

**Bachelor of Criminal Justice
Handbook 2022**



Investigate.



While every effort has been taken to ensure the information contained in this Bachelor of Criminal Justice Handbook is accurate and up-to-date, the contents are subject to change and review. The University of Canterbury makes no guarantees as to the accuracy of the information contained in this publication. For formal course regulations and prescriptions, please see the University of Canterbury Calendar. The information contained in the University of Canterbury Calendar is definitive. Published February 2022.

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Kia ora and welcome

Whether you are a returning student or one just embarking on the Bachelor of Criminal Justice, welcome to the 2022 academic year.

The Bachelor of Criminal Justice (BCJ) is unique in New Zealand, the first degree of its kind that combines multidisciplinary academic study with a strong vocational focus. Criminal justice studies at UC take a 360-degree look at the whole criminal justice system and it draws together New Zealand's leading academics in criminology, sociology, developmental and abnormal psychology, policing, criminal and procedural law, and human services. The programme also has significant input from the Ministry of Justice, the Department of Corrections and the New Zealand Police.

We want our graduates to change the world, but in the meantime there are a few practical details to get to know. This handbook will provide you with information that will assist you to function effectively within the BCJ, outlining the structure of your degree as well as the facilities and support that are available to help you achieve your goals.

Familiarise yourself with the information relating to the meaning of grades and dishonest or improper practice, and read carefully the procedures and policies surrounding special consideration for when you are unable to complete assessment owing to illness or other reasons.

This is an unusual year at universities across the world as we move into the next phase of managing Covid-19. UC's staff and faculty are working incredibly hard to ensure that your time studying for your degree is as good as it can be.



Being familiar with the Handbook and keeping up with your courses' page on AKO|Learn will make sure you are able to keep up with any developments as they occur.

If you have any queries, the Faculty Reception is on Level 3 of the Meremere Building.

I look forward to meeting many of you throughout the year. I hope you take the opportunity to learn as much as you can so that you are best equipped to become an asset to the criminal justice sector and make a real impact on the world.

And don't forget to enjoy yourself along the way, too.

*Dr James Mehigan
Acting Director of the Bachelor of Criminal Justice*

Certificate in Criminal Justice



The Certificate in Criminal Justice (CertCJ) is designed to accelerate the career progression of early and mid career professionals working in criminal justice fields by providing a professionally relevant qualification. Available on campus or, for some courses, by distance, the CertCJ can be studied full or part-time.

Criminal justice studies take a 360 degree look at the entire criminal justice system and its processes, including governance, enforcement, rehabilitation and improvement. The certificate draws together UC's expertise in criminology, sociology, psychology, policing, criminal law and procedure, and human services. UC enjoys close links with employers in the crime and justice fields. Entry requirements: Admission to UC with University Entrance, or equivalent, is required to enrol for the Certificate in Criminal Justice (CertCJ). Domestic applicants over 20 who do not hold University Entrance, or equivalent, may apply for Adult Admission.

Contact: enrol@canterbury.ac.nz.

Certificate structure

The CertCJ comprises four courses at 100-level and can be completed in a minimum of one semester full-time dependent on course offerings, or up to a maximum of four years part-time.

Certificate in Criminal Justice – possible structure

Year 1



■ Core course ■ Optional courses from the Bachelor of Criminal Justice degree schedule C.

Each block represents a 15-point course.

Courses

CRJU101 Introduction to Criminal Justice
(Compulsory)

AND

A further 45 points from any 100-level courses from the Bachelor of Criminal Justice Schedule C. Choose from the following courses:

CRJU150 Legal Method in the Criminal Justice Context

CRJU160 Legal Issues in the NZ Criminal Justice System

HSRV103 Violence in Society
(available by distance)

HSRV104 Youth Realities
(available by distance)

PHIL139 Ethics, Politics and Justice
(available by distance)

PSYC105 Introductory Psychology – Brain, Behaviour and Cognition
(available by distance)

PSYC106 Introductory Psychology – Social, Personality and Developmental
(available by distance)

ONE OF:

MAOR108 Te Patu a Maui : The Treaty of Waitangi – facing and overcoming colonisation
(available by distance)

OR

MAOR165 Tuakiri: Culture and Identity
(available by distance)

For the full requirements see the Regulations for the CertCJ at: www.canterbury.ac.nz/regulations

Credit to Bachelor of Criminal Justice Degree

With the approval of the Amo Matua, Ture| Executive Dean of Law or delegate, courses passed towards the Certificate may be credited to the Bachelor of Criminal Justice. Contact the Faculty of Law student advisory staff for further information.

Career opportunities

Graduates of UC's Certificate in Criminal Justice will have an edge over others in the crime and justice job markets in an area of national need and growing international specialisation.

The certificate is designed to accelerate career progression in all aspects of criminal justice, in particular roles within the New Zealand Police, Ministry of Justice, and Department of Corrections. work in many other government departments including prisons, probation and parole; criminal justice policy; forensics; public and private investigation and security; and social work.

Bachelor of Criminal Justice



The Bachelor of Criminal Justice is the first qualification of its kind in New Zealand that is dedicated to providing a practical background for students seeking careers in areas such as policing, corrections, and national security.

As a BCJ student, you will receive training from some of the nation's leading experts in the areas of criminal law, forensic linguistics, forensic science, psychology, criminology, sociology, punishment, sentencing and gang behaviour, and will be well equipped on graduation for interesting and well-paid job opportunities. The qualification carries full endorsement from the Ministry of Justice, the Department of Corrections and the New Zealand Police, all of which have senior members involved in the governance and development of the degree programme.

Planning your BCJ degree

The BCJ is made up of a series of compulsory courses, complemented by a choice of electives. There are 16 compulsory courses comprising either 240 or 255 points (see diagram re CRJU202 and LAWS202), with the remainder of the 360 points required for the degree taken from a list of prescribed electives. As a general rule of thumb, it is a good idea to pick electives that interest you most.

In the first year of study you will take 120 points, with the remaining 15 points of 100-level courses usually taken in the second year. All of the 100-level courses are compulsory. These multidisciplinary courses include studies of:

- Criminal Justice (CRJU101)
- Human Services (HSRV103 & 104)
- Psychology (PSYC105 & 106)
- Legal Studies (CRJU150* and CRJU160*)
- Māori and Indigenous Studies (MAOR108 or 165)
- Philosophy (PHIL139)

**Students who are enrolled for the double degree LLB and BCJ take LAWS101 instead of CRJU150 and CRJU160.*

In the second year you must take either 60 or 75 compulsory 200-level points, depending on whether you take CRJU202 (15 points) or LAWS 202 (30 points). Students who are enrolled for the double degree LLB and BCJ take LAWS202 instead of CRJU202 (see diagram). The remaining 200-level points, to reach a total of 120 or 135 points for the second year, will be selected from a list of prescribed electives. The remaining 100-level points may be included.

At third year there are 45 compulsory points, with an additional choice of 45 points at 300-level from the list of prescribed electives, to reach a total of 90 points. The remaining 30 points at 200-level are from the list of prescribed electives.

Bachelor of Criminal Justice – typical degree structure

Year 1

CRJU 101	CRJU 150 ¹	CRJU 160 ¹	HSRV 103	HSRV 104	PSYC 105	PSYC 106	MAOR 165 or 108
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Year 2

CRJU 202 ²	CRJU 201 or SOCI 218	MAOR 219	HSRV 210	SOCI 293	PHIL 139	200 Level	200 Level ³
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Year 3

CRJU 301 or LAWS 366	CRJU 302 or SOCI 358	300 Level	300 Level	300 Level	200 Level	200 Level
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Compulsory core courses
 BCJ (Schedule E) elective courses

¹ Students enrolling in the LLB/BCJ double degree will enrol in LAWS 101 instead of CRJU 150 and CRJU 160.

² You must pass either LAWS 202 (30 points) or CRJU 202 (15 points).

³ If LAWS 202 passed, then 45 points from BCJ Schedule E at 200-level. If CRJU 202 passed, then 60 points from BCJ Schedule E at 200-level.

For the BCJ course schedule visit, www.canterbury.ac.nz/regulations/award/bcj_regs.shtml

Each small block represents a 15-point course. Large blocks represent 30-point courses.

Course options and degree regulations

The most up-to-date course options can be found at:

http://www.laws.canterbury.ac.nz/BCJ/bcj_index.shtml

The University of Canterbury Calendar is the definitive source of the regulations governing your degree. The relevant sections for your BCJ degree are available at:

http://www.canterbury.ac.nz/regulations/award/bcj_regs.shtml.

** For course planning advice or assistance in interpreting the regulations, please contact the Student Advisor, Senior Academic Advisor or Assistant Dean (Students) in the Law Faculty, or the Director of the BCJ.*

BCJ specialisations & career opportunities

You will find a degree in Criminal Justice will prepare you for careers in all aspects of criminal justice, in particular roles within the Police, Ministry of Justice and Department of Corrections. Your Criminal Justice degree is also likely to be applicable to working in many government departments, including prisons, probation and parole, in criminal justice policy, forensics, customs, or public and private investigation and security.

As graduates of the BCJ degree, you will have an edge over others in the crime and justice job markets in an area of national need and growing international specialisation. Students of this degree also have the potential to study while employed in the area to increase professional competencies. For further career information, please go to www.canterbury.ac.nz/careers



‘I learnt through my study that our criminal justice system has a lot of flaws, and my degrees have put me in the best possible place to positively impact this system...’

I envision myself enacting positive change within our criminal justice system. I was initially really interested in becoming a police officer, but I soon figured out that if I wanted to create real change I had to move into different roles behind the scenes.

The thing I find most interesting about my study is how crucial criminal justice is to our social and political world. Everyone knows something about criminal justice and almost everyone can be a self-proclaimed expert. Criminal justice is forever changing and often unpredictable; the field offers so many diverse options for work and opportunity to positively impact lives.

I choose to study at UC because there is no other degree like Criminal Justice in the country. The lecturers and expertise within the department is extremely valuable to students. All of our lecturers were charismatic and a pleasure to be taught by.

Being involved in the club scene as an Executive of CrimSoc (a must join club for all Criminal Justice students) has been an absolute blast and I would recommend that to all students.

I got to volunteer with the Prison Education Project through Community Law Canterbury on campus, and my role as a Team Coordinator requires me to help plan and deliver education seminars to youth offenders at Christchurch Prison.

This is a fantastic role that allows me to work one-on-one with offenders, as well as operating in a team of student volunteers. Our sessions aim to educate the young men about legal and social issues that they will face upon reintegration into society.

I learnt through my study that our criminal justice system has a lot of flaws, and my degrees have put me in the best possible place to positively impact this system. Both of my Criminal Justice degrees offer fantastic insight into the realms of law enforcement, social welfare, psychology, indigenous issues, and a wide range of contemporary criminal justice problems.

One of the best things about my study is how relevant and applicable it is within my work. Understanding and learning about the cultural and social factors relevant to offending serve me incredibly well in building relationships with young offenders. My study has put me in the best possible position to understand the lives of those within the criminal justice system and help guide them through it.

My number one career goal is to address overrepresentation of Māori in our criminal justice system. The statistics are frankly horrifying, and from the moment I learnt about them I was focused on finding a way to solve them.

I don't know where this may take me, but no matter what role I end up in this will always be a goal of mine.

Charlie Boot

Bachelor of Criminal Justice & Master of Criminal Justice

Graduate Diploma in Criminal Justice



This graduate diploma offers students an opportunity to complement and extend their undergraduate studies with further study in Criminal Justice. It is ideal for those who are seeking employment in a range of criminal justice sector occupations and also for those currently employed within the sector who seek to have a professionally relevant graduate qualification.

Acceptance for the programme will depend on the standard and relevance of previous studies. All candidates need to be approved by the Amo Matua, Tura | Executive dean of Law or delegate.

Graduate Diploma structure

The GradDipCJ students are required to pass 120 points above 100-level from the Bachelor of Criminal Justice degree, and these must include compulsory and optional courses.

Students can study the diploma full-time over a year, or part-time up to a maximum of four years. Students can start in February or in July, subject to course availability.

Compulsory courses

CRJU201	Crime and Justice
CRJU202	Criminal Law for Criminal Justice
CRJU301	Sentencing Theory and Practice
CRJU302	Prisons and Corrections
MAOR219 (if already passed, then 15 points at 200-level or above from the Bachelor of Criminal Justice)	Te Tiriti: The Treaty of Waitangi

Optional courses

Students must also complete 30 points from the 300-level courses listed as elective courses for the Bachelor of Criminal Justice or a combination of HSRV 310 and another 15 point 300-level course from the list. Courses are selected from Schedule E of the Regulations for the Bachelor of Criminal Justice.

General information

The Library

Our job is to help you!

We (Theresa Buller and Kerry Gilmour) are the dedicated Subject Librarians for Criminal Justice. We can help you to develop the skills you'll need to find the information you need for your assignments as well as explaining and helping with the intricacies of referencing using APA and the New Zealand Law Style Guide.

Much of what you'll need is available online and can be accessed from the Criminal Justice Subject Guide. We have copies of all required and recommended textbooks on 3 hour or 3 day loan which can be found on Level 2 of the Central Library. You'll find books and journals relevant to Criminal Justice on Level 8.

We are based on Level 5 of the Central Library in Puaka – James Hight. You can make an appointment with us through the Criminal Justice Subject Guide for a one-to-one consultation at any time during the year. Alternatively you can email, phone, use AskLIVE or ask for us at the Information Desk on Level 2 of the Central Library. We are experts at using the library databases, finding obscure legal information and journal articles as well as helping students get started with their assignment research.

We are looking forward to meeting all first year students in CRJU101 and CRJU150.

Visit the Criminal Justice Subject Guide at:
<http://canterbury.libguides.com/crju>

Library hours

See the library website
<http://library.canterbury.ac.nz/general/hours.php>

Communications

Students should consult the Faculty of Law webpage and Learn pages regularly in relation to CRJU coded courses. Student email will be used extensively to keep you informed about tutorial changes, notices from lecturers, deadlines and other vital information, especially when changes or cancellations are required to be made at short notice. Emailing information, displaying it on the webpage and on the relevant Learn pages is regarded by the Faculty as notice to all students.

Please check the website frequently and learn where this information is displayed.

It is critical that you check your student email daily.



‘I was intrigued by the diversity of papers within the degree and wanted to pursue my interest in forensics and criminology...’

As a high school student, I was not intending on going to University until I heard about the BCJ. I was intrigued by the diversity of papers within the degree and wanted to pursue my interest in forensics and criminology.

I have really enjoyed studying at UC and being at the centre of criminal justice academia in NZ, not to mention having world-class facilities, resources and teaching staff.

I would advise BCJ students to choose their electives carefully so that they can explore different avenues of criminal justice and then narrow down into their area of interest. You want to graduate the BCJ with a specific skillset that is orientated towards where you want to be employed.

There are a number of support services available to students at UC. The Academic Skills Centre runs a variety of workshops and has useful online tools and helpful staff that will assist students to hone their researching and writing skills.

I would encourage BCJ students to think about where they want to end up in criminal justice right from first year as your degree will fly-by. Also, any volunteer work or part-time employment that you can undertake during your studies will help you greatly when it comes time to transition into the workforce.

After I graduated with my BCJ I knew there was so much more for me to learn at UC so I undertook my honours year in Sociology. This turned out to be hugely beneficial for me as I was well prepared to undertake the MCJ in 2020 and already had research experience.

Within the MCJ I have developed reflexivity, explored different qualitative and quantitative research methodologies, made contacts with experts in the justice sector and had experience working in a group situation on an internal internship project. I also gained an understanding of how policy is developed and how incrementally changes are enforced in the justice sector.

Most importantly, I have found the area of criminal justice that I am most passionate about and want to be employed in.

I will be among the first cohort to graduate in April 2021 with a master’s in criminal justice. I am currently completing my master’s dissertation which is looking at the high rates of attrition in youth addiction treatment programmes.

My career goal is obtain a challenging and rewarding position in youth justice where I can make a positive impact.

Danielle Moore

Bachelor of Criminal Justice and Master of Criminal Justice

Academic information for students

UC Calendar

There is vital information for all students in the Regulations in the University of Canterbury [Calendar](#). A summary of some areas is provided below, but the UC [Calendar](#) should always be consulted for complete and current information.

Change of course procedure

If students wish to alter a course after enrolment they must do so by submitting a “Change of Enrolment” through MyUC, available on the UC website. See the [Guide to Enrolment](#) for procedures and deadlines.

Discontinuation of courses

A student who does not intend to complete a course should follow the change of course procedure outlined in the [Guide to Enrolment](#). If this is not done it will be presumed that he or she is continuing to attend lectures and intends to sit examinations. This will have serious negative effects for several reasons:

- the student will be regarded as having failed the subject or subjects concerned
- the failed subject will show as such on the student’s academic transcript
- the failed subject will be included in the Grade Point Average calculation
- the failure may have an effect on eligibility for a student allowance
- the student may be in breach of the University’s academic progress regulations. See page 14.

It is essential to comply with the deadlines for discontinuation of courses – refer to the [Guide to Enrolment](#) for details

Conditions for credit

Students are referred to the General Conditions for Credit Regulations in the [Calendar](#).

The conditions for credit vary from course to course. Students will be notified of the conditions at the beginning of each course. The basis of assessment for each course will be emailed to students at the commencement of each Semester and will be indicated in course outlines.

- Required work: All compulsory exams, tests, essays and other work must be satisfactorily completed unless exemption is granted by the Amo Matua, Ture | Executive Dean of Law or delegate. Where there are compulsory lectures, tutorials or seminars, satisfactory attendance and performance is required. Failure to comply with these requirements may result in a student not being credited with a course regardless of his or her performance in the final examination.
- Exemption from required work: Students seeking exemption from tests or exercises in relation to CRJU courses, for any reason, including illness, should see, in the first instance, the relevant Department’s Administrator and must do so at the earliest opportunity. It may be possible to grant a total or partial exemption, or to require other work in lieu of that which has been missed. In the case of illness affecting a test, see the section on aegrotat consideration.

In relation to work for non-LAWS courses (except CRJU101, CRJU150 and CRJU160) contact the relevant department.

Special Consideration in the School of Law

Internal Tests

For 100-level, 200-level and 300-level courses where a student is impaired for an internal test and has an application for Special Consideration accepted, the decision on what grade to award will be considered in a Faculty of Law Special Consideration meeting at the end of the course and notified via the grade being released on Learn.

For 100-level and 300-level courses where a student is absent for an internal test worth more than 30% of the course and for 200-level courses where a student is absent for an internal test (regardless of the percentage value), and has an application for Special Consideration accepted, that student will be required to sit a special test to replace the one they were absent for. The Faculty Administrator will notify the student when the special test(s) will be held.

For 100-level and 300-level courses where a student is absent for an internal test worth 30% or less of the course and has an application for Special Consideration accepted, that student will not be required to sit a special test and the decision on what grade to award will be considered in a Faculty of Law Special Consideration meeting at the end of the course and notified via the grade being released on Learn.

Final Exam or Final Test

For 100-level, 200-level and 300-level courses, if a student is impaired for the final examination or final test and has an application for Special Consideration accepted, that student will receive no change of grade. Such students will, however, be offered the option to sit a special test/exam. If the option to sit a special test/exam is taken, the grade awarded in the special test/exam will replace the result in the final test or examination.

For 100-level, 200-level and 300-level courses, if a student is absent for the final examination

or final test and has an application for Special Consideration accepted, that student will receive no grade and will be required to sit a special test/exam. The grade awarded in the special test/exam will, together with the internal assessment, give the overall result.

For all final examinations or final tests where a student has had an application for Special Consideration accepted, the student needs to give the Faculty Administrator formal notice in writing (either by email or letter), by the second Friday after release of the final results for that Semester, of their decision to sit the special test or examination. No late applications, after this deadline, to sit a special final exam or test will be accepted.

All special tests/exams for Semester One courses will be held in the mid-semester break in Semester Two (usually late August/early September). All special tests/exams for Semester Two/Whole Year courses will be held in late January/early February the following year.

No Special Consideration applications in relation to a Special Test/Exam will be accepted by the Faculty of Law unless as a result of exceptional circumstances, such as a bereavement during the special examination period.

For any student there remains the discretion of the Amo Matua, Ture | Executive Dean of Law or delegate to make the final decision on their result following an approved Special Consideration application.

For further details, including the need for supporting evidence and the right of appeal, reference should be made to the University of Canterbury Calendar, Special Consideration Regulations and the University's Special Consideration information online at the following link:

<https://www.canterbury.ac.nz/study/special-consideration/>

Tutorials

For non-LAWS/CRJU coded courses contact the relevant department.

If a subject includes tutorial teaching, **all** students taking that subject **must** enrol in a tutorial group. Students will be notified by email when the online tutorial self-allocate system is available for students to choose their tutorial group. Students who do not self-allocate will be automatically allocated before tutorials commence.

Students **must** attend the tutorial group in which they are enrolled. Students will only be permitted to change their tutorial groups in exceptional circumstances and with the permission of the Faculty Administrator. Changes for social, sporting or other recreational convenience are unlikely to be accommodated.

Any student who needs to change groups should see the School Administrator as soon as possible.

A student whose preparation for a tutorial is inadequate or who fails to attend a tutorial may be required to do written work in lieu.

Course assessments

For non-LAWS/CRJU coded courses contact the relevant department.

Course assessments for the BCJ may be assessed by way of a test and final examination. In some subjects, essay work instead of, or in addition to the mid-session test, also counts towards the final grade. Assignments, tests and examinations will only be assessed once. **Re-submissions or re-sits are not permitted.**

In other courses there are optional assessments which may contribute to the final grade.

In some subjects, written work may be set which does not count formally towards the final grade. Such work may, however, be taken into account informally, and may improve a student's grade in cases where the formally-assessed work is marginal. The standard of the year's work may

be particularly important if the student is a borderline pass/fail candidate, and also in the case of any student who has applied for an aegrotat pass.

Failure to submit compulsory written work and complete it to the required standard may result in failure of the course.

In March each year an email is sent to all Criminal Justice students stating the assessment methods for Semester 1 and Whole Year courses in the School of Law, LAWS/CRJU courses. In July each year an email is sent to all Criminal Justice students stating the assessment methods for Semester 2 courses in the Faculty of Law, LAWS/CRJU courses.

This is important information for all students and outlines which assignments, tests and examinations will be used for final assessment, their relative importance and when they will occur. This also details the pieces of assessment in which students may apply for either a Special Consideration or Extension of Time.

Written course work submission

For non-LAWS/CRJU coded courses contact the relevant department.

Written course work for LAWS/CRJU coded courses, other than tutorial exercises, is marked anonymously in the School of Law. To facilitate this, please include your student ID rather than your name on **each page** of all course assessments. A BCJ essay/assignment template should be downloaded and used for all such work. This has all the required information including student ID, and formatting for essays and assignments. The essay template is on the Faculty of Law [webpage](#).

In most LAWS/CRJU courses, essays and assignments must be uploaded to Learn, as a .pdf document by the required due date and time.

Written work is uploaded to Learn for submission purposes, as well as Turnitin and word length purposes.

Late assignments must still be uploaded to Learn. Essays submitted late will be penalised - see below.

Marked course work will generally be handed back from the Faculty of Law Reception (Level 3). You must present your Student ID Card as proof of identity when collecting work.

Assignment deadlines

For non-LAWS/CRJU coded courses contact the relevant department.

Meeting assignment deadlines is an important part of a law degree. If a student cannot meet an assignment deadline for a good reason, they may apply for an Extension. Work handed in after the deadline (or the Extension deadline) will be subject to a penalty. The penalty will be 10% of the total number of marks available for the assignment for work handed in within 24 hours after the deadline, and an additional 10% for each subsequent 24 hours. If the work is handed in more than 72 hours after the assignment deadline, it will not be marked and receive a mark of 0%.

Example: John's assignment is due on Monday at 12pm, and he receives a mark of 80/100 (A-) if he hands it in before that time. If he hands it in on Monday at 3pm, he will receive 70/100 (B) due to the 10% penalty. If he hands the assignment in on Wednesday at 3pm, he will receive 50/100(C-) due to the 30% penalty. If he hands the assignment in after Thursday at 12pm, it will not be marked and John will receive 0/100.

The late penalties will apply as per the information specified here, unless otherwise notified by the Course Supervisor in the Course Outline or Essay sheet.

Word Count (incl. footnotes)

A penalty of 1% of the total marks available for the piece of work submitted will be imposed for every 1% (or part thereof) by which the work exceeds the specified word limit. A bibliography, if required, is excluded from the specified word count for a piece of work.

Extensions

This applies to all CRJU coded and LLB courses. For non-LAWS/CRJU coded courses contact the relevant department.

Extensions of time without penalty for the submission of assessed work such as quizzes, essays and assignments may be granted in exceptional circumstances, such as illness, injury, bereavement or other unforeseen critical events.

Supporting documentation is required (eg, medical certificate in the case of illness) and must be presented, with the application form, **prior** to assessment due date.

Extensions will not be granted because of pressure of university work, eg, several assignments being due at the same time, or because of the demands of extra-curricular activities, eg, employment or sporting commitments.

Students **must** plan their year's work to enable them to meet their academic deadlines.

Students are also advised that computer failure is unlikely to provide a sufficient reason for an extension save in exceptional cases.

Decisions on applications for extensions are made by the Head of School or their delegated representative. Enquiries regarding extensions can be made to Faculty Administrator.

Applications must be made on the appropriate form (available via the Faculty of Law website - click [here](#)) and emailed to the Faculty Administrator together with supporting documentation.

Formal examinations

Students' attention is drawn to the following extract from the University's Examination instructions "write clearly; illegible answers will not be marked". Students should familiarise themselves with the examination instructions well in advance of sitting examinations – click [here](#).

It is important to note that students must not communicate with any examiner in relation to exam matters except through the Registrar (see University [Calendar](#)) in the period between the end of examinations and the publication of results.

Academic progress

The Executive Dean of Law is obliged to review the record of any student whose progress towards degree completion is unsatisfactory.

It is deemed unsatisfactory if the student has not passed more than half the points for which they were enrolled; or if they fail to pass half or more of the points for which they were enrolled in the last two years of study; or if they have an overall GPA of less than 1.0; or if they have withdrawn from more than half of the courses in which they enrolled in the preceding two years; or if they have otherwise failed to demonstrate any likelihood of success.

Note: A year of study is any year in which the student was enrolled for at least one course.

Students whose records are reviewed may be declined further enrolment. For full details see the Academic Progress regulations – in the University of Canterbury [Calendar](#).

Internal reassessment guidelines

For non-LAWS/CRJU coded courses contact the relevant department.

For internal assessment, such as tests, essays and assignments, students have **5 working days** after they are advised that the result is available

to request a re-mark/reconsideration. The LAW/CRJU course process for this is as follows:

- Student returns the marked work to the Faculty Administrator, with a covering note outlining the reason(s) for requesting a re-mark;
- Once the re-mark is complete the Faculty Administrator will contact the student, via email, to advise them of the re-mark decision and that the work is available for collection from Reception.

For reconsideration of final exam grades, see below.

Reconsideration of final grade

Within 4 weeks of the date of publication of final results, any student can apply for a reconsideration of final grade. This is done by submitting a form and paying a fee to the Examination Arrangements Senior Co-ordinator. This will be refunded if the reconsideration results in a change of grade.

For those students with courses in BCJ other disciplines (eg Psychology, Human Services, Sociology, etc) students should contact the relevant Department with regards to their Special Consideration, Essay Extension, Late Submission and Internal reassessment guidelines.

Meaning of Grades

Grade	Min Mark*	Short Description	Fuller Description
A+ (90–100%)	22.5/25 18/20	Outstanding/ Exceptional	All the following expected: All major points identified and answered correctly where appropriate. Alternative arguments canvassed. Originality evidence of significant reading and thought Very high standard of prose and organisation
A (85–89%)	21.25/25 17/20	Excellent	Nearly all of the requirements for an A+
A- (80–84%)	20/25 16/20	Extremely good	Meets most of the requirements for an A+
B+ (75–79%)	18.75/25 15/20	Very good	Most major points identified and answered correctly Confident control over the subject matter Very good understanding Very good prose and organisation No confusion or irrelevant material
B (70–74%)	17.5/25 14/20	Good	Good understanding, but not as secure as for B+
B- (65–69%)	16.25/25 13/20	Reasonably good	As for B, but even less secure
C+ (60–64%)	15/25 12/20	Competent	Essential points identified and answered Basic understanding A little confusion and irrelevancy tolerated
C (55–59%)	13.75/25 11/20	Passable	About half of the issues answered correctly Basic understanding Some confusion and irrelevancy tolerated
C- (50–54%)	12.5/25 10/20	Barely Passable	About half of the issues raised Very bare understanding Some confusion and irrelevancy tolerated
D (40–49%)	10/25 8/20	Poor	Inadequate Confused Significant gaps in understanding and knowledge
E (0–39%)		Unacceptable	Very poor knowledge and understanding

*Minimum scores ignore rounding, which may lift some students.

Dishonest or Improper Practices

It is recognised that students will discuss course work and assignments with others, and such discussion is an important part of the learning process. However, any work presented by a student for credit in a course must be that student's own original work. If students are directed to complete work submitted for credit in groups, the work submitted must be the original work of the group. Work submitted in breach of these requirements or which fails to comply with other instructions contravenes the University's Academic Misconduct Regulations. Such work will either not be marked, and all credit for the work in question forfeited, or the matter will be referred to the University's Proctor for investigation and possible referral to the University's Misconduct Committee.

Penalties which may be imposed in the event of a finding of dishonest or improper practice include loss of credit for a course or an item of assessment and, in serious cases, suspension or expulsion from the University. A record is kept of all instances of dishonest conduct.

Instances of dishonest or improper practice in coursework and assignments include but are not limited to:

- Plagiarism. Plagiarism means **the dishonest presentation of work that has been produced by someone else as if it is one's own**. Please note that the presentation of someone else's work as one's own, even without dishonest intent, may still constitute poor academic practice, and this may be reflected in the mark awarded. There are academic conventions governing appropriate ways to acknowledge the work or part of the work of another person and these are set out in the New Zealand Law Style Guide for Law courses. For non-law courses consult the appropriate department.
- Submitting for credit in a course an essay or

research paper which, although it is the student's own work, is substantially the same as work which has already been (or will be) submitted for credit in another course, whether in the Faculty of Law or some other department or academic institution.

- Copying the work of another student. This includes copying the work submitted by another student for credit for a course in the Faculty of Law or some other department or academic institution.
- Knowingly allowing another student to copy work which that other student then submits for credit for a course in the Faculty of Law or some other department.
- Arranging for another person to complete work which is then submitted for credit for a course. An example falling in this category is work submitted for credit which has been obtained from a commercial assignment completion service. Care must be taken when using editing services as it is only assistance with grammar, punctuation and expression that is permissible.
- Completing work for another student which is then submitted by that other student for credit for a course.
- Including made up or fabricated material in work submitted for credit for a course.
- Collaborating in the preparation of answers for take home tests unless advised otherwise in the take home test instructions.

If you are in doubt about any of the above with respect to a particular course, you should discuss the matter with the lecturer concerned.

See also the University Behavioural Misconduct Regulations, and the Academic Misconduct Regulations – refer to *UC Calendar* and *UC web*.



'I think living in a hall of residence gives you the opportunity to make endless friends...'

Inspired by criminal law and society, Jessica decided on double degree studies in subjects that gave her a wide picture of criminal history and psychology in New Zealand.

'I wanted to learn about crime, sociology, and law,' she says. 'Criminal Justice combined all of the aspects I was interested in, which was unique to UC. It had interesting lecturers and had a rounded approach which enabled me to expand into other areas of interest. I love learning about how people can change and how crime is integrated into society.'

'I feel like Canterbury is the perfect place for students looking for interesting lectures, friendly tutors, and skills to take them forward in whatever their career choice may be.'

'I enjoy being in a constantly evolving city. There is always something new and exciting popping up, and events on in the weekends. It's cool to be in a place where the beach and the mountains are close by, so all seasons of fun are covered.'

Because of her leadership potential throughout high school, in her first year at UC Jessica received

an Emerging Leaders Development Programme (ELDP) Scholarship.

The programme includes workshops, retreat camps, and community projects to develop leadership skills.

'The retreat at the start of the year enabled me to make initial friendships with people in other halls or living in Christchurch. It also gave me many opportunities to take part in guest lectures, take the CHCH 101 paper for free, and to be a part of a mentoring programme with a local high school.'

Jessica had chosen to live in University Hall accommodation for her first year of study, and later stayed in Hayashi for ongoing students.

'I like the transparency within the halls, the support, no hidden costs, and the opportunity to meet new friends from all over the world,' she says. 'The highlight of my UC accommodation experience has been being able to live in a modern warm home, and staying close to the University.'

'I made so many amazing friends throughout my time in UC accommodation, especially in University Hall in first year, where it's specifically catered for first year students,' she says. 'I think living in a hall of residence gives you the opportunity to make endless friends, support you with study, and provides a stepping stone for leaving home.'

'DO IT! I have learnt so much about my field and I am always finding the assignments interesting which has kept my passion alive throughout the degree. There is so much support available, you've just got to come and give it a go!'

Now completed her BCJ degree, Jessica decided on a career as a school teacher and has continued onto postgraduate studies in Primary Teaching.

Jessica Clarke
Bachelor of Criminal Justice

Student and support organisations

CRIMSOC

The Criminal Justice Students' Society CRIMSOC is a body that exists primarily for the benefit of University of Canterbury Criminal Justice students, by representing their interests, and providing academic and social support. Membership is optional and is available to all Criminal Justice students. Members can sign up in week 1 of term 1 on Clubs Days at the CRIMSOC tent.



www.canterbury.ac.nz/law/clubs-and-societies/crimsoc/

Māori Development Team

At UC, te Ratonga Ākonga Māori | Māori Student Development Team (MDT) offer support and advice for all ākonga Māori. Our initiatives help ākonga Māori to succeed academically while encouraging personal growth and cultural connectedness through the support of our own unique hapori Māori here at UC. We encourage you to make the most of the opportunities available. To find out more and connect with a Kaipoi Student Development Advisor visit:

<https://www.canterbury.ac.nz/support/akonga-maori/>

Pacific Development Team

The UC Pacific Development Team offers pastoral care through two advisors who can help students with almost everything! In addition there is a tutoring programme where students can gain additional tutoring, as well as a mentoring programme. They also fill the year up with lots of fun events so keep an eye out!

www.canterbury.ac.nz/pacificstudents/

University of Canterbury Students' Association

Established in 1894, our aim is to provide students with the best possible experience while they are at the University of Canterbury. We aim to do this by providing representation, services, facilities and phenomenal events for every student at UC.

There are three main areas of service that we provide as a students' association: our welfare and advocacy team deal with hardship grants, foodbank support and emergency and subsidised dental care.

For more information, check out www.uksa.org.nz or come and see us in our offices!

Other Sources of Student Support

Our university also has the following resources to call upon when the struggles are becoming too much:

- Counselling or medical care from UC Health Centre - email: healthcentre@canterbury.ac.nz
- Advice and support from Student Care - email: studentcare@canterbury.ac.nz

Career pathways

New Zealand Police

As a 24/7 organisation, which already employs more than 13,000 people in a diverse range of safety-related roles from one end of the country to the other (as well as offshore), New Zealand Police offers many possible career pathways for graduates of the Bachelor of Criminal Justice programme. A BCJ qualification could help lay the groundwork for a job with New Zealand Police in operational roles (for example, as a constable or authorised officer), crime prevention, or a range of support functions - such as intelligence, policy or performance analysis. For further details of graduate opportunities at New Zealand Police, see:

www.police.govt.nz/about-us/working-police



Ministry of Justice

Working at the Ministry of Justice gives you the chance to help ensure New Zealand is a safe and just society. We have more than 3000 people delivering justice services around the country. A BCJ qualification would be useful across our diverse range of areas – everything from the delivering operational services and policy making to working with justice partners to improve the performance of the justice system. For more information about working at the Ministry see: <https://www.justice.govt.nz/about/careers/>



Corrections

Changing Lives and Shaping Futures is at the heart of Corrections strategic plan. Public safety is our bottom line and our people play an integral part in protecting our communities through reducing re-offending. We are focused on ensuring people we work with receive the support and programmes needed to assist with their rehabilitation. We employ more than 9000 staff from Kaitiāia to Bluff. Of this number 7000 of our staff are in frontline roles – the people working face-to-face in prisons and our communities every day. The work we do enables us to truly make a difference, not just for the people we work with, but also in our own careers. Our career pathways are varied and cover roles within prisons, communities and our National Office. From lawyers and psychologists to farm managers and administrators, Corrections staff are supported to develop both personally and professionally.

For more information about working at Corrections see:

<https://www.corrections.govt.nz/careers>

<https://careers.corrections.govt.nz/frontline/>

or call 0800 4 frontline (0800 437 668)



Prizes

Prizes are awarded to high achievers in Criminal Justice courses each year. The following is a list of the prizes awarded annually in relation to School of Law BCJ courses. Prize winners are notified in December each year.

- Gerald Orchard Prize in Criminal Justice (CRJU202 Criminal Law for Criminal Justice)
- Gerald Orchard Prize in Criminal Justice (CRJU308 Principles of Evidence)
- The Neil Williamson Memorial Prize in Issues in Policing and Prosecution.

Faculty of Law

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University of Canterbury

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