



**NYU Law Abroad:**  
***Buenos Aires, Paris and Shanghai***  
**Student Handbook**

**NYU Law Office of Global Programs  
245 Sullivan Street, Suite 350  
New York, NY 10012**

## Table of Contents

|             |   |    |
|-------------|---|----|
| <b>I.</b>   | Admissions Policies .....                           | 3  |
| i.          | Program Eligibility .....                           | 3  |
| ii.         | Application Procedure .....                         | 3  |
| iii.        | Criteria for Selection .....                        | 4  |
| iv.         | Receiving a Nomination .....                        | 5  |
| v.          | Program Wait List .....                             | 5  |
| vi.         | Program Withdrawal .....                            | 6  |
| vii.        | Program Evaluation .....                            | 6  |
| viii.       | Program Cancelation .....                           | 7  |
| <b>II.</b>  | Administrative Policies .....                       | 7  |
| i.          | Tuition and Fees .....                              | 7  |
| ii.         | Billing and Payment .....                           | 7  |
| iii.        | Health Insurance .....                              | 7  |
| iv.         | Pre-Departure Requirements .....                    | 8  |
|             | • Passport and Visa .....                           | 8  |
|             | • NYU Traveler .....                                | 8  |
|             | • Inoculations .....                                | 8  |
|             | • Foreign Travel Release Form .....                 | 8  |
|             | • Emergency Contact Information .....               | 8  |
| <b>III.</b> | Academic Policies .....                             | 9  |
| i.          | Program Dates and Calendar .....                    | 9  |
| ii.         | Local Partnerships .....                            | 9  |
| iii.        | Course Registration .....                           | 9  |
|             | • Adjunct Cap Policy and Waiver Process .....       | 10 |
|             | • Registering for Partner Institution Courses ..... | 10 |
| iv.         | Writing Requirement .....                           | 11 |
| v.          | Language Courses .....                              | 11 |
| vi.         | Credit Hours .....                                  | 11 |
|             | • Partner Institution Credit Conversion .....       | 12 |
| vii.        | Attendance Requirements .....                       | 12 |
|             | • Partner Institution Attendance Requirements ..... | 12 |
| viii.       | Research and Database Access .....                  | 12 |
| ix.         | Final Exams .....                                   | 12 |
| x.          | Grading and Assessment .....                        | 13 |
| xi.         | Faculty and Course Evaluations .....                | 13 |
| <b>IV.</b>  | Contact Information .....                           | 13 |

## I. Admissions Policies

---

### Program Eligibility

The program is held each year in the spring semester. It is designed primarily for third year NYU Law J.D. students. Exceptions for other NYU Law students will be considered on a case-by-case basis, with the permission of the Vice Dean and the Faculty Program Directors.

Transfer students must complete one year at NYU Law before they can study abroad. Visiting non-matriculated students cannot participate in the program.

Students in the following dual degree programs are eligible to participate in NYU Law Abroad on the same terms as students enrolled exclusively in the J.D. program:

- J.D./LL.M. in International Law & J.D./LL.M. in Taxation
- J.D./M.A. or Ph.D. in Economics, History, Philosophy or Politics
- Dual degree with the John F. Kennedy School of Government at Harvard University
- Dual degree with Woodrow Wilson School of Public and International Affairs at Princeton University

Students in the following dual degree programs are eligible to participate in NYU Law Abroad with restrictions:

- J.D./M.B.A.: Provided that 3L participants have completed all M.B.A. credits and that Jacobson scholars work out the year-long seminar requirement with Professor Helen Scott
- J.D./M.P.A. or M.U.P.: Participation limited to 2L year
- Dual degree with the Silver School of Social Work at New York University: Participation limited to 3L year

Students in the following dual degree programs may not participate in NYU Law Abroad:

- Dual degree with the Melbourne Law School, University of Melbourne
- Dual degree with the National University of Singapore

All applicants must be in good academic standing and must be in financial compliance according to the Bursar's policies. Students are strongly encouraged to consider their various academic and extracurricular commitments when considering the program. Should participation in the Law Abroad program conflict with other obligations, such as journal membership or the Moot Court Board, it is the student's responsibility to manage any competing priorities.

### Application Procedure

The application for NYU Law Abroad is available online and will be open annually between January and February. Students interested in applying for the program must adhere to the timeline posted on <http://www.law.nyu.edu/global/globalopportunities/nyulawabroad/application>.

A general information session on NYU Law Abroad and the upcoming application cycle will be held during the preceding fall semester. Interested students will also have the opportunity to learn more about each program during Q&A Sessions with the Faculty Program Directors, held each February during the application period.

Applicants must complete an online application form, which will ask for a self-assessment of their language abilities and request the name of a faculty member as a character reference. In addition to ranking three programs of choice, applicants will also be required to upload the following attachments:

- An unofficial transcript from NYU Law and any other law school attended prior to NYU Law
- A current C.V. or résumé
- A 500-word plan of study for each program ranked on the application, addressing the points specified in "Criteria for Selection" (see section below). Students who have not taken (and do not plan to take) the recommended courses should explain what prior training they have had, or coursework they have taken that would provide similar background or preparation. Students who plan to carry out Directed Research or fulfill a writing requirement while abroad should request permission from the Faculty Program Director in a separate paragraph explaining how this will enable their planned program of study.

Please note that the same application is used for NYU Law Abroad and the exchange program. Students can include exchange programs in their ranked list, but will be evaluated according to fit for their first choice program. Applications, including all required materials, must be received by the Office of Global Programs by the stated deadline, usually in mid-February.

Should there be available spots in NYU Law Abroad following the first application cycle in February, the Office of Global Programs will open applications for a second cycle in early September. All application policies will remain the same, and any students receiving a nomination will be required to confirm participation by October 1. Students who elect to enroll in the program at this juncture will not be permitted to withdraw from the program once they have accepted their nomination. Should a student already enrolled in NYU Law Abroad wish to re-apply for admission to a different site, he or she will be required to withdraw from the current program before an application to a different program can be processed, unless applying before ABRA re-opens in late August, in the interest of fairness to those on the wait list.

## **Criteria for Selection**

Approval and selection for NYU Law Abroad will be based on the proposed plan of study and consideration, *inter alia*, of the following factors:

- The academic or professional reasons stated for participating in the particular Law Abroad program;
- The extent to which the plan fits in with the student's overall academic and/or professional objectives, including courses already taken;

- Whether the student plans to coordinate the proposed program with work or research during the preceding or following summer;
- The student's proficiency in and efforts to learn the language of the program site/host country;
- Familiarity with the region; and
- Evidence of preparedness for study abroad.

Participation in the program will be determined by the Faculty Program Directors, in consultation with the Vice Dean. To be eligible for a nomination, students must have completed all mandatory courses, and except in cases in which the Faculty Program Director grants written permission, will not have any incompletes on their academic record before the program begins.

It is strongly recommended that students take a basic comparative law course before the semester of planned participation. Students participating in the Shanghai program are encouraged to take a comparative law course focused on East Asian legal systems.

## **Receiving a Nomination**

Students will be notified of their admissions status approximately one month after the Law Abroad application has closed. In some cases, students who do not receive a nomination to one of the programs they have ranked on their application may be asked to confirm that they wish to remain on a wait list. In other cases, students may not receive either a nomination to a program or an offer to remain on a wait list.

From the date of notification, nominated students will have two weeks to accept or decline their nomination. Students wishing to accept the nomination must confirm in writing via email to [law.globalstudents@nyu.edu](mailto:law.globalstudents@nyu.edu). They must also submit a signed copy of the *Conditions and Responsibilities Form* to the Office of Global Programs in person by the stated deadline. Nominated students will be assured of their place in the program once they have completed both steps.

Students who have confirmed acceptance of their nomination and submitted the signed paperwork signal their commitment to participate in the program and acknowledge that their acceptance will then guide the planning and administration of the program. Given the competitive nature of the application process and the limited number of spots in the program, students are encouraged to give serious consideration before accepting their nomination, and to plan ahead accordingly.

## **Program Wait List**

As noted in the *Receiving a Nomination* section above, the Office of Global Programs maintains a ranked wait list for each site. Students who do not initially receive a nomination may receive a wait list offer. The wait list remains active until October 1, the final deadline by which all students must confirm participation in the program. In the case of a nominated student withdrawing from the program, the Office of Global Programs will draw on the wait list to fill the open spot.

Should a student on the wait list receive a nomination during the late spring or summer months due to early withdrawals, he or she will be given one week in which to make a decision and submit the necessary *Conditions and Responsibilities Form*. Please keep in mind that withdrawals may occur at

any time, and students on the wait list who are offered admission may wish to consider how joining the program late can impact the registration process. In particular, students joining the program after the first round of bidding has closed on ABRA may face limited course selection options. For more information about registration, please see *Academic Policies: Course Registration*.

## **Program Withdrawal**

In order to accommodate any changes that may occur in students' future academic and employment plans after a nomination has been accepted, the Office of Global Programs has set a final date of October 1 by which students must provide a final written confirmation of participation in the program. This confirmation will be considered an irreversible commitment.

Should a student choose to withdraw from the program before October 1, he or she must sign and submit an official *Program Withdrawal Form*. Academic Services will be notified of the student's withdrawal, but the registration process for New York courses may not be immediately available. The student will be allowed to add New York courses during the next available bidding or add/drop session after withdrawing.

Should a student withdraw from the program after the deadline of October 1, he or she will not be allowed to take courses in New York during the semester of planned participation. Students with extraordinary circumstances may appeal this decision in writing to the Executive Committee.

Nominated students who commit to participating in the program must also submit a current transcript to the Office of Global Programs along with their final written confirmation on or by October 1.

An opportunity will be provided for students to withdraw from the program at any point under the following circumstances:

- If changes are made in the course offerings or other significant aspects of the program;
- If, prior to the commencement or during the course of the program, a U.S. State Department Travel Warning or Alert covering program dates and destinations is issued for the country in which the program will be conducted.

Should a student choose to withdraw due to any of the circumstances listed above, all monies paid will be refunded within 20 days of withdrawal with the exception of room and board payments utilized prior to the date of withdrawal.

## **Program Evaluation**

All participants will be required to evaluate NYU Law Abroad by the published deadline using the online survey provided by the Office of Global Programs. Students will be notified by the Office of Global Programs of the relevant deadline and given instructions on how to access the survey.

Completed program evaluations are invaluable resources for future students interested in NYU Law Abroad. The evaluations provide direct student feedback about each particular program, enabling prospective students to make an informed decision about participation. The evaluations also help

the Law School to assess various aspects of NYU Law Abroad with a view to designing future iterations of the program.

Students who do not complete the program evaluation will be subject to penalties imposed by Academic Services.

## **Program Cancelation**

The programs may be canceled or suspended if there is insufficient enrollment or if the Office of Global Programs is otherwise unable to offer a meaningful experience comparable to that in New York, or to ensure the safety and well-being of students and members of the NYU Law community.

Should the program be canceled, students would receive an email communication from the Office of Global Programs notifying them of the decision and indicating any actions necessary. Every effort will be made to complete the semester at NYU School of Law. All monies paid will be refunded within 20 days of withdrawal with the exception of room and board payments prior to the date of cancelation.

## **II. Administrative Policies**

---

### **Tuition and Fees**

As this is a semester program administered by NYU School of Law, full tuition costs remain the same as any other semester. Tuition covers a full course load, and any student wishing to take additional courses, with the exception of language courses, must do so at his or her own expense.

Please note that tuition refunds will be staggered according to the Office of the Bursar's schedule for complete withdrawal, which offers 100%, 70%, 55% and 25% refunds over the course of four weeks. More information about this policy can be found on the [Bursar's website](#).

Please be aware that the Bursar's website lists the Spring semester withdrawal dates based on the academic calendar in New York. These refund dates will be adjusted to fit the academic calendar in each of the three Law Abroad sites.

### **Billing and Payment**

Financial aid and other loans can be applied to the semester abroad, and will be dispersed in the routine manner. Emergency loans may also be made available to students who request additional financial assistance during the semester abroad. Specific questions regarding the billing and payment process can be directed to the [Office of Student Financial Services](#).

### **Health Insurance**

As part of students' overseas program with New York University, students will be enrolled in an HTH Worldwide health insurance plan, at no additional cost, regardless of whether students have NYU student health insurance or alternate health insurance coverage.

## Pre-Departure Requirements

It is the student's responsibility to ensure that he or she has completed all of the necessary pre-departure requirements. While the Office of Global Programs can offer guidance and assistance on certain matters, students are advised to begin the process early in order to ensure that all requirements are fulfilled in a timely manner. Please keep in mind that students may be obligated by the Office of Global Programs to fulfill additional requirements during the pre-departure process, along with those noted below.

### ***Passport and Visa***

Students participating in NYU Law Abroad are responsible for obtaining the necessary passport and visa to study in the country of each program site. This process will be coordinated with the [Office of Global Services](#) and students must comply with all of the requirements set forth to obtain the mandatory immigration requirements.

### ***Registering for NYU Traveler***

It is mandatory for students participating in NYU Law Abroad to register with [NYU Traveler](#) before their departure. NYU Traveler is a tool to enhance the safety of students, faculty, administrators and staff traveling on University-related business.

### ***Inoculations***

It is the student's responsibility to be aware of the specific health requirements for the country in which each program is located. Currently, there are no inoculation requirements for students coming from the United States in any of the three Law Abroad sites, but these policies are subject to change. Students should check with the appropriate consulate in New York or the National Center for Disease Control in the months leading up to departure.

### ***Foreign Travel Release Form***

Students participating in NYU Law Abroad will be required to read and sign the *Foreign Travel Release Form*, which addresses issues of university liability related to participation in the program, at or before the mandatory pre-departure session in the preceding fall semester.

### ***Emergency Contact Information and Local Address***

The Office of Global Programs requires students participating in NYU Law Abroad to provide the contact information of a parent, spouse or relative. In the event of an emergency, this individual will be contacted by the Office of Global Programs. Students are also required to provide the local address at which they will be residing for the duration of the spring semester.

## III. Academic Policies

---

Unless otherwise specified, academic policies that are adopted by the Law School in New York apply to the NYU Law Abroad program. For detailed information on the Law School's academic policies, please visit Academic Services' [website](#).

## Program Dates and Calendar

The NYU Law Abroad academic calendars and course scheduling are unique to each site, and students should always refer to the Office of Global Programs at [law.globalstudents@nyu.edu](mailto:law.globalstudents@nyu.edu) should there be any questions about scheduling. Every effort is made to match the NYU Law Abroad calendar for each site with the local partner institution's calendar in order to avoid any scheduling conflicts.

Included in each calendar is a weeklong spring break, as well as make-up days and reading days in advance of the final exam period. Students can expect to be back in New York in time to attend University Commencement and NYU Law Convocation in mid-May.

The final program calendars will be published on the NYU Law Abroad program pages in the preceding fall semester. They will also be made available to students at the pre-departure sessions in November.

## Local Partnerships

Partnerships with local law schools represent an important component of NYU Law Abroad. Current partners include Sciences Po in Paris, France and the University of Buenos Aires in Buenos Aires, Argentina. Students from these recognized partner institutions will enroll in select NYU Law Abroad courses, and NYU Law students may also be allowed to enroll in partner institution courses. While enrollment policies vary by site, each of the local partner institutions plays an important role in the program by exposing NYU Law students to foreign legal education and the host country's domestic legal structures.

NYU Law also operates the HEC-NYU EU Regulatory Policy Clinic in partnership with Hautes Etudes Commerciales de Paris (HEC Paris) and students from HEC Paris enroll in the clinic along with NYU Law students.

For more information about registering for partner institution courses, please see the section below entitled *Course Registration*. Any students who enroll in partner institution courses may be required to complete an NYU Law course and faculty evaluation form for those classes.

## Course Registration

Students who have accepted their nomination to NYU Law Abroad will register for both fall and spring courses in ABRA during the summer bidding cycles that precede upcoming academic year. Law Abroad courses will be listed on ABRA and students will bid for those courses according to the same procedures that normally dictate the bidding process. While most Law Abroad courses are not capped, it is possible that certain courses could be, and in that case students will need to expend bidding points.

Please note that students who have accepted their nomination to NYU Law Abroad are not allowed to bid for spring courses in New York. Any students attempting to do so will have those bids deleted, unless the student has already contacted the Office of Global Programs to properly withdraw from the program before the bidding cycle closes. For information on withdrawing from the program, please see **Admission Policies: Program Withdrawal**.

Students who join NYU Law Abroad off the wait list or during the second application cycle after the first round of bidding on ABRA has closed should keep in mind that they may have limited registration options, especially at a site that has imposed course caps. Once these students have confirmed participation, they will be required to drop spring courses in New York and add Law Abroad courses during the next available bidding cycle on ABRA.

Additionally, students enrolling at a late juncture may have limited opportunities to adjust fall semester registration choices to fit in degree requirements (e.g. substantial writing or required courses) in New York before going abroad. Therefore, students interested in NYU Law Abroad are encouraged to plan ahead to ensure that their degree progress is compatible with the program.

### ***Adjunct Cap Policy and Waiver Process***

The NYU Law policy that dictates a maximum of eight adjunct credits for the second and third years of study combined also applies to all Law Abroad students. Students are advised to plan accordingly throughout their academic career to ensure that they will not exceed the adjunct cap during the semester of Law Abroad participation.

In some circumstances, a Law Abroad student close to reaching the adjunct cap may be prevented from enrolling in a full course load if there is more than one adjunct instructor per site, or if he or she does not gain entrance to certain other non-adjunct courses during the bidding process. In this case, students can consider applying for an adjunct cap waiver, which allows up to four additional adjunct credits to count towards a student's J.D. degree requirements.

Students must demonstrate in writing to the relevant Professional Pathways advisor that the additional adjunct credits are a valid part of their professional pathway and justify a waiver. For most Law Abroad students, the professional pathway that best fits their academic plan of study is the Global Legal Practice pathway. For others, the Business Law pathway may also be applicable. The Vice Dean for Academic Affairs, after consulting with and obtaining the agreement of the relevant Pathways Advisor, can waive the adjunct cap for that student for that course. Students must consult with the Office of Global Programs before initiating the waiver process.

### ***Registering for Partner Institution Courses***

NYU Law students who wish to enroll in law courses at the partner institution should be aware that a list of course offerings for the spring semester is not usually available until late in the preceding fall semester, usually in November.

As a result, students are advised to register for a full load of NYU Law courses during the summer bidding cycles on ABRA, and make room for any partner institution courses by dropping NYU Law classes during the next available add/drop period. Each partner institution has its own procedures regarding registration, and students wishing to enroll in partner courses will be subject to such regulations and any other policies pertaining to registration. The Office of Global Programs will work with Law Abroad students to facilitate registration for partner institution courses.

Please note that courses at the University of Buenos Aires, NYU Law's partner in Argentina, are offered exclusively in Spanish. Courses at Sciences Po, the partner in Paris, are available in both

English and French. NYU Law students may also be subject to enrolment limits imposed by the partner institution.

## **Writing Requirement**

Law Abroad students are strongly encouraged to complete all components of their writing requirement before participating in the program. Students who wish to fulfill their writing requirement while abroad may do so only with the written permission of their advisor as well as the relevant Law Abroad Faculty Director. These approvals must be submitted to the Office of Global Programs during the fall semester preceding participation in Law Abroad.

## **Language Courses**

As an important component of the Law Abroad program, students who are not already fluent in the local language are encouraged to enroll in language courses during the semester of participation. Students will be required to complete an online language assessment test, administered by the New York University College of Arts and Science, by September of the preceding fall semester in order to receive placement into a spring language class. Students who join NYU Law Abroad in the second application cycle or off the wait list will be given a separate deadline by which to complete the language assessment.

In Buenos Aires and Paris, NYU Law Abroad allows students to enroll in law-only language sections, which correspond with the Law Abroad semester calendar and are offered on a pass/fail basis. These sections are generally suitable for students at the intermediate level language ability.

Students falling outside the intermediate range, at either the higher or lower end, may be able to enroll as auditors in the undergraduate language classes held at the Academic Centers in Buenos Aires and Paris. Although these undergraduate classes do not follow the Law Abroad semester calendar, students are encouraged to make every effort to attend classes regularly and communicate with the instructor, Academic Center staff and the Office of Global Programs should any scheduling conflicts arise.

In Shanghai, NYU Law students will enroll in the undergraduate language courses offered at NYU Shanghai. These are 4-credit courses but will be taken by Law Abroad students on a for-credit, pass/fail basis. In some instances, students may be restricted to certain language course sections in order to prevent scheduling conflicts with Law Abroad courses.

Credit for language classes will not count toward the student's J.D. degree requirements or the NYU Law G.P.A. All students enrolled in a language course, whether on a pass/fail or auditing basis, will be required to complete a course evaluation form for their language class.

## **Credit Hours**

In order to maintain accreditation, NYU Law Abroad must meet certain ABA requirements regarding credit hours. The ABA requires 700 minutes of instruction, exclusive of breaks and exams, per credit over the course of the semester. NYU Law Abroad is organized according to a 12-week semester calendar, and courses offered across the three sites range from 2 credits to 4 credits. Clinic courses are separated into a 2-credit seminar and a 3-credit fieldwork class.

The weekly class schedule will be designed to meet the ABA credit hours requirement. Two-credit courses will meet for 2 hours per week, while three-credit courses will meet for 3 hours per week and four-credit courses will meet for 4.5 hours per week, exclusive of any break time.

Classes may meet once or twice per week. Please keep in mind that the weekly schedule is dependent on the availability of suitable classroom space at each site and the faculty member's schedule.

### ***Partner Institution Credit Conversions***

Students enrolling in partner institution courses will receive credit for any courses taken at the partner institution. The credit designation varies by institution. In Paris, courses at the local partner, Sciences Po, will each be worth two credits. While this credit will count towards the J.D. degree requirements, students will not receive grades for the course and the credit will not count towards their NYU Law G.P.A.

### **Attendance Requirements**

As in any other semester at NYU School of Law, students participating in NYU Law Abroad will be subject to the regular attendance policy of 80% attendance. Law Abroad faculty members may enforce a stricter attendance policy at their discretion. Students are encouraged to plan ahead in order to avoid excessive absences over the course of the semester.

### ***Partner Institution Attendance Requirements***

Each NYU Law student enrolling in a partner institution course is subject to the attendance policy set by the partner institution for that particular course. In Paris, Sciences Po allows a maximum of two absences.

### **Research and Database Access**

Law Abroad students will maintain the same level of access to research tools and databases available to students in New York. Students should keep in mind that the technology capabilities of each site may not enable ease of access that is consistently on par with what is available in New York.

### **Final Exams**

The format of each final exam will be determined by the faculty member. The exam format, and any additional evaluation parameters that students will be subject to, will be clearly stated on the syllabus. All exam policies and procedures that apply in New York, including anonymity, apply to NYU Law Abroad courses. In general, Law Abroad courses administer final exams as papers or take-home exams, in lieu of in-class exams.

Depending on the support and resources at each site, the administration of final exams may deviate slightly from the Law School's regular procedures in New York. Students are required to follow the exam guide that is sent out by the Office of Global Programs.

Final exams will be completed in time for students to return to New York for University Commencement and NYU Law Convocation.

## Grading and Assessment

Grades submitted by NYU Law Abroad faculty members are subject to the same parameters that govern the submission of grades in New York.

## Course and Faculty Evaluations

As in any other semester at NYU School of Law, students are asked to complete the faculty and course evaluation forms available [online](#). These are particularly useful in helping the Law School to assess the curriculum and determine course offerings for future iterations of the program.

## IV. Contact Information

---

For more information regarding the NYU Law Abroad program, please contact the Office of Global Programs.

NYU Law Office of Global Programs  
245 Sullivan Street, Suite 350  
New York, NY 10012  
[law.globalstudents@nyu.edu](mailto:law.globalstudents@nyu.edu)

Amy Wilson  
Program Coordinator  
NYU Law Abroad and Exchanges  
[amy.wilson@nyu.edu](mailto:amy.wilson@nyu.edu)  
(212) 992-8639

Xinyi Zhang  
Program Coordinator  
NYU Law Abroad  
[xinyi.zhang@nyu.edu](mailto:xinyi.zhang@nyu.edu)  
(212) 992-6198