

UNIVERSITY OF OTAGO FACULTY OF LAW
OUTBOUND EXCHANGE STUDENT CHECKLIST

- Be provisionally approved to go on exchange by the Exchange Office and receive a pink Learning Agreement to complete.
- Clearly identify:
 - The university you will be attending;
 - What University of Otago semester(s) you will be away on exchange;
 - if you will be on exchange during your last semester, be aware that your graduation may be delayed while Otago waits for your exchange results
 - Whether you will be studying law papers on exchange;
 - you can study law at only certain exchange universities; see the Exchange Office's website for a list.
 - The specific law papers (if any) you want to be approved to take;
 - you must complete all Second Year Law papers, Torts, Jurisprudence, Ethics, Advocacy Skills, and Research and Writing at Otago (research papers written on exchange cannot count as one of your five research and writing assignments)
 - Otago Faculty of Law will credit a maximum of **30** optional Otago law points toward the Otago law degree, regardless of the length of study or the number of papers taken abroad.
 - How many papers or credits you will need to take at the exchange university to be a full-time student;
 - If you do not want to take law papers on exchange but want to use the points towards your law degree under the Substitution Rule, you must complete the requirements in 'Annex 1' (found at the end of this Checklist) and provide the requisite information.
- Obtain printouts of the information on the law papers you want to have approved (if available).
- Complete "degree planning chart" (available on the Faculty Blackboard site and at Faculty of Law reception).
- Have completed or consider a schedule to complete Research and Writing (LAWS498), Advocacy Skills (LAWS499), and Legal Ethics (LAWS463) at Otago. Consult your LAWS498 record to confirm how many assignments you have completed. Note that it is not possible to take 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 an academic year.
- Contact Professor Ceri Warnock to make an appointment for Learning Agreement approval.
- Have Learning Agreement signed off by Professor Warnock (this is when the number of Otago Law credits to be granted is established).
- Have Learning Agreement signed off by other departments, if required. (This step may be completed before or after the Learning Agreement is signed off by the Faculty of Law.)

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- ❑ Have Learning Agreement signed off by the Humanities Division and any other Division that is required (Commerce or Science).
- ❑ Return Learning Agreement to Exchange Office (and keep a copy for your own records).

IT IS YOUR RESPONSIBILITY TO COMPLETE ALL OF THESE ACTIONS!

ANNEX 1

If you want to take **non-law** papers on exchange and **credit them to your Otago Law degree** you *must* provide the description of the paper you want to take including:

- the points;
- contact hours (i.e. hours of weekly lectures / tutorials);
- whether there is an exam (and if so, what form this takes);
- the level the paper is at (we will only credit papers equivalent to 200 level or above).