

Standard information for University of Otago Faculty of Law students considering an overseas exchange.

Any Otago Law student considering an overseas exchange should consider the following questions and try to answer them before seeing the Faculty Exchange Advisor (please contact Professor Shelley Griffiths – contact: shelley.griffiths@otago.ac.nz):

1. **When** do you want to go?
 - Remember that in the year that you go on exchange, you will not be able to complete any full-year papers at Otago. Make sure that you have a plan to complete Torts and Jurisprudence, which are full-year and mandatory for graduation. Most students complete these papers in their third year, but they do not have to be if you are planning an exchange for your third year. Plan ahead!
 - You are permitted to complete your LLB degree on exchange, but if you do go in your last semester, you may not receive your results from papers taken on exchange in time for graduation or enrolment in professionals. There is no way Otago can speed up the reception of overseas results for you. Further, if you fail a paper overseas, the University of Otago cannot give you credits for that paper.
 - It is not possible to be enrolled in LAWS490 (the final Honours Research Dissertation) while you are on exchange. The Honours Dissertation must be taken under supervision at Otago over the course of a full academic year.
2. **How long** do you want to go for? One semester or two semesters?
3. **What** do you want to study overseas – only law papers, only other degree papers, or a combination of law degree and other degree papers? You cannot take papers with the same name and / or content as papers you have already taken at Otago. All papers taken overseas must be at 200 level or above. Even if you are not studying law papers on exchange and are not wanting to credit points to your law degree, the Faculty of Law must still sign off on your Learning Agreement.
4. **Where** do you want to go? If you want to take law papers, you will want to consider the following:
 - Does your chosen university have a law faculty?
 - Does your chosen university allow exchange students to take a mixture of law and non-law papers? Many universities do not.

The International Office has staff and a website that can provide assistance in answering many of the above questions. Consult them!

You should also consider:

5. **Which degree** do you want to use your exchange points towards? If you want to use exchange points towards your law degree the following rules apply:
 - The LLB allows for up to 30 optional non-law points to count toward the LLB (i.e. as part of the 210 optional law points you need) under the “substitution rule”.
 - A student can substitute a **maximum of 30** Otago Law points in their LLB degree with points taken outside the Otago Law Faculty, whether those points are obtained from another department at Otago, from another New Zealand Law Faculty, or on exchange with an overseas university.
 - For the avoidance of doubt, *any* papers taken overseas (whether they are law papers taken at a Law Faculty or otherwise) will count as “non-law points” and can only be credited under the “substitution rule.”
 - As such, there is no requirement that the points taken overseas for your law degree be law-focused or taken at a law school. However, if you are going on exchange, taking law papers overseas may provide a wonderful opportunity to deepen your knowledge of the law from a comparative perspective and may make you a more attractive candidate to recruiters for law firm positions.
 - Any points taken overseas that you wish to count towards your LLB must be approved by the Faculty Exchange Advisor. If you want to use non-law papers on exchange as credits towards your law degree, you *must* also complete ‘Annex 1’ on the ‘Outbound Law Exchange Student Checklist’

(available from the Law website at <https://www.otago.ac.nz/law/undergraduate/exchange/index.html>) before seeing the Faculty Exchange Advisor.

6. Calculate how many points you have left in order to complete your LLB degree and any other degree you are taking. (For assistance, use the degree completion chart found on the Faculty Blackboard site and available as a handout at the Faculty of Law office.) Ensure that you will be able to finish your degree(s) in the number of semesters you wish.

Note: The Otago Faculty of Law will not give credit for more than 30 optional LAWS points taken overseas. *We cannot make exceptions to this rule.*

7. Make sure that you complete LAWS498 (Research and Writing) and LAWS499 (Advocacy Skills) at Otago. The Faculty of Law will not *in any circumstances* credit assignments or moots done overseas as credit for these two requirements.
8. If you intend on being admitted to the Bar in New Zealand, be sure that you take LAWS463 (Legal Ethics) at Otago. Foreign papers in legal ethics will almost never be accepted by the law societies in New Zealand as satisfaction for their ethics requirements.
9. When you come to see the Faculty Exchange Advisor, please bring:
 - Your Learning Agreement for completion and signature;
 - A list of any of the overseas law papers you are interested in taking (it is a good idea to include a selection of papers on your form to be signed off in case particular papers are not available once you are at your host university);
 - The description and local points value of those law papers (if available);
 - If you wish to take non-law points on exchange and use them towards your law degree, you must also complete the requirements on 'Annex 1' on the 'Outbound Law Exchange Student Checklist' and provide the requisite information;
 - A recent copy of your academic record (if you wish to have assistance in confirming that you can complete your degree as planned).

Do not procrastinate in getting all of the required signatures!

Do not expect the Faculty Exchange Advisor or anyone else to run around after you or for you. They won't! Remember that academics and the others you will seek signatures from are busy and may not be available when you want to see them, so plan-ahead.

10. During your exchange appointment, the Faculty Exchange Advisor will undertake the conversion and calculate the Otago law points that you will receive in respect of the papers that you are taking on exchange. They will also sign your exchange agreement.

Remember, leave yourself plenty of time to complete all the formalities.