

The University of Waikato

TE PIRINGA - FACULTY OF LAW



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

UNDERGRADUATE HANDBOOK

UNDERGRADUATE HANDBOOK

Updated November 2021

This handbook is designed to assist students to plan and develop their studies while participating in undergraduate programmes in Law.

General information about Te Piringa – Faculty of Law including our Academic Staff and their areas of research expertise can be accessed and downloaded from the Faculty webpage - <https://www.waikato.ac.nz/law/>.

PART 1: UNDERGRADUATE PROGRAMMES IN LAW

1.1 Undergraduate Programmes in Law

The Faculty offers the following undergraduate programmes in Law:

- Bachelor of Laws LLB
- Bachelor of Laws with Honours LLB(Hons)
- Bachelor of Laws with a Second Major LLB
- Bachelor of Arts with a Major in Law BA in Law
- Diploma in Law (Tauranga and Hamilton) Dip(Law)
- Graduate Diploma in Dispute Resolution GradDipDr

Students enrolled in the undergraduate programmes in Law listed above will complete a selection of compulsory and elective papers. The Catalogue of Papers can be accessed from the following webpage - <https://papers.waikato.ac.nz/>.

Conjoint degree programmes are also possible. Further guidance on the degree structures of these programmes is available from the following webpage: <https://www.waikato.ac.nz/study/subjects/law>

Invitation to the Bachelor of Laws with Honours programme is by invitation only. Students with a minimum A- GPA will be invited to enroll in the Bachelor of Laws with Honours degree. For more information, please contact law.reception@waikato.ac.nz.

Faculty approval is required for enrolment directed study and work integrated learning papers including the following papers offered in 2022:

- LEGAL490 Directed Study 15points
- LEGAL496 Work Placement 15points

The Faculty normally operates a batch round application process for the above supervised research 400 level Law papers, with applications for Batch Round 1 closing on 30 April and Batch Round 2 closing on 31 October. Late applications will be considered in the next following round. Any incomplete applications will not be considered.

Decisions on applications are normally made by the Faculty's Graduate Studies Committee in the following month after the close of applications. Offers are made based on academic merit and the availability of appropriate academic supervision capacity. The relevant application form can be obtained from and completed applications must be returned to law.reception@waikato.ac.nz.

1.2 Graduate and Postgraduate Programmes in Law

The Faculty offers the following graduate and postgraduate programmes in Law:

- Master of Laws (LLM).
- Master of Laws in Maori/Pacific and Indigenous People's in Law (LLM (Maori/Pacific/Indigenous)).
- Postgraduate Certificate in Law (PGCert (Law)).
- Postgraduate Diploma in Law (PGDip (Law)).
- Master of Legal Studies (MLS).
- Postgraduate Certificate in Legal Studies (PGCert (Legal Studies)).
- Postgraduate Diploma in Legal Studies (PGDip (Legal Studies)).
- Master of Philosophy (MPhil) (50,000 word thesis).
- Doctor of Philosophy (PhD) (100,000 word thesis).
- Doctor of Juridical Science (SJD) (Part 1: 40,000 word research portfolio; Part 2: 60,000 word thesis).
- Doctor of Laws (LLD) (a collection of work, or a specially composed thesis based on such work).

Further guidance on these programmes is set out in the Postgraduate Handbook.

1.3 Qualification regulations

The qualification regulations for each of the undergraduate programmes in Law (listed in subpart 1.1 above) including the admission and other requirements for these degrees, certificates and diplomas, and award of honours (where relevant), and variations can be accessed and downloaded from the following webpage - <https://calendar.waikato.ac.nz/regulations>.

PART 2: ADMISSION TO UNDERGRADUATE PROGRAMMES IN LAW

2.1 Cross-credits

Students who wish to take papers at other universities on an Individual Paper Credit (IPC) basis for credit towards their University of Waikato LLB or conjoint degree, must obtain prior approval of the University of Waikato, as well as the permission of the Dean of the other Faculty of Law concerned.

Because all Schools of Law restrict admissions, and also because of the different structures of the various law programmes, approval to take individual papers elsewhere is not normally given, other than in exceptional circumstances and for the optional Law 400 papers.

2.2 Programme changes, withdrawal, and re-enrolment

Guidance on changing a student's programme of study is available from this webpage: <https://www.waikato.ac.nz/study/apply/changing-your-programme>

The full regulations governing change of enrolment are in the Change of Enrolment Regulations 2012 can be accessed via the following link: calendar.waikato.ac.nz/admission/changeofenrolment.html. All students are responsible for ensuring that they are familiar with these regulations and the prescribed deadlines.

If, after the deadline for deletion or withdrawal, you consider that you are unable to complete a paper because of exceptional circumstances beyond your control, you may apply in writing to the Director of Student Services for late deletion or withdrawal. The application must include an account, with appropriate evidence if available, of the circumstances that prompted the application. For further guidance on this, please see this webpage: <https://www.waikato.ac.nz/students/student-assessment/regulations-and-policies/grading-scale>.

PART 3: TEACHING OF GRADUATE PROGRAMMES IN LAW

This part of the *Undergraduate Handbook* applies to all taught 100-400 level Law papers (except LEGAL100, LEGAL105, LEGAL205, LEGAL417, LEGAL419, LEGAL490, LEGAL496, and LEGAL497) listed in the Catalogue of Papers.

3.1 Assessment and workload

Law papers include a combination of 15 point papers taught across one trimester and 30 point papers taught across two trimesters.

For a 15 point paper, it is expected that a student will undertake 150 hours of work. This includes time spent in class, and time spent on background and complementary reading. Students should allow for periods of more-focused time in preparation for assignments and tests.

For a 30 point paper, it is expected that a student will undertake 300 hours of work. This includes time spent in class, and time spent on background and complementary reading. Students should allow for periods of more-focused time in preparation for assignments and tests.

For 100-400 level papers, internal assessments will normally take the form of essays, problem questions, or tests.

Some 100-300 level papers that are externally moderated by the Council of Legal Education (LEGAL106, LEGAL201, LEGAL204, LEGAL207, LEGAL301, LEGAL307, LEGAL308, and LEGAL436) will also include a 2 or 3 hour examination worth 50% of the final grade for the

paper that will be administered in the Examination Weeks following the end of the relevant teaching period.

3.2 Tutorials

Tutorials for all year 1, 2 and 3 papers start in the second week of A Semester except Legal Method (LEGAL103 & LEGAL104) and Dispute Resolution (LEGAL306) papers, which start in the first week of A Semester. All students enrolled in either of these papers will be allocated to workshops automatically. These tutorials provide opportunities for interactive teaching and learning between staff and students in small groups.

Tutorials are compulsory for all students and students' attendance is recorded. It is essential the students sign up for tutorials and workshops. It is the responsibility of the student to do so. Signing up is available online during the two weeks before and the two weeks after the start of A Semester waikato.ac.nz/law/student. At all other times students can request a change of tutorial by completing Change of Tutorial/Workshop Form available on waikato.ac.nz/law/student/forms.

Students need to ensure that chosen tutorial/workshop times do not clash with their selection of non-law papers, particularly those enrolled in conjoint degree programmes.

If you are a first year law student and require assistance with your timetable planning, please contact Law Reception - law.reception@waikato.ac.nz.

3.3 Assessment Submission

3.3.1 New Zealand Law Style Guide

All written assessment work submitted in part fulfillment of the requirements for completing any undergraduate programme in Law (including taught Law papers, directed study, and Work-integrated Learning papers) must comply with the latest edition of the *New Zealand Law Style Guide*. The guide can be accessed and downloaded from the following webpage - <https://www.waikato.ac.nz/library/guidance/referencing/nz-law>.

3.3.2 Presentation and submission of internal assessments

Work **must** be submitted online, via Moodle. Emailing of assignments directly to lecturers is not permitted. Assignments must be submitted through Moodle. Emailing of assignments to lecturers will not count as submission.

If you require assistance with Moodle, please contact the ITS Help Desk. You can send a message to the Help Desk by using the instant message service in your paper (from the Participants list at the top left). Alternatively, email them directly at help@waikato.ac.nz or call 07 838 4008.

Unless otherwise directed, work must be submitted by the specified deadline, online via Moodle. If no submission time is specified, the assignment will be due at 12:00 noon on the day the assignment is due.

Work should be formatted to the following specifications:

- Times New Roman font, 12pt
- 1.5 line spacing
- Left margin: 5cm. Other margins: 2.5cm.

It is the Faculty's policy to mark course work within five weeks. Grades and feedback for marked assignments will be made available via Moodle.

3.3.3 Use of Maori Language for Assessment

Students who intend to present all or part of an examination or piece of internally assessed work in Maori are requested to give at least 14 days' notice of their intention of doing so in writing to the Student Centre. This notice of intention is desirable to allow the University the time and opportunity to make proper arrangements for marking including, when necessary, translation and external assessment.

If less than 14 days' notice is given, the material presented in Maori will still be accepted. The processing of it may, however, be delayed and the opportunity to have the script marked in the original language may be reduced.

3.3.4 Final date

All course work must be completed by the dates specified in the relevant Paper Outline for taught 100-400 level Law papers.

3.3.5 Academic Integrity

Me tika. Me rite. Me pono.

The University of Waikato is committed to excellence, respect, and honesty in scholarship and to ethical professional conduct. Academic integrity is at the core of this commitment and requires all members of the University community (students, academic and general staff) to uphold academic integrity as a personal, academic, and professional responsibility.

Mā te Tangata! Mō te Tangata!

Plagiarism

Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment (as defined in the Assessment Regulations presented through a written, spoken, electronic, broadcasting, visual, performance or other medium. The Student Discipline Regulations are found in the online Calendar and further information at the Student Discipline website. The Library and Student Learning are valuable resources to assist you with your studies at the

University. There is also a Moodle-based course on Academic Integrity, which is highly recommended.

Cheating

Cheating at the University includes and is not limited to the following items:

- Copying all or part of another student's work (essay, report, code, test answers, etc) and submitting it as your own
- Using another person's work - from a reading (article, book), from course materials, from digital sources such as Wikipedia and not acknowledging the source of the work
- Buying an assignment, including from an internet service or a social messaging service (such as WeChat)
- Using sites such as but not limited to, studocu.com and chegg.com to source answers for assessment tasks, such as test questions
- Asking someone else to produce your assignment and submitting it as your own

Throughout this paper you may be asked to work in groups or teams on a variety of tasks and discussions. When it comes to assessment, the work you submit should always be all your own work unless your lecturer or tutor has specifically assigned the work as a group assignment. This does not mean that you can't form study groups and work together on problems, exchange ideas, and so on. But you may not submit someone else's work as your own. You need to write the assessment yourself.

On occasion, an assessment task may require you to submit drafts or parts of a piece of work before submitting a final version. Otherwise, you are not permitted to submit the same piece of work for two different assignments even if they are for different papers. The University's Assessment Regulations, found in the online Calendar, prohibit this type of repeat submission, without prior approval from the lecturer.

Students' work is checked by staff and by software such as Turnitin in order to detect cheating. Cheating would be a breach of the Assessment Regulations found in the online Calendar and would be dealt with according to the Student Discipline Regulations also found in the online Calendar.

3.3.6 Human Research Ethics Approval

Any student who is planning to conduct a research project that involves human participants will need approval from the Division of Arts, Law, Psychology, and Social Sciences (ALPSS) Human Research Ethics Committee.

Ethics approval **must** be gained prior to the commencement of the research, and students are strongly encouraged to begin the process at least one month before the beginning of their research.

Details about the ethics approval process, including, the ethics application form, the ethics consent form, the guidelines for creating an ethics information sheet, the ethics checklist, and the online portal for submitting applications, can be accessed, and downloaded from the

following webpage - <https://www.waikato.ac.nz/fass/about/human-research-ethics>. Paper copies of applications are no longer required.

The webpage also provides details of the application deadline dates, how applications will be processed and decided by the ALPSS Human Research Ethics Committee, and the email contact details for the Committee Chair and the Administrator.

The human research ethics approval process outlined above applies to **all** research projects that involve human participants, including LEGAL490 Direct Study 15points.

3.3.7 Extensions

Students are required to complete and submit all work by the specified dates in the relevant Paper Outline.

Applications for extensions may be made online via the Law Student Hub webpage **before** the specified date in the Paper Outline for completing and submitting the work.

Extensions will ordinarily be granted for up to 7 working days where the criteria specified on the Law Student Hub webpage are satisfied. Extensions will not be granted for more than 14 working days after the last teaching day of the relevant Trimester in which the paper is taught.

Applications that are made out of time, or that do not satisfy the relevant criteria, or where any required supporting evidence is not provided within a reasonable time will be declined. In particular:

- Extensions will not be approved for situations where multiple assignments are due at the same time, or issues where computers and/or printers have crashed. Students are expected to plan and manage their time and workloads. The due dates and requirements of assignments will be made available from before the start of Trimester. If multiple assignments are due at the same time, students will need to choose to work on some of them early.
- Technology issues will not usually be accepted as cause for an extension. The University makes available many resources including computer labs and library rooms. Students are advised to back up their work via an online cloud service. Student University accounts come with access to Google Drive. If assignments are worked on through that, then a computer crash cannot cause a loss of work.
- Ongoing situations, circumstances or conditions that continue to impact students on an ongoing basis will not suit an extension. Students may instead seek special consideration for these.

Unless an extension in writing has been granted, a Lecturer may refuse to accept a piece of work which is submitted after the specified date, and automatically award it no mark, or may lower the mark as a penalty for lateness.

Applications for extensions relating to taught 100-400 level papers are determined by the Undergraduate Convenor. Students will be notified of the outcome of their application by Law Reception by email.

Until an extension has been granted, students should continue to complete their work and submit it online via Moodle as soon as possible.

Further guidance on extensions is available from the Law Student Hub page: <https://sites.google.com/waikato.ac.nz/law-student-hub/special-considerations-extensions>.

3.3.8 Penalties for lateness

Failure to comply with requirements as to the time deadlines for internal assessment (detailed in the Paper Outline) without having applied for an extension or special consideration before the due date will result in the deduction of 2.5% for the piece of internal assessment work for each day, or part thereof, the work is late. Internal assessment work submitted more than 5 working days after the specified deadline may not (as noted below) be marked.

Unless an extension has been granted in writing (by email), a Lecturer may refuse to mark a piece of internal assessment work that is submitted more than 5 working days after the specified date, and automatically award it no mark (zero), or may lower the mark as a penalty (as outlined above).

3.3.9 Special consideration – Internal Assessment

Students may apply for special consideration in relation to any missed or impaired work. Applications should be made online via the Law Student Hub webpage and will be assessed against the criteria specified on that webpage.

The Paper Convenor will be responsible for making a recommendation to the Board of Examiners as to whether:

- (a) an estimated mark should be given for the piece of work, or
- (b) students should be allowed the opportunity to submit or repeat the original assessment; or
- (c) students should be allowed the opportunity to submit an alternative assessment.

Students cannot request a preferred outcome; it is for the paper convenor to determine the appropriate outcome in light of the student's situation and the requirements of the course.

However, students may appeal against the Paper Convenor's recommendation to the Chief Examiner. Any appeals must be made in writing no later than 5 working days after the date of the relevant Board of Examiners meeting.

Applications that are made out of time, or that do not satisfy the criteria for special consideration, or where no supporting evidence is provided within a reasonable time will be declined. In particular:

- Special consideration will not be approved for situations where multiple assignments are due at the same time, or issues where computers and/or printers have crashed. Students are expected to plan and manage their time and workloads. The due dates and requirements of assignments will be made available from before the start of Trimester. If multiple assignments are due at the same time, students will need to choose to work on some of them early.
- Technology issues will not usually be accepted as cause for special consideration. The University makes available many resources including computer labs and library rooms. Students are advised to back up their work via an online cloud service. Student University accounts come with access to Google Drive. If assignments are worked on through that, then a computer crash cannot cause a loss of work.

Up to 33% of a student's final grade may be estimated at the discretion of the Paper Convenor or allowed on appeal by the Chief Examiner. However, where students fail to submit assessments on the due date and continue to seek special consideration, it may be more appropriate for the student to consider compassionate withdrawal from their papers. Further guidance on this process can be found on this webpage: <https://www.waikato.ac.nz/students/student-assessment/regulations-and-policies/grading-scale>.

3.3.10 Special consideration – Exams

Applications for special consideration in respect of examinations are considered by the University's Special Consideration Committee.

In order to be eligible for special consideration in respect of an examination, a student must have submitted all compulsory items of internal assessment work for the relevant paper.

Applications must be submitted to the Student Centre in the prescribed form no later than three days after the date of the examination.

Where an application is accepted as valid by the Special Consideration Committee, the Chief Examiner will be requested by the Student Centre to consider the assessment of the student in the relevant paper.

The Chief Examiner may at their discretion (a) estimate a grade for the paper, or (b) offer the student the opportunity to undertake a special examination.

If the Chief Examiner does not estimate a grade for the paper, and it is not practicable to offer a special examination (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply to withdraw from the paper on medical or compassionate grounds.

3.3.11 Marking criteria for written research work

The following criteria apply to all written internal assessment work submitted in part fulfillment of the requirements for completing any 100-400 level Law papers:

- a) Focus and Structure: Clarity in the definition of the topic; conciseness and accuracy in the identification of issues; logic and clarity of organisational structure.
- b) Scholarship and Analysis: Appropriate use of theoretical and contextual scholarship; skilful legal analysis; evidence of wide ranging and thorough independent research; originality.
- c) Presentation and Style: Lucidity of the discussion of the material; cogency of prose and argument; precision of compliance with the New Zealand style guide.
- d) General: engagement in critical analysis of the law, in the particular context relating to the question posed; the ability to recognise and to make appropriate comparisons, and the ability to identify and discuss core legal concepts in a thoughtful, supported and original manner.

3.3.12 Undergraduate programme assessment schedule

The schedule of grades used by the University applies to the assessment of all written research work submitted in part fulfillment of the requirements for completing any 100-400 level Law papers. The schedule of grades and the range of marks represented by each grade can be accessed and downloaded from the following webpage - <https://www.waikato.ac.nz/students/student-assessment/regulations-and-policies/grading-scale>.

The following overall criteria will be used by Lecturers, Paper Convenors, and Supervisors when applying the relevant marking criteria outlined above for written research work:

- a) A+, 90-100%: Clear evidence of significant reading beyond basic texts of first reference; originality or new interpretation; all major points identified and responded to in a convincing and persuasive manner, alternative arguments are canvassed and convincing reasons advanced for their not being favoured; nearly all difficult issues are identified; flawless prose and organisation. Attention may be paid to the scope of the project undertaken (credit may be given for attempting more challenging projects).
- b) A, 85%: Most of the requirements for an A+.
- c) A-, 80%: As for B+, together with several of the requirements of an A+.
- d) B+, 75%: As for B, but with more difficult issues solved and a good standard of writing.
- e) B, 70%: Presents the main points in a manner that indicates understanding and a degree of confidence and control over the subject matter. No confusion over core concepts. Some difficult issues identified and answered. Good prose. Dissertation is well organised, structural headings and sub-headings make sense and are informative. No irrelevant material.
- f) B-, 65%: As for B, but inferior in one or two respects. No confusion.
- g) C+, 60%: As for C, but with little confusion and more issues identified and answered. Some irrelevant material tolerated.

- h) C, 55%: Essential points identified and presented. Some confusion tolerated. Probably half of the relevant issues identified.

3.3.13 Written research work feedback

Students may reasonably expect their marked assignments returned within 5 weeks of due submission dates. Graded assignments may be accompanied by comments explaining the grade awarded. The Lecturer, Paper Convenor, or Supervisor (as relevant) should also be available for discussion.

3.3.14 Review of grade

A student who considers that a mistake has been made in the process of calculating or determining a grade for a paper may apply for a review of a grade.

An application for review of grade must be submitted by the student to the Student Centre not more than 14 days after receiving notification of the grade by the University – which normally occurs in March for any C Trimester papers, in July for any A Trimester papers, and in November for any B Trimester papers.

The review of grade involves a re-marking of all items of assessment that contribute to the final grade and a re-calculation of marks, or the student (where applicable) may elect to have their exam script only reviewed.

A review of grade results in a grade either being left unchanged, raised, or lowered.

PART 4: DIRECTED STUDIES AND WORK-INTEGRATED LEARNING PAPERS

This part of the *Graduate Handbook* applies to the following supervised research 400 level Law papers offered in 2022:

- LEGAL490 Directed Study 15points
- LEGAL496 Work Placement 15 points

The purpose of the papers is to provide students of reasonable academic ability with some experience in legal research and writing and a greater opportunity for specialisation where that specialisation is not substantially currently offered in the taught curriculum.

Faculty approval via the batch round application system is required for enrollment in these papers (see subpart 1.1 above).

4.1 LEGAL490 – Policy

- (a) Only one Directed Study per programme of study is permitted.
- (b) A minimum of a B average across all papers in the LLB degree or equivalent thereof and students must have completed Law 300 Level papers.

- (c) A 200 word proposal to be submitted by the student on the Supervisor Form from the Undergraduate Administrator.
- (d) Enrolment is subject to the approval of the Associate Dean of Undergraduate.
- (e) The requirements for LEGAL490 are the directed preparation and presentation of a 10,000 word research paper (including footnotes) in a designated area of law.

4.2 LEGAL490 – Feedback on draft directed study, dissertation, and thesis

The requirements of any particular directed research paper will be determined following consultation between the student and the designated supervisor. A coherent research proposal of around three pages, reflecting the theme and key content of the project, and including an annotated bibliography, should be submitted to the supervisor within six weeks of the commencement of the semester in which the paper is being taken. The supervisor will assist the student in the development of the proposal, the research itself, and in the writing up of the results of the research. However, the responsibility for the research and its findings lies with the student. Students should understand that the research must be their own work and that they are responsible for what is presented.

Students must consult their supervisors regularly (normally monthly) concerning the progress of their research. Any substantial changes in the research project must be approved by the supervisor. Where an external organisation is involved, the student will be responsible for ensuring that any special requirements of that organisation are met. However, the supervisor should normally be consulted before any research results are made available to an external organisation. Students who are engaged in human research must be reminded of the need to obtain approval from the ALPSS Human Research Ethics Committee (see subpart 3.3.6 above).

The results of the research are to be embodied in a research paper. Supervisors will provide students with feedback on one draft of their directed study, dissertation, or thesis. Students must leave sufficient time for the Supervisor to do so, 10 working days as a minimum. Supervisors cannot be expected to edit or rewrite student work. Any review of work completed does not provide a guarantee of any particular grade. The student bears full responsibility for the final work submitted for assessment.

The final paper should be submitted via Moodle no later than one week after the last teaching day of the trimester in which the paper is taken. Research papers will be assessed by the supervisor. The work will then be cross-assessed independently by another lecturer in the Faculty; if this is not possible, the work will be cross-assessed by an outside examiner.

4.3 Work-Integrated Learning

Our work-integrated learning (WIL) papers create a link between academic learning and the practical applications of this learning in the workplace. WIL is a compulsory component of all University of Waikato's undergraduate degrees.

For LLB and LLB(Hons) students, the WIL component of their degree will be the compulsory LEGAL306 Dispute Resolution paper. Further WIL enrolment opportunities include LEGAL449

Mediation, Principles, and Practice. Additionally, other WIL paper opportunities may be available from time to time via the batch round application system (see subpart 1.1. above).

BA Law and Grad Dip DR students may also enroll in LEGAL306 and LEGAL449 as part of their qualifications.

For students who secure a work placement, it may be possible to count that work experience towards, and enroll in, the supervised WIL paper LEGAL496 Work Placement. However, the ability of students to enroll in this paper is only available (subject to supervision capacity) via the batch round application system (see subpart 1.1 above).

For more information about WIL at the University of Waikato, please see: <https://www.waikato.ac.nz/work-integrated-learning/home> .

PART 5: STUDENT RESOURCES AND SUPPORT

5.1 Administrative support

5.1.1 Law Reception

Te Piringa - Faculty of Law administrative staff are here to support students as they navigate their way through the regulatory requirements. They can answer most questions regarding programme planning and paper choices.

Law Reception

Phone: 07 838 4167

Email: law.reception@waikato.co.nz

Open hours: 8.30am – 4:30pm

5.1.2 Class representatives

Each paper has at least one person representing the interests of the students enrolled in that subject. Class representatives are elected from among students. Class representatives' responsibilities include listening to students' concerns and acting as necessary to clarify or resolve issues. They also represent students at the Faculty's Board of Studies.

Class representatives meet to discuss issues raised by students. Further information can be found at: sites.google.com/a/waikato.ac.nz/class-reps.

5.1.3 Board of Studies representatives

Te Piringa - Faculty of Law Board of Studies is chaired by the Dean of Law and is responsible to the University's Academic Board for all academic matters affecting the Faculty. For example, it recommends approval of new papers to be offered, new regulations, and changes to existing regulations. Te Piringa - Faculty of Law's Board of Studies serves as the formal link with the Academic Board and Council of the University through which opinions on matters of importance to the Faculty are conveyed and recommendations on policy are communicated for approval.

5.1.4 Student complaints

Student concerns about teaching matters may be raised directly by students or through the class representative. Students should raise concerns initially with the lecturer and, if the matter cannot be resolved, with the paper convenor. If the matter still cannot be resolved it may be progressively escalated to the Undergraduate Convenor, Deputy Dean and the Dean.

We encourage students to raise matters informally; however, official complaints may also be made to the University. Further guidance can be found here: <https://www.waikato.ac.nz/student-life/advice-and-support/student-complaints-procedure>.

The University of Waikato is committed to providing a safe work and study environment. The University has adopted Student Complaints Procedure to assist students and staff with the resolution of student concerns and complaints constructively, quickly and fairly.

Complaints made under this policy will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning. For further information on the policy you can view it online at: calendar.waikato.ac.nz/policies/studentcomplaints.html

5.2 Learning Support

5.2.1 Law Library

The Law Library holds a substantial collection of New Zealand and overseas statutes, law reports, periodicals and textbooks. All Law Library holdings are listed in the Library's Online Catalogue. Law Library staff are available to provide assistance with finding information and using the Library collections and databases. Research skills training and computer database tutorials are offered throughout the year.

Contact details:

Email lawlib@waikato.ac.nz,

Phone: 07 837 9125

For more information see the Law Subject Portal:

<https://www.waikato.ac.nz/library/portals/law>

5.2.2 Student Learning

Student Learning provides a range of services for students who would like assistance to develop their learning and communication skills. These services are advertised regularly and are offered on a no-charge basis, and include individual learning sessions, drop-in sessions, workshops and handout and computer-based resources (waikato.ac.nz/pathways). Any student enrolled in University of Waikato (including University of Waikato at Tauranga) programmes may use these services.

5.2.3 Accessibility Services

The University of Waikato is committed to providing equity in education and works to ensure that students with impairments have access to all areas of campus life. Our Accessibility Service strives to make our University more inclusive and accessible as well as working to increase the success of students with impairments.

All students with an impairment are encouraged to register with Accessibility Services before coming to University or very early in their studies. This will ensure the right access to support. Registration is welcome at any time though.

5.3 General Support

The University of Waikato has a number of student support services, details of which can be found on the Waikato University webpages.

5.3.1 Student Health Service

Student Health is here to support our students with any health concerns or questions. Further information on this service is available from: <https://www.waikato.ac.nz/students/health/>.

5.3.2 Student Counselling

Student counselling support students in a range of ways. For more information about this service, see: <https://www.waikato.ac.nz/students/counselling/>.

5.3.3 Scholarships

The University of Waikato and our partners offer a range of scholarships and awards to assist students with fees and living expenses, and to support academic and research excellence. For more information, please see: <https://www.waikato.ac.nz/scholarships/>.

In addition to the University of Waikato scholarships, there are established prizes to award the top students:

Course	Donor	Award
Civil Procedure	Thomson Reuters Prize in Civil Procedure	12 month subscription to <i>McGechan on Procedure and High Court Rules</i>
Competition Law	David English	\$200
Corporate Entities	CCH New Zealand Ltd	Books or services to the value of \$500
Crimes	Almao Douch	\$500
Employment Law	David Twaddle Isaac Lawyers	\$500

Energy and Resources Law	The Resources and Energy AMPLA Prize Law Association	Books to the value of \$1,000
Environmental Law	Simpson Grierson	\$1,000
Equity and Succession	CCH New Zealand Ltd	Books or services to the value of \$500
Intellectual Property	James and Wells	\$250
Jurisprudence	Evans Bailey	\$250
Year 1 Law	Legal Research Foundation	Three years free subscription to <i>New Zealand Recent Law Review</i> x 3
Legal Method	Thomson Reuters Prize in Legal Method	Books published by Thomson Reuters to the value of \$200
Māori Land Law	McCaw Lewis Lawyers	\$500
Public International Law	Thomson Reuters Prize in Public International Law	Books published by Thomson Reuters to the value of \$200
Revenue Law	CCH New Zealand Ltd	Selection CCH books to the value of \$500

The Waikato Bay of Plenty Branch of the New Zealand Law Society Gold Medal is awarded by the Waikato Bay of Plenty Branch of the New Zealand Law Society to encourage excellence in advanced undergraduate legal studies.

The medal is awarded every year by the Academic Board to the student completing a Bachelor of Laws (LLB) degree with Honours, or a combined degree in Law with Honours who obtains the best overall grades in all the Law 300 and 400 papers and honours papers and, in the opinion of the Dean of Law, is worthy of the award.

5.3.4 Career Development Services

Career Development Services offers free advice to University of Waikato students, recent graduates and alumni. They can help you with career planning, developing your CV and cover letter, interview skills and job search techniques. They also connect students and graduates with employers through careers fairs, employer campus visits and promoting employment opportunities. Staff go to the Tauranga campuses monthly to hold workshops and one-on-one appointments. For more information and to book appointments visit: waikato.ac.nz/students/careers.

5.3.5 Student Job Search

For job opportunities, particularly for casual and part-time jobs, register at the Student Job Search Office. This is a free service for students. For more information, please see: sjs.co.nz.

5.3.6 International Student Support

The International Students' Office in Hamilton works to support international students to achieve their potential through pastoral care and experiences that make the University of Waikato unique.

Services include overseeing international orientation for new students, immigration requirements and student visas, medical and travel insurance, international government scholarships, study abroad and exchange, and international student events. They provide student support and referral to appropriate services within the University and community. For more information and assistance, see waikato.ac.nz/student-life/student-experience/international-at-waikato

5.3.7 University exchange programmes

The University of Waikato has formal exchange agreements with a large number of universities around the world. It may be possible for students studying a conjoint law degree to participate in an exchange from second year onwards and study some non-law subjects overseas. For details visit the website: waikato.ac.nz/international.

PART 6 STUDENT EXPERIENCE

6.1 Student Associations

6.1.1 Waikato Law Students' Association (WULSA)

The Waikato University Law Students' Association (WULSA) is an incorporated society that acts as an advocate for Waikato law students with the goal of enriching their time at Waikato. WULSA achieves this goal by organising events and forums to develop a unique culture of inclusivity and camaraderie that is characteristic to Te Piringa - Faculty of Law. This sense of community is formed through the promotion of educational, social and cultural activities as well as the organisation of regional and national law competitions. All enrolled law students become members of WULSA free of charge and the Association welcomes input and participation from members at all levels.

For more information visit facebook.com/wulsa or email wulsapresident@gmail.com.

6.1.2 Pacific Law Students' Association (PLSA)

PLSA is a student body made up of currently enrolled law students with diverse Pacific Island heritage. The Association aims to provide a foundation of excellence for Pacific law students through providing a strong support network. Their goal is to unite, support and celebrate the study of law by Pacific students and promote and profile the achievements of Pacific peoples within the community. PLSA sees itself as a valuable and positive platform for Pacific law students to establish bonds and networks with a wide range of Pacific peoples.

6.1.3 Te Whakahiapo

E nga mana, e nga reo, e nga karangaranga maha, tena koutou katoa. Ki nga taura kei te hoki mai, kia kaha ki te whakaoti i a koutou mahi. Ki nga kanohi hou, nau mai, haere mai ki waenganui i a tatou.

Mā tatou e tautoko, e awhina, e hapai i a tatou anō. Ko tatou nga kanohi ora o ratou ma kua wehe atu ki te pō. Ma tatou anō o ratou moemoea e whakatutuki. No reira, kia kaha tatou. Te Whakahiapo is the Māori law students' support group at Te Piringa - Faculty of Law. The founding Māori law students of 1990 unanimously chose the name they believed to encompass the concepts of:

1. Whakawhanaungatanga – making connections with each other
2. Manaakitanga – supporting each other
3. Whakawhiriwhakaaro – interacting with each other

Te Whakahiapo fosters a whānau atmosphere to manage appropriately Māori issues within the Faculty environment. Te Whakahiapo meets regularly during the cultural hour every Wednesday 1-2pm. The meetings also enable panui of events, scholarships, Hui, Te Hunga Roia Māori events and general feedback. Active participation by all Māori law students at this Hui is encouraged.

Functions and events include Māori law graduands dinner, powhiri, marae noho, guest speakers, po whakangahau, hakinakina (sports challenges), kapa haka, and Māori practitioners' evening.

Te Whakahiapo puts forward a Māori student from each year to sit on the Faculty's Board of Studies. Te Whakahiapo has established support systems for its members. Phone 07 838 4167 or email

wmlsa@waikato.ac.nz or visit waikato.ac.nz/law/student/tewhakahiapo.

6.1.4 The University of Waikato's Women in Law Association (WILA)

The University of Waikato's Women in Law Association (WILA) is a society dedicated to promoting gender equality within the legal profession at Te Piringa - Faculty of Law. WILA provides mutual support to its members, and hosts activities that enhance the role of women in society and at Te Piringa - Faculty of Law.

Membership is free and open to all law students regardless of their gender, race or religion.

6.1.5 Waikato Asian Law Students Association

Information to be provided.

6.1.6 Waikato Student Union (WSU)

The Waikato Students' Union is an organisation run by students. It represents students' views and concerns on councils; plays host to a network of more than 50 hobby and interest clubs on campus; makes student experience fun by organising O-Week, Nexus, Blind Date, Clubs Days, free BBQs and other events; provides assistance with issues most commonly encountered by students such as Studylink, tenancy or how to manage one's budget.

Membership is free, but students must join on WSU's website: wsu.org.nz.

6.2 Māori students – Ngā tauira Māori

6.2.1 A bicultural commitment

The Faculty is committed to the development of a bicultural legal education in its curriculum, research interests and institutional structures. Māori perspectives, concepts and traditions form an integral part of several of the compulsory papers, in particular Legal Systems, Law and Societies and Jurisprudence, and are acknowledged in several others. A number of Law 400 optional papers focus on Māori law and issues or on comparative indigenous experiences with the law.

A first year course offers a stream or tutorial intended for Māori students who feel more comfortable in a predominantly Māori learning environment. The Masters programme also has papers devoted to Māori and Indigenous Law.

Māori development is being promoted in the Faculty not only through the education of individual students, but also by the establishment of the Faculty as a resource for the Māori community.

Te Arikiniui, Dame Te Atairangikaahu has made a generous donation to the Law Library to assist with the acquisition of a collection of books and materials of particular benefit to Māori students.

Part of the Faculty's commitment to Māori and to biculturalism is to provide Māori students with a supportive environment conducive to a fulfilling learning experience. Approximately 29% of the students enrolled in the Faculty are Māori which means that no Māori student need feel isolated in the Faculty. There is no admissions quota system. Māori law students have obtained a place at Waikato through their academic preparedness for the LLB programme. Nevertheless, the programme is a demanding one for Māori and Pākehā students alike. A number of formal and informal support systems are in place to assist Māori students.

6.2.2 Māori staff

The Faculty has full-time Māori academic and administrative staff. The Kaitakawaenga (Māori Liaison Co-ordinator) within the Faculty coordinates study groups, additional tutorial assistance and the Māori Mentoring Programme. Enquiries should be directed to

law.reception@waikato.ac.nz or phone 07 838 4167 for more information please visit our website: waikato.ac.nz/law/student.

6.3 Study groups

Study groups are a useful, voluntary feature of the learning process in the Faculty. The groups are small, comprising normally three to six students who are in the same classes and share similar interests. In these groups students learn from each other, not only about the law, but about how to work with others effectively. Study groups are formed early in the academic year and meet regularly, at least once a week. Students are encouraged to take the initiative and form their own study groups.

6.4 Student Competitions

Competitions are an important and invaluable opportunity for students to gain practical skills necessary in the legal profession.

Mooting, Negotiation, Client Interviewing and Witness Examination competitions are run by the student associations. These are advertised in Students' Newsletter, the Law Student Hub Page, and in classes.

APPENDIX 1: GLOSSARY

- **ALPSS** means the Division of Arts, Law, Psychology, and Social Sciences.
- **Co-requisite papers** are papers that are complementary to each other. While the knowledge gained from one paper is not required to take the other, students are required to complete both papers.
- **Cross-credit:** A student who has already completed a qualification at the University of Waikato may apply to cross-credit some of the papers to another qualification. If 'cross-credit' is given, the papers in question are deemed to count towards both the original qualification and the new University of Waikato qualification.
- A **grade** is the total result assigned to a student on completion of a paper as an indication of his or her performance in the paper as a whole. This grade is derived from the marks achieved by the student for individual items of assessment. Grades are provisional until they have been confirmed by the Board of Examiners or the Chief Examiner, at which point they become confirmed grades. The Faculty is not entitled to divulge grades, which must be notified to students only through the University Assessment Office (in Student and Academic Services Division).
- A **full-time programme** is as determined within the Student Loans and Allowances Regulations, namely a minimum of 0.8 EFTS (Equivalent Full Time Students). Students will be advised of the EFTS value of their programmes of study at enrolment.
- A **major subject** is the subject a candidate has chosen to be the principal area of study for the degree and which is selected from those subjects listed in the relevant degree regulations as the major subjects for that degree. A candidate is required to take a defined and substantial number of papers in the major subject at a range of levels up to and including year 3 or year 4 level.

- A **mark** is the result awarded to a student for an individual item of assessment. Marks from individual items of assessment contribute to the grade assigned at the end of the paper. Marks may be released by the Faculty, and may be publicly displayed by identity number.
- A **paper** is a segment of work in a particular subject and is identified by means of a unique paper code. Papers are delivered through lectures, tutorials and such other internal assessment as may be required by the Faculty. Qualifications comprise a defined number of papers. Every paper is equal to a number of points. You need a total of 480 points to complete an LLB degree. Each paper outline indicates how many points the paper is worth.
- A **Prerequisite paper** is a requirement to have studied a subject to a certain standard before students can enroll in a particular paper. Different papers may have a prerequisite requirement to have passed another paper, e.g. students may have to complete a specific first-year paper before they can enroll in a particular second-year paper.
- A **programme of study** means the selection of papers taken by a student in any one academic year for a particular qualification.
- A **subject** (e.g. Law) is a grouping of papers with a common academic theme, defined in terms of the listings under individual subject headings in the University Calendar.
- A **supporting subject** means an additional subject to the major subject or a defined programme of study as listed in the Calendar, which a candidate has chosen as a supporting area of study for the degree.
- **Transfer credit:** A student who has passed papers for a qualification at another tertiary institution, but who has not completed that qualification, may apply to 'credit' those papers towards a University of Waikato qualification. If 'credit' is given, the papers in question are deemed to have become part of the Waikato qualification.
- **Tutorials** and/or **workshops** are discussion groups or skilling sessions. Tutorials provide a platform to explore in more detail issues raised in lectures and should provide an interactive forum for students to resolve difficulties that they may have with key concepts or practical application of these concepts.