

APPLICATION FOR ADMISSION TO THE SECOND YEAR LAW COURSE IN 2010
STANDARD ENTRY

This form must be returned to the Administrator, Faculty of Law,
University of Otago, PO Box 56, Dunedin 9054, by **1 October 2009**.

1	Surname	First Names	Title preferred: (ie Mr, Mrs, Miss, Ms, Dr, Prof)
2	Contact address in December/January		Phone Number
	Email address		
3	University at which most recently enrolled		
4	Are you a Citizen or Permanent Resident of New Zealand?	Yes/No	Other? Please state.

5 Please indicate the category applicable to you by ticking the appropriate box.
Responses should reflect your anticipated situation at the end of the 2009 academic year.
Are you:

A an applicant for whom 2009 was the first year of university study, and who has taken the examination in The Legal System at the University of Otago? A

B an applicant who has undertaken degree studies for more than one year and has taken the examination in The Legal System at the University of Otago only once? B

C an applicant who has taken the examination in The Legal System more than once? C
State which years and university

D an applicant who has a First Class Honours degree, or equivalent, who is applying to take second year law subjects concurrently with The Legal System? D

E an applicant who has taken the examination in The Legal System at another New Zealand university? E
State which university

F Other? Please explain (attach a separate sheet if necessary): F

6 Please indicate if you are also applying for entry through the Alternative Entry category by virtue of your Māori descent. **(You must still complete this application form in addition to the application form for Alternative Entry.)** M

7 Please indicate if you have special circumstances that you wish the Law Admissions Committee to consider. **Please read note 8 on the accompanying Explanatory Notes and follow the instructions given there.** S

8 Please indicate if you are enrolled as an International Student who must pay full fees. I

I declare that the above particulars are true.

Signature of Applicant Date.....

Notes for Applicants:

- (i) Applicants from a university other than the University of Otago must provide a certified copy of their complete academic record (notification of results is insufficient). Records must be clearly labelled **"for the attention of the Law Admissions Committee"** and must be received by the *Administrator, Faculty of Law*, by **31 December 2009**. **You will not be considered unless you do this.**
- (ii) Applications for entry through the Alternative Entry category must be received by 20 November 2009. You must also return a completed application for Standard Entry by 1 October 2009.

Admission to the second year Law course is governed by the following University Regulations:

1. ADMISSION TO THE PROGRAMME

- (a) Admission to the second year Law course shall be determined by the Law Admissions Committee, which shall be a committee of the Divisional Board of the Humanities Division, though its membership need not be confined to members of the Divisional Board.
- (b) The second year Law course consists of the four 200-level Law papers (LAWS201-204). Candidates will normally be required to take all of those papers in the same year.
- (c) Admission to the second year Law course is limited to 200 candidates who are eligible by virtue of citizenship of, or permanent residence in, New Zealand.¹
- (d) Applications for admission to the second year Law course shall be made in such a manner, and by such a date, as the Law Admissions Committee from time to time shall prescribe.
- (e) To be considered for admission to the second year Law course, a candidate must have passed the 100-level Law paper (LAWS101) and further papers worth at least 72 points² prescribed for any other degree.
- (f) The Law Admissions Committee shall select candidates for admission according to the following categories:
 - standard entry
 - alternative entry.
- (g) Candidates considered for standard entry shall be selected on the basis of their academic record, with particular emphasis placed on the marks obtained in the 100-level Law paper (LAWS101). However, the Committee may admit a candidate whose academic record would not otherwise qualify him or her for admission if it is satisfied that the candidate's academic results do not reflect his or her true ability.
- (h) Candidates for alternative entry
 - (i) shall be considered by virtue of their Māori descent;
 - (ii) must have achieved a minimum academic standard to be determined by the Law Admissions Committee from year to year;
 - (iii) may be required to supply supporting documentation and to attend for interview.
- (i) Notwithstanding (c) above, the Law Admissions Committee shall have discretion to offer additional places in the second year Law course to foreign students for whom acceptable arrangements for the payment of tuition fees shall have been made. Such applicants must have achieved a level of attainment to be determined by the Law Admissions Committee from time to time.
- (j) Notwithstanding any of the above provisions, the Law Admissions Committee shall have discretion to admit any applicant who, being eligible under paragraph (c) above, but not having satisfied these regulations in a particular respect, warrants admission to the second year Law course for exceptional reasons.

Note: An application for admission to the second year Law course is required; this is separate from the enrolment process. Candidates must apply on the prescribed form to the Administrator, Faculty of Law, University of Otago, no later than 1 October.

¹ For applicants for admission to the second year course in 2010 this figure is subject to confirmation by the University Council.

² 72 points is normally four papers.

UNIVERSITY OF OTAGO
LAW ADMISSIONS COMMITTEE

APPLICATION FOR ADMISSION TO THE SECOND YEAR LAW COURSE
IN 2010

EXPLANATORY NOTES

1. These notes explain how your application for admission to the second year Law course at the University of Otago will be considered. **Please read them right through before completing the application form.** You should read them together with the LLB Regulations on pages 453-455 of the 2009 University of Otago Calendar.
2. All applicants must complete the Application Form for 'Standard Entry' (attached to these notes). It must be returned to the Administrator, Faculty of Law, University of Otago, PO Box 56, Dunedin 9054, by **1 October 2009**.
3. There is an 'Alternative Entry' category for Māori applicants. If you want to apply through this category you should request an application form for it from the Law Faculty Office (Richardson Building, 9th Floor). Your completed application form for Alternative Entry must be returned by **20 November 2009**. **But you must also return a completed application for Standard Entry by 1 October 2009.**
4. Unless you are applying from another New Zealand university the Law Admissions Committee will consider your application in December 2009. We will write to you by the end of December to tell you the outcome. If you are applying from another New Zealand university the Committee will consider you in January 2010. We will write to you with the outcome by the end of January 2010.

If you **fail** The Legal System in 2009 you will not be considered.

5. **We will divide applicants for Standard Entry into different categories:**

CATEGORY A: 2009 was your first year of university study and you passed The Legal System at the University of Otago.

We will consider you on the basis of your Legal System mark, provided that you have also reached a threshold standard of at least a B- average in your best non-law papers worth 72 points (which is normally four papers), or equivalent. In determining if you satisfy this threshold, your results in summer school papers will not be taken into account.

CATEGORY B: You have undertaken University studies for more than one year, and taken the examination in The Legal System at the University of Otago in one of those years.

We will consider you on the basis of your Legal System mark, as long as you have attained a B- average in non-law papers.

In the case of applicants who have studied for a degree full-time for at least one year, the B- average requirement can be met in the following way:

- (a) If you were full-time in your most recent year of study, you have attained at least a B- average in the non-law papers taken in that year (including summer school papers);
- (b) If you were part-time in your most recent year of study, you have attained at least a B- average in all non-law subjects taken in that year (including summer school papers) and in your most recent year of full-time study (including summer school papers).

If you do not meet these criteria, or if you have never studied for a degree full-time, the average must be met over all the non-law papers taken throughout your studies towards a degree.

CATEGORY C: **You have taken the examination in The Legal System more than once.**
We will consider you in the same way as for Category B, except that
(a) If you attempted The Legal System examination in two consecutive years (e.g. 2008 and 2009) your two marks will be averaged.
(b) In any other case (e.g., if you attempted The Legal System in 2007 and 2009), the more recent mark will count.

CATEGORY D: **You have a First Class Honours degree or equivalent and are applying to take second year law subjects concurrently with The Legal System.**
We admit a very few outstanding applicants in this category.

CATEGORY E: **You have passed The Legal System at another New Zealand university.**
We may admit up to ten very good applicants in this category.

CATEGORY F: If you think that you do not fit any of the other categories, tick this box on the form and explain your circumstances to us. Please give us a current contact address and telephone number in addition to your anticipated address and telephone number for December/January, so that we can get in touch with you if we need more information.

6. If you are enrolled as an International Student you must tick the box that says so. The Committee will check to see that you have met the conditions attached to your entry to Second Year. If you have not, but your marks would qualify you for entry if you were not an International Student, the Committee *may* still consider your application, provided that the quota for international students has not been filled.
7. If you are applying from a university other than the University of Otago you must provide a certified copy of your complete academic record (notification of results is insufficient). It must be clearly labelled "**For the attention of the Law Admissions Committee**" and must be received by the *Administrator, Faculty of Law*, by **31 December 2009**. **Unless you do this we will not consider you.**
8. The Committee is willing to consider a claim that your academic record does not reflect your true ability because you have been disadvantaged by reason of illness, disability, or social or economic background, or because you have had reduced access to educational opportunities. If you are claiming that your performance in any final examination was seriously impaired by illness or other exceptional circumstance at the time of the exam, the Committee requires that you must have applied to the University for special consideration pursuant to the regulations and procedures on pages 215-217 of the 2009 University of Otago Calendar. If you want the Committee to consider your claim that your academic record does not reflect your true ability you should supply it with the necessary information by **20 November 2009**. The Committee (or the Dean of the Law Faculty on its behalf) may ask you for clarification of your claim or to provide corroboration (e.g. a medical certificate) or further information.
9. You may appeal to the University Council against a rejection of your application. You will find the relevant regulations and procedures on pages 241-242 of the 2009 University of Otago Calendar. Please note that for applicants notified of the Committee's decision in December 2009 **the time limit within which appeals may be lodged has been extended to 15 January 2010.**
10. In addition to submitting your application for admission to the second year Law course in 2010, you must also complete registration, the first step of enrolment at the University of Otago. Further information is available by phoning the University Information Centre on 0800 80 80 98 or online at <http://www.otago.ac.nz/study/enrolment/registration.html>