A research paper should present a sustained analysis of research findings and, where relevant, should synthesise and build upon previous scholarly work in the area. Taking into account the constraints of the research paper format, a student should aim towards making some original contribution to the knowledge and understanding of a particular legal topic. In general, research papers should make a contribution to the relevant field and offer the following:

- summary and assessment of previous work done in the field
- research of material not previously covered in the particular way
- coverage of the area or topic
- originality of analysis
- cohesiveness of overall argument
- responsiveness to comments and suggestions
- writing ability and adherence to style format
- compliance with timetables.

A good paper will be strongly and persuasively analytical. Descriptive papers are of far less value. Mere summaries and compilations would generally be considered of an inadequate standard.

Outline of topic

This should be more than a half-page summary. It should be about two to five pages, summarising the main arguments, sources, headings, etc. It is intended to be a document on which some useful comment can be made by the supervisor.

Draft

The draft constitutes a valuable document for extended commentary and supervision. It should be as full as possible, in order to get the most from the supervision. The supervisor is expected to make written comments on your paper, giving an indication of corrections to be made, possible restructuring and further research to be undertaken. Comments on style may also be made. It is up to the student to meet the deadlines for the submission of a draft, if applicable. If a student is late in providing the draft, this limits the ability of the supervisor to provide valuable feedback in time to be incorporated into the final paper.

Length of final paper

Papers should not be longer than the prescribed word-limit, excluding abstract, footnotes, tables, bibliography and appendices. If this limit is exceeded, the paper may be marked down at the discretion of the examiners. Students should include a brief statement of the approximate word length on the Abstract page. All substantive material must appear in the text. If such material is put in footnotes, it should be included in the word count. Papers are usually 7,500 words for 20 point courses and 15,000 words for 40 point courses although this may be amended by some lecturers – refer to the course outline.

Form

Research papers are available electronically in the ResearchArchive. These represent a substantial body of research material.

Note that extensions for research papers are only granted in exceptional circumstances such as bereavement or medically certified illness (see 6.7 *Extensions*). Note also that if more than one 20-point, 30-point or 40-point course is being taken in the same enrolment period (e.g. over the same trimester or trimesters), the final research papers may be submitted with a grace period between the first and the second (see 6.6 *Deadlines*).

Electronic copies of all research papers must be sent to the Postgraduate Administrator when hard-copies are submitted at the Law School Office. See 6.5 for information on style, format and submission requirements, 6.6 for deadlines.

Assessment of Research Papers

The lecturer(s) in charge of a course examine each student's research paper and prepare a written report. This report is distributed after the grades have been finalised. A sample of research papers in each course will be externally assessed, usually by members of the Faculty of Law at the University of Auckland. Please note: a student may only query his or her grades prior to conferment of the degree.

5.2 Seminars

The following describes one pattern for seminars. Lecturers may vary the pattern, subject to discussion with the Director of Postgraduate Studies.

Attendance

Apart from exceptional circumstances, students are expected to attend all seminars. Pressure of other work is not generally considered an acceptable reason for absence. Where attendance is impossible (for example due to short-term overseas work) students may be requested to present additional seminars, or essays on any topics which have been missed. Inadequate attendance will result in the withholding of terms. In practice, students in such circumstances usually pull out voluntarily. Any difficulties should be discussed with the Director of Postgraduate Studies.

Length and Content of Seminar Papers

Seminar papers should be about 3,000 words, excluding footnotes and appendices. It is common for the second seminar paper to be based on the final research paper topic. The seminar may therefore be a “work in progress” session and provide a valuable opportunity for feedback from other members of the class. In certain cases the requirements for seminar papers may vary – check the course outline.

Electronic copies of all seminar papers must be sent to the Postgraduate Administrator.

Purpose

Seminar papers are not intended to be definitive analyses presented in publishable form. They should inform, provoke and stimulate. It is thus acceptable to present issues in a way which is controversial and not fully worked through, as long as this is clearly acknowledged.

Form

Papers should be written reasonably formally, and the goals should be to:

- inform the group of the context of the issues under discussion
- outline and review the relevant published sources
- present clear issues for discussion (usually in the form of a list of questions, attached to the paper)
- analyse the issues
- make clear the assumptions on which the paper is based, e.g. prior knowledge
- provide clear footnotes and references enabling further research.

Oral presentation

This is an integral part of the seminar and should be well thought out by each presenter. The paper must not be simply read out but should be used as a springboard for discussion. Presenters should select matters of background, highlight the main arguments and offer a range of issues in a form which encourages debate and analysis. Presenters should guide the discussion throughout the session. Teaching aids, such as whiteboards, document readers and handouts may be used. Seminar rooms are normally equipped with facilities for PowerPoint but if not you should contact the Course Administrator to arrange for such facilities.

All students must read all seminar papers carefully in advance, research interesting points, read up any important material under discussion, and prepare a number of particular points which could be made or clarified in the discussion. Students are expected to be prepared to contribute to discussion at every session. Part of the grade for the course is calculated on a student's overall contributions. Lecturers will keep a record of contributions.

Feedback

Students can expect reasonable written feedback from the lecturer in charge of the course. This should be within a week of the presentation of the seminar. An actual mark for the seminar will probably not be given until all students have presented their seminars or until the end of the course. At the discretion of the lecturer, a student may make minor revisions to the seminar paper after initial submission but before the oral presentation.

Photocopying and distribution

It is the responsibility of the student to photocopy and distribute papers to the group one week before the paper is due for presentation. By agreement with members of the class, papers may be sent by e-mail. The Faculty will assist with the reproduction of seminar papers. Please provide your seminar paper to the Faculty/School Office (G31) at least 48 hours before it is due to be distributed.

6 WRITING – GENERAL REQUIREMENTS

6.1 *New Zealand Law Style Guide, Second Edition*

All research papers must comply with the *New Zealand Law Style Guide* (3rd Edition; Thomson Reuters, Wellington). Hard copies of the Guide may be purchased at Vicbooks (Rutherford House) and from Thomson Reuters directly: www.thomsonreuters.co.nz. The Guide can also be found online (and free) at the Law Foundation's website: <https://www.lawfoundation.org.nz/style-guide2019/index.html>

The Faculty of Law website provides Guide-compliant templates for LLM and LLB(Hons) students. These come with a set of instructions, and with proper use will ensure that paper presentation is correct in all respects: cover page; abstract; bibliography; contents page; footnotes; headings; etc. etc. The link for the templates is:

<http://www.victoria.ac.nz/law/study/postgraduate/styles-for-research-papers>

6.2 *Plagiarism*

Students must not use others' work without acknowledgement. All sources must be cited and all direct quotes presented as such and fully acknowledged. Serious cases of plagiarism may result in disciplinary action being taken. In other cases, the grade will be affected. Any queries about acknowledging others' work should be raised with supervisors at the earliest opportunity. The on Student Conduct Statute on the Victoria website should also be consulted on issues of conduct and discipline. The University defines "plagiarism" as "the presentation of the work of another person or other persons as if it were one's own, whether intended or not". See also <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

Important: The Faculty reserves the right to check any work; and uses www.turnitin.com to do so. If you use the same words as someone else, you should treat this as a quotation and write it up with an appropriate reference. Otherwise, it is plagiarism. Using virtually the same words (even with an acknowledgement in a footnote) is also plagiarism.

6.3 *Topic Selection and Avoidance of Overlap in Research Work*

A number of students each year, especially those from other jurisdictions, prefer to do comparative research and choose a topic which enables them to compare their own country's approach to an issue with the approach of another country. In such a situation, the Faculty's expectation is that at least one of the comparator countries should be New Zealand. This is so that the work adds value to the research output of the Faculty and also to ensure that students studying at Victoria engage with the laws of New Zealand.

To ensure that your research proposal contains sufficient New Zealand content you should speak to your supervisor or the Director.

It is also expected that each piece of written work submitted by a student as part of the requirements for a LLB(Hons) degree, LLM or GCertLaw is not only the student's own work (see paragraph 6.2) but also does not contain more than very limited material from other papers submitted by the student in completion of their LLB(Hons), LLM or GCertLaw or any other degree. Some overlap is permissible, at the discretion of the Director of Postgraduate Studies. It is each student's responsibility to ensure that unacceptable overlap does not occur. Generally work undertaken as part of the skills-based LAWS 581 will not be considered to overlap with later research papers. If in doubt consult your supervisor.

Before the degree or certificate is awarded, the Faculty will assess the content of each piece of written work submitted to ensure there is no such overlap. Students must therefore ensure that electronic copies of each piece of completed work have been sent to the Postgraduate Administrator at the time of submitting work to lecturers or supervisors.

6.4 Language

Good expression is an important part of good legal writing. Students from non-English speaking countries may undertake postgraduate study only if they have met the necessary standards of English proficiency. Such students must present their writing in good English. For those who have English as a second language, it is strongly advised that they get someone else to read what they have written in order to improve the form of expression. Where another language is quoted, translation should be offered. Contact the *Student Learning* if you require assistance with writing: www.victoria.ac.nz/st_services/slss

6.5 Papers – Format and Submission

Students who submit papers in the wrong format will not receive their grade until such time as a paper in the correct format is submitted. Research papers must be accompanied by a completed *Availability and Deposit Form* (copies on Course Outlines and at the Faculty/School Office). Papers must not have Student ID numbers on them. The e-copies sent to the Postgraduate Administrator must be single documents (do not, for example, separate into *title page*, *contents*, *bibliography*, etc.) Hard-copies submitted at the Faculty/School Office are *not* returned to students. See 6.6 for deadlines.

Submission of Coursework Research Papers

All Honours and LLM coursework papers (except for seminar papers – see below) should be submitted to the Faculty/School Office (Room G31, ground floor, Government Building) by 4:00pm on the due date. Required format: A4 white paper; double-sided printing; staple in top left corner (binding is not required). An electronic copy in *Word* (single document; no PDFs please) must also be sent to the Postgraduate Administrator at the time of filing: jonathan.dempsey@vuw.ac.nz.

Two copies of the following papers must be provided:

- 8,000-word LLB(Hons) LAWS 489 Research Paper
- 12,000-word paper for LAWS 582 Masters Legal Writing

One copy of the following papers must be provided:

- 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

Seminar Papers for 10-point LLB (Hons) seminars, and 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 sent to the Postgraduate Administrator: jonathan.dempsey@vuw.ac.nz. This should be done at the time of distribution to class members.

Take-home Exams. Electronic copies in *Word* (single document; no PDFs please) must be sent to the Postgraduate Administrator, jonathan.dempsey@vuw.ac.nz, by 4:00pm on the due date. Submission dates and procedure are course-specific – students receive instructions in-class from Coordinators.

6.6 Deadlines for Coursework Research Papers

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.

2019

- 1 Fri 14 June Hand in **first** 20-point research paper (1 copy) for Trimester 1
- 2 Fri 21 June Hand in **second** 20-point research paper (1 copy) for Trimester 1 (if relevant)
- 3 Mon 2 Sept Hand in **LAWS 489 research paper** (2 copies; Hons Students)
- 4 Mon 7 Oct Hand in **first** 30 or 40-point research paper (2 copies if LAWS 582, otherwise 1 copy) for Trimester F (Full Year = Trimesters 1 and 2)
- 5 Fri 25 Oct* Hand in **first** 20-point research paper (1 copy) for Trimester 2
- 6 Fri 1 Nov* Hand in **second** 20-point research paper (1 copy) for Trimester 2 (if relevant)
- 7 Mon 11 Nov** Hand in **second** 30 or 40-point research paper (2 copies if LAWS 582, otherwise 1 copy) for Trimester F (Full Year = Trimesters 1 and 2; if relevant)

2020

- 8 Mon 3 Feb † Hand in **first** 30 or 40-point research paper (2 copies if LAWS 582, otherwise 1 copy) for Trimester J (Trimesters 2 and 3)
- 9 Mon 9 Mar Hand in **second** 30 or 40-point research paper (2 copies of LAWS 582, otherwise 1 copy) for Trimester J (Trimester 2 and 3; if relevant)

- 10 Mon 18 May Hand in **first** 30 or 40-point research paper (2 copies if LAWS 582, otherwise 1 copy) for Trimester K (Trimesters 3 and 1)
- * If you wish to be considered for graduation at the December ceremony, please see the Student Adviser in Room 109 **before 1 September** for an *Advance Graduation* form.
- ** Please consult as soon as possible - and before 1 October - the supervisor/coordinator of the paper you intend to hand in on 11 November. Also inform the Director and the Postgraduate Administrator.
- † If you are handing in your final paper on 3 February 2020 and wish to be considered for graduation at the May ceremony, you will need to apply for *Advance Graduation*. Please see the Student Adviser in Room 109 **by early February** for an application form.

Note: There is no guarantee grades will be available in time for graduation ceremonies.

Note on Due Dates for *Second Papers*

Do you have two 20-point research papers due in the same trimester? 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. See above. Please be sure to first advise, via email, the Postgraduate Administrator of your paper-choice for the second date. The Postgraduate Administrator will consult with the Course Coordinator before confirming the date with you.

6.7 Extensions

While deadlines for drafts may be varied in consultation with course coordinators/supervisors, the dates for handing in final copies of research papers cannot usually be varied. Allowances can only be made for extraordinary circumstances such as bereavement or significant illness. Such circumstances must be brought to the attention of the Director of Postgraduate Studies, or the Honours Coordinator (in the case of LAWS 489), as soon as possible. Please note that a medical certificate is essential for cases of ill-health, and that the Postgraduate Administrator (room 111; phone 04 463 6341; jonathan.dempsey@vuw.ac.nz) will forward information to the Director/Hons Coordinator, and to be a first port-of-call.

6.8 Submission of the 50,000 Word Thesis and 35,000 Word Dissertation

Important: the supervisor should be consulted by the student when deciding whether the thesis or dissertation is ready to be submitted for examination.

The student delivers to the Postgraduate Administrator two bound copies of the thesis/dissertation, followed - on the same day - by an emailed electronic copy in *Word* format. Presentation of the hard copies 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 Administrator, who, following submission, will send the Student a link to an online Exit Survey.

6.9 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/>

7 GRADES, EXAMINATION, AWARDS and GRADUATION

7.1 Grades and Penalties

The manner in which the final grade will be decided is set out in the course outline for each course. Course Outlines may also offer a range of customised grade indicators set by the Course Coordinator. In the absence of such, the following generic indicators set by the University apply:

Grade	Mark Range	Indicative Characterisation
A+	90-100	Outstanding performance in all respects.
A	85-89	Excellent performance in most respects.
A-	80-84	Very good performance.
B+	75-79	Very good performance overall, but some weaknesses
B	70-74	Good performance.

B-	65-69	Good performance overall, but some weaknesses.
C+	60-64	Satisfactory to good performance.
C	55-59	Satisfactory performance.
C-	50-54	Adequate evidence of learning.
D	40-49	Poor performance overall, some evidence of learning.
E	0-39	Well below the required standard.

Please note: a student may only query his or her grades prior to conferment of the degree.

Penalties

Course coordinators may impose a penalty for such things as lateness in handing in the final research paper and failing to comply with the word limit. Read carefully each course outline for specific details.

7.2 Examination of the LAWS 591 Thesis

The thesis/dissertation is examined by two examiners - one internal, one external. The supervisor is not appointed as one of the examiners (unless the circumstances are very unusual) but may make a supervisor's statement. The two examiners prepare independent reports, each recommending a grade, which are then submitted to the Director of Postgraduate Studies. (The reports will be made available to the student at the time he or she is told of the grade.) A report may also recommend that minor amendments be made, e.g. of a typographical nature. Factors that the examiners will take into account in the assessment of the thesis will include:

- originality of the student's thought and analysis
- the contribution that the thesis makes to legal scholarship
- difficulty of the topic
- the student's ability to set and fulfil appropriate aims (the "thesis")
- the quality of writing.

If the examiners suggest different marks for the thesis or dissertation, they will then make contact with each other to see if agreement can be reached. If they cannot reach agreement, the Research and Postgraduate Committee may appoint a moderator to advise on an appropriate grade for the paper. The views of the supervisor will also be taken into account. The Committee makes the final decision on the mark.

The thesis or dissertation is hard bound only after it has been examined and given a grade (as notified by the Postgraduate Administrator).

7.3 Examination of the LAWS 592 Dissertation

The procedure for examining a dissertation is the same as that for a thesis. Similar expectations apply with respect to such things as originality, quality of analysis, contribution to scholarship, style and the advancement of a “thesis”, theory or position. However, examiners will take into account the differences between a thesis and a dissertation and likewise the differences between a dissertation and a research paper:

- A dissertation gives much greater scope for development and argument than the shorter research papers for 40-point courses and LAWS 582. However, a dissertation is much shorter and thus has less scope for development than a thesis. Part of the important task of the dissertation is the selection and completion of an argument in line with these constraints.
- The thesis is a stand-alone piece of work whereas the dissertation constitutes only three-quarters of the degree. It follows that the dissertation student has less time to devote to the dissertation than the thesis student to the thesis. However, the length of the dissertation allows students to concentrate far more on a particular project than smaller research papers.
- The final grade for the degree must also reflect the 30 points that are devoted to courses other than the dissertation. The examiners of the thesis are nevertheless required to examine the dissertation as an independent piece of writing.

7.4 Results for a Dissertation or Thesis

Results for a thesis or dissertation are as follows:

Distinction: A and A+ (mark range 85-100). An excellent “thesis” that displays an argument, objective or hypothesis, consistently explored in a well-integrated piece; original research and analysis which at the top end breaks significant new ground; suitable for publication in terms of quality of writing and analysis; a very high level of expression and editorial ability; well-referenced in all respects, particularly in conforming with the *New Zealand Law Style Guide* (Thomson Reuters, Wellington 2009). Note that an A+ according to the University’s grading system is 90-100%. Thus, distinction may be awarded for a thesis which does not quite meet this standard.

Merit: B+ and A- (mark range 75-84). Generally as above, but not as outstanding in one or more aspects of the criteria, for example:

- a very good “thesis” which is stylistically overwritten, or which has minor defects in analysis;
- a very well researched and written “thesis” with only moderate levels of originality or analysis;
- very good research and writing in a notably difficult area, but without a very well-developed “thesis”.

Pass: C-, C, C+, B-, B (mark range 50-74). Competent research, reasonable levels of originality, major areas covered, a reasonable but not well-crafted “thesis”, some inadequacies of treatment, sound in most respects. At the other end of the range, adequate as Master’s research on the topic, covering the basic ground and showing research ability; some originality; no significant omissions or errors; containing acceptably accurate analysis, argument and text.

Pass with conditions: It is possible to pass the student at any of the above levels, subject to conditions, such as the correction of minor amendments, e.g. typographical errors, inadequate referencing, in some instances clarification of the argument. These changes are to be made before the thesis is deposited in the library.

Returned to student for resubmission: Where the thesis or dissertation is of value but does not meet the requisite standards, alterations to improve the grade may be suggested, but this will require a resubmission of the thesis. If a thesis is resubmitted, the student will be informed of the extent of the necessary corrections and the resubmission period, which will not exceed six months (irrespective of whether the student is enrolled on a full or part-time basis. A maximum grade of C will be awarded for a resubmitted thesis or dissertation, and the student will thus be ineligible to receive an award of Distinction or Merit.

Fail: D and E (mark range 0-49). Poor analysis overall, significant omissions or errors of law or fact, minimal originality, inadequate referencing; revision and resubmission not to be permitted. This is extremely rare.

Students who wish to appeal the grade and/or award they have received, should do so in writing to the Associate Dean (Research).

A student who is dissatisfied with the manner in which the examination or any appeal was conducted may make a further appeal, in writing, to the Dean of the Faculty of Graduate Research. The Dean can consider only matters of procedure.

7.5 Award of Distinction or Merit for the LLM

The LLM may be awarded with Distinction or Merit as described in sections 20 and 22 of the Personal Courses of Study statute (see *VUW Calendar*).

The degree will be awarded with Distinction if in the opinion of the Law Research and Postgraduate Committee the work is at A+ or A standard overall, and with Merit if the work is at an A- or B+ standard. The degree will be awarded without distinction or merit if the overall standard is less than B+.

The following may also be taken into account in the exercise of the discretion in determining whether a student should be awarded distinction or merit:

1. The student’s participation in the seminar programmes.
2. Reports from individual examiners.
3. Any other academic factors considered relevant.

7.6 Graduation

Having completed the requirements for your degree, and provided that you have met all other related obligations (e.g. paid tuition fees and discharged library obligations) you may graduate at the next graduation ceremony. Ceremonies are held in May and December: the deadlines for students seeking to attend these ceremonies are **1 March** and **1 October**.

LLB Hons Students: when grades for all LAWS courses are entered, and the Class of Honours decided, the Postgraduate Administrator will send you an email advising of your ranking (First; Second, Div. 1; Second, Div. 2). If you are doing just LLB Hons, or if you are doing a conjoint qualification and the other degree is completed, you will receive an email from the Graduation Office inviting you to apply for graduation. If, however, you are doing a conjoint qualification and the other qualification is incomplete, you will only receive the Graduation Office email when the other degree programme is finished.

LLM Coursework Students: when your final grades have been entered and the question of any award decided (*merit* or *distinction*), you will receive an email from the Graduation Office confirming completion of the degree and inviting you to make an online application to graduate. You will also receive an email from the Postgraduate Administrator advising of any award, and providing a link to an online survey for you to offer feedback on your LLM experience. NB: International students who receive the emails after returning home, and who do not plan to return to New Zealand to attend a graduation ceremony, should choose the *in absentia* option when applying for graduation. This will result in the certificate being posted - via airmail - following a meeting of the University Council. Before leaving New Zealand, International Students should inform the Postgraduate Administrator of their overseas postal address and preferred email address.

LLM Dissertation and Thesis Students: upon completion of examination, and provided the programme coursework component is completed (if relevant), you are informed of any award (merit or distinction) and invited to deposit a final version of the dissertation/thesis in the Library. An official receipt, confirming deposit, from the Library is followed by an email from the Graduation Office confirming the completion of the degree and inviting you to make an online application to graduate.

International students who receive the email after returning home, and who do not plan to return to New Zealand to attend a graduation ceremony, should choose the *in absentia* option. This will result in the certificate being posted - via airmail - following a meeting of the University Council. Before leaving New Zealand, International Students should inform the Postgraduate Administrator of their overseas postal address and preferred email address.

Advance Graduation

If you wish to graduate at the next ceremony but are still waiting at 1 March or 1 October for your thesis or final research paper to be examined, you may apply for *Advance Graduation*. This means you will be registered for the ceremony and, as long as the results are finalised within the required time-frame – and in the case of students with a thesis or dissertation, the thesis or dissertation has been deposited in the Library two weeks in advance of the ceremony – you will be able to graduate. Please contact the Student Adviser in Room 109 for further details.

8 STUDENT ASSOCIATIONS AND SOCIETIES

8.1 *Postgraduate Students' Association (PGSA)*

The PGSA is the representative organisation for postgraduates at VUW. We exist solely to ensure you have the best possible academic experience. So, how do we do this? Simple! We cultivate:

- Community
- Excellence
- Representation

We love to talk; even better: we love to listen so get in touch!

For info on PGSA Reps, including Law's, please see:

<https://www.vuwpgsa.ac.nz/representation>

For the PGSA Homepage, please see: : www.victoria.ac.nz/pgsa

8.2 *Law Students' Society*

A message from the VUWLSS president:

The Victoria University of Wellington Law Students' Society (VUWLSS) is one of the oldest student bodies on campus and exists solely to enhance and support the legal education of our members. We do this by focusing on education, competitions, socialising and advocacy for students.

Our educational involvement extends to organising study groups, mentoring programmes and seminars for our members, offering and promoting opportunities for legal education outside the classroom and advocating at faculty meetings for the interests of Law students.

Together with the New Zealand Law Students' Association, we organise and implement a number of legal skills competitions. Not only are they a great chance for students to challenge themselves personally and develop important legal skills, but participants can also represent Victoria nationally and internationally—often at no cost to themselves.

We also provide an active social calendar to keep members engaged throughout the year. Events include the second-year Law camp, a wine and cheese night, t-shirt night, steins, cocktail night, the Law ball, sports matches, BBQs and more. These events add genuine value to your time at Law School, providing the opportunity to mingle with your peers, meet new people and, ultimately, take a very welcome break from study. For more information about the Society and how to become a member, go to www.vuwlss.com or alternatively follow us on Facebook at www.facebook.com/vuwlss

8.3 *Ngā Rangahautira/Māori Law Students' Association*

Ko Ngā Rangahautira tētahi rōpū e tautoko ana i ngā mahi a ngā akonga Māori e whai ana i te tohu ture. Ko ngā mahi a Ngā Rangahautira, he tautoko, he akiaki i ngā akonga

ki te whai i tēnei rākau ture a te Pākehā. He rōpū āwhina, tautoko i ngā akonga Māori ki te whakanui i tō tātou Māoritanga i roto i te ture.

Ngā Rangahautira (NR) is the Māori Law Students' Association at Victoria University. Its primary focus is to assist Māori law students with their studies at law school by fostering a commitment to tikanga Māori and ngā ture Pākehā. As a Māori student completing an LLB, you can be elected as a representative on the Executive Committee. The Committee aims to provide a fun and safe whānau environment that increases awareness and understanding of Māori issues that are encountered at Law School. To do so, Māori students are encouraged to participate in events run by Ngā Rangahautira, which include the First Year Event, Te Wiki o Te Reo Māori, sports day, BYOs, alumni breakfast and an internal mooting competition.

Ngā Rangahautira has wide-reaching support from the Wellington legal and political community. This includes our alumni who are involved in different facets of the professional world and keep in close contact with us on both a social and professional level.

Every year, Ngā Rangahautira works towards actively participating in Te Hunga Rōia, the Māori Lawyers' Conference where Māori law students from all over the country gather to interact with lawyers, judges, academics, politicians and each other. Ngā Rangahautira actively encourages new law students, who are Māori, to participate and be guided through an exploration of their Māoritanga in the law. Once a member of Ngā Rangahautira, always a member of Ngā Rangahautira.

Contact details: Room 140C, Old Government Building, phone: 04 463 6329, email: vuw_nr@myvu.ac.nz.

Kaitakawaenga Ture/Māori Law Students' Coordinator: Izzy Wilson, room G29, Old Government Building, phone: 04 463 6305, email: izzy.wilson@vu.ac.nz

8.4 Pacific Island Law Students' Society (PILSS)

PILSS was established by students with the aim of encouraging and maintaining Pasifika success and growth within the Faculty of Law while providing a social and supportive environment. We work together on initiatives with the Pasifika Law Students' Coordinator to aid our goal and aims, and to ensure a student voice is being heard.

PILSS also organises and takes part in a number of social and academic events throughout the year—one of them being an annual law conference in which students have the opportunity to participate in mooting and present papers on topics of their choice. PILSS is a great opportunity to meet other students from a similar cultural background not only within Victoria University, but from other universities as well. PILSS helps promote Pasifika ideals within the Faculty and, in its role as a representative body, is affiliated to the Victoria University of Wellington Students' Association.

Pasifika Law Students' Coordinator: Purcell Sali, room G27, Old Government Building, phone: 04 463 6303, email: Purcell.Sali@vu.ac.nz

8.5 Victoria Law Alumni

Victoria's Law School is proud of its tradition of producing outstanding alumni.

These include the country's only Law Lord, its only Judge of the International Court of Justice, a Prime Minister and many of New Zealand's top judges. Many current judges are distinguished alumni of Victoria Law School.

Alumni also contribute at all levels of the legal profession, the public service, politics and the judiciary.

We encourage alumni to continue their association with the Faculty through our programme of events, our monthly newsletter and our annual year in review, V.Alum.

For Faculty of Law alumni information: www.victoria.ac.nz/law/about/alumni

For general University alumni information: www.victoria.ac.nz/alumni

9 STUDENT SERVICES

The University provides a range of services to help students make the most of their time at Victoria. For the full list of services, see:

www.victoria.ac.nz/home/viclife/studentsservice

Key services:

9.1 Accommodation Service

The Accommodation Service can help you make the right choices and assist you in finding the accommodation you want. We process applications for the Halls of Residence, arrange homestays for international students and offer advice about a range of other accommodation options.

www.victoria.ac.nz/accommodation

9.2 Careers and Employment - Te Ratonga Rapu Mahi

We lead in the development and delivery of the highest quality career education, guidance and information to students and alumni, and foster collaborative relationships with local, national and international employers and communities.

www.victoria.ac.nz/st_services/careers

9.3 Counselling Service

Student Counselling supports Vic students to do well academically and personally whilst they are at university. We do this by providing a range of services to both students and staff. We help students work out where they are heading and what's stopping them staying on track. We help staff in their work teaching and supporting students.

We are part of the range of support services for students that comprise the Student Services Group. We recognise the fact that being at university is about academic as well as personal and social achievement. We are also committed to encouraging students as well as staff to seek help as early as possible rather than using us as a last resort.

www.victoria.ac.nz/st_services/counselling

9.4 Victoria Kids – Early Childhood Services

Victoria Kids has been providing excellent services for the families of staff and students for more than 30 years. Due to high demand, we are now also welcoming enrolments from the public.

Based on the Victoria University Kelburn campus, Victoria Kids offers a 'home away from home' for your child—a place where your child can improve their learning and social skills in a stimulating and safe environment.

With us, you can be confident that your child is not only being looked after by caring and experienced professionals, but that they are learning every day. We offer a range of options to suit your needs.

www.victoria.ac.nz/creche

9.5 Disability Services

Disability Services is one of New Zealand's leading providers of disability advice, expertise and support. We recognise that disability is a diverse and complex phenomenon, which involves the interconnection of person and environment. We value the expertise of people with disabilities and recognise the uniqueness of individual experience. We are committed to leading Victoria to being an inclusive education provider and eliminating barriers for people with disabilities wherever they exist.

www.victoria.ac.nz/st_services/disability

9.6 Financial Support and Advice

There is assistance for you to be on top of your finances—managing your student loan or allowance, paying fees, budgeting and scholarship applications.

www.victoria.ac.nz/st_services/finadvice

9.7 Health Service

The Student Health Service provides a high standard of quality primary health care (including health education, health promotion, and preventative care) for all students at Victoria University. Our doctors are experienced General Practitioners and are Members/Fellows of the Royal New Zealand College of General Practitioners. Our practice nurses are highly trained and experienced Registered Nurses. We have a psychiatrist, skin specialist, endocrinologist, and nutritionist available for specialist consultations via referral through our service.

www.victoria.ac.nz/studenthealth

9.8 Student Learning

Student Learning works with all students from first year undergraduates to postgraduates. Our professional staff aim to foster successful study and develop independent, active learners.

As part of the Student Academic Services Group, Student Learning aims to assist students with academic needs. Within the vibrant academic community, students will encounter challenging ideas, many of which will be unfamiliar. In order to make the most of their time at Victoria, many students need to develop a range of new academic, writing, thinking, study and maths skills. Student Learning provides information, workshops, resources and individual appointments that help students develop these academic skills and succeed in their studies.

Student learning can set up individual meetings with advisors who can assist with improving writing and structure of assignments. We also have services designed for postgraduate students.

www.victoria.ac.nz/st_services/slss

Appendix 1 - Law School Facilities

Toll-barred phone:	Room G13 (PG Common Room), extn 6297
Printing:	LLM students: one networked printer in Room 235 LLB Hons students: one networked printer in Room 232 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)

Appendix 2 - Application for LLM Grant



FACULTY OF LAW TE KURA TĀTAI TURE Application for LLM Grant 2019

Name: _____ VUW ID: _____

Address: _____

Email: _____

Expense Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____

(Receipts are to be attached for all items)

TOTAL \$ _____

Attach a bank verified Deposit Slip (for NZ bank accounts only) or email Payments-Team@vuw.ac.nz from your VUW email account with your bank account details.

I confirm that I am a full-time LLM student.

Signature: _____

Contact Phone Number: _____

Date: _____

Note: A maximum grant of **\$100** is available to each full-time LLM student for expenses incurred in printing/copying, books, field trips or other appropriate study-related expenditure. ***All expense claims must be accompanied by original receipts.***

Applications from international students must be received at least one month prior to departing New Zealand. Take/send this form with receipts to Allison Kay, Senior School Administrator, GB201, for processing.

FOR THOSE DEPARTING NEW ZEALAND PLEASE SUBMIT THIS APPLICATION NO LESS THAN ONE MONTH IN ADVANCE OF YOUR DEPARTURE.

SCHOOL OF LAW, VICTORIA UNIVERSITY OF WELLINGTON
PO Box 600, Wellington 6140