

WELCOME TO THE 2023/2024 LAW FACULTY INFO BOOKLET

This info booklet can be used as a guide to help you navigate your first year of study, how to access support, planning your degree and enrolment into second year law.

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

ENQUIRIES

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 the Course Finder. Enquiries prior to the course starting can be sent to info@vuw.ac.nz

Titoko - 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, or 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.

Dusky-Rose Tawhai
Kaiakiaki Māori Engagement Adviser
Room GB G29
Phone 04-887 4044
Email duskyrose.tawhai@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.

Marina Wall
Pasifika Law Students' Coordinator
Room GB G27
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 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.

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 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 study. 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.

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 non-law 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 214 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 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 courses

Conjoint Bachelor of Laws/Bachelor of Arts

This example includes trimester three study in year four. Your Student Success Adviser can assist you with planning your LLB/BA.

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 cour 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

This example includes trimester three study in year four. Your Student Success Adviser can assist you with planning your LLB/BCom.

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. 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–ten hours' study time per week per course, including lectures and tutorials.

SELECTION INTO SECOND-YEAR LAW

If you are applying for second-year Law you must have passed LAWS 121, 122 and 123 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 - Selection into second year is based on your average grade in the three first-year LAWS courses (LAWS 121, 122 and 123). 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 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 5** 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 Kaiakiaki Māori Engagement Advisor – 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

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 Tītoko team at the Faculty of Law for advice.

200-level streams

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

ENROLMENT

Selecting courses for your enrolment

For the most up-to-date and accurate information on LAW courses offered in 2022/2023, 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 2023**. Final application deadline is **20 January 2024**, if applying for the first trimester.

Applications received after 20 January 2024 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.

Amending Online Enrolment

Before 1 December 2023, 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 2024** 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 2024 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 either see a Student Success Adviser in the Law Faculty, GB G31 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 relevant Dean's 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 (26 Feb to 11 Oct 2024)

Withdrawal with full refund: Friday 22 March 2024

Without refund: Friday 16 August 2024

1st-trimester courses (26 Feb to 31 May 2024)

Withdrawal with full refund: Friday 8 March 2024

Without refund: Friday 10 May 2024

2nd-trimester courses (8 Jul to 11 Oct 2024)

Withdrawal with full refund: Friday 19 July 2024

Without refund: Friday 20 September 2024

3rd-trimester AD courses (11 Nov to 20 Dec 2024)

Withdrawal with full refund: Friday 15 November 2024

Without refund: Wednesday 11 December 2024

3rd-trimester A courses (6 Jan to 14 Feb 2025)

Withdrawal with full refund: Friday 10 January 2025

Without refund: Wednesday 5 February 2025

3rd-trimester AF courses (11 Nov 2024 to 14 Feb 2025)

Withdrawal with full refund: Friday 22 November 2024

Without refund: Friday 24 January 2025

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 2024**. 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 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 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 Success Adviser to discuss your work.

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

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

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>.

Exemptions will be made only in exceptional circumstances.

To apply for an exemption, log into Nuku 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 email law-examinations@vuw.ac.nz for advice.

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 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.

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 2024 these are: **7 Jun - 22 June** and **18 October - 2 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

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 Senior Administrator, Assessment:

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.

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
Mamari.stephens@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

<https://www.wgtn.ac.nz/library/about-us/our-libraries>

GENERAL INFORMATION

Course readings

Course readings will be listed on the course finder. Textbooks can be purchased from <https://www.campusbooks.nz/>. Supplementary readings may also be listed on the course N

Course outlines

At the beginning of each course, students can access detailed course outlines via Nuku. 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. Check your timetable via Pūaha to see the times and location of your lectures, tutorials and exams.

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 by individual students.

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.

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

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