

UNIVERSITY OF OTAGO
LAW ADMISSIONS COMMITTEE

APPLICATION FOR ADMISSION TO THE LLB (SECOND YEAR) PROGRAMME

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 online application form.** You should read them together with the LLB Regulations online at <http://www.otago.ac.nz/courses/qualifications/llb.html#regulations>.
2. All applicants must complete the Application Form for 'Standard Entry' on the University of Otago eVision portal by **1 October**.
3. There is an '**Alternative Entry**' category for Māori applicants. Complete the 'Standard Entry' application online by 1 October indicating that you wish to apply through the **Alternative Entry** Category by virtue of your Māori descent. You may already have provided the University with verified evidence of your iwi affiliations and/or your family ancestry. If not download the **Whakapapa Confirmation form** from the University of Otago's e:Vision portal and follow the instructions on it.
4. Unless you are applying from another New Zealand university, the Law Admissions Committee will consider your application in December. The Law Admissions Committee's members consist of the Chair, the Dean of the Faculty of Law, staff representatives of the Faculty of Law and the Division of Humanities, representatives from the Faculty's student body and a representative of the New Zealand Law Society. You will be advised of the outcome of your application by the end of December. If you are applying from another New Zealand university the Committee will consider you at its meeting in January. You will be advised of the outcome of your application by the end of January.

If you **fail** The Legal System this year, you will not be considered.

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

CATEGORY A: This 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 ways:

- (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 of 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. Your most recent Legal System 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. We will consider you on the basis of your legal system mark, provided you also satisfy the B- average required in your non-law papers.

CATEGORY F: You do not belong to any of the above categories.

Please 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. Please ensure these details are updated in the University of Otago eVision portal so that we can get in touch with you if we need more information.

6. If you are enrolled as an International Student, we 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, we *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) by submitting it using the University of Otago eVision portal. **Unless you do this, we will not consider your application.**
8. We are 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, we require that you must have applied to the University for Special Consideration pursuant to the regulations and procedures available online at <http://www.otago.ac.nz/study/exams/otago062916.html>. The online application for Special Consideration in Final Examinations is available via the eVision portal. If you want us to consider your claim that your academic record does not reflect your true ability you should supply it with the necessary information by **16 November**. We (or the Dean of the Law Faculty on our behalf) may ask you for clarification of your claim or to provide corroboration (e.g. a medical certificate) or further information.
9. The very fact that admission to the Second Year Law course is restricted means that a large number of applicants will be unsuccessful. Naturally, if you are unsuccessful you will be disappointed. Disappointment is not a sufficient reason for requesting that we reconsider our decision but if you believe that the decision was in some way unfair or that in coming to the decision there has been some failure of procedure you may ask us to reconsider your application. To do so you must write to us by the second Friday in January, outlining your reasons for requesting a reconsideration and attaching any substantiating evidence (e.g. a medical certificate). We will consider the request for reconsideration at our meeting in late January.

Should the reconsideration result in us confirming our initial decision, you may apply for leave to appeal to an Appeals Board established by the University of Otago. The process (including the time period in which the application for leave to appeal must be made) is set out in the Appeals Statute 2011, online at <http://www.otago.ac.nz/administration/policies/otago029949.html>.