

# Academic Information for Students

You can find more information on all of the following topics on our website – [www.law.auckland.ac.nz](http://www.law.auckland.ac.nz).

## Aegrotats and Compassionate Consideration

Always attend scheduled tests and exams if at all possible. In some situations we may be able to offer you special arrangements for sitting your exams, provided you contact Disability Services within the first two weeks of the semester. If you need assistance with a test, you must contact our faculty student support services not less than two weeks before the test. In other situations where your performance on any test and/or on any exam has been impaired by circumstances beyond your control - such as illness or injury - you may make an aegrotat/compassionate consideration application.

### Aegrotat Application Process – Exams and Written Tests:

1. Make an appointment with the University Health and Counselling Service, Level 3, Student Commons Bldg.
2. Submit an aegrotat application involving illness or injury impacting your exam performance online within seven days of the date of the exam through this link: [www.auckland.ac.nz/uoac/cs-aegrotat-and-compassionate-consideration](http://www.auckland.ac.nz/uoac/cs-aegrotat-and-compassionate-consideration).
3. Submit an aegrotat application involving illness or injury impacting your performance in written tests in hard copy within seven days of the date of the test through the University Health and Counselling Service.

If before or during an assessment period, you suffer other exceptional and unforeseen circumstances (such as a bereavement) which impacts your attendance or performance in your written work, you may alternatively be able to apply for compassionate consideration using this link: [www.auckland.ac.nz/uoac/cs-aegrotat-and-compassionate-consideration](http://www.auckland.ac.nz/uoac/cs-aegrotat-and-compassionate-consideration).

**NOTE: For both aegrotat and/or compassionate consideration to operate for an exam, your coursework results in the impacted course must be a C+ or better.**

If you are ill or injured and have been to see your own doctor or counsellor, you must also still apply through the University Health Services if you seek aegrotat and/or compassionate consideration for a test or exam. You should therefore make an

appointment with the Student Health and Counselling Service or your own registered medical practitioner on or as close to the day of the test/exam as possible.

**NOTE: It is particularly important to do this on the day of your exam if you want to apply for consideration of your exam performance.**

More information including processes for aegrotat and compassionate consideration can be found at [www.auckland.ac.nz/uoac/cs-aegrotat-and-compassionate-consideration](http://www.auckland.ac.nz/uoac/cs-aegrotat-and-compassionate-consideration).

## Assignment Submission Process, Late Submission of Work/Penalties and Extensions

All assignments submitted must be anonymised i.e. with **NO STUDENT NAMES**.

Full instructions on the assignment submission process for each course are shown on each assignment submission page in Canvas. Students should familiarise themselves with the assignment submission process for each course as penalties apply for incomplete/incorrect submission.

Written work for most courses must be submitted both in hard copy and **electronic format** (Microsoft Word) by **12 noon on the due date** or late penalties will apply.

In some courses, assignments are submitted in electronic format only.

### Assignment Submission for Courses which require both Hard Copy and Online Submission

The assignment submission process has two steps:

1. Submit the hard copy with the attached completed coversheet from Canvas which includes confirmation of the word count using Microsoft Word to the Law School Student Centre Reception, Level 2, 1 - 11 Short Street;

#### AND

2. Upload the identical electronic Microsoft Word version of the assignment to Canvas.

The electronic version of the assignment must include your student identification number and the alphanumeric course code in both the

filename and header. **Your first name/s and surname MUST NOT BE INCLUDED anywhere on the assignment.** Documents must be uploaded in Microsoft Word (.doc or .docx) format.

Submission of an assignment is completed only when **both** the hard copy and the identical electronic copy have been submitted.

### Assignment Submission for Courses which require Online-Only Submission

The assignment must be uploaded via the Canvas assignment page. No hard copy submission is required. The assignment must be submitted in Microsoft Word (.doc or .docx) format. Full instructions are available on the relevant course Canvas page.

### Late Submission of Work/Penalties for Courses which require Hard Copy and Online Submission

The penalty for late submission of a hard copy is **5 marks** for each day (or part of day thereof) in which the hard copy of the assessment is submitted late. This also applies if you submit an electronic copy on time but submit a hard copy late.

Submission is not complete until you submit both a hard copy and an electronic version of the assignment. A penalty of 3 marks is imposed if you submit a hard copy on time but the electronic copy late, however late the electronic copy is uploaded.

For the avoidance of doubt, penalties are applied on a calendar day basis (not a 24 hour basis). What this means is if you hand in the hard copy of your assignment at 1 pm the day after your assignment is due, a 10 mark penalty will be applied – being 5 marks for each “calendar day” or part of a calendar day.

For example, an assignment is due on Thursday 7 March at 12 noon:

1. Student A hands in their hard copy and electronic copy at 4pm on Friday 8 March. The lateness penalty applied will be a total of 13 marks deducted from the total available marks for the assignment:
  - i. Thursday, 7th of March – 5 mark penalty for late hard copy.

- ii. Friday 8th March – 5 mark penalty for late hard copy plus a 3 mark penalty for late electronic submission.

The Law School Student Reception closes on Friday afternoon and does not re-open until Monday morning. Sunday is not “counted” as a calendar day or part of a calendar day under our existing penalty regime for hard copy submission. Nevertheless, please be aware that where you fail to hand in a hard copy prior to the weekend this can result in a significant penalty. For example, an assignment is due on Friday 8 March at 12 noon:

2. Student B hands in their hard copy and electronic copy at 11 am\* on Monday 11 March. The lateness penalty will be 18 marks deducted from the total available marks for the assignment:
  - i. Friday, 8th of March – 5 mark penalty for late hard copy.
  - ii. Saturday, 9th of March – 5 mark penalty for late hard copy.
  - iii. Monday, 11th of March – 5 mark penalty for late hard copy and 3 mark penalty for late electronic submission.

\* Given the “calendar day” method of calculation, the same penalty would apply if the assignment was handed in later or earlier on that Monday.

You will only be able to challenge a lateness penalty for late electronic submission if you can prove a technical malfunction. In order to do so a copy of the receipt of submission will be required. A mark will not be released until identical electronic and paper copies are submitted. You are recommended to download and save a copy of the digital receipt for your records and to ensure electronic submission has been successful.

Students experiencing problems with electronic submission should contact [lawacademicservices@auckland.ac.nz](mailto:lawacademicservices@auckland.ac.nz) before the submission due date and time.

### Late Submission of Work/Penalties for Courses which require Online-Only Submission

The penalty for lateness is 5 marks for each day (or part of day thereof) in which the electronic copy of the assessment is submitted late. For the avoidance of doubt, penalties are applied on a calendar day basis (not a 24 hour basis). For the purposes of

online-only submission, Sunday **does** count as a calendar day.

You can only challenge a lateness penalty for late electronic submission if you can prove a technical malfunction. In order to do so a copy of the receipt of submission will be required.

You are recommended to download and save a copy of the digital receipt for your own records and to ensure electronic submission has been successful.

Students experiencing problems with electronic submission should contact [lawacademicservices@auckland.ac.nz](mailto:lawacademicservices@auckland.ac.nz) prior to the submission due date and time.

### Take-Home Tests

Lateness penalties for take-home tests vary depending on the length of the take-home test. You will be advised about applicable penalties and the format of submission of take-home tests in the course outlines and/or via Canvas.

### Extensions for Assignments

To apply for an extension, you must (i) contact a Student Academic and Support Adviser ([lawextensions@auckland.ac.nz](mailto:lawextensions@auckland.ac.nz)) and (ii) supply evidence (e.g. doctor’s certificate) before the due date.

Lecturers and tutors do not and cannot grant extensions.

### Cheating, Plagiarism and Turnitin

Cheating is considered a serious offence at the University of Auckland. If academic misconduct is determined, the Law School will impose penalties and may refer the case to the University’s Discipline Committee. Penalties can include fines, suspension or expulsion from the University. See the University’s pages on Academic Integrity at [www.auckland.ac.nz/uoahome/about/teaching-learning/academic-integrity](http://www.auckland.ac.nz/uoahome/about/teaching-learning/academic-integrity).

If, after an investigation, a student is found to have deliberately cheated, in addition to any penalty, that student’s name will be recorded in a Register held by the University. It will also be forwarded to the New Zealand Law Society if the student applies for Admission as Barrister and Solicitor.

Plagiarism means using the work of others in preparing an assignment and presenting it as your own without explicitly acknowledging – or referencing – where it came from. Plagiarism can also mean not

acknowledging the full extent of reliance on a source. Work can be plagiarised from many sources – including books, articles, the Internet, and other students’ assignments. Plagiarism can also occur unconsciously or inadvertently. Direct copying is definitely plagiarism. Paraphrasing of another’s work without attribution is also plagiarism. Submitting someone else’s unattributed or less than fully attributed work or ideas is not evidence of your own grasp of the material and cannot earn you marks. **Plagiarism can also occur in an open-book examination. If you copy from a case or a text it must be acknowledged.**

**Note:** Plagiarism applies to all levels of work, including theses and dissertations.

When you submit a hard copy assignment, you must attach a cover sheet from Canvas. This includes a declaration that the work is completely your own work, and that materials from other sources have been properly acknowledged and referenced. For online-only submission, this declaration is included on the assignment submission page in Canvas.

The Law School subscribes to the Turnitin originality checking service. All assessed work is reviewed against electronic source material using computerised detection mechanisms. You are required to provide an electronic version of your work (in Microsoft Word) for computerised review.

Please read the University’s Student Academic Conduct Statute. This outlines provisions on the penalties for academic misconduct. The University’s compulsory online Academic Integrity Course is designed to help you understand academic integrity requirements, University rules relating to academic conduct, and the consequences of academic misconduct.

### Complaints relating to staff members, including tutors, or courses

You should as a first step, raise issues of concern directly with the course director. If you feel unable to approach the academic staff member directly, you should discuss the matter with the elected class representative who may make the approach on your behalf.

If informal procedures do not result in a successful resolution of the matter, you or the class representative can raise the issue with the Associate Dean (Academic). You

must make this in writing. All matters relevant to the complaint must be provided by the student or class representative. No new material concerning the complaint will be admitted or considered subsequently. The Associate Dean will investigate the matter or appoint a nominee to do so (a person not involved or implicated in the complaint). Following the investigation into the complaint, the Associate Dean (Academic) will:

- i. Dismiss the dispute; or
- ii. Agree with the parties on the procedure to resolve the dispute; or
- iii. Refer the matter to the Dean.

The Associate Dean (Academic) will inform the student in writing of the outcome of the investigation.

### Complaints relating to tests/ examinations

Students must not communicate with an examiner in regard to an examination (either in the script book or otherwise). If you have a concern about an examination you must raise this in writing, with the University Examinations Office ([exams@auckland.ac.nz](mailto:exams@auckland.ac.nz)).

If you have a concern about a test you should write to the Associate Dean (Academic,) who will investigate the matter in accordance with the Examination Regulations.

### Community Law Internship (LAWGENRL 405)

Students in LLB Part III and IV may participate in an approved community internship for academic credit. The internship should involve at least 150 hours of supervised work. The internship must be completed without receipt of compensation, should be in a law-related field in a Law School approved non-profit or government entity, under the supervision of a legal professional or a qualified supervisor. At the conclusion of the internship, the student will submit a 10,000-word report based on the community law work they have undertaken during the internship. The report can be counted as a sustained piece of writing for LAW 498.

Further information is available from the Student Support and Experience Adviser at the Law Student Centre.

### Community Law Project (LAWGENRL 447)

The Community Law Project involves at least 75 hours of unpaid supervised work and at the conclusion of the project, the student submits a 5000-word report based on the community law work they have undertaken during the project. The report can be counted as a sustained piece of writing for LAW 498.

Students who wish to be enrolled in LAWGENRL 447 must discuss their subject preferences, the time period they wish to be enrolled, and the availability of Community Law Project Supervisors with the Student Support and Experience Adviser in the semester prior to the enrolment in LAWGENRL 447. Once the above is agreed with the Student Academic and Experience Adviser, the student may complete the Community Law Project Enrolment Form available from the Law Student Centre or [www.law.auckland.ac.nz/lawstudentforms](http://www.law.auckland.ac.nz/lawstudentforms). Retrospective enrolment or conversion of a Community Law Placement into a Community Law Project is not permitted.

### Community Placement

A Community Placement is an opportunity for students to enhance their legal education and gain some practical experience. To complete a Community Placement, students are required to undertake forty hours of voluntary work with a community group, and complete a 1000-word report. This is normally over a period of one week. Part III students should give serious thought to completing their placement over the long summer break, while students in their final year should attempt to complete their placement as early as possible in the year so as not to delay enrolment for Professionals or create Graduation difficulties.

For further information, please contact the Law School Student Centre.

### Examinations

In order to sit the final exam you must have paid your fees and complied with any other requirement of the course. Attendance at lectures is compulsory for all internally assessed courses, LLB(Hons) seminars, and for students writing a research paper in lieu of an examination. Students must complete the course requirements including compulsory tutorials and the assessment requirements to a satisfactory level (minimum of a pass).

For courses where PILOs (papers in lieu of an examination) are available, the PILO is in lieu of the examination only. All other coursework requirements for the course must be completed. The word limit for the PILO depends on the weighting of the examination for the course. For further information, see <http://www.law.auckland.ac.nz/en/for/current-students/current-undergraduate-students/cs-course-planning/cs-course-descriptions/elective/PILO.html>

Applications to complete a PILO must be submitted by the end of the 4th week of the semester. Application forms are available at [www.law.auckland.ac.nz/lawstudentforms](http://www.law.auckland.ac.nz/lawstudentforms). Students must obtain topic approval in writing from the Course Director prior to submitting the form.

You can request a copy of your exam script if you apply within three months following the end of the exam period. You should note:

- You will only receive a copy of the answers that you wrote on your exam script.
- No model answers will be included.
- Your returned script will not normally show any marker's comments.
- The scripts are rarely annotated.
- Original exam scripts are not returned.

For further information, [www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/after-exams/request-exam-script.html](http://www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/after-exams/request-exam-script.html)

The University does not re-mark exams. You may only request a recount. You can apply for a recount within seven weeks after the last day of the relevant examination period. For further information, see [www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/after-exams/recounts.html](http://www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/after-exams/recounts.html)

### Legal Research and Writing Requirements

The LLB and LLB(Hons) degrees have large legal research and writing components.

In Part II, one of the core, mandatory co-requisite courses, LAW 298 (Legal Research, Writing and Communication, 10 points) supports your learning of specific legal research skills, helps you develop your legal writing skills and gives you the opportunity to practise your oral communication skills.

LAW 298 is delivered as a blended learning course. Some elements are delivered online, in large group lectures and also in small group sessions held every second week for two hours. Attendance at all classes on this course is compulsory and you must attend your specific allocated small group.

Assessment on LAW 298 is 100% in-course. Scheduling and assessment details will be advised at the beginning of the course.

In Parts III and IV of the degree, students are required to undertake research, participate in a moot, and complete written assignments in connection with their elective courses.

LAW 498 (0 points) is a requirement for all students. You must complete any moot above Part II. Any moot that is optional (not part of the course requirements) and graded by Law School staff complies including the General, Family Law, Māori Issues and Pacific Issues moots. Some competition moots beyond Part II also comply (for example the Stout Shield and the Greg Everard Memorial Moot). The John Haigh Memorial Moot only complies if taken in Part III or IV. You must also complete a sustained piece of legal writing **of at least 4000 words**. This could include an assessment in an elective course, LAW 456

Supervised Research, a PILO of at least 4000 words, the report for LAWGENRL 405 or 447, the research essay for a 15-point or 30-point masters course taken for LLB, Honours seminar papers or dissertations or any other single piece of compliant legal writing coursework of the required length.

For more information see online here: <http://www.law.auckland.ac.nz/en/for/current-students/current-undergraduate-students/cs-course-planning/cs-course-descriptions/cs-compulsory-courses/law400.html>

## LLB(Hons)

Students who are eligible will receive an invitation to the Honours programme once the results for the Part II courses have been finalised.

Eligible students will be sent information regarding the timeline for accepting the invitation to the Honours programme and selecting seminar preferences. The deadline to do this is usually mid-January. Students are advised of their seminar allocation by the end of January/early February.

The Honours programme is designed to give students the opportunity for in-depth study and research in a diverse range of topics. Honours students are required to complete one seminar in addition to the normal requirements for the LLB. Seminars (weighted as 20 points), are year-long; they are conducted in small groups and students are expected to participate fully and complete a research paper of 10,000 words. **Students are expected to attend all seminar classes, and must not have a timetable clash with any other enrolled course.**

Students are responsible for working out their timetable to ensure the seminar does not clash with other enrolled courses and other activities, including participation in mootings competitions.

Enrolment in each seminar is limited in order to ensure maximum student participation. Some students may not be able to enrol in their first and sometimes second choice of seminar. This is unavoidable, however, we aim to offer a range of topics.

Where a seminar is "oversubscribed", selection will be made by the Faculty of Law Honours Selection Committee generally on the basis of academic performance.

The final requirement of the Honours degree is completion of a Dissertation - an original research paper of 15,000 words supervised by a member of staff. This Dissertation is worth 40 points. You must achieve a minimum of 75% weighted average pass over all Law courses including the Dissertation; otherwise you will be required to transfer back to the LLB degree.

The academic coordinator for the Honours programme is Assistant Dean (Academic), Scott Optican ([s.optican@auckland.ac.nz](mailto:s.optican@auckland.ac.nz)).

## Plussage

Plussage may be applicable to a small number of law courses. Plussage describes a method of calculating marks by counting either: an examination mark only, or an examination mark and coursework marks, whichever is to the student's advantage.

In some courses, additional requirements may apply for students to be eligible for plussage. Students should consult the course outline and/or the Canvas page for a particular course to see if, and how plussage, may apply. In case of any queries relating to plussage, please contact [lawacademicservices@auckland.ac.nz](mailto:lawacademicservices@auckland.ac.nz).

## Pre-requisites

Pre-requisites exist for the compulsory Part III courses LAW 301, LAW 306 and LAW 316. The pre-requisites are available online on SSO, and on our website.

Concession requests will not be granted unless there are exceptional circumstances. Students completing Part II and starting Part III concurrently are generally not able to take any of LAW 301, 306, 316, but are still able to compile a complete programme together with LAW 458 and electives.

For assistance with course planning, please see our Student Advisers in the Law School Student Centre.

## Recording of Lectures

In 2019, a new policy on Lecture Recording (Lecture Recording Policy) was implemented across the whole University. The Lecture Recording Policy means that all teaching activities in lecture recording-enabled rooms are automatically recorded. Those recordings are automatically released to students via Canvas, with a potential delay to allow for editing.

The Lecture Recording Policy allows Course Directors to opt only to release audio files. The Lecture Recording Policy also allows some courses to be exempted from releasing recordings to students with the approval of the Dean. An exemption may occur where the learning activity in the lecture is unsuitable for recording or where there may be confidentiality, copyright or privacy concerns. The Course Director will notify students whether an exemption has been granted.

Despite the implementation of the Lecture Recording Policy, students should be aware that the content and delivery of lectures in each course are protected by copyright. Lecturers own the copyright in the lectures, course outlines, and PowerPoint slides. In

addition, material belonging to others may have been used in lectures and copied by and solely for the educational purposes of the University under licence. Students may not copy, sell, alter, further reproduce or otherwise distribute any part of the recordings to any other person. Students may also not copy, sell, alter, further reproduce or otherwise distribute any lecture materials, course outlines, course material and PowerPoint slides, including (for the avoidance of doubt) posting material to websites like Course Hero or providing the material to third parties.

Failure to comply with the above terms may expose you to legal action for copyright infringement by the copyright owner, and/or disciplinary action by the University.

**NOTE: Students will get the most out of their Law degree by coming to class and engaging with the lecturer and other students.**

## Scholarships and Prizes

Each year a number of scholarships and prizes are provided by alumni, donors and the legal community to students who demonstrate aptitude and excellence within their fields of legal study. A list of all the scholarships available can be found online at [www.scholarships.ac.nz](http://www.scholarships.ac.nz). Questions regarding scholarships can be emailed to [scholarships@auckland.ac.nz](mailto:scholarships@auckland.ac.nz). Students may also visit the Student Information Centre in Alfred Nathan House.

Senior Scholar Awards are awarded annually to the top law students in their final year. For each completing student a weighted GPA is calculated based on all the law courses taken for the degree. It does not include the non-law courses from LLB Part I, nor the Honours seminar or dissertation. The Law School is allocated a number of awards based on its student enrolments, and in 2019 awarded seven Senior Scholar Awards for work completed in 2018.

The Faculty of Law Dean's Excellence Awards are for students whose academic performance identifies them as being in the top 10% in their cohort. Students who are recipients of a Senior Scholar Award in Law will also be eligible to receive a Faculty of Law Dean's Excellence Award.

First in Course Awards recognise students who obtain the highest overall mark in a taught course. Awards are made at the end of each semester, and are recorded on the student's official academic transcript. Recipients must have achieved a minimum final grade of A-. Where more than one student shares the top mark, the award may be shared.

## Staff/Student Consultative Committee

The Staff/Student Consultative Committee comprises all class representatives together with representatives from the academic and professional staff. The Committee is chaired by the Associate Dean (Teaching and Learning) and meets twice during each semester (excluding Summer School) to discuss matters relevant to the student body. The Committee aims to facilitate greater communication between staff and students, and to identify and address areas of concern to both students and staff. Any student may become a member of the SSCC by volunteering and being elected as a class representative.

## Student Exchanges

[www.law.auckland.ac.nz/student-exchanges](http://www.law.auckland.ac.nz/student-exchanges)

360 International is the University of Auckland's extensive student exchange programme. It provides exciting opportunities for students to complete part of their degree overseas. Exchange students from Auckland, even though they are studying abroad, continue to be registered at Auckland for the purposes of fees, loans and allowances. To facilitate their travels, and to encourage students to consider studying for a semester in another jurisdiction, the University of Auckland makes available a number of travel grants and exchange scholarships.

For law students, student exchanges are possible only in Part IV because at this stage of the degree only elective courses are taken, and overseas courses can be chosen from outside the range of elective law courses already completed at Auckland Law School. Most students take the equivalent of 60 points of elective law courses for credit back

to their Auckland law degree. Students going on exchange in the last semester of their studies should have completed all of the requirements for LAW 498 before they leave on exchange.

Auckland Law School has entered into Law Faculty-specific exchange agreements with a number of law schools. The University of Auckland has also entered into university-wide exchange agreements with other institutions. The 360 International website lists the universities to which law students can go on exchange. Subject to Law School approval, law students may apply to participate in these general university-wide exchanges. Law students will compete with students from other faculties for places at favoured universities abroad under the university-wide exchange agreements.

The selection of students for exchanges is based on the availability of places at each particular exchange destination, taking into account the Ministry of Education's reciprocity requirements, and academic merit. A minimum of a B average is required in the last two semesters of study prior to the proposed exchange, but a higher average may be needed for particular exchange destinations.

Students going on exchange need to receive prior approval from the Associate Dean (International and Postgraduate) for the exchange destination and the law courses they intend to study abroad, so they are guaranteed credit to their Auckland degrees on their return.

Application dates for exchanges are usually some six months before the start of the relevant semester at the overseas law school, but do vary.

For more information about exchanges (including application dates and

procedures), students are welcome to visit the 360 International Resource Centre, iSPACE, Level 4 in the Student Commons, 2 Alfred Street. There is also detailed information available, including application procedures and links to overseas universities' websites at <https://www.auckland.ac.nz/en/study/study-options/360-international.html>.

In addition to the exchange programme, additional opportunities for law students to complete part of their degree abroad exist. The Law School is a member of the London-based Center for Transnational Legal Studies, which is administered by Georgetown Law Center. Information about the centre is available at <http://www.ctls.georgetown.edu/>. The Law School also participates in Michigan Law School's Global Legal Practice programme.

Information sessions on law exchanges are held in the Law School each semester. Law students wanting more information about law-specific exchange agreements should first attend one of these information sessions, and then contact Angela Vaai ([a.vaai@auckland.ac.nz](mailto:a.vaai@auckland.ac.nz)), Student Academic and Experience Adviser in the Law School Student Centre. Information is also available on the Law School website at [www.law.auckland.ac.nz/student-exchanges](http://www.law.auckland.ac.nz/student-exchanges).

## Teaching and Learning

The University of Auckland has policies concerning the quality of all teaching and learning. These policies can be found at <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/teaching-and-learning.html>

## Tests

Tests are performed under the same conditions as examinations. Students requiring special conditions for sitting

tests are required to contact the Student Academic and Support Adviser ([lawspecialtests@auckland.ac.nz](mailto:lawspecialtests@auckland.ac.nz)) at least two weeks before each test. Only in exceptional circumstances or with prior approval from the University Health Centre will the sitting of tests at special times be permitted.

*See also Aegrotats and Compassionate Consideration*

### **Tutorials and Clinics**

Staff at the Law School know that students who prepare for and take part in tutorials will usually do much better than those who do not. Tutorial questions are often previous exam questions or structured like test and exam questions. The more practice you have at such questions, the more likely you are to do yourself justice in tests and exams. Tests, exams, and take-home assignments require you to show that you can write reasoned, well-structured arguments. It takes practice to be able to do this, especially under pressure. Writing answers to tutorial questions before attending will improve your written skills significantly and will indicate any areas where your understanding is incomplete.

For the double-semester courses of Criminal, Public, Contract and Land there are eight tutorial rounds, four in each. Equity has four tutorial rounds, two in each semester. For the single-semester courses, there are five tutorial rounds for Legal Foundations and Legal Method (Semester Two),

and four tutorial rounds for Jurisprudence (Semesters One and Two). In Law and Society in Semester One, there are five rounds of fortnightly clinics and four tutorial rounds in Semester Two.

In 2020, tutorials for most Part II and III courses start in the third week of Semester One, and recommence in the third week of Semester Two. Equity starts in week seven of Semester One, and recommences in week seven of Semester Two. In Semester One, LAW 121G clinics start in the second week. In Semester Two, tutorials for Part I courses start in the second week. LAW 298 commences in the first week of each semester. The tutorial timetable is available on the Law School's website. As many of the tutors are legal practitioners, the majority of tutorials are held between 8am and 9am, and 5pm and 6pm. Students must sign-up for tutorials using Student Services Online when enrolling into their courses.

We want to ensure that you achieve your fullest potential in your studies. Attendance at tutorials is an important part of ensuring success. Check your course outline on Canvas for details.



## Tutorial Preferences for Childcare Only

A student who has childcare commitments may apply for specific tutorial times ahead of the general sign-up. Please see a Student Academic and Support Adviser (providing evidence of your childcare commitments). Requests will be accommodated wherever possible.

## Written Work

All written work, whether submitted for tutorials, opinions, research papers or dissertations, must comply with the NZ Law Style Guide.

Essays and other assignments should be submitted in Microsoft Word format. PDF or other formats are not acceptable. Students should also note that all quotations should be indicated by quotation marks and the source given. Never use material without giving the proper acknowledgement of the source.

See also *Cheating, Plagiarism and Turnitin*.

## Word Limits

Word limits apply to all written assignments (other than theses) as specified in the course outlines.

Word limits also apply to supervised research papers and Honours seminar papers (10,000 words), and Honours dissertations (15,000 words).

Word limits are fixed subject to a 5% leeway above the limit, and students will be penalised for exceeding the limits at a rate of 5 marks for every 10% (or part thereof) over the limit. Penalties are strictly applied to ensure fairness across courses and among students.

The 5% leeway is in place so that students are not penalised for accidentally exceeding the limit by a few words. Moreover, often the word limits are an integral part of the assessment requirements. We recommend students err on the side of caution to avoid being penalised by sticking closely to the given limit rather than using all the words up to the 5% leeway.

There is no penalty applied for an assessment falling under the word limit.

All words including footnotes are included in the word count. A footnote is defined in the OED as 'A note, reference, or additional piece of information printed at the bottom of a page, used to explain or comment on something in the main body of the text on the same page'.

All titles (including the assignment question if included in the document), tables in the text, and headings of sections of the text, are included in the word count. There is often no requirement to put a heading or title in the assignment.

The following are NOT included within the definition of words: headers and footers (footers does not include footnotes, which

are included in the word count, but does include page numbers), bibliography, table of contents, table of cases, and an abstract.

An appendix which contains material referred to in the main text is not included in the word count.

Microsoft Word is used to calculate word count; students must ensure the 'Include textboxes, footnotes and endnotes' box is ticked for each assignment when calculating their word count.

In the event of doubt as to what is included, students should contact [lawacademicservices@auckland.ac.nz](mailto:lawacademicservices@auckland.ac.nz) before submission.

## Workload Guidelines

The guidelines for total workload are as follows:

- 10-point courses: 100 hours
- 15-point courses: 150 hours
- 20-point courses: 200 hours

The total workload includes attendance at lectures, workshops, seminars and/or tutorials as well as preparation for classes, review of classes, research and completion of assignments, exam preparation etc.

As a general guideline, the workload expectations are three hours outside of the classroom for each hour spent in class.

### Example:

Word limit	5% leeway	Penalties apply		10.1% overlength		20.1% overlength		30.1% overlength		40.1% overlength	
		5.1% - 10%	10.1% - 20%	20.1% - 30%	30.1% - 40%	40.1% - 50%					
		5 mark deduction		10 mark deduction		15 mark deduction		20 mark deduction		25 mark deduction	
1000	1050	1051	1100	1101	1200	1201	1300	1301	1400	1401	1500

