



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## Graduate Handbook



**TE PIRINGA - FACULTY OF LAW**

# Welcome to Waikato

From modest beginnings in 1964, the University of Waikato is now one of the world's leading universities, and the university-of-choice for more than 12,000 students annually. Professor Neil Quigley joined the University as its fifth Vice-Chancellor in 2015 and has given fresh impetus to our continued development.

The University campus is undergoing significant enhancement, with the new multi-million dollar Law building providing state-of-the-art facilities for our staff and students.

Research is the University's lifeblood and we continue to produce research and researchers who are providing genuine answers to some of the key problems being faced by industries, governments and nations. One of New Zealand's major research organisations, the University of Waikato plays a key role in the regional economy and makes significant contributions to the national innovation system. We have six research institutes which enable our postgraduate students to continually contribute to regional, national and global research. This emphasis on producing meaningful research flows through to our students, who are committed to making a real difference for their employers.

To prepare students for the increasingly competitive job market, we provide work experience while they study, and many courses have components that mirror real-life situations so students are prepared for the challenges they face in the workplace. This creates graduates who are work-ready and attractive to employers.

The University of Waikato continues to provide a dynamic, culturally diverse and inspiring environment for our student population. When you graduate from this university you will be well prepared for the challenges that lie ahead.

# Welcome to Te Piringa - Faculty of Law's Graduate programme

Te Piringa - Faculty of Law provides a range of different programmes to suit the needs of every student who wishes to further their undergraduate legal education. One of the founding principles of the Faculty is a commitment to the study of law in context.

The study of legal policy and law in its political, economic and social context is thus central to many of the courses in the postgraduate curriculum at the Faculty. Another strong commitment is to biculturalism, to the rights of indigenous peoples and to the development of culturally proficient legal professionals. However, Te Piringa means in te reo Māori a 'coming together' and the postgraduate programme provides a forum for the coming together of both teachers and students from diverse backgrounds and with diverse interests and approaches to the study of the law. The Faculty is committed to exposing students to as many different approaches to the study of law as we can from the critical to the analytical. We always bear in mind, however, the need to foster the professionalism of our students in whatever they choose to study. The main graduate pathways are through the Master of Laws and doctoral degrees.

Today's law graduates enter an extremely challenging and rapidly evolving public and private legal marketplace in which specialised knowledge and well-honed research and presentation skills play an increasingly important role. The Master of Laws (LLM) and Master of Legal Studies (MLS) degrees by coursework are designed to permit both law and non-law graduates to explore a selection of specific subject areas of law of their choice at an advanced level of study using more engaged methods of teaching in small groups. A spectrum of courses enables exposure to a range of different scholars working in their research areas and teaching to their research strengths. These courses are lead mainly by academic members of staff and there are particular strengths in Cyber Law and Intellectual Property, Environmental Resources and Energy Law, Māori and Indigenous Governance, and Public Law and Policy. However, the Faculty also includes experts in a diverse selection of fields and the different courses offered reflects this diversity. In addition, a number of visiting scholars from institutions from around the world join the Faculty each year to teach short intensive courses on subject areas of their choice. Four courses are required for the LLM/MLS and an attempt is made each year to balance subject provision between private law oriented courses and public law courses, but the courses on offer vary from year to year. Students wishing to concentrate in one specific area may also include a dissertation or thesis in part completion of their degree. Our Master of Philosophy (MPhil) degree allows students to complete a masters degree by thesis alone.

In particular, our Master of Legal Studies (MLS) degree is an innovation and allows non-law graduates to study advanced Level 5 law papers that are relevant for their professional jobs across a wide range of public sector and private sector activities.

The Faculty also provides opportunities for supervision to postgraduate researchers reading for the Doctor of Philosophy (PhD). Students entering the PhD may wish to pursue an academic career, or simply a particular research question of relevance to their specific carrier. Supervision teams of recognised experts drawn from among the academic staff provide supervision in a wide variety of legal and interdisciplinary areas that reflect our research strengths (noted above). The Doctor of Laws (LLD) is offered for significant post-doctoral publishing of international quality.

Gay Morgan

Convenor: Postgraduate Programmes, Te Piringa - Faculty of Law

# Part 1: The Graduate and Postgraduate programmes

## 1. Purpose of this handbook

Te Piringa - Faculty of Law welcomes students to University of Waikato. This handbook is designed to be a guide to assist students and supervisors to plan and to develop their studies, teaching, or supervision while they participate in the Graduate Studies Programme. It has been developed as part of Te Piringa - Faculty of Law's commitment to quality assurance.

## 2. The Graduate and Postgraduate programmes

The Graduate programmes consist of:

- a) The Master of Laws (LLM);
- b) The Master of Laws (Māori/Pacific and Indigenous Peoples);
- c) The Master of Legal Studies (MLS);
- d) Graduate Diploma in Law (GradDip(Law));
- e) Graduate Diploma in New Zealand Legal Studies (GradDip(NZ Legal Studies));
- f) Graduate Diploma in Dispute Resolution (GradDipDR);
- g) Postgraduate Certificate in Law (PGCert(Law));
- h) Postgraduate Diploma in Law (PGDip(Law)).

Enquiries regarding the Graduate Diploma should be directed to our Student Administrators or Te Piringa - Faculty of Law Reception, phone 0800 529 788 or email [lawrecp@waikato.ac.nz](mailto:lawrecp@waikato.ac.nz)

The Master of Laws/Master of Legal Studies qualification comprises 120/180 points at Level 5. Candidates may enrol in taught papers, a combination of taught and research papers, or if qualified, research only papers. Te Piringa - Faculty of Law offers 30 point taught papers (these papers may be taught intensively or over a semester); 30 point dissertations (one paper); 60 point dissertations (two paper); and a Law thesis of 90 points. Entry into dissertations and theses is subject to academic preparedness.

In particular, our Master of Legal Studies (MLS) degree is an innovation and allows non-law graduates to study advanced Level 5 law papers that are relevant for their professional jobs across a wide range of public sector and private sector activities.

The Postgraduate programmes consist of:

- a) The Master of Philosophy (MPhil);
- b) The Doctor of Philosophy (PhD);
- c) The Doctor of Laws (LLD).

## Information about Te Piringa - Faculty of Law

General information about Te Piringa - Faculty of Law, academic staff, staff areas of expertise, and Faculty research resources is contained in *Te Piringa - Faculty of Law Undergraduate Handbook* and in this handbook. Information about the Law Faculty and University of Waikato is also available at: [www.waikato.ac.nz/law](http://www.waikato.ac.nz/law) and at: [www.waikato.ac.nz](http://www.waikato.ac.nz)

## Enquiries

**We welcome all enquiries.** All initial enquiries should be forwarded to our Student Administrators, who will respond with information about the programme. Email [lawrecp@waikato.ac.nz](mailto:lawrecp@waikato.ac.nz), phone +64 7 838 4466, or freephone 0800 529 788 (from within New Zealand). Specific academic questions are referred to the Postgraduate Programmes Convenor. Once students' enrolments are approved, queries regarding specific papers (courses) can be directed to the Paper Convenor/Lecturer.

The University of Waikato Postgraduate Studies Office has information on higher degrees (MPhil, PhD, LLD) and on the presentation of theses. Please email [postgrad@waikato.ac.nz](mailto:postgrad@waikato.ac.nz). Further information is available from the University's website: [www.waikato.ac.nz/sasd/postgraduate](http://www.waikato.ac.nz/sasd/postgraduate).

Enquiries and applications for scholarships should be forwarded to the Scholarships Office: [www.waikato.ac.nz/research/scholarships](http://www.waikato.ac.nz/research/scholarships). Email: [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz).

## Enrolment

The Graduate Studies Committee, by delegation from the Dean, acts as the Admissions Committee for the programmes. It determines admissions policy, and makes admission decisions. Once a decision is made regarding admission, a letter is forwarded to the student. Conditions may be imposed or guidance offered to particular students regarding their choice of papers.

## Supervision form

A student who is qualified and who wishes to undertake a directed study, dissertation or thesis should complete the appropriate supervisory approval form (obtainable from our Student Administrators) by 30 April or 31 October during the teaching period preceding their intended study.

## Orientation

The Faculty offers an orientation programme. Our Student Administrators advise all first-time enrolled students of the dates and venues of the programme, attendance at which is required. The University offers a wide range of workshops, which students are welcome.

## Grades and completions

Our Student Administrators enter the grades on the University database, and arrange an Examiners' meeting to confirm the grades. The meetings normally take place on the same date as the Faculty's other Board of Examiners meetings. Our Student Administrators, subject to approval from the Dean and the Chief Examiner, forwards the appropriate advice to the Academic Pathways and Assessment Office when a student has completed his/her programme of study.

## Student support structure and complaints procedure

We encourage students concerned about issues relating to teaching, supervision, provision of facilities, etc in the graduate programmes, to raise these issues in the first instance with the lecturer/supervisor concerned. Serious concerns should be stated in writing, addressed in the first instance to the lecturer/supervisor concerned, or to the Postgraduate Programmes Convenor.

Students should follow the procedures in the University brochure *Student Concerns and Complaints Policy* which provides details of the University processes for handling concerns and complaints. This is available from the University website: <http://calendar.waikato.ac.nz/policies/studentcomplaints.html>, or our Student Administrators, or The Student Centre. There is also a system of graduate student representation on the, Board of Studies and Academic Board.

## Graduate representative

Each year graduate students elect one person to act as their Year Representative for the purposes of the Board of Studies and Academic Board, and also for general liaison purposes with Te Piringa - Faculty of Law, especially with the Postgraduate Programmes Convenor and our Student Administrators. Nomination forms are circulated early in A Semester and can be obtained from our Student Administrators.

# Part 2: Admission to Graduate and Postgraduate programmes

## 1. Admissions process

### Objective

The objective of the process is to ensure that those admitted to the graduate programmes of the Faculty are academically prepared.

### General rule

The Regulations for the Degrees of Master of Laws (LLM), Master of Legal Studies (MLS) and for the Master of Laws (LLM(Māori/Pacific and Indigenous Peoples)) provide the criteria for admission into these graduate programmes. The regulations are to be found in the *University of Waikato Calendar*. Students for the LLM/MLS and LLM (Māori/Pacific and Indigenous Peoples) must have completed their bachelors degree.

In exceptional circumstances, students may produce other evidence that they have adequate training and ability to be admitted to these graduate programmes. In these circumstances, and subject to any decisions made by the Academic Board, admission will be on such terms as the Graduate Admissions Committee may prescribe with respect to qualifying papers which must be passed or additional work which must be completed, either prior to admission or concurrently. Should a prospective student be accepted for a term but not enrol, they may reapply for the subsequent term. A subsequent admission cannot be guaranteed.

### Is a legal background required for our masters degrees?

In particular, our Master of Legal Studies (MLS) degree is an innovation and allows non-law graduates to study advanced Level 5 law papers that are relevant for their professional jobs across a wide range of public sector and private sector activities.

### Grade entry into LLM/MLS and LLM(Māori/Pacific and Indigenous Peoples)

A 'B' grade point average (GPA), ascertained from undergraduate studies, is required for admission to the LLM/MLS and LLM (Māori/Pacific and Indigenous Peoples) programmes. For Waikato and other New Zealand Universities, a GPA is taken by scoring the grades on a standard form. The practice is to disregard pass marks and, where there is an extensive record of non-law grades, to take the best six of the non-law grades into the average. Fail grades are included in assessing a GPA.

## Exceptions to the necessary grade for entry

Where a student does not have a 'B' average, the Graduate Studies Committee may take into account the student's professional experience and/or demonstrated academic ability in areas relevant to the proposed programme of study:

- a) Professional experience must be at a level of comparable rigour to graduate study; or
- b) Demonstrated academic ability includes a very strong performance in the final year of study for an undergraduate degree; or
- c) Graduate Diploma of New Zealand Legal Studies with a 'B+' average (75-79%). (In the latter case, the Graduate Studies Committee reserves the right to refuse entry based on a review of the student's performance with the teachers of the Diploma.)

## 2. Programmes of study

### Master of Laws LLM / Master of Legal Studies MLS

There are several ways to study or conduct research for your postgraduate degree at Waikato.

The LLM and MLS degrees both have a flexible programme structure and suit the objective of a number of students; those who seek to upgrade their skills and knowledge through specialist taught papers, those who wish to combine taught papers with a significant piece of independent research or those students who wish to engage in research only.

In particular, our Master of Legal Studies (MLS) degree is an innovation and allows non-law graduates to study advanced Level 5 law papers that are relevant for their professional jobs across a wide range of public sector and private sector activities.

Students who have already demonstrated strength in independent research may be permitted to complete the degree in part by a 90point (3 paper) thesis, an alternative which comprises an advanced investigation under the guidance of a supervisor. This is appropriate for a qualified student who wishes to carry out intensive research in a specific area, and to build the skills necessary to contribute original ideas to legal thinking.

The relevant Regulations for the LLM and MLS degrees are available online via the University website: [www.waikato.ac.nz](http://www.waikato.ac.nz).



## **Master of Laws in Māori/Pacific and Indigenous Peoples' Law LLM(Māori/Pacific and Indigenous Peoples)**

Reflecting the University's geographical location, the LLM (Māori/Pacific and Indigenous Peoples') is a specialist degree designed to explore Pacific legal thought and practice.

It aims to provide candidates with the skills to participate actively in the development of Pacific jurisprudence and to enhance global understanding of Pacific legal systems.

The relevant Regulations for the LLM (Māori/Pacific and Indigenous Peoples') are available online via the University's website: [www.waikato.ac.nz](http://www.waikato.ac.nz).

## **Graduate Diploma in New Zealand Legal Studies GradDipNZLegSt**

This programme gives candidates with overseas legal qualifications the opportunity to gain an understanding of New Zealand law. The Graduate Diploma is also ideal for international applicants wishing to enter the University of Waikato Master of Laws programme, but who first need to improve their familiarity with the New Zealand legal system.

## **Graduate Diploma in Law GradDip(Law)**

The Graduate Diploma is available to graduates who have not included Law at an advanced level in their first degree.

Graduate diplomas are generally a one year full-time programme consisting of undergraduate papers. Graduate diplomas are intended to provide the equivalent of a major in a subject other than that in which the student has majored for their first degree. Admission to these programmes generally requires a B average in the applicant's first degree.

Students need to gain 120 points at 100 level (first year papers) or above, including at least 80 points at 300 level (third year papers) or above, in the graduate diploma subject to complete the qualification.

## **Postgraduate Certificate / Diploma in Law PGCert / PGDip(Law)**

The relevant Regulations for the Graduate and Postgraduate Diplomas are available online via the University's website: [www.waikato.ac.nz](http://www.waikato.ac.nz).

### 3. International students

In response to queries from international students a standard reply letter is forwarded from the University Enrolment Office. Waikato International provides advice on immigration, fees, and scholarships, and provides the Faculty with an assessment of the appropriate evidence of the student's competence.

Te Piringa - Faculty of Law makes all of the academic decisions relating to the admission of international students to the programmes. The Faculty informs Waikato International of the specific conditions for admission.

With regard to academic entry requirements, the same academic standards that apply to New Zealand students apply to international students. When the student has a qualification from an overseas university, a number of considerations are taken into account. These are:

- a) The academic standing of that university;
- b) The nature of the student's programme of study;
- c) References and GMAT scores;
- d) The advice of Student and Academic Services Division and of Waikato International;
- e) The student's command of the English language.

International students whose first language is not English must supply evidence that they are capable of oral and written work in English at a standard that is appropriate for advanced studies in law. This entails strong reading, writing and oral capabilities. International students can usually demonstrate that level of proficiency by obtaining an IELTS score of 6.5 overall, including a 6.0 or better in the writing band, a TOEFL score of 600 overall, with a TWE (test of Written English) of 5.5 or better, an iBT (internet Based TOEFL) score of 100 with a writing score of 22, or a B grade or better at Level 8 in the Certificate of Attainment in English Language (See "International Students" in the *University of Waikato Calendar*). Other evidence may be considered on a case-by-case basis. However, in individual circumstances, the Faculty may accept other means of proof as proficiency of English, which may include completion of tertiary degrees in English. Applicants for the PhD programme will normally be expected to have higher writing scores.

Depending on their background, international students may be advised to spend one year studying the Graduate Diploma in New Zealand Legal Studies in order to prepare them with the research, language and writing skills needed to study law in New Zealand. Occasionally, a student may be asked to attend the University's Language Institute as a condition of attaining enrolment.

Under the Ministry of Education's Code of Practice for the Pastoral Care of International Students there are statutory requirements in regards to the information we must include in our publications. These are:

## **Code**

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand Ministry of Education website at: [www.minedu.govt.nz/international](http://www.minedu.govt.nz/international)

## **Immigration**

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at: [www.immigration.govt.nz](http://www.immigration.govt.nz)

## **Eligibility for health services**

Most international students are not entitled to publicly funded health services while in New Zealand.

If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at: [www.moh.govt.nz](http://www.moh.govt.nz)

## **Accident insurance**

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at: [www.acc.co.nz](http://www.acc.co.nz)

## **Medical and travel insurance**

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

## 4. Part-time study

Part-time study generally consists of the equivalent of 30 points per semester. In accordance with the University Regulations relating to their particular masters degree programme, qualified part-time students can enrol for LEGAL591 dissertation (30 points), or LEGAL592 dissertation (60 points), or LEGAL593 thesis (90 points) on a part-time basis. In order to be eligible for consideration for the award of honours, the requirements for the degree must be completed within one year of full-time study, or within two consecutive years of part-time study.

## 5. Cross-credits

The University Regulations relating to the particular masters degree programmes make it possible for students to be admitted with credit for graduate level papers taken at another university, provided that the paper has not been counted towards another completed qualification. It is the policy of the Faculty to consider a credit toward the LLM for one graduate level paper taken at another university for which the student has earned at least a B grade, or with another School/Faculty within Waikato University, in place of one Level 5 Law paper. Application should be made to the Credit Office, SASD using the form "Application for Transfer Credit, Cross Credit and External Enrolment" including a payment of \$50. Please allow four weeks for processing.

## 6. Programme changes, withdrawal and re-enrolment

The regulations relating to programme changes are outlined in detail as part of the preamble to the masters degree regulations in the *University of Waikato Calendar*. The following points should be noted:

- a) A paper may be added or deleted from a student's programme up until the end of the second week of the relevant semester. Students may withdraw from a Level 5 paper at any time before the due date for the final item of assessment. Intensive papers must be deleted by 5pm on the first Friday of the relevant teaching period.
- b) The deadline for the submission of a dissertation (LEGAL591C or LEGAL592C) required for a graduate degree is 52 weeks. LEGAL593C (90 point thesis) is normally studied over 52 weeks, but can be studied on a part-time basis over a longer period of time.
- c) Students who expect that they will not submit their dissertation or thesis by the due date, may apply to the Chief Examiner for an extension of time without the requirement for re-enrolment, provided that the application for an extension is lodged prior to the deadline for submission.
- d) Extensions will not normally be awarded for periods of more than 21 days beyond the relevant due date. Students who do not submit their dissertation or thesis by the end of this extension, will be liable for re-enrolment and a further payment of tuition and other fees for a period of at least one semester, and any other enrolment charges including the late enrolment charge, if appropriate.

# Part 3: The teaching and supervision of LLM/MLS students

## 1. Teaching and supervision

A goal of Te Piringa - Faculty of Law is to promote excellence in teaching, supervision and research at the graduate level. It strives to create an environment that encourages students to develop critical thinking and advanced research skills. To do so, only the most able teachers and supervisors in the Faculty are selected to teach at the graduate level. It is the responsibility of the Dean to assign academic staff to the programme. It is also the Dean's responsibility to ensure that the papers are taught and assessed effectively. The Dean may delegate part of this responsibility to the Postgraduate Programmes Convenor, and the Graduate Studies Committee.

### The graduate teacher/supervisor (taught and research)

To ensure that high academic standards are achieved in the teaching and supervision in all graduate programmes, those teaching or supervising on graduate programmes must have adequate graduate qualifications. Adequate qualifications are deemed to be high quality LLM or doctoral qualifications, or alternatively, sufficient teaching and professional experience combined with sufficient publications to satisfy the School of Graduate Studies of that staff member's ability to teach or to supervise in the graduate programmes.

### Quality assurance processes

Our Student Administrators, maintain a file on each student, which will include copies of:

- a) Supervision records, if applicable;
- b) Progress reports, suspensions, extensions, and changes of conditions;
- c) Recommendations for appointment of examiners.

Teachers or supervisors maintain records of the progress of the student, including a brief summary and record of any major research meetings.

## 2. Taught LLM/MLS papers

Teaching methods used may vary across the Level 5 papers offered but the work expected is comparable to a 30 point dissertation (12,500 word work product) and the following are guidelines for all papers.

- a) **Paper outline**  
Paper outlines will normally be provided to students online and at the first meeting of a taught paper. The paper outline includes a description of the objectives, content, complaints mechanisms, prerequisite(s), required texts, workload, due dates for research proposals and assignments, and method of assessment. Our Student Administrators will also be supplied with a copy.
- b) **Duration of instruction**  
30 point taught papers consist of a total of 24 contact hours.
- c) **Staff availability**  
Teachers should make themselves available by appointment or set consultation hours to see students about their work in addition to the class contact hours of instruction and, where possible, should advise students of these arrangements in their paper outlines.

## Assessment

The workload in Level 5 papers of comparable weighting should be broadly comparable. Accordingly, for 30 point papers, there will normally be one or more, but not more than four, written assignments totaling 12,000-12,500 words. Alternatively, some Level 5 papers may include diaries, seminars, or a component for the oral presentation of the student's work, attendance and participation.

## Research proposals

Research proposals are required for all taught research papers and should be identified as assessable work in paper outlines. Before beginning a research assignment in earnest, students must submit a research proposal for approval, and, if necessary, for discussion. The purpose is to ensure that students embark on research that will lead to useful results. It is a safeguard, for both teachers and students, and helps avoid research efforts that are overbroad (a common problem), or ones that will 'bottom out' too quickly. It will reveal the existence of underlying issues, perhaps theoretical or contextual ones, that did not appear at first sight, but that require exploration. It requires students to become familiar with the existing literature on the subject, so that they do not repeat work that has already been done, and so that student's work is current. It requires students to consider what material they will need. Some material may not be available through the Law Library, or may be held confidentially.

## Content

Research proposals are likely to include the following:

- a) A one-paragraph statement – the purpose of the proposed paper.
  - The exercise of writing a simple sentence stating what the purpose is, compels you to identify with precision just what you intend to do – or what your central proposition or 'thesis' is. This is quite different from a general enthusiasm for work in an area of law.
- b) An outline of the parts and sections of the proposed paper:
  - This takes the form of an expanded, annotated draft table of contents.
- c) An interim bibliography:
  - It should be annotated as to the availability, content, and usefulness of each item. It should be sufficient to demonstrate that you have come to grips with the basic materials.
- d) In some circumstances, additional material will be required, eg a timetable for the attainment of different objectives, a section on methodology, or an outline of ethical issues. A research proposal will often be 1,000 words long.

The research proposal is not binding. Research work inevitably keeps changing, right up to its completion. The process of putting a proposal together verifies that you have found at least one project that appears to be viable, and have begun to think systematically about the issues it raises.

## Research proposal marking criteria

**Focus and Structure:** Clarity in the definition of the topic; Conciseness and accuracy in the identification of issues; Logic and clarity of organisational structure.

**Scholarship and Analysis:** Use of theoretical and contextual scholarship; Legal analysis; Evidence of wide ranging independent research; Relevance of sources and quality of annotations.

**Presentation and Style:** Lucidity and cogency of the discussion of the material; Precision of language and of style guide compliance. Compliance with page limits, appropriate spacing and font, etc.

*Note(s): Human Subject Research Ethics Approval needed.*

## Ethics approval

The Faculty is supportive of human research, which includes the surveying or interviewing of individuals, members of various groups, or the wider community. However, those who wish to engage in such research require the prior approval of the Division's Human Research Ethics Committee. Please contact our Student Administrators for application forms or you may access the appropriate forms from the Division/Faculty website. Those who wish to conduct research involving the Māori community must consult with the Faculty's Te Piringa Committee and adopt such steps as are recommended by it to obtain approval for such research. In cases of doubt or difficulty, the Division's Human Research Committee may refer the matter to the University Human Research Ethics Committee. All applications for ethics approval are generally reviewed and responses returned (where possible) within two weeks.

## Oral presentations of research project

Many taught LLM papers include a requirement that the student prepare and deliver an oral presentation of the work of their research project. These help hone the students focus on their work, develop collegial research skills, and develop communication skills.

## Sample marking guide for graduate presentations

### Focus and structure of presentation

**Introduction:** Introduction of the subject, preview of main ideas.

**Content:** Development of the main points with supporting facts, examples, ideas and/or arguments you want to give. Quality of Information and Depth of Scholarship. Use of transitions to help the audience follow the development of ideas. Logical flow.

**Conclusion:** Provision of a crisp clear summary of main points, extent to which central idea was re-emphasised in a memorable way, provision of closure, ability to motivate the audience to respond with questions/comments.

**Presentation delivery:** Lucidity of the discussion of relevant material; ability to hold interest and help with understanding, extent to which thesis statement and question was made memorable; confidence with material showing evidence of preparation. Time-keeping and management of discussion.



## **New Zealand Law Style Guide**

Assignments, dissertations and theses layout must comply with the latest edition of the *New Zealand Law Style Guide*. An online copy is linked from the Law Student homepage [www.waikato.ac.nz/law/student](http://www.waikato.ac.nz/law/student).

### **Feedback on drafts**

Lecturers will provide students with feedback on one draft of their directed study, dissertation, or thesis. Students must leave sufficient time for the teacher/supervisor to do so, 2 weeks as a minimum. Lecturers 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.

### **Sample marking criteria for a written research work product**

**Focus and Structure:** Clarity in the definition of the topic; conciseness and accuracy in the identification of issues; logic and clarity of organisational structure.

**Scholarship and Analysis:** Appropriate use of theoretical and contextual scholarship; skilful legal analysis; evidence of wide ranging and thorough independent research; originality.

**Presentation and Style:** Lucidity of the discussion of the material; cogency of prose and argument; precision of compliance with the New Zealand style guide.

**General:** Work submitted for masters papers must demonstrate: the ability to engage 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.

### **Internal assessment of assignments for taught papers**

The teachers of the Level 5 papers should deliver around 25% of a representative sample of the course work from students in their Level 5 papers to our Student Administrators no later than 5 working days after the due date for students completing the work for cross-assessment by another academic. A copy of the cross-assessment report shall be delivered back to our Student Administrators no later than 5 working days from the date the assignments were delivered to the cross-assessor. Any significant disparities in marks between the teacher and cross assessors shall be referred to the Graduate Board of Examiners meeting for a decision to be made on the final mark.

## Presentation and submission of internal assessments

Unless otherwise directed, work is submitted by the specified deadline, online via Moodle. Students must ensure:

- a) Unless the student is otherwise advised, all work submitted includes the following information, clearly marked on the first page:
  - Assignment title – where the assignment allows the student a choice of question or topic, the question or topic must appear on the cover sheet along with:
  - Name of student
  - Student ID
  - Paper number and name
  - Stream (if applicable)
  - Tutorial group (if applicable)
  - Name of lecturer/tutor
  - Due date
  - A template for the first page is available at [www.waikato.ac.nz/law/online/resources/compfile](http://www.waikato.ac.nz/law/online/resources/compfile)
  - (Additional requirements on eg length by pages or by word count (and for instance if footnotes are to be included) can be inserted here or in the assignment handout).
- b) Handing in, marking time and collection Assignments must be submitted electronically through Moodle <http://elearn.waikato.ac.nz>.

If you require assistance with Moodle, or encounter any problems, please contact the Help Desk. You can send a message to Help Desk by using the instant message service in your paper (from the participants list within the People block). Alternatively, you can email them directly at [help@waikato.ac.nz](mailto:help@waikato.ac.nz) or phone +64 7 838 4008.

*Important Note(s): 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.*

- c) Electronic submission of assignments
  - All assignments are to be submitted electronically. To submit your assignment electronically, follow these five easy steps:
    1. Login
      - Go the Moodle website <http://elearn.waikato.ac.nz>.
      - You will need to log on to the Moodle site using your university login and password.
      - A list of all your law papers will be displayed.
    2. Navigate
      - Click on the appropriate paper.
      - You will see the “Assignment Post Box”.
      - Click on the Assignment title. You will see a description of the assignment.

### 3. Upload

- Click “Choose File”.
- Browse the available files and select your assignment.
- Click “Choose”.
- Click “Upload this File”. The file is uploaded to “Submission Draft”.
- Click edit under “Notes” and enter a word count in the notes field, and click “Save Changes”. This information will be added to your cover sheet.

### 4. Submit for Marking

- The assignment name will appear under “Submission Draft”.
- You should open the file and check it is the correct file and version you wish to submit for marking.
- You can delete and change the file at this stage.
- Students must click “Send for Marking” under heading “Final Submission for Assignment Marking”.
- Students may be required to add additional information for the automatically generated cover sheet, please follow the online instructions.
- Students will be required to accept the following statement relating to plagiarism:  
I certify that this assignment is all my own work and does not include any copying or paraphrasing of another person’s work. Where I have referred to another person’s work I have referenced appropriately. I understand that this assignment may be submitted to a web-based plagiarism detection tool and give permission for the assignment to be used in that way. I certify that no part of this assignment has already been counted for assessment in this paper or any other paper. Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?  
  
To submit electronically you must accept this statement and should be aware that in accepting this, you are allowing your assignment to be submitted to, and become part of, a web-based plagiarism database. You are not required to submit a printed copy of your assignment. If you do not accept this plagiarism statement by clicking the “Yes” button your assignment will not be submitted for marking.

### 5. Receipt

- Upon submission for marking, students will receive an email receipt which will contain a unique alphanumerical identifier. Save or print this email as it is proof of receipt of the assignment.
- It is this Faculty’s policy to mark course work within five weeks. All assessed course work is to be collected from the Law Faculty Resource Room.

## Final date

All course work must be completed by the dates specified in the relevant Level 5 paper outlines.

## Extensions

Students are required to complete and submit all work by specified dates. Deadlines for work will be ordinarily up to 10 days and **no later than 21 days after the last teaching day of the semester in which the paper is taught**. 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 extension are made via the relevant form available from Law Reception or downloaded from the law student webpage (Course Resources: Forms). Submit the completed form to Law Reception where it will be assessed by the Chief Examiner (**not** the Lecturer/Supervisor or Postgraduate Programmes Convenor). Applicants will be notified by Law Reception (usually by email) of the extension status. Extension will be granted only on evidence of illness, accident, bereavement or special circumstances. Students are required to submit satisfactory documentary evidence with any application for an extension.

*Note(s): The assignment still needs to be submitted via Moodle. The process for dissertations will remain as pre-Moodle ie paper copies submitted to the Graduate Administrator.*

## Graduate assessment schedule

The following is the grade structure and numerical equivalence operation at the University of Waikato:

A+	90-100	D	40-49
A	85-89	E	0-39
A-	80-84	F	Ungraded fail
B+	75-79	RP	Restricted pass
B	70-74	P	Ungraded pass
B-	65-69		
C+	60-64		
C	55-59		
C-	50-54		

### A) Written work:

1. 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).
2. A, 85%: Most of the requirements for an A+.
3. A-, 80%: As for B+, together with several of the requirements of an A+.
4. B+, 75%: As for B, but with more difficult issues solved and a good standard of writing.

5. 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.
6. B-, 65%: As for B, but inferior in one or two respects. No confusion.
7. C+, 60%: As for C, but with little confusion and more issues identified and answered. Some irrelevant material tolerated.
8. C, 55%: Essential points identified and presented. Some confusion tolerated. Probably half of the relevant issues identified.

## B) Oral presentation:

1. Form: Voice, language, confidence, timekeeping, adherence to protocol, and perceived effect of presentation.
2. Substance: Issue analysis, structure, order of priorities, ability to respond to questions, and perceived validity of presentation.

## Assignment feedback

Students may reasonably expect their marked assignments returned within 5 weeks of due dates. Graded assignments may be accompanied by comments explaining the grade awarded. The teacher or supervisor should also be available for discussion.

## Review of mark

If a student requires a re-mark on an internal assessment, clear reasons must be stated. A form for this purpose is available from Law Reception. The re-marking will be undertaken by another lecturer; if no lecturer is available, the matter will be referred to the Chief Examiner. A student who prefers not to approach the lecturer of the paper about a re-mark should submit the form and research paper to our Student Administrators. For University policy and procedure on appeals against grades, see the *University of Waikato Calendar*.

## 3. Research masters papers (LLM/MLS)

These consist of:

- a) Dissertation LEGAL591C (1-paper, 30 points) and LEGAL592C (2-paper, 60 points)
- b) Thesis LEGAL593C (3-paper, 90 points)

The Regulations for the Degrees of Master of Laws/Master of Legal Studies allow dissertations (the equivalent of one (30 points) or two (60 points) Level 5 taught papers) or a thesis (the equivalent of three (90 points) Level 5 taught papers).

A dissertation/thesis may be taken in place of one or two or three of the four taught papers. In either case, enrolment will be subject to the definition of a research subject that can be adequately supervised in the Faculty.

Students are required to enrol for a minimum of two semesters of full-time study, or a maximum of four consecutive semesters of part-time study.

There are academic preparedness and other restrictions which apply to research masters papers.

Exceptional circumstances are required for students to enrol in more than one dissertation to meet the requirement of their LLM. Such circumstances could include student interest in several widely divergent topics which are not covered by taught papers.

## Dissertation and theses

Masters degrees pursued through Te Piringa - Faculty of Law may involve coursework as well as a dissertation or thesis. The term 'dissertation' and 'thesis' essentially mean the same thing – the differences between them are in scope, depth, or length. At this University, the term 'dissertation' refers to the smaller piece of work, and the term 'thesis' to a more substantial project. Apart from the difference in the length, depth, and scope of work, the requirements and format for dissertations and theses are generally the same.

An LLM/MLS thesis is the outcome of independent research and scholarship conducted under qualified supervision with the aim of introducing the student to the collection, extension and/or analysis of knowledge.

It is distinguished by the relevance of the arguments to the student's discipline, the quality of the evidence collected, how it is employed, and the light it sheds on current disciplinary concerns and interests.

The final results of an LLM/MLS thesis should demonstrate the student's ability to:

- Master the theoretical paradigms of the discipline;
- Identify and evaluate relevant literature and other forms of information;
- Design a well-structured, relevant and integrated plan of research;
- Implement a research plan using appropriate methods of research and analysis;
- Reach logical conclusions informed by a combination of the student's own investigations and other available information.

The thesis shall be presented in a clear, accurate and succinct form suitable for examination. A copy of the thesis should be deposited in hard copy or electronic form in an appropriate archive of the educational institution.

Dissertation and thesis research in law can vary. The best way to become familiar with this form of scholarship is to read examples of theses or dissertations. Students are strongly advised to do this before embarking on their research proposals.

## LLM/MLS students: dissertation or thesis?

For LLM/MLS students, the first decision is whether to write a thesis or a dissertation.

Students should consider a 60 point (two-paper) dissertation if: they have a B average in the LLM/MLS or a B+ average in their bachelors degree; their project is smaller; or they want to include more coursework.

## Research options

There are several ways to conduct research for your LLM/MLS:

- 90 point (3 paper) thesis
- 60 point (2 paper) dissertation
- 30 point (1 paper) dissertation.

Students wishing to conduct research by a 120 point (4 paper) (50,000 words) thesis should enroll in the Master of Philosophy (MPhil) degree programme.

### 90 point thesis

Maximum 38,000 words.

The LLM /MLS degree may be completed by one 30 Level 500 taught paper and a 90 point thesis (LEGAL593) on a topic approved by the Graduate Studies Committee.

Approval to undertake the degree by thesis is normally given only where the student has completed their bachelors degree and has a grade point average of B+ or equivalent.

Approval from the Graduate Studies Committee is required prior to enrolling.

### 60 point dissertation

Maximum 25,000 words.

Students may complete a 60 point dissertation as part of the LLM/MLS degree.

Approval to undertake part of the degree by dissertation is normally given only where the student has completed their bachelors degree and has a grade point average of B+ or equivalent.

Approval from the Graduate Studies Committee is required prior to enrolling.

### 30 point dissertation

Maximum 12,500 words.

Students may complete a 30 point dissertation as part of the LLM/MLS degree.

Approval to undertake part of the degree by dissertation is normally given only where the student has completed their bachelors degree and has a grade point average of B+ or equivalent.

Approval from the Graduate Studies Committee is required prior to enrolling.

## Structure of a dissertation or thesis

A thesis or dissertation shall be a carefully written exposition of the research a student undertook under supervision. It should:

- Critically investigate the topic;
- Demonstrate an appropriate level of expertise in the methods of research and scholarship;
- Demonstrate the independent development of ideas relevant to the topic;
- Present the results lucidly in a manner that makes a contribution to the subject area concerned.

It should normally include the following:

- A clear outline of the research question to be addressed and the theoretical, contextual, or disciplinary basis of the student's research, and provide an overview of the rest of the thesis;
- It should also develop the arguments in a sustained and coherent manner, and these should be brought to a conclusion.

It is important for students and their supervisors to realise that the written thesis, with careful argument and presentation, is a fundamental part of the evidence that the student is, or is not, worthy of the award of the degree. No matter how good the student's research may be, it is an essential condition for the award of the degree that the research be presented in a well-written thesis that clearly justifies the student's research methods and conclusions.

In addition to the above, the student's written thesis will normally contain:

- An abstract;
- A table of contents;
- A table of cases and statutes considered;
- A detailed description of the student's research, findings, data, and overall conclusion of the thesis;
- A bibliography;
- Indices (of important words, phrases, and symbols) and/or glossaries as appropriate.

A 90 point thesis not more than 38,000 words; a 60 point dissertation not more than 25,000 words and a 30 point dissertation not more than 12,500 words. These word limits include the proposal, the research paper and footnotes. They exclude the bibliography and appendices.

Full information concerning the form and style of theses is given in the booklet *Guide to the Presentation of Theses at the University of Waikato* available from the Library or on its website. Refer also to the regulations set out in the *University of Waikato Calendar*.



## Language

Theses will normally be written in English, but a student may request permission to submit a thesis written in Māori.

Students may submit a thesis in a language other than English or Māori only with the permission of the Faculty. Such permission will normally be given only where the use of the language is appropriate to the topic of the thesis, and examiners can be appointed who will examine in that language.

Theses submitted in any language (including English) are expected to conform to the normal standards of presentation (grammar, spelling, and style) in that language.

## Supervision

The Postgraduate Programmes Convenor shall obtain from the Dean the list of staff potentially available to be supervisors at the commencement of each semester based on workload considerations. The Faculty does not warrant that it can provide supervision in all areas of law. Student decisions about enrolling for a thesis or dissertation, and about their research plans, must be taken in the light of the Faculty's capability to provide appropriate expert supervision.

Students are encouraged to apply as soon as possible before the application dates that close on 30 April and 31 October each year if they are intending to include a directed study, dissertation, or thesis as part of their degree studies.

## Monitoring

Aside from the more specific obligations determined by the student and the supervisor through the research proposal or their own negotiated agreement, the basic points Te Piringa - Faculty of Law insists upon are:

- a) In general, students should consult their supervisors regularly (normally at least monthly) concerning the progress of their research;
- b) While academic staff have significant supervisory obligations, ultimate responsibility for the personal programme of study lies with the student. It is the obligation of the student to come to the supervisor for discussions and review of work;
- c) The supervisor shall take the initiative in establishing regular supervision meetings with the student, and shall report at the end of each semester to the Graduate Studies Committee on progress of the student.

Academic staff and students shall use the meeting agreement form as the basis for establishing a supervisory relationship. Flexibility in the actual use of forms is quite acceptable based on an agreement between the supervisor and the student.

The requirements for Research Proposals, Ethics Approval, if necessary, feedback on drafts and other supervisory matters are identical to those outlined previously in relation to research undertaken in taught LLM papers.

## Completion dates

The completion dates of dissertations and theses are covered by the Regulations for the Master of Laws in the Calendar. Broadly, dissertations and theses are due 26 weeks (for a 30 point paper over one semester of study) or 52 weeks (one year) after enrolment is approved by the Faculty, although a 21-day extension may be obtained by formal application and approval by the Chief Examiner. A student who fails to submit a dissertation or thesis within this time-frame, will be required to re-enrol.

## Completion – the technical form

The preparation of dissertations and theses must follow the Regulations Governing the Presentation of Theses and Dissertations, as prescribed in the *University of Waikato Calendar*. To assist this process, a *Guide to the Presentation of Theses at the University of Waikato* is available from the Reference Desk of the University Library. It is the student's responsibility to pay for and organise copies of dissertations and theses, and to complete copyright and confidentiality formalities for the University Library.

## 90 point theses

When a thesis is ready for examination, three bound copies must be submitted by the student to the Assessment Office, if it is a first masters thesis, or to the School of Graduate Studies, if it is an MPhil or doctoral thesis. The thesis must be accompanied by a declaration, signed by the student's chief supervisor, stating:

- a) Whether the thesis is, in the supervisor's opinion, ready for examination; and
- b) That the thesis embodies the student's own work, carried out under the supervisor's direct supervision.

At the time of submission of the thesis in fully-bound form, the student must also submit a digital copy of the thesis.

After examination, one copy is lodged in the University Library and one copy is retained by the Faculty. The third copy is returned to the student.

## Submission of dissertations

As students are individually supervised and submit assignments on different dates the Law Faculty automated print service is not available for this paper. The students are required to submit their research proposal and research paper in both hard copy and electronically.

Electronic submission to our Student Administrators, email [lawrecp@waikato.ac.nz](mailto:lawrecp@waikato.ac.nz).

Two hard copies of a dissertation must be submitted to our Student Administrators. Dissertations are not required to be bound, (black spiral binding and plastic covers acceptable) but must be formatted and presented in accordance with Faculty policy. The supervisor examines one copy, and the other copy is forwarded to the cross-assessor.

## Assessment

The marking (including cross-assessment) of a dissertation or thesis should take no longer than 8 weeks.

## Assessment of dissertations and theses

30 and 60 point dissertations are normally internally assessed and 90 point theses are externally assessed. The member of staff who has been supervising a dissertation or thesis, is responsible for selecting an appropriate cross-assessor. They should also make preliminary enquires about the willingness of the external person to examine the work in question. All supervisors should give timely advice on the names of cross-assessors to our Student Administrators.

It will be the responsibility of the supervisor to write to the cross-assessor to confirm and formalise the arrangement. The cross-assessor must have either adequate qualifications or experience. This process should, as far as possible, be done with confidentiality being preserved between the student and the external examiner.

The assessment criteria are the same as those set out in previous pages.

## Determining the grade

The supervisor and the cross-assessor are both required to provide independent reports for the Graduate Board of Examiners meeting. If there is any difference in the grades recommended, the Board of Examiners will determine the grade/mark. No indication of grade should be given to the student until any unresolved difficulties over the mark are resolved.

## Examiners' committee

On receipt of the reports from the examiners, an Examiners' Committee comprising the Postgraduate Programmes Convenor, the supervisor and the Chief Examiner (as a quorum) plus other members of the Graduate Studies Committee will be convened as the Graduate Board of Examiners to decide on a grade for the paper. The Graduate Board of Examiners will normally meet on the same days as the Faculty's Board of Examiners for other programmes, immediately after that meeting.

## Extensions

A **maximum 21-day extension** may be obtained by formal application and approval by the Chief Examiner unless there are exceptional circumstances. A student who fails to submit a dissertation or thesis within this time frame, will normally be required to re-enrol or given an IC.

## 4. Review of LLM/MLS programmes

The academic programmes of study taken by all students are systematically reviewed. Reviews shall consist of three parts:

- a) Each staff member must provide all students with a paper evaluation opportunity. TDU are the recommended source for the necessary evaluations. Each staff member should review and evaluate their papers;
- b) Prior to the end of each academic year, the Postgraduate Programmes Convenor, in consultation with Level 5 teachers and supervisors, reviews the personal academic programmes of all LLM/MLS and LLM(Māori/Pacific and Indigenous Peoples) students taught in that year;
- c) An overall LLM /MLS and LLM(Māori/Pacific and Indigenous Peoples) review by the Postgraduate Programmes Convenor will be conducted of all Law 5 taught papers. The report of the Convenor is presented to the Graduate Studies Committee and includes information relating to the number of Level 5 papers offered, the number of staff and students involved, and the overall grade distribution. The qualitative information provided also includes the Convenor's comments on the programme as a whole and any comments made by external moderators. The overall review considers the deletion, and/or the addition of new papers to the graduate programmes.

The Graduate Studies Committee considers any issues arising, and any suggestions for revision of policy and procedures relating to the Level 5 papers.

## 5. Completion and the award of honours

The following procedures apply to the grading and completion for all LLM/MLS programmes:

- a) Provisional grades should be submitted to Examinations as soon as possible after the paper(s) is/are completed. These grades are recommended by the Chief Examiner, and approved by the Graduate Board of Examiners' meeting;
- b) Before submission to Examinations, provisional grades are to be reviewed and confirmed by the Graduate Board of Examiners' meeting and a decision is made on the award of Honours;
- c) The LLM/MLS degrees are awarded with Honours. The grade average across all papers required for the different classes is:

• First Class Honours	A- to A+ grade	(80-100%)
• Second Class (first division)	B+ grade	(75-79%)
• Second Class (second division)	B grade	(70-74%)
- d) Our Graduate Administrators co-ordinate the submission of grades to Examinations. All grades in taught courses must be submitted before the end of the academic year (mid-July or mid-December). Grades must be submitted before the advertised deadline in January if the student is to take part in the May graduation ceremony.

# Part 4: Higher Degree study

## 1. Introduction

The academic requirements, standards, process of supervision and the administration of higher degrees (MPhil, PhD, and LLD) are overseen by the Postgraduate Studies Committee of the University. Reference may be made to the “Regulations for the Degrees of Master of Philosophy, Doctor of Philosophy, and Doctor of Laws” in the *University of Waikato Calendar*; and to the *Higher Degrees Handbook* which is available from the School of Graduate Studies, email [postgrad@waikato.ac.nz](mailto:postgrad@waikato.ac.nz).

## 2. Admission

Information about the relevant admission requirements for higher degree study are available online via the School of Graduate Studies website.

### **3. Programmes of study**

#### **Master of Philosophy (MPhil)**

The MPhil degree is appropriate for students who wish to develop their capability for sustained and advanced scholarly research, and who already possess the ability to carry out research on an independent basis. The MPhil normally requires three years of full-time study, although it may be completed part-time.

#### **Entry criteria, course requirements, and degree regulations**

Information about the relevant entry criteria and course requirements for the MPhil degree are available online via the School of Graduate Studies website, and the relevant degree Regulations are available online via the University website.

# Part 4: Higher Degree study

## Doctor of Philosophy (PhD)

The PhD degree is appropriate for students who wish to develop their capability for sustained and advanced scholarly research, and who already possess the ability to carry out research on an independent basis. The PhD normally requires three years of full-time study, although it may be completed part-time.

The research findings are presented in the form of a major thesis. PhD research is conducted under the supervision of a panel which includes members of the academic staff, and in some cases, others from outside the university who have special expertise in the particular thesis topic.

The regulations below set down the requirements for award of the PhD degree.

Formal policies and procedures related to enrolment and examination for the PhD are set out in the *Higher Degrees Handbook*, which also includes information about administration matters and is available at [www.waikato.ac.nz/sasd/postgraduate](http://www.waikato.ac.nz/sasd/postgraduate).

Both regulations set out below and the formal policies and procedures set out in the Handbook for the Master of Philosophy and Doctorates at the University of Waikato are administered by the University's Postgraduate Studies Committee by delegated authority of the Academic Board. Any changes to these regulations, or to the formal policies and procedures, are subject to approval by the Academic Board.

The regulations for the PhD degree are available online via the University website.

## Doctor of Juridical Science (SJD)

The Doctor of Juridical Science (SJD) provides a structured approach to doctoral work that is designed to achieve mastery of content, acquisition of skills and the development of attributes appropriate to senior positions in academia, law, and related professions. Learning experiences are incorporated into the programme to bring about these desired outcomes, and the programme is structured to ensure that students have optimal supervision to contribute to these outcomes. The University has developed strong relationships and networks with national and international communities of researchers to ensure that its doctoral programmes and qualifications are relevant and responsive to our students' needs as well as to the needs of the professions.

This programme is **not** currently offered by the Faculty. The relevant regulations are available online via the University website.

### Structure of programme

The SJD components are in two parts.

#### Part 1

Part 1 requires fulfilment of an individually tailored programme that comprises LAWS995 Research Portfolio which counts for 120 points.

This programme includes:

- Attendance at selected seminars to be determined with the Chief Supervisor's guidance; and attendance and presentations at cohort meetings; and
- The production of two publishable quality 20,000 word research papers; and
- The production of a research proposal, based on these papers, at the same level of a PhD proposal, and
- An oral presentation on the student's research and research proposal to confirm enrolment in Part 2.

The Research Portfolio ensures a sustained and rigorous approach to a specific area of law. This coursework is at the doctoral level, requiring supervised research projects in particular areas of specialisation that meet a similar criteria to the thesis. Candidates must demonstrate expertise in an area of law and intellectual independence through the production of their research papers in that area, as well as demonstrating their ability to identify and develop an original topic at an appropriate level in the same area through their thesis proposal.

In order to proceed to Part 2 of the degree, candidates must gain a minimum grade of Pass, as confirmed by an external examiner, in the Research Portfolio, and must have prepared a suitable research proposal approved at the confirmation presentation.

#### Part 2

Part 2 requires the completion of a maximum 60,000 word thesis at the doctoral level with a value of 240 points.

Candidates must undertake approved and supervised research, and present the results lucidly in a thesis which:

- Critically investigates an approved topic of substance and significance; and
- Demonstrates expertise in the methods of research and scholarship; and
- Displays intellectually independence, and
- Makes a substantial original contribution to the subject area and is of publishable quality.



## Doctor of Laws LLD

The LLD seeks to recognise research of the highest calibre and is intended to allow recognition of original published work of special excellence in the history, philosophy, exposition or criticism of law. The contribution may be in book form or in scholarly journals in circulation. In addition to the published work, the candidate may also submit unpublished work in support of the application. Such contributions cannot have been used in relation to previously awarded degrees.

The LLD candidate will typically be some one who has at least 5 years of post-doctoral experience, in an area of law, and will have made special study of a particular area of law, have acquired expertise therein of special excellence so that s/he may be regarded as undisputed national and/or international experts and leaders in specialist areas of law.

The regulations for award of the LLD degree are available online via the University website.

## **4. Responsibilities**

Within Te Piringa - Faculty of Law, postgraduate studies are overseen by the Postgraduate Programmes Convenor. The Convenor is the Dean's nominee and is delegated full responsibility except as to resources, budget, facilities and availability of staff. The Convenor is the Faculty's representative on the Postgraduate Studies Committee of the Division, and is the Chair of the Faculty's Graduate Studies Committee.

## 5. Quality assurance processes

Our Student Administrators shall maintain a file on each postgraduate student. On that file will be held copies of the following documents:

- a) Any application and approval by Graduate Studies Committee;
- b) Full research proposal and plan;
- c) Progress reports, suspensions, extensions, and changes of conditions;
- d) Recommendations for appointment of cross-assessors, and supervisors and assessors reports on dissertation and theses.

The supervisor shall maintain a record of the progress of the student, including a brief summary and record of the major research meetings. The Chief Supervisor for MPhil/PhD students may maintain this record on the Faculty student file, or on a file in his/her custody. Refer to the *Higher Degrees Handbook*.

## 6. Supervision

Students and supervisors are referred to the *University's Higher Degrees Handbook*. The Associate Dean checks:

- a) That supervisors are registered at the appropriate level; and have copies of the appropriate regulations, policies and guidelines;
- b) That the chief supervisor has undertaken research in a field relevant to the thesis;
- c) That the supervisory panel is conversant with the appropriate methodologies and literate in the scope of the thesis.

Supervisors will use the University policy on supervision which can be found at [www.waikato.ac.nz/sasd/postgraduate/supervision.shtml](http://www.waikato.ac.nz/sasd/postgraduate/supervision.shtml). Where a student has problems that cannot be discussed with the supervisor, he/she may raise them for resolution with:

- The Postgraduate Programmes Convenor; or
- Any of the persons or groups identified for such purposes in *Te Piringa - Faculty of Law Undergraduate Handbook*, or in the *University of Waikato Calendar*.

Procedures laid down in *Te Piringa - Faculty of Law Undergraduate Handbook* for the resolution of disputes shall apply to postgraduate students. Chief supervisors shall keep the Convenor informed of the student's progress and of any issues arising from the supervisory relationship.

## 7. General provisions applying to postgraduate students

The provisions of this Handbook apply to postgraduate students, subject to special provisions made here, in the University Regulations, or in the *University Higher Degrees Handbook*. In particular:

- a) The minimum or higher English language requirement for LLM/MLS students applies to postgraduate students;
- b) The LLM/MLS orientation programme is required for postgraduate students;
- c) Postgraduate students have the same entitlement as LLM/MLS students to available facilities.

# Part 5: Plagiarism

Plagiarism is prohibited by the University Assessment Regulations. For the full regulations see the *University of Waikato Calendar*.

## Assessment regulations (excerpts)

### Definition

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 presented through a written, spoken, electronic, broadcasting, visual, performance or other medium.

## Plagiarism and cheating

1. Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the Faculty/Schools of Studies and the Library.
2. Plagiarism is prohibited.
3. It is not a defence against a charge of plagiarism for a student to argue that he or she did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.
4. Cheating in any matter connected with assessment is prohibited.

## Use of the same material for different assessment items

Unless approved otherwise by the examiners of the papers concerned, a student must not submit as assessment material that is substantially the same as material submitted as assessment for a different paper.

## Proof reading

The University policy applicable to the use of proof reading services for postgraduate students is available from the Graduate Administrator. All students using proof readers must adhere to this policy.

# Part 6: Facilities, scholarships and employment

Te Piringa - Faculty of Law will, as far as possible and subject to space and financial constraints, provide the following:

## 1. Facilities

### Tea room

A separate graduate tea room is provided in the graduate students facilities for MPhil/PhD students.

### Study space

Generally space will be allocated in the following priority: full-time PhD/MPhil students, and part-time PhD/MPhil students.

## 2. Scholarships and awards

### Law Scholarships

Scholarships are awarded primarily on the basis of academic merit in order to allow meritorious students to participate in the postgraduate programmes who would otherwise find it difficult to do so. The total scholarship is valued at \$5,000 and may be awarded pro-rata to more than one student. The holder of a scholarship may also hold another like award, and may hold a sessional assistantship in the Faculty. The scholarship is not restricted to Waikato graduates and an application form is available from the Scholarships Office, email [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz). A student must provide a statement of income sources and employment, and undertake to notify the Scholarships Office of any change in income or employment status throughout the year, and meet any other conditions specified in the regulations for the Law Masters Scholarships.

### Kamira Henry (Binga) Haggie Scholarship

This scholarship is valued at a total of \$5,000 and is awarded annually to the most deserving all-round Māori student or students. Students are assessed on the basis of their academic record, personal circumstances, and commitment to whānau, hapu and iwi. Please contact the Scholarships Office for an application form, email [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz)

### Scholarships offered by other organisations

There are a number of scholarships for masters and doctoral study at the University of Waikato. There are also a number of national and international scholarships that a student may wish to consider. All enquiries should be directed to the Scholarships Office, email [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz). Full details are on their webpage at: [www.waikato.ac.nz/research/scholarships](http://www.waikato.ac.nz/research/scholarships)

### **3. Research account**

A research account of up to \$100 for each taught 30 point paper (maximum of up to \$400) is available to assist with masters research-related expenses, such as books, subscriptions, interview expenses, conferences, stationery, computer supplies (consumables), photocopying, and printing. The research account cannot be used for Library fines and other University fines. Students must be enrolled and only research-related expenses incurred during the period of study may be claimed for reimbursement. It is preferable that students submit claims for reimbursement during the University's financial year (January to December), in which the paper enrolment occurs. If an extension is approved (eg for a dissertation or thesis) into the following financial year, expenses incurred during the extension period, until the specified hand-in-date will be reimbursed, subject to the other conditions specified for Research Accounts. An original GST receipt must be provided before any reimbursement of claims for study related expenses can be processed. Students enrolled in a 30 point dissertation will receive \$100; 60 point dissertation \$200; 90 point thesis \$300 and 120 point thesis \$400.

Monies from the research account may be credited to a student's Unicash account. Please see the Graduate Administrator.

Before obtaining access to any of these funds, a student must make a satisfactory beginning on work in the graduate programme for which the credit is being made (eg by completing the first assignment or research proposal). The Graduate Administrator will determine when this point has been reached in consultation with the Associate Dean – Postgraduate.

MPhil/PhD students are also eligible for research accounts of up to \$400 per year (pro-rated for part-time students), for up to a maximum period of four years. Students must be currently enrolled and enrolment fees fully paid to be eligible for any research monies. Only research-related expenses incurred during the period of study may be claimed for reimbursement. Research monies cover expenses such as books, subscriptions, interview expenses, conferences, stationery, computer supplies (consumables), photocopying, and printing. The Te Piringa - Faculty of Law is bound by University policy with regards to purchase of capital (computer equipment). In essence, where University funds are used to purchase a computer, the computers would have to be purchased through a specific supplier and would remain the property of the University. For that reason the Faculty cannot reimburse students for computer purchases. It is suggested that students have a prior discussion with the Graduate Administrator regarding any major purchases. There will not be any carry forward of balances from the date of anniversary of enrolment. Re-enrolments to continue work not completed in the normal time-frame will not attract additional funding. All research funding is subject to continuing satisfactory progress, including meetings with supervisors, and for MPhil/PhD students filing of the usual Postgraduate Studies Committee Progress Report.

### **4. Employment**

It is expected that a full-time LLM student will be working full-time on their studies. Nevertheless, it is possible for a student to engage in part-time work.

## **5. Professional Legal Studies programmes (IPLS or college of law – New Zealand)**

Students should not be enrolled in Professional Legal Studies programmes whilst enrolled in the Master of Laws programme.

## **6. Doctoral candidates: conference travel assistance**

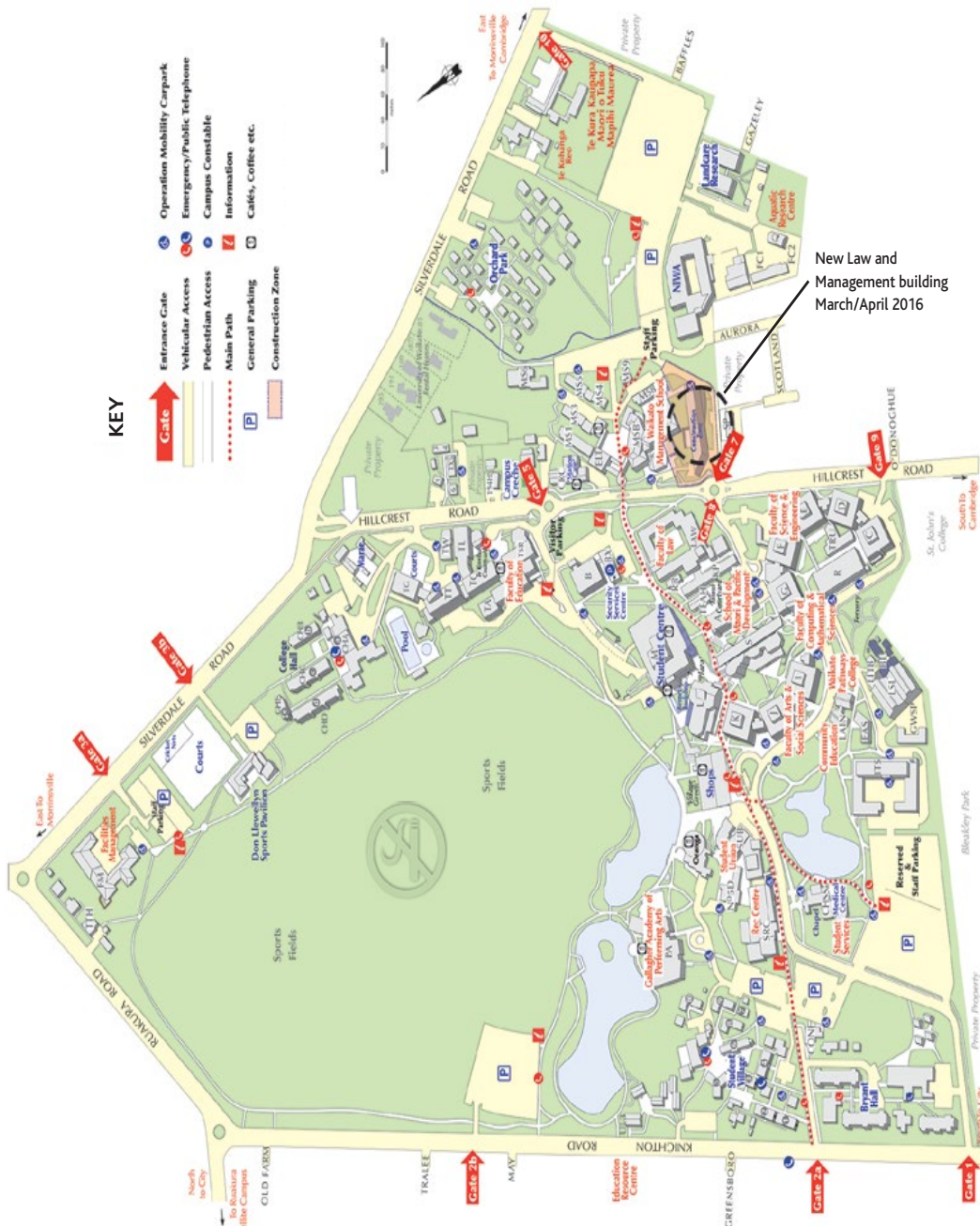
Doctoral candidates may apply for financial assistance to attend appropriate international conferences at which they are presenting a paper. Such assistance is limited, and subject to policy and budgeting constraints.

## **LLM/MLS Level 5 papers**

Details of the Level 5 papers currently offered by the Faculty are available online via the Faculty's website.



# Campus Map



- KEY**
- Gate
  - Entrance Gate
  - Vehicular Access
  - Pedestrian Access
  - Main Path
  - General Parking
  - Construction Zone
  - Operation Mobility Carpark
  - Emergency/Public Telephone
  - Campus Constable
  - Information
  - Cafés, Coffee etc.

New Law and Management building  
March/April 2016





THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

WHERE THE WORLD IS GOING  
TE AHUNGA O TE AO

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