

WELCOME TO THE 2024/2025 LAW FACULTY INFO BOOKLET

This info booklet can be used as a guide to help you navigate study, access support, planning your degree, and enrolment queries.

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

ENQUIRIES AND HELP WITH YOUR STUDIES

Course enquiries

In the first instance check your course outline and Nuku. 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 Nuku or [Course Finder](#). If Course Coordinator contact details are not available prior to the course starting, queries can be sent to info@vuw.ac.nz.

Tītoko - Student Success Advisers

You can contact your student success adviser through Pūaha or by emailing info@vuw.ac.nz. They can assist with planning your degree, enrolment queries, credit transfer, and adding/withdrawing from a course.

Māori student support at Law

The Kaiakiaki Māori Engagement Adviser is responsible for advancing and supporting the 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 Kaiakiaki Māori 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.

Kaiakiaki Māori Engagement Adviser

Room GB G31
Phone 04-463 - 5987
Email awhina@vuw.ac.nz

Pasifika student support at Law

The Pasifika Engagement Adviser 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 Adviser also promotes scholarships and keeps students informed about important events concerning Pasifika students within the University.

Marina Wall

Pasifika Engagement Adviser

Room GB G29
Phone 022 560 6306
Email marina.wall@vuw.ac.nz

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 70 points must be from non-Law courses chosen from any other first Bachelor's degree at this University;
- four core courses at 100-level (including MAOR 126 from 2025) LAWS 121, LAWS 122, LAWS 123; OR LAWS 111 (NB. LAWS 111 is only intended for graduate students or those who have substantially completed an undergraduate degree).
- 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; and
- 11 further LAWS courses at 300-level, including LAWS 334 Legal Ethics if you wish to apply for admission to the Bar.

LLB Only

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 214 30 points		LAWS 300-level 15 points	LAWS 300-level 15 points
MAOR 126 20 points	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 213 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 course.

Conjoint programme

- You may do an LLB with another degree as a conjoint programme.
- 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 achieve a B- average over all your courses in the previous year to be accepted in the conjoint programme and maintain a GPA of 2 throughout your studies. 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 your Student Success Adviser to discuss.
- You are required to graduate with both degrees at the same time and will receive two separate degree certificates.

Conjoint Bachelor of Laws/Bachelor of Arts

Year 1		Year 2		Year 3		Year 4		Year 5	
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
MAOR 126 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
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

Total points required: 660
Total points completed: 670

Conjoint Bachelor of Laws/Bachelor of Commerce

Year 1		Year 2		Year 3		Year 4		Year 5	
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
MAOR 126 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
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	Commerce course	
125 points		130 points		135 points		150 points		120 points	

Total points required: 660
Total points completed: 680

Class size limitations

200-level courses LAWS 211, 212, 213, and 214 are limited-entry. Approximately 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.

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 to 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 * Competition Law Elements of Taxation Employment Law Financial Markets Law Governance Introduction to Commercial Law * Intellectual Property International Trade Law Mergers & Acquisitions International Copyright Remedies Trademarks	International Dispute Resolution International Environmental Law International Law * Law of Armed Conflict Law of the Sea Migration and Refugee Law Pacific Legal Studies Private International Law International Copyright	Environmental Law Intellectual Property Law of the Sea Māori Land Law Resource Management Law Climate Change and the 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 Data Privacy Media Law

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

SELECTION INTO 300-LEVEL LAWS ELECTIVES

LAWS electives are 'limited entry.' Applications must be received by the limited-entry deadline of **1 December** 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

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 Associate Dean of Students 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 Dean at the Law Faculty.

Trimester 3, summer trimester

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 Associate Dean of Students 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 Associate Dean of Students will consider 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 Associate Dean of Students' 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 Associate Dean of Students 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 Associate Dean of Students 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 released. Since you need strong research skills to successfully complete the 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 Titoko 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 late 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; and
- 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 2024/2025, 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 application

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 2024**. Final application deadline is **20 January 2025**, if applying for the first trimester.

Applications received after 20 January 2025 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 info@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 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. However, you can indicate "Alternative Courses" in your enrolment applications.

Amending Online Enrolment

Before 1 December 2024, 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 info@vuw.ac.nz or via Pūaha. 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 2025** 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 2025 as you will be liable for fees at that point.

Making changes

To make changes email your name, Student ID number and the course change to info@vuw.ac.nz or via Pūaha. 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 contact your Student Success Adviser via Pūaha or email info@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 Associate Dean of Students' approval. See the *Course Registration Procedure*, **4.2 Withdrawing from a course** for the criteria for withdrawal. Find additional information about course withdrawals at www.wgtn.ac.nz/withdrawalsrefunds

Full-year courses (24 Feb to 11 Oct 2025)*

Withdrawal with full refund:	Friday 21 March 2025
Without refund:	Friday 15 August 2025

1st trimester courses (24 Feb to 30 May 2025)

Withdrawal with full refund:	Friday 8 March 2025
Without refund:	Friday 9 May 2025

2nd trimester courses (7 Jul to 11 Oct 2025)

Withdrawal with full refund:	Friday 18 July 2025
Without refund:	Friday 19 September 2025

3rd trimester AD courses (17 Nov to 19 Dec 2026)

Withdrawal with full refund: Friday 21 November 2025
Without refund: Wednesday 12 December 2025

3rd trimester A courses (5 Jan to 5 Feb 2026)

Withdrawal with full refund: Friday 9 January 2026
Without refund: Wednesday 30 January 2026

3rd trimester AF courses (11 Nov 2025 to 5 Feb 2026)

Withdrawal with full refund: Friday 21 November 2025
Without refund: Friday 16 January 2026

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

**LAWS 297 is not a full year course and will have different withdrawal dates. Please refer to the course outline for more information.*

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 2025**. Applications will be declined if documents are not received by this date.

Assignment to streams

Students in LAWS 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 submit a query via Pūaha with the subject line '200-level LAWS 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 i.e. 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 Success Adviser to discuss your plan.

Distance learning

Victoria University of Wellington is not traditionally a distance education provider for Law, and it is preferable that all LAWS courses are attended in person. This means that most courses are not optimised for online learning. Non-attendance makes it extremely difficult to grasp the topic and gain the necessary skills. Therefore, students should attend lectures and tutorials in person where possible. Most courses will have lecture recordings available, but these are not intended to replace attendance at lectures. In general the Law School is not resourced to provide extra support for students who cannot come to class (unless connected with other university support services, e.g Disability services). However, online options may be available in 2025 for some 300-level electives (excluding LAWS 301, 312 and 334).

Note that LAWS 121, 122, 123, 200-level LAWS and LAWS 301, 312, and 334 (and some electives like Civil Procedure or Dispute Resolution) may require students to attend in-person assessments at the Wellington Campus. Please factor in the cost of travel and accommodation for the assessment if enrolling in these courses from outside the Wellington region.

Course delivery modes

Courses can be delivered in several ways, including lectures, tutorials, seminars, and workshops, and include supplementary online materials. Check the course outline to see how your specific courses will be delivered and assessed.

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 Nuku and the Course Finder. Your Course Outline is the primary source of information for your course. Please ensure that you have read and understood all 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.

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 2025 these are: **6 Jun - 21 June and 17 October - 8 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. **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.

All students enrolled in LAWS121, 122, 123, 200-level LAWS courses, and LAWS 301, 312 and 334, may be required to attend specified in-person tests/final exams at the Wellington campus. 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.

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 Senior Administrator, Assessment:

Room GB 210

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.

Degree pass for an LLB

A Degree 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 degree 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 degree 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

Academic Adviser to Māori Students

Māmari Stephens

Room GB 218

Mamari.stephens@vuw.ac.nz

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.

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

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

A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1

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.

If you wish to submit work you have already done in one course to meet the requirements of another, check the course outline to ensure that that is permitted. You should also discuss it with the course coordinator.

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.

Some LAWS courses will be recorded and made available to students by the course administrator. Check the course outline to see under what circumstances lecture recordings are available. Alternatively, 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.

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.

POSTGRADUATE STUDY

The Faculty currently offers the Master of Laws (LLM), the Master of International Trade (MIntTr), the Master of Construction Law (MConsLaw), a Postgraduate Certificate in Construction Law (PConsCertLaw), a Postgraduate Diploma in International Trade (PGDIntTr), the Graduate Certificate in Law (GCertLaw), the Postgraduate Certificate in Law (PGCertLaw), the Graduate Diploma in Law (GDipLaw), 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.

CAREERS 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.

Careers and Employment

Room 120, Hunter Building, Kelburn Campus

Phone 04-463 5393

Email careers-service@vuw.ac.nz

www.wgtn.ac.nz/careers

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.

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

Email enquiries@collaw.ac.nz
www.collaw.ac.nz

Institute of Professional Legal Studies

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.

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 businesspeople.

Te Herenga Waka -Victoria University of Wellington Alumni Relations

Email alumni@vuw.ac.nz
www.wgtn.ac.nz/alumni

UNIVERSITY POLICIES AND STATUTES

Students should familiarise themselves with the University's policies and statutes, particularly the Course Registration Procedure, the Student Conduct Statute, the Academic Progress Regulation, 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