

WELCOME TO THE 2021/2022 LAW FACULTY PROSPECTUS

Information for study under COVID-19

Many undergraduate courses will continue to be available via dual delivery over 2021/2022. This means for students not able to be in Wellington or attend in-person lectures, recordings will be made available and zoom tutorials will be an option. Lecturers, course coordinators, administrators, tutors and student advisers will also be available via email or phone/zoom.

All students enrolled in LAWS121, 122, 123, 200-level LAWS courses, and LAWS 301, 312 and 334, must attend specified in-person tests/final exams at the Wellington campus, unless COVID alert level restrictions prevent this. This includes

- Tests during the teaching weeks (T1 & T2): check the course outlines.
- The mid-year assessment period for T1 and full-year papers
- The end-of-year assessment period for T2 and full-year papers

Please check your assessment dates in your course outlines carefully, and, if necessary, make travel and accommodation arrangements well in advance. Familiarise yourself with the in-person assessment rules (exam rules) at

<https://www.wgtn.ac.nz/students/study/exams/rules>.

In-person tests are subject to Covid-19 alert level restrictions. If the level changes you might need to organise your own space suitable for test conditions. For all assessments, we encourage students to have a plan in case the level changes.

Exemptions will be made only in exceptional circumstances.

To apply for an exemption, log into Blackboard and follow the instructions posted at the beginning of trimester. Applications must be received no later than four weeks before the date of assessment for which an exemption is sought. Students who are approved to complete assessments at alternative institutions may be required to pay an additional administration fee to Te Herenga Waka - Victoria University of Wellington plus an exam fee to the institution invigilating the assessment. Please consider these additional charges when applying for sitting outside of Wellington.

Please note that this procedure should be used only if you are seeking an exemption from the requirement that you take the tests in person at the Wellington campus. Requests for other kinds of accommodations (for illness, tangi, etc.) will be processed in the usual way. Please contact the Examinations Coordinator about these at law-examinations@vuw.ac.nz.

ENQUIRIES

Undergraduate Student Advisers

Room GB 31
law-undergraduate@vuw.ac.nz
Admission and enrolment enquiries
Qualification assessment and credit transfer
Course changes; adding or withdrawing from a course
LLB degree planning and general course advice
Degree audits and graduation enquiries
Student exchanges

Student Success Coordinator

Room GB 111
eleonora.bello@vuw.ac.nz
Advice on academic support services, wellbeing support services

Staff email

firstname.surname@vuw.ac.nz

Postgraduate Administrator

Room GB 108
law-postgraduate@vuw.ac.nz
Postgraduate enquiries (LLM, MinTr, GCLaw)

Examination Coordinator

Law-examination@vuw.ac.nz
Examination and test enquiries
Aegrotats

Manager, Student and Academic Services

Room GB 210
Lucy.keyzers@vuw.ac.nz
StudyLink forms and other course confirmation requirements
Other study issues

Please keep your contact details up-to-date, particularly your email address.

Course enquiries

In the first instance check your course outline and Blackboard. If you have further enquiries contact the course coordinator (the lecturer in charge of the course).

Course Coordinator and Lecturer contact details are on the course outline available via Blackboard or the Course Finder. Enquiries prior to the course starting can be sent to law-undergraduate@vuw.ac.nz

Māori student support at Law

The kaitakawaenga ture/Māori Law Students' Coordinator is responsible for advancing the academic interests of Māori law students at Te Herenga Waka – Victoria University of Wellington. This support includes a Māori and Pasifika students' tutorial programme, which assists students with the practical application of legal rules and concepts. Additional programmes are provided for specific purposes, including intensive pre-exam review classes, mentoring and targeted workshops.

The kaitakawaenga ture works closely with the Law Faculty's academic adviser to Māori students, Māmari Stephens, to ensure that students' needs are being met, especially concerning academic support programmes.

Luanne Collier
Kaitakawaenga Ture/Māori Law Students' Coordinator
Room GB G29
Phone 04-463 6305
Email Luanne.collier@vuw.ac.nz

Pasifika student support at Law

The Pasifika Law Students' Coordinator provides advice and assistance for Pasifika law students. This includes organising support tutorials and study skills workshops in preparation for examinations and assessments. Students are also encouraged to get involved in the Pasifika Law Students' Society and the Pasifika mentoring programme. The Coordinator also promotes scholarships and keeps students informed about important events concerning Pasifika students within the University.

TBC

Pasifika Law Students' Coordinator

Room GB G27

Phone 04-463 6303

Email @vuw.ac.nz

Official School communications

Official notices of the School are posted on the Law Facebook page and on the digital signage around Law School. 'Cancellation of Lecture' notices are posted on Blackboard as well as the digital noticeboards and lecture theatre doors. You may also be communicated with via your myvuw email account – please make sure your myvuw account is linked to your personal email account.

Find us on Facebook and like our page to see updates.

www.facebook.com/LawVictoriaUniversityofWellington/

Access the myTools portal (www.wgtn.ac.nz/mytools) to:

- + Check your enrolment and fees
- + Look at your results
- + Plan your degree in myDegree
- + Change your contact details

LLB DEGREE REQUIREMENTS

Four years of full-time study (although commonly studied as a double or conjoint degree over five or more years).

A total of 480 points is required:

- at least 90 points must be from non-Law courses chosen from any other first Bachelors degree at this University.
- three core courses at 100-level (usually in the first year): LAWS 121, LAWS 122, LAWS 123
- five core courses at 200-level: LAWS 211, LAWS 212, LAWS 213, LAWS 214, LAWS 297
- two core courses at 300-level: LAWS 301, LAWS 312
- 11 further LAWS courses at 300-level, including LAWS 334 Legal Ethics if you wish to apply for admission to the Bar.

First year

The first year consists of three LAWS courses, together with non-Law courses of your choice. Offered in the first trimester, LAWS 121 is open-entry, subject to university admission criteria. A pass in LAWS 121 is a prerequisite for both LAWS 122 and 123.

Most first-year Law students begin another degree in their first year alongside their LLB. This means their non-Law points (see below) should be made up of courses required for the other degree.

The tables below give some indication of the different ways you can structure your degree.

Bachelor of Laws only

Non-Law elective courses can be any subject. Students must complete 90 points of electives (five or six electives to make 90 points).

Year 1		Year 2		Year 3		Year 4	
1/3	2/3	1/3	2/3	1/3	2/3	1/3	2/3
LAWS 121 20 points	LAWS 122 15 points	LAWS 297 10 points		LAWS 213 30 points		LAWS 300-level 15 points	LAWS 300-level 15 points
Non-law elective	LAWS 123 15 points	LAWS 211 30 points		LAWS 301 30 points		LAWS 300-level 15 points	LAWS 300-level 15 points
Non-law elective	Non-law elective	LAWS 212 30 points		LAWS 312 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points
	Non-law elective	LAWS 214 30 points		LAWS 300-level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points
			Non-law elective				
130 points		120 points		120 points		120 points	

Minimum points required: 480, of which 390 must be LAWS courses

Conjoint Bachelor of Laws/Bachelor of Arts

This example includes trimester three study in year four. Please confirm your particular choice of courses with a student adviser from the Faculty of Humanities and Social Sciences, fhss-enquiries@vuw.ac.nz.

Year 1		Year 2		Year 3		Year 4			Year 5	
1/3	2/3	1/3	2/3	1/3	2/3	1/3	2/3	3/3	1/3	2/3
LAWS 121 20 points	LAWS 122 15 points	LAWS 211 30 points		LAWS 213 30 points		LAWS 301 30 points		LAWS 300- level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points
BA course 20 points	LAWS 123 15 points	LAWS 212 30 points		LAWS 214 30 points		LAWS 312 15 points	LAWS 300-level 15 points	LAWS 300- level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points
BA course 20 points	BA course 20 points	LAWS 297 10 points		BA course 20 points	BA course 20 points	LAWS 300-level 15 points	LAWS 300-level 15 points		BA course 20 points	LAWS 300-level 15 points
	BA course 20 points	BA course 20 points	BA course 20 points	BA course 20 points	BA course 20 points	BA course 20 points	BA course 20 points		BA course 20 points	LAWS 300-level 15 points
130 points		110 points		140 points		160 points			130 points	

Total points required: 660
Total points completed: 670

Conjoint Bachelor of Laws/Bachelor of Commerce

Please confirm your particular choice of courses with a student adviser from Wellington School of Business and Government, wsbg@vuw.ac.nz

Year 1		Year 2		Year 3		Year 4		Year 5	
1/3	2/3	1/3	2/3	1/3	2/3	1/3	2/3	1/3	2/3
LAWS 121 20 points	LAWS 122 15 points	LAWS 211 30 points		LAWS 213 30 points		LAWS 301 30 points		LAWS 300-level 15 points	LAWS 300-level 15 points
Commerce course	LAWS 123 15 points	LAWS 212 30 points		LAWS 214 30 points		LAWS 312 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points
Commerce course	Commerce course	LAWS 297 10 points		Commerce course	Commerce course	LAWS 300-level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points	LAWS 300-level 15 points
Commerce course	Commerce course	Commerce course	Commerce course	Commerce course	Commerce course	LAWS 300-level 15 points	LAWS 300-level 15 points	Commerce course	Commerce course
		Commerce course	Commerce course	Commerce course		Commerce course	Commerce course		
125 points		130 points		135 points		150 points		120 points	

Total points required: 660
Total points completed: 660

Class size limitations

100-level LAWS courses are open-entry courses, subject to the University's admission criteria. However, they are limited to the number of seats in the assigned lecture rooms. Get your application in early to avoid disappointment, as your lecture stream will be changed if your preferred lecture stream is full. If all lecture streams are full you may be waitlisted. There are three streams for each of LAWS 121, 122 and 123: two streams are taught on the Kelburn Campus, and one stream is taught at the Pipitea Campus. **Timetable clashes are not permitted.**

200-level courses LAWS 211, 212, 213, and 214 are limited-entry. A maximum number of up to 330 places in each of LAWS 211, 212, 213, and 214 are available each year (up to 165 per stream). The closing date for applications for limited-entry courses every year is **1 December**. All applications must be received by this date to be considered for second year selection. NB: This also applies to those returning to 200-level.

300-level LAWS 312 is limited to the room size of 165 per stream. 300-level LAWS electives are limited to 100 students per course or room size, whichever is the smaller. LAWS 334 is an exception with 165 students.

Conjoint programme

- You may do an LLB with another degree as a conjoint programme
- Generally you may cross-credit up to 180 points between the two degrees (there is no reduction in the number of Law courses you will have to complete)
- You need to maintain a B- average over all your courses in the previous year to remain in the conjoint programme. Students who do not meet this requirement will be transferred to a double degree. This means extra points are needed to meet degree requirements. Please contact an Undergraduate Student Adviser to discuss.

- You are required to graduate with both degrees at the same time, and will receive two separate degree certificates.

Workload

Undergraduate Law courses consist of three hours of lectures per week. There is also a tutorial programme for LAWS 121, 122, 123, LAWS 211–214, and LAWS 301. You should expect to allocate nine–ten hours' study time per week per course, including lectures and tutorials.

Planning third- and fourth-year Law

- You progress to LAWS 301, *Property Law*, and LAWS 312, *Equity, Trusts and Succession* in your third year, when you have passed, as a minimum, your 100-level LAWS courses, LAWS 297 and two of LAWS 211-214.
- You are strongly recommended to plan your LLB, in conjunction with your other degree or part-time study, to follow this natural progression of courses.
- To enrol in the first- or second-trimester 300-level electives you must have either passed LAWS 301 or be enrolled in it and LAWS 312.
- Ideally, you should plan to complete your eleven 300-level electives over your final two years of study.
- The minimum full-time load for StudyLink purposes is 96 points across the year (or 48 points in a trimester); six electives is 90 points, and that is not enough to qualify. To fulfil this requirement you can take LAWS 301, LAWS 312 and four electives in Year 3, and the remaining seven electives in Year 4. Alternatively, it may be possible to take LAWS 301, LAWS 312 and five electives in Year 3, two electives in the summer, and the remaining four in the first trimester of Year 4 to complete your degree. The third and fourth years of the LLB provide an opportunity to broaden and deepen your legal knowledge. Plan your proposed course of study over the two-year period as a whole, taking into account the prerequisite courses while retaining some flexibility to account for course availability.
- We recommend you take no more than four electives in one trimester (although this is below the maximum of 80 points permitted by the University per trimester).
- LAWS 334 *Ethics and the Law* (15 points) is required to qualify for admission to the Bar, in order to practise law.
- It is recommended to take at least one course from at least five of the following nine categories to give breadth and balance to your degree (note that not all electives are offered every year):

Commercial Law	International Law	Property & Environment
Advanced Contract Law Banking and Finance Law Company & Partnership Law * Comparative Corporate Competition Law Elements of Taxation Employment Law Financial Market Law Governance Introduction to Commercial Law * Insolvency Law Insurance Law Intellectual Property International Trade Law Remedies Trade Marks	International Dispute International Environmental Law International Institutions International Law * Law of Armed Conflict Law of the Sea Migration and Refugee Law Pacific Legal Studies Private International Law Resolution	Environmental Law Intellectual Property Law of the Sea Māori Land Law Resource Management Law
Public Law	Criminal Law	Family and Social Law
Administrative Law * Advanced Public Law Bill of Rights Elements of Taxation Judicial Review * Māori Customary Law	Advanced Criminal Law Evidence * Sentencing & Penal Policy The Criminal Justice Process	Dispute Resolution Introduction to Family Law * Law and Sexuality Migration and Refugee Law Youth Justice Welfare Law
Legal Skills & Procedure	Legal Theory & Comparative Law	Common Law & Private Relationships
Civil Procedure Ethics and the Law Evidence * Dispute Resolution	Comparative Law Ethics and the Law Jurisprudence * Legal History Pacific Legal Studies	Advanced Torts Introduction to Family Law * Relationship Property

The courses with asterisks are foundation electives. It is recommended to take these when they are offered.

SELECTION INTO SECOND-YEAR LAW

If you are applying for second-year Law you must have passed LAWS 121, 122 and 123 (or LAWS 101 prior to 2003) at Te Herenga Waka - Victoria University of Wellington, or their equivalents at another New Zealand or Australian university. (See also Graduates, below.)

First-time applicants

Preferential entry - preference will be given to first-time applicants (i.e students who have not previously enrolled in a 200-level LAWS course, but who have completed their 100-level LAWS courses) who have a **grade point average of B** or better over LAWS 121, 122 and 123 (or LAWS 101 at this University prior to 2003).

If there are more applicants than there are places available, students will be ranked and selected according to their LAWS grade point average.

Other first-time applicants - once preferential entry applicants have been considered, all other students who have passed LAWS 121, 122, and 123 (or LAWS 101 at this University prior to 2003) will be ranked and selected according to their LAWS grade point average.

Transferring students

- In the case of students who have completed their 100-level LAWS course(s) at another university, but who have not previously enrolled in a 200-level LAWS course, those students must have a **grade point average of 6** or better over their 100-level LAWS courses.
- In the case of students who have commenced but not completed second year at another university, those students must have passed more than 50 percent of all previous 200-level LAW points in respect of which they have received a grade (i.e. a passing grade or any failing grade).

Transferring students who meet either of these criteria will be ranked behind students who are eligible for preferential entry, but ahead of other first-time applicants.

Calculation of grade-point average

In calculating the grade point average for the purposes of ranking, a student's highest LAWS passing grades in each 100-level LAWS course are taken into account; previous lower passing grades, and any failing grades, are not taken into account. If there is a need to determine cut-off points (i.e. between accepted, waitlisted and declined applicants), specific marks in 100-level LAWS courses may be taken into account.

Māori Admissions Process

A supplementary admission process is also run to assess tangata whenua students for entry into 200-level LAWS courses if they would not otherwise be admitted. Ten percent of available places at 200-level Law are reserved for Māori students applying under the Māori Admissions Process. Students who wish to be considered under this process should indicate so when asked as part of their enrolment application. Note: applicants must have passed all prerequisite courses.

Applicants applying under the Māori Admissions Process will be invited to attend an interview. Successful applicants will:

- personally attend the interview
- be able to complete the expected workload
- be committed to attending the tutorial support programme for the year
- agree to meet with the Kaitakawaenga Māori – Māori Law Students' Coordinator – as necessary during the academic year, and
- demonstrate a commitment to kaupapa Māori.

Applicants will be interviewed by a panel normally comprising members of the Māori community, the Law Faculty, and Māori legal practitioners. Applicants are encouraged to bring their whānau and other supportive family members to any interview or hui held as part of the Māori Admissions Process.

Targeted Admissions for Pasifika Achievement

A supplementary admission process is run to assess Pasifika students for entry into 200-level LAWS courses if they would not otherwise be admitted. Five percent of available places at 200-level Law are reserved for Pasifika students applying under the Targeted Admissions for Pasifika Achievement (TAPA). Students who wish to be considered under this process should indicate so when asked as part of their enrolment application or notify the faculty at another acceptable stage throughout the year. Applicants must have passed all prerequisite courses.

Applicants applying under the Targeted Admissions for Pasifika Achievement process will be invited to attend an interview. Successful applicants will:

- have Indigenous Pacific Islands ancestry
- be a New Zealand citizen or Permanent Resident
- be able to complete the expected workload
- personally attend the interview or, in exceptional cases, attend via zoom
- be committed to attending the tutorial support programme
- demonstrate a commitment to their Pasifika community
- agree to meet with the Pasifika Engagement Advisor as necessary during the academic year, and
- agree to work with the Pasifika Engagement Advisor, Pasifika Student Success team, and the Law Faculty to assess what other commitments can be made to support their success.

Applicants will be interviewed by a panel normally comprising members of the Pasifika community, the Law Faculty, and Pasifika legal practitioners. Applicants are encouraged to bring their family members to any interview or event held as part of the Targeted Admissions for Pasifika Achievement.

Graduates

Graduate students who have achieved a **grade point average of B+** or better over their most recent 90 points (or their equivalent) of their non-Law degree may:

- be permitted to enrol in 100-level and 200-level LAWS concurrently; or
- be permitted to enrol in 200-level LAWS **but only** if they have passed LAWS 121, 122 and 123 at this University (or LAWS 101 prior to 2003), or the equivalent course(s) at another university.

If that permission is granted, graduates may use their graduate status for enrolment purposes only once. That is, they may only once either:

- enrol in 100-level and 200-level LAWS concurrently; or
- having passed the relevant 100-level LAWS classes, enrol in 200-level LAWS.

Permission may be sought even if:

- the applicant has previously failed any LAWS courses, or has previously passed 100-level LAWS but did not qualify for entry, and
- the applicant has since completed their non-Law degree.

If a graduate is enrolled in LAWS 121 and 200-level LAWS concurrently in any given year, and if they fail LAWS 121 in that year, they may continue with their 200-level LAWS courses in that year. However, they cannot re-enrol in any 200-level LAWS course until they have passed LAWS 121, 122 and 123. This restriction applies even if the graduate student passed their 200-level LAWS courses in the year in which they failed LAWS 121.

If a graduate is enrolled in LAWS 122 and/or 123 and 200-level LAWS concurrently in any given year, and if they fail LAWS 122 and/or 123 in that year, they cannot re-enrol in any 200-level LAWS course until they have passed LAWS 122 and 123. This restriction applies even if the graduate student passed their 200-level LAWS courses in the year in which they failed LAWS 122 and/or 123.

For the avoidance of doubt, failing any of LAWS 121, 122, or 123 while concurrently enrolled in 200-level LAWS will render the graduate ineligible to concurrently enrol in the future.

Think carefully before you enrol in 100- and 200-level LAWS courses concurrently.

Case Law and Statute Law at the 100-level are taught in the second trimester only. It is assumed that you know how to apply case law in the first trimester of 200-level Law. To partially address this issue, graduate students are strongly recommended to read the relevant chapters of Glanville Williams *Learning the Law*. In recent editions, including the latest (the 16th edition, 2016) they are chapters 6 (Case Law Technique) and 7 (The Interpretation of Statutes).

Exceptional circumstances

Although the above criteria will be the primary basis for admission to second-year Law, students who have met the pre-requisites to apply for second-year law but failed to satisfy the other entry criteria listed above can seek selection into second-year courses on the basis of exceptional circumstances.

Exceptional circumstances are circumstances that mean the application of the entry criteria provides an inappropriate or incomplete impression of a person's ability as a law student and that justifies ranking them ahead of applicants who have stronger qualifications for admission in terms of this policy.

The documentation of exceptional circumstances must be made on the Faculty's form in writing and be submitted by 1 December of the year prior to study; late applications cannot be considered.

These applications will be considered on a case-by-case basis by a panel of Faculty members, chaired by the Deputy Dean, according to criteria agreed by the Faculty.

Transferring previous non-law credit

Graduates are exempt from the non-law requirement of the degree. Non-graduates can transfer previous non-law credit, provided it is at Level 5 or above on the NZQA framework, either from another university, or in a subject that can be taken at a New Zealand university. Note that a Legal Executive Certificate is awarded 20 non-law points, and a Legal Executive Diploma is awarded 60 non-law points.

International exchange and study abroad students

International exchange students and those short-term fee-paying students known as 'Study Abroad' students, may not enrol in LAWS 122, 123, 211, 212, 213, 214, 297, 301 or 312.

Other selection considerations

Applicants with international or non-standard qualifications are subject to the preceding criteria. Contact the Law Faculty Student Administration Office for advice.

200-level streams

Choose your stream carefully as you may not be permitted to change stream mid-year. Course/stream preferences are included as part of the online enrolment process.

SELECTION INTO 300-LEVEL LAWS ELECTIVES

LAWS electives are 'limited-entry'. Applications must be received by the limited-entry deadline of **1 December** in order to be included in the ballot for any oversubscribed course. Enrolments for summer courses also have a deadline of 1 December of the previous year. Preference may be given to students in their final year of study and who indicate this at the time of their enrolment.

Trimesters 1 and 2

In order to enrol in 300-level LAWS electives in trimesters 1 and 2, you must have:

- (a) passed LAWS 121, 122 and 123 (or their equivalent) and passed all five 200-level LAWS courses and LAWS 301 and 312, or
- (b) passed LAWS 121, 122 and 123 (or their equivalent) and passed all five 200-level LAWS courses and be concurrently enrolled in LAWS 301 and 312, or
- (c) passed LAWS 121, 122 and 123 (or their equivalent) and passed at least three 200-level LAWS courses, including LAWS 297, and be concurrently enrolled in the two remaining 200-level LAWS courses and LAWS 301 and 312.

The Manager, Student and Academic Services in consultation with the Course Coordinator may make an exception to the above, having regard to the following criteria:

- (a) exceptional academic performance, or
- (b) exceptional reasons individual to the student that explain why the student has not already completed the requirements above, or
- (c) individual experience that would benefit the individual studying the course, and/or would benefit other students in the course, or
- (d) Certificate of Proficiency (COP) enrolment.

Appeals against exclusion from limited-entry courses should be made, in writing, to the Manager, Student and Academic Services of the Law Faculty.

Trimester 3, summer trimester

In order to enrol in 300-level LAWS electives in trimester 3:

1. Subject to 2 below, students must have passed LAWS 211, 212, 213, 214 and 297 before enrolling in any 300-level LAWS elective in trimester 3.
2. The Head of School (Law) has a discretion to permit, in exceptional cases, a student to enrol in a 300-level LAWS elective in trimester 3 if the student is awaiting results which, if successful, will see them pass all five 200-level LAWS courses. In deciding whether to exercise that discretion, the Head of School will take into account the student's overall academic record, including their performance in any in-term work completed in LAWS 211, 212, 213 and 214 and 297.

NOTES:

1. Regardless of the Head of School's discretion referred to above, a student cannot enrol in any 300-level LAWS elective (in any trimester) which has a 200-level LAWS course as a prerequisite unless they have *already received a passing grade* for that 200-level LAWS prerequisite course.
2. Where the Head of School exercises discretion in a student's favour and permits enrolment in a 300-level elective in trimester 3 in the situation where the student is awaiting results which, if successful, will see them pass all five 200-level LAWS courses, if that student fails any 200-level LAWS course(s) for which they were awaiting results, that

student will be permitted to remain in any November/December electives in which they are enrolled, but will be withdrawn from January/February electives in which they are enrolled. If the trimester 3 elective in which they are enrolled runs from November to February, they will be permitted to remain in that course (subject to note (1) above).

3. A student cannot enrol in more than two LAWS courses in the pre-Christmas period of trimester 3, and two LAWS courses in the post-Christmas period of trimester 3.
4. A student who is permitted to enrol in trimester 3, but who has not yet completed LAWS 301 and 312, must enrol in LAWS 301 and 312 in the following trimesters 1 and 2.
5. The discretion given to the Manager, Student and Academic Services to permit students to enrol in 300-level LAWS electives in trimesters 1 and 2, despite the student not fulfilling the criteria for enrolment in those trimesters, does *not* apply to enrolment in 300-level LAWS electives in trimester 3.

LLB HONOURS

Selection

If you perform well in at least three of the 200-level LAWS courses (LAWS 211-214), you may be invited to join the Honours programme. This normally means having a B+ or higher in these courses, but this may vary from year to year. About 40 students are selected annually on merit after the 200-level Law results have been notified. Since you need strong research skills to successfully complete LLB(Hons), it is expected that you will have done well in LAWS 297.

If you have already submitted your enrolment application when you receive an invitation to join the Honours programme, the Student Academic Services team will edit the application on your behalf. They will also change enrolments where an Offer of Study has been issued. Students are given an opportunity to state course preferences. Note: As 300-level electives are limited-entry please still submit your application by **1 December**. 400-level preferences will then be requested for students selected for the Honours Programme in mid-December and will be finalised in January. Returning honours students must submit their enrolment by 1 December and include their 400 and 500-level preferences.

Programme requirements

The Honours programme, while sharing many components with the LLB, is a separate undergraduate degree. You will refine your research, writing and analytical skills while working closely with members of the Law Faculty.

To graduate with an Honours degree you must complete:

- two 10-point 400-level Honours seminars
- LAWS 489 Research Essay (15 points)
- a 40-point 500-level course in addition to passing the compulsory LLB courses
- nine 300-level LAWS electives from the LLB degree.

You will complete LAWS 489, the 8,000-word research essay, in your first year, and one 40-point Master's course in your second year. The two seminars are taken over two years; your timing will depend on the topics that interest you, and your timetable for electives. Topics vary from year to year.

Class of Honours

Class of Honours is calculated according to the aggregate mark in all 300-, 400- and 500-level courses completed, normally awarded as follows:

First Class Honours	80+
Second Class Div 1	73-79
Second Class Div 2	65-72

Sample outlines for years three and four of an Honours degree

Option one, if the student **has not** completed LAWS 301 and 312:

Year 3		Year 4	
1/3	2/3	1/3	2/3
LAWS 301 Property Law 30 points		LAWS 500-level full-year paper 40 points	
LAWS489 Research Essay 15 points		LAWS 400-level seminar paper 10 points	LAWS 300-level elective 15 points
LAWS 312 Equity, Trusts & Succession 15 points	LAWS 400-level seminar paper 10 points	LAWS 300-level elective 15 points	LAWS 300-level elective 15 points
LAWS 300-level elective 15 points	LAWS 300-level elective 15 points	LAWS 300-level elective 15 points	LAWS 300-level elective 15 points
LAWS 300-level elective 15 points	LAWS 300-level elective 15 points		
130 points		125 points	

Option two, if the student **has** completed LAWS 301 and 312:

Year 3		Year 4	
1/3	2/3	1/3	2/3
LAWS489 Research Essay 15 points		LAWS 500-level full-year paper 40 points	
LAWS 300-level elective 15 points	LAWS 400-level seminar paper 10 points	LAWS 400-level seminar paper 10 points	LAWS 300-level elective 15 points
LAWS 300-level elective 15 points	LAWS 300-level elective 15 points	LAWS 300-level elective 15 points	LAWS 300-level elective 15 points
LAWS 300-level elective 15 points	LAWS 300-level elective 15 points	LAWS 300-level elective 15 points	
100 points		110 points	

It would also be possible to add a non-Law elective in both years three and four.

ENROLMENT

Selecting courses for your enrolment

For the most up-to-date and accurate information on LAW courses offered in 2021/2022, and to see policy changes, please refer to the Law School website www.wgtn.ac.nz/law or the online Course Finder, www.wgtn.ac.nz/course-finder

Notes

- *P = Prerequisite, C = Corequisite, X = Restriction*
- *A corequisite course can be taken concurrently or beforehand, while a prerequisite must be successfully completed beforehand.*
- *A 300-level elective course may be cancelled by the Faculty as a result of insufficient resources or student demand, or if other unforeseen circumstances arise that require the Faculty to withdraw the course. The Faculty will notify students of cancellations at the earliest opportunity. Likewise, new courses may be added.*

Online enrolment

All applicants can enrol online, at www.wgtn.ac.nz/enrol. Most 200- and 300-level Law courses have a limit on the number of students they can admit, and the limited-entry enrolment date is **1 December 2021**. Final application deadline is **20 January 2022**, if applying for the first trimester.

Applications received after 20 January 2022 will be considered late and may incur a late fee. If students have any enquiries or problems with their online enrolment, they can call the Enrolments team on 0800 04 04 04, or email enrolment-enquiries@vuw.ac.nz.

Plan your programme of study carefully before submitting an enrolment application. Seek any course advice you need before you enrol. You should not enrol in courses that have a timetable clash. You may be declined from one of the courses if this occurs. Do not over enrol or select “backup courses” for 300-level electives as it will not be clear what your preferences are, and you may be declined or waitlisted if you exceed the maximum requirement.

Amending Online Enrolment

Before 1 December 2021, if you discover that you have made a mistake or have not listed alternative streams or preferences for the 200-, 400- or 500-level LAWS courses, you may amend your enrolment by emailing law-undergraduate@vuw.ac.nz. Please include your full name, student ID number and outline what changes you need to make.

Offer of Study

You will receive an email telling you your Offer of Study is available for review on your online progress page. Make sure you read any messages that are on your Offer of Study. Please accept your Offer of Study as soon as possible and no later than **10 February 2022** to secure a place in the courses. Following this, your Confirmation of Study will be available through your online progress page.

You must advise us by email if you then decide not to take up your place at Te Herenga Waka – Victoria University of Wellington in 2022 as you will be liable for fees at that point.

Making changes

You can accept the Offer with changes up to the **10 February 2022** online (subject to there still being places available in any course you wish to change to). To make changes email your name, Student ID number and the course change to law-undergraduate@vuw.ac.nz

Please note that changes may affect the cost of your programme and your eligibility for Student Loans and Allowances.

Adding or dropping 300-level LAWS electives on completion of enrolment

During the first two weeks of trimester one or two, you may drop 300-level LAWS electives online or add them where spaces are available. If you wish to be waitlisted for a course which is already full please either see an undergraduate student adviser in the Law Faculty, GB G31 or email law-undergraduate@vuw.ac.nz.

Withdrawal dates

Please take note of the deadlines for withdrawals from courses. After a specified date, students do not automatically get a refund of fees. See the *Fees Statute*, s4.12(c).

Further, after another specified date, students cannot withdraw from a course without the relevant Dean’s approval. See the *Personal Courses of Study Regulations*, section 8 for the criteria for withdrawal. Find additional information about course withdrawals at

www.wgtn.ac.nz/withdrawalsrefunds

Full-year courses

Withdrawal with full refund: Friday 11 March 2022

1st-trimester courses

Withdrawal with full refund: Friday 11 March 2022

2nd-trimester courses

Withdrawal with full refund: Friday 22 July 2022

Please see the student advisers or check the VUW Calendar for the deadlines for withdrawal without Dean's approval.

Transferring students

Students who have begun but not completed law studies at other institutions may apply to transfer. Look at the selection criteria for transferring students in this prospectus.

You are responsible for obtaining transcripts from the other universities you have attended to include with your Enrolment Application. You must submit an official academic transcript to the Enrolment Office as soon as possible and no later than **20 January 2022**. Applications will be declined if documents are not received by this date.

Assignment to streams

Students in LAWS 121, 122, 123 and 211–214 are assigned to a lecture stream. Lecture streams are identified by the course reference number (CRN). Once you have been assigned to a lecture stream, you must stay in that stream.

200-level course/stream preferences

All applicants for 200-level Law must submit alternative course/stream preferences as part of the Online Enrolment Application. The Faculty will use this information to assign students evenly to the 200-level courses and streams, and to the maximum available places.

If you have a reason for being unable to accept enrolment in a particular stream, please email the reason to law-undergraduate@vuw.ac.nz with the subject line '200-level course preferences'. (Note that we will be aware of timetable clashes with any first-choice Law and non-Law courses.) Please note that once you have been enrolled in a stream for your full-year 200-level course, you will remain in that stream for the whole year ie. both trimester 1 and trimester 2.

Part-time study

You may study law part-time. Note that part time study can take up to 10+ years to complete. Therefore, it would be best to meet with a Student Adviser to discuss your work.

Distance/extramural learning

Students need to attend lectures and tutorials. However, synchronous online options will be available in 2022 for most courses, for students who are not able to attend in person, or when COVID-19 restrictions do not permit it.

Students generally cannot enrol in law courses extramurally as lectures are a vital aspect of the learning of law. Non-attendance makes it extremely difficult to grasp the topic and gain the necessary skills. However, during the COVID-19 pandemic exceptions to this are currently in place for 2021 and 2022. Note that LAWS 121, 122, 123, 200-level LAWS and LAWS 301, 312 and 334 require students to attend in-person assessments at the Wellington Campus. Please factor in the cost of travel and accommodation for the assessments if enrolling in these courses from outside the Wellington region.

ASSESSMENT

There is considerable variation in the assessment of law courses. In some, assessment is based solely on in-term tests and a final examination. In others, assessment is based primarily on essays and opinions completed during term. Many courses have mandatory requirements (also called 'terms') that must be satisfied for completion of the course.

Students are notified of the assessment procedure and terms' requirement for a course in the Course Outline, a document distributed in the first week of the trimester and posted on Blackboard. Some are available on the Law website and can also be accessed via the Course Finder. Your Course Outline is the primary source of information for your course. Please ensure that you have read and understood all of the course requirements.

The full-year 200-level LAWS courses and LAWS 301 may have a mid-term test in the examination period. Tests for all compulsory courses are usually in-person and are scheduled on an evening or Saturday morning.

Grades and their equivalent marks (from 2014 onwards):

Pass/fai	Grad	Normal	Midpoin	Indicative characterisation
Pass	A+	90%–100%	95	Outstanding performance
	A	85%–89%	87	Excellent performance
	A-	80%–84%	82	Excellent performance in most respects
	B+	75%–79%	77	Very good performance
	B	70%–74%	72	Good performance
	B-	65%–69%	67	Good performance overall, but some
	C+	60%–64%	62	Satisfactory to good performance
	C	55%–59%	57	Satisfactory performance
	C-	50%–54%	52	Adequate evidence of learning
Fail	D	40%–49%	45	Poor performance overall, some evidence of learning
	E	0–39%	20	Well below the standard required
	K	Fail due to not satisfying mandatory course requirements, even though the student's numerical course mark reached the level specified for a pass, usually 50%. A student whose course mark is below 50 should be given a D (40–49) or E (0–39), regardless of whether they met the mandatory course requirements.		
Pass	P	Overall pass (for a course classified as Pass/Fail)		
Fail	F	Fail (for a Pass/Fail course)		

Examinations

Students enrolled in courses that have a final examination are expected to be available for the whole examination period and are not to book holidays or travel during this period. In 2022 these are: **7 Jun - 25 June** and **17 October - 12 November**. Examination timetables are *usually* published just before the mid-term breaks (April for trimester one, August for trimester two).

See the University Assessment Handbook for policies regarding examinations, assessment and grading. www.wgtn.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf

Aegrotats

An aegrotat is a pass ("G" grade), which may be awarded when you have failed an examination because your preparation for, or performance in, that examination or other final item of assessment was impaired, or you have been prevented from attending examinations (or completing a final item of assessment) because of serious illness, injury, or other exceptional circumstances out of your control.

You may apply for an aegrotat pass, provided the item of assessment falls within the last three weeks of the course. You must provide documentation of the impairment by seeing a health professional at the time; contact the Examination Coordinator for advice on this (law-examinations@vuw.ac.nz). **Consideration of the application takes into account your performance in the course to date: you must have completed sufficient internal assessment in the course to a standard that indicates that you would clearly have passed the course.** For aegrotat information and forms go to www.wgtn.ac.nz/students/study/exams/aegrotats

Tests

If, because of illness or other extenuating circumstances, you are prevented from sitting an in-term test, or need an extension for an assignment which is due earlier than three weeks before the end of the course, you will need to contact the course coordinator straight away. You will be required to provide documentation as above. An alternative such as an extension, or another piece of assessment, may be an option.

Mid-term assessment for full-year courses

A mid-term test might be held in the examination period, in class time, weekend or evening. Mid-term assessment for full year LAWS courses such as LAWS 211, 212, 213, 214 and LAWS 301 are not eligible for aegrotat consideration.

For queries relating to assessment go to the Assessment Handbook www.wgtn.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf

Or, contact the Examination Coordinator:

Room GB 110

Phone 04 463 6342

Email law-examinations@vuw.ac.nz

Reconsiderations

It is important that students have the opportunity to query any assessment result that they believe to be unfair. Please refer to the University Assessment Handbook 9.1 for information on Reconsiderations www.wgtn.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf

You should email law-examinations@vuw.ac.nz if you wish to apply for a reconsideration.

Compensation pass for an LLB

A Compensation Pass can be considered in cases where a student fails one 300-level elective course (other than LAWS 334 or 312) with a D or K, and where that one course was necessary to complete their LLB or LLB(Hons). The student must have a B- or better average over the rest of the degree.

To be eligible for a compensation pass, students must have failed the elective in their final trimester.

However, as regards students completing their degree in trimester three, a failed elective in the immediately preceding trimester two may be considered, provided they have passed all the trimester three electives in which they were enrolled.

Students do not need to apply for a compensation pass; relevant students are automatically considered by the Faculty.

Assessment in Te Reo Māori

Ki te hiahia koe ki te whakatakoto tuhinga i te reo Māori, he mea pai ake te kōrero wawe tonu mai ki te Kaiwhakahaere o tō karaehe. Kei te Kaitohutohu-a-matauranga mō ngā Tauria Māori te tuhinga roa e kiia ana ko *Use of Te Reo Māori for Assessment: Guidelines for Students*, kei a ia hoki he kape o te Kaupapa Here Reo Māori. Tonoa mai ki a Māmari Stephens, te Kaitohutohu-a-matauranga mō Ngāi Tauria Māori mō aua pepa, ko tana nama waea ko 463 6319, kei te pae tuarua tona tari (room 218).

Students who are considering undertaking their assessments in te reo Māori pursuant to the above policy are advised to inform the course coordinator of their intention as soon as is practicable, preferably at the beginning of the trimester. A copy of the policy and the booklet entitled *Use of Te Reo Māori for Assessment: Guidelines for Students* is available at www.wgtn.ac.nz/law/student-information/student-administration/forms

Māmari Stephens, room GB 218
Academic Adviser to Māori Students
ph 463 6319

Grade point average (GPA)

A grade point average for Te Herenga Waka -Victoria University of Wellington courses is calculated by assigning numbers to grades as set out in the table below, and weighting by points values and then dividing the sum by the points total.

A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
D, E, K, L	0

If a student has failed a course several times, or passed a course previously failed, or passed a particular course more than once, then these guidelines could be followed in deciding which grades should be included in the calculation of their grade average:

1. If the intention is to measure the student's overall performance, then all grades (both passes and fails) at VUW should be included in the calculation;
2. If the intention is to measure the student's attained level of performance in a particular subset of courses (for example, for admission into Part 2 of a programme, an Honours programme or a limited-entry course or programme), then only the highest grade should be included for repeated courses.

Academic progress grade (APG)

The Academic Progress Grade is a modified version of the GPA calculated across all courses undertaken in the relevant trimesters of study, but including a value of 4 for aegrotat

passes (G), 2 for special passes (Z) and 0 for withdrawals after the dates set out in appendix E of the Fees Statute.

PRIZES AND SCHOLARSHIPS (LAW)

Prizes and Scholarships are awarded to law students who perform exceptionally well in their study. The prizes are awarded on an annual basis by the Faculty after the performance of all students is considered at the end of the year. For a full list of prizes and scholarships offered by the Law Faculty please visit

www.wgtn.ac.nz/law/study/awards-scholarships

To see the many scholarships available for the particular programme of law that you intend to study, look under 'scholarships database' on the scholarships homepage

www.wgtn.ac.nz/scholarships

LAW DEAN'S FUND

There are grants, to a maximum of \$500 each, available to students currently enrolled in Law at this University who are experiencing significant financial hardship. The grants are available to support the student's Law studies.

Applications for this grant may be submitted at any time throughout the year. Application forms are available at www.wgtn.ac.nz/law/student-information/student-administration/forms. More information regarding eligibility for this fund is also available through this webpage.

GRADUATION

Students who complete their degree in November, at the end of the second trimester, usually graduate at the ceremony in the following May. All students who have completed their degree in the first trimester or earlier are entitled to graduate at the December graduation ceremony.

If you are completing your law qualification in trimester three, you may apply to graduate at the May ceremony. You need to apply for 'Advanced Graduation' by **1 March**. Forms are available at

www.wgtn.ac.nz/law/student-information/student-administration/forms

POSTGRADUATE STUDY

The Faculty currently offers the Master of Laws (LLM), the Master of International Trade (MIntTr), a Postgraduate Diploma in International Trade (PGDIntTr), the Graduate Certificate in Law (GCertLaw), and supervision for a PhD. More detailed information on these postgraduate programmes is found at www.wgtn.ac.nz/law/study/postgraduate or contact law-postgraduate@vuw.ac.nz.

LAW LIBRARY

The Law Library serves the Law School staff and students. The Library plays an integral part in the study of the law; you will use it increasingly as you progress through your degree. The Law Library contains a comprehensive collection of New Zealand legislation, law reports, journals, treaties, textbooks and other legal material. It provides access to most New Zealand and international legal databases, including LexisNexis, Westlaw, HeinOnline, as well as to a wide range of databases through the University network and the internet.

Research assistance and training is available from the Subject Librarians in the Law Library—see contact details below. A guide for Law students is available here:

<http://libguides.wgtn.ac.nz/law>

Subject Librarians
Room GB G24
Phone 04-463 6388
Email law-reference@vuw.ac.nz

Law Issues Desk
Phone 04-463 6372
Email library-law@vuw.ac.nz
Library Hours are on the Library website
<http://library.wgtn.ac.nz/library-v2/about-us/hours-year>

LAW COMPETITIONS

The Law School offers a range of opportunities that help students to expand their academic studies with practical skills. Law competitions give students the chance to learn skills that are essential for a lawyer. In addition to their educational value, they offer an exciting contest between students. There are four main types of competitions:

- mooting: a mock court scenario where competitors present opposing sides of a case
- client interviewing: competitors must gather information from and give preliminary advice to an actor playing a client with a scripted problem
- negotiation: competitors, acting as counsel for their respective clients, must negotiate a solution between disputing parties
- witness examination: competitors assume the role of counsel, and examine witnesses before a judge.

All of these are offered towards the start of the year in open-entry competitions. The winners have the opportunity to attend both the Australasian and the New Zealand Law Students' Society conferences, where they compete against other universities. This University has a proud history of succeeding in these, nationally and internationally.

Mooting, negotiation and client interviewing are also offered as 200-level-only competitions in the latter half of the year, giving junior students an ideal stepping stone before the real deal.

The Victoria University of Wellington Law Students' Society organises the competitions and can offer advice on how to be involved. Email competitions.vuwlss@gmail.com for more information.

Vis Moot

Most years the Law School sends a team to the annual *Vis Moot* in Vienna, a mock international arbitration applying the United Nations Convention on Contracts for the International Sale of Goods. The *Vis Moot* is the biggest such competition in the world with over 1000 competing students.

The Moot not only enables students to meet some of the world's leading international arbitrators, commercial lawyers and academics, but also to make friends from all over the world. The Law School has continually done well at the *Vis Moot*. For more information on the *Vis Moot* contact Professor Petra Butler or Professor Campbell McLachlan QC.

LAW STUDENTS' SOCIETY

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 its members. It does this by focusing on three key areas: education, competitions and social events.

Our educational involvement extends to organising study groups for 200-level courses, offering and promoting opportunities for legal education outside of the classroom and advocating for the interests of law students at meetings of the Faculty.

We organise and implement a number of legal skills competitions. Not only are they a great chance to challenge yourself personally and develop important legal skills, but participants can also represent Te Herenga Waka -Victoria University of Wellington both nationally and internationally—often at no cost to themselves.

Finally, we provide an active social calendar to keep members engaged throughout the year. Events include the second-year Law Camp, the Garden Party, T-Shirt Night, steins, Cocktail Night, the Law Ball, sports matches, end of term drinks, BBQs and many 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.org.nz or alternatively follow us on Facebook at www.facebook.com/vuwlss

The 2022 Executive

Manraj Singh Rahi	President
Jemma Greenhill	Vice President Admin
Stuart Leslie	Vice President Finance
Abby Jones	Education Officer
Natalie McDonald	Education Officer
Isabella Sheild	Social Officer
Chelsea Simmons	Social Officer
Nikita Taiapa	Competitions Officer
Anjali Rajiv	Competitions Officer
Erika Elers	Equity and Wellbeing Officer
Kaea Hudson	Equity and Wellbeing Officer
Laurelei Bautista	Publications Officer
Kirsty McCulloch	Careers Officer
Grace Hancox	2nd Year Representative

Law Students' Society
Room GB G16
Phone 04-463 6304
Email vuwlss@gmail.com

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 is the Māori Law Students' Association at Te Herenga Waka. 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.

Ngā Rangahautira Inc/Māori Law Students' Association
Room GB 140 C
Phone 04-463 6329
Email vuw_nr@myvuw.ac.nz

PACIFIC ISLAND LAW STUDENTS' SOCIETY

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 coordinator to aid our goals 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 this 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.

Email pilss.vuw@gmail.com

SUMMER CLERKING

Third- and fourth-year law students are advised to contact Wellington Careers and Employment at the start of the year if they are interested in summer clerking. Applications for the Summer Clerk and Law Clerk Recruitment Programmes are due each March.

There are several career events and evening seminars for law students during the year, generally open to all students at all levels of study. These are valuable career planning opportunities—don't miss out.

The Law School and Careers also organise information evenings with former students now working for commercial firms; as barristers; in the Ministry of Foreign Affairs and Trade, Crown Law and other government departments; in small firms; and in the corporate world. Come along to hear about their experiences and find out more about where law can take you. Sessions are advertised on the Faculty of Law facebook page, myTools—Careers and Jobs tab, as well as on the Universities CareerHub.

A law graduate is not limited to practising law in a law firm. Many graduates use the attributes they have obtained from studying law to work in other fields such as journalism, business, government, ministries or politics, the creative arts or industry.

CAREER DEVELOPMENT AND EMPLOYMENT

The Careers team is available to help you explore work, study and lifestyle options. The service includes a comprehensive Careers Resource Library, graduate destination information, internet access to research career opportunities, excellent reference books, free handouts, information on internships, scholarships and summer work, CareerHub—our 24/7 web-based job vacancy service—and graduate recruitment programmes including employer seminars and Career Expos. Workshops are held throughout the year on job-searching strategies, making career decisions and preparing for job applications and interviews. On CareerHub, you can also register for the Wellington Plus Programme, the Universities service and leadership programme or apply to be matched up to a mentor in our Alumni as Mentors Programme. Use our Resumé Builder to help get your CV started and the ePortfolio to record your skills and experiences.

Career Development and Employment
Room 120, Hunter Building, Kelburn Campus
Phone 04-463 5393
Email careers-service@vuw.ac.nz
www.wgtn.ac.nz/careers

PROFESSIONAL LEGAL STUDIES COURSE PROVIDERS

To apply to be admitted to the legal profession in New Zealand, law graduates (including overseas law graduates) must complete requirements prescribed by the Council of Legal Education. One of these requirements is the completion of a practical professional legal studies course. Students planning to complete their LLB may enrol in a professional studies course as long as they have sat their final examination or submitted their last piece of work. If they fail that examination then they withdraw from that particular intake, and on completion of the LLB return to complete professionals.

New Zealand Council of Legal Education
Email: operations@nzcle.org.nz
www.nzcle.org.nz

There are two providers of the practical legal training:

College of Law

Phone 0800 894 172

Email enquiries@collaw.ac.nz

www.collaw.ac.nz

Institute of Professional Legal Studies

Phone 0800 776 376

Email info@ipls.org.nz

www.ipls.org.nz

LAW ALUMNI

Former law students are an important part of the Law School's legal community. There are many benefits of staying in touch. The Law School:

- runs regular lectures and seminars on specialist topics, to which alumni are invited;
- publishes its annual magazine, V.Alum, which contains information about former students and their careers as well as Faculty news;
- organises a class photograph at graduation;
- provides a supportive and influential network which encompasses the Faculty, former students and the profession.

Email law-alumni-officer@vuw.ac.nz

You will receive the Alumni magazine Victorious and the Alumni e-newsletter periodically each year. Alumni Relations also extends invitations to alumni living in Wellington to Alumni events including the prestigious Distinguished Alumni Awards Dinner. These events provide excellent opportunities to reconnect with old friends and staff of Te Herenga Waka as well as to network with like-minded business people.

Te Herenga Waka -Victoria University of Wellington Alumni Relations

Email alumni@vuw.ac.nz

www.wgtn.ac.nz/alumni

GENERAL INFORMATION

Course readings

Vic Books stock all required course materials including textbooks and student notes. Course materials for courses based at Pipitea Campus can be purchased from Vic Books, Ground Floor, Rutherford House. For Kelburn-based courses, course materials can be purchased from Vic Books in the Hub, Kelburn. Current prices can be found, and orders placed, online at www.vicbooks.co.nz

Course outlines

At the beginning of each course, students can access detailed course outlines via blackboard. This contains all necessary information about the course including the number of class meetings, their types and times, booklists, assignments, tests and examinations and mandatory course requirements. These are also available on the Course Finder.

Lectures

Each course usually has weekly lectures at which new material is presented. At Kelburn campus, lectures before 1pm begin on the hour and run for 50 minutes (or 1 hour 50 minutes); lectures from 1pm onwards begin 10 minutes after the hour and finish on the hour. At Pipitea campus, lectures before 12 noon start on the half hour and finish 20 minutes after the hour, eg 8.30–9.20am. Lectures from 12 noon onwards start 40 minutes after the hour and finish on the half hour, eg 12.40–1.30pm.

Tutorials

Tutorials generally run for 50 minutes and involve small groups of students meeting with a student tutor or staff member. Tutorials provide the opportunity to discuss course content, course work and readings, to exchange ideas and become acquainted with other course members. These are held only in the LAWS 100-level, LAWS 200-level courses and LAWS 301. Recording of tutorials (either audio or visual recordings) is not permitted.

Academic integrity and plagiarism

Academic integrity is based on ethical scholarship and intellectual independence. It is a core value of Te Herenga Waka's learning, teaching and research activities and requires these activities to be conducted honestly, fairly and respectfully.

Plagiarism and other academic misconduct seriously undermine academic integrity. The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. Sources include:

- material from books, journals or other printed materials
- the work of other students or staff
- information from the internet
- software programmes and other electronic material
- designs and ideas
- the organisation or structuring of any such material

It is also a form of cheating to resubmit work you have already done in one course to meet the requirements of another. If you wish to build on your earlier work you should always first discuss it with your lecturer and obtain their permission.

All members of the University community – staff and students – share responsibility for developing, demonstrating and strengthening a culture of academic integrity. The value of your qualification depends on this University's reputation for academic integrity.

Use of Turnitin

Student work provided for assessment in any course **may be** checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which identifies material that may have been copied from other sources including the internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Copyright and recording of classes

The selection of class materials, written material distributed to students, and the contents of classes are all subject to copyright. Students may use this material for their own purposes and may copy it to replace lost material or for colleagues who miss classes, but students may not copy material for sale to others either in the current year or later.

With the permission of the course coordinator (check your course outline for this – you may not have to ask), students may record lectures on audio tape, either for their own purposes or on behalf of absent colleagues. Bear in mind that lectures are subject to copyright, and

this permission does not extend to the use of material for any form of publication. Visual recording is not permitted. Recording of tutorials is not permitted. Course coordinators will not operate tape recorders for students, and recorders should not be placed on any lectern.

Computing Requirements

Enrolled students receive a computer username, password (details are printed on Confirmation of Study forms), and a free email address (username@myvuw.ac.nz) which is used for all official electronic correspondence. Students may personally reset their student email to redirect to another email address if preferred. New students should ensure that the email address they use to first enrol is updated to a personal address and is not a school or family email address.

ITS service desk

Phone 04 463 5050

Email its-service@vuw.ac.nz

www.wgtn.ac.nz/its

FEES AND STUDYLINK

For fee information go to www.wgtn.ac.nz/students/money/fees

StudyLink considers 96 points the full-time requirement for allowances and loan living costs. For further information regarding StudyLink please refer to www.wgtn.ac.nz/study/student-finance/financial-survival/studylink-support and www.studylink.govt.nz/

LEADERSHIP DEVELOPMENT

Two leadership development programmes have been established for students who are interested in global leadership or in making a more local contribution.

The **Wellington Plus Programme** is the University's service and leadership programme and can be completed at a certificate and award level. It is given in recognition of significant extracurricular contribution to volunteering and student support work within the University and wider Wellington community. Getting involved in this programme helps your community and your own networking and personal development. The programme is made up of three components: engagement in activities, attending professional and personal development workshops, and reflecting on your learning using the CareerHub ePortfolio. Successful completion of this leadership programme is acknowledged on your academic transcript. <https://www.wgtn.ac.nz/students/get-involved/wellington-plus>

The **Wellington International Leadership Programme (WILP)** is an award-winning, extra-curricular programme that will interest those wishing to pursue a truly international career. It is designed to develop leadership potential, advance international knowledge and intercultural awareness to achieve globally competent participants. It is academically oriented around seminars, speaker events and activities designed to inspire you to think creatively about how to address global leadership challenges. It also creates opportunities for international experiences and connects you with organisations and networks that enhance community awareness, global citizenship and understanding of civic engagement. Upon completion it is acknowledged on your academic transcript. <https://www.wgtn.ac.nz/students/get-involved/international-leadership>

WELLINGTON GLOBAL EXCHANGE

Wellington Global Exchange is a student exchange programme offering you the opportunity to broaden your horizons while studying towards your university degree.

Why wait until after you've finished your degree to travel? With Wellington Global Exchange, you can complete a trimester or a year of your degree overseas, while paying your normal tuition fees. We'll even help you finance your trip with a grant of up to \$1,000. Study Abroad gives you the chance to complete part of your degree at one of more than 100 prestigious exchange partners in over 30 countries worldwide. The benefits of having an international academic experience as part of your studies are invaluable. It is an opportunity to explore a new country, to learn new languages and study novel academic disciplines while you encounter different cultures. Participants in VILP can count an overseas exchange as a component.

Some popular exchange destinations for law students are the University of Victoria in Canada, Bucerius Law School in Germany, the University of Groningen in the Netherlands, the National University of Singapore and the Université Jean Moulin in Lyon (where the courses are taught in French). A list of exchange partners can be found at <https://www.wgtn.ac.nz/student-exchange>

Eligibility

In order to be eligible for exchange, you must:

- be enrolled as a full-time student at this University (at the time of application);
- have completed all 10 compulsory law courses;
- have completed a year of full-time study by the time you leave for your exchange;
- be an academically sound student with a B average overall in your studies at this University;
- meet language requirements (in some non-English taught universities);
- be able to demonstrate that you would be a good ambassador for this University.

Funding

Students eligible for StudyLink Loans and Allowances can receive these while on exchange. All accepted students receive a travel grant of up to \$1,000 and a number of other scholarship opportunities are available for specific destinations or specific types of students. There are accommodation subsidies and travel grants offered at specific locations. Students on the Wellington International Leadership Programme can receive extra funding, go to www.wgtn.ac.nz/students/get-involved/international-leadership for more information.

Student Exchange Office

Wellington University International, Level 2, Easterfield Building, Kelburn Campus

Phone 04-463 5667, 04-463 6794

Email student-exchange@vuw.ac.nz

Website www.wgtn.ac.nz/exchange

SERVICES FOR STUDENTS

For information on: accommodation, career development and employment, counselling, childcare, disability services, fees, financial support and advice, health service, information technology services, libraries, marae, physiotherapy, recreation services, student interest and dispute advice, student learning support, Vic Books and student notes go to the website for current students.

www.wgtn.ac.nz/students

Campus Care
24/7 Campus Security
+64 4 463 9999 (if calling from outside University)
8888 (if calling from within University)

Student Learning
Group and one-to-one academic support—useful at any stage of your study.
www.wgtn.ac.nz/slss

Wellington University International
If you are an international student, WUI is here to help while you are studying and living in Wellington. We can help with personal, cultural adjustment or academic support, connecting with other students, advice of university services, specialised scholarship support, student visa renewal, insurance claims and advocacy.
www.wgtn.ac.nz/students/international

Victoria University of Wellington Students' Association (VUWSA)
VUWSA is a Victoria student association that provides advocacy, support and advice for all students.
www.vuwsa.org.nz

UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Regulations, the Student Conduct Statute, the Academic Progress Statute and any statutes relating to the particular qualifications being studied; see the University Calendar (available in hard copy) or under 'About Us' on the University home page www.wgtn.ac.nz and www.wgtn.ac.nz/about/governance/strategy/academic-policies