

Glossary

Academic Administration Committee (AAC)

The University authority that administers the regulations on behalf of the Vice-Chancellor and the Academic Board. Chaired by Mr Bob Gidlow, the AAC grants admission, confirms courses of study, awards credits, confirms grades and considers applications for special consideration.

Academic Board

The Academic Board comprises elected professors, librarian, divisional directors and representatives of staff and students. The Board advises the Council on academic matters.

Academic co-ordinator

An academic co-ordinator is a member of the academic staff who is given delegated authority to approve a student's course of study.

Academic record

A copy of a student's complete academic record at university.

Ad Eundem Statum

This means "of equivalent standing". If you hold a university entrance qualification for a country other than New Zealand you may apply for admission on the basis that the qualification is equivalent to that required for New Zealand entrance. If you have studied at a tertiary institution in the past you may apply to be admitted with credit from your previous study towards your proposed course of study.

Bachelor's degree

A first or undergraduate degree normally requiring three or four years' study. A bachelor's degree usually requires specialisation and progression to an advanced level in at least one field of study.

Block

Each subject is assigned to a timetable block. Each block is then allotted certain hours in the week, during which lectures etc will take place.

Calendar

A yearly publication of the University, which is the official list of regulations, courses, dates and other information.

Certificate of Proficiency (COP)

A subject taught and assessed, as required for a degree or diploma, but not for credit to a degree or diploma. Anyone who passes a subject for a Certificate of Proficiency may apply to receive a certificate that states that the pass was granted. If a subject is passed for a Certificate of Proficiency, then in many cases, it may later be credited to a degree or diploma.

Concurrent enrolment

When a student enrolls in a subject at Lincoln University at the same time as studying at another tertiary institution then the student is said to be concurrently enrolled

Conjoint degree

Students with good academic records may apply for special permission to enrol for two degrees at the same time. By cross-crediting up to 10 units to both degrees and the additional work, the student can complete two three year degrees in four years.

Core

The core of a degree or diploma is the set of compulsory subjects that must be passed before the degree or diploma can be awarded. There are two types of core. A core is soft when the regulation states that students must choose at least a certain number from a specified list of core subjects. A core is hard if all of the subjects in the core list must be taken.

Council

The Council is the governing body of the University.

Course advisor

A course advisor is a member of the academic staff who is appointed to advise students on the selection of subjects and other matters relating to their course of study.

Course card

The part of the registration card that is retained by the Registry following Registration as an official record of the subjects for which a student is registered. Each course of study change is recorded on the course card.

Course

The certificate, diploma, degree for which a student registers. Each course consists of a number of subjects, which are set out in the regulations for the course.

Course of study

A student's course of study is the set of subjects he or she is registered for in the current academic year.

Credit/cross-credit degree

A credit towards a degree or diploma is a decision by the University that a student has completed study that is the equivalent of the work required for a particular subject. A credit is awarded to a student on the basis of previous study towards another qualification.

Degree

A degree is a programme of advanced study taught primarily by teachers who are active in research in their field.

Division

A division at Lincoln University is a group of staff members who conduct, or assist in the conduct of, teaching and research in a particular field.

Diploma

A diploma is a sub-degree qualification. There are two sorts. An undergraduate diploma is a course requiring at least one or two years of full-time study. A postgraduate diploma normally requires a degree for admission and usually requires one year's full-time study for completion.

Diplomate

A person who has completed the University's requirements for a diploma and has been awarded the diploma.

Dissertation

A dissertation is an extended research essay.

Division

The delivery of academic programmes is the responsibility of the University's four Divisions which are responsible for educational outcomes and outputs, including teaching and research capability. Divisions may also be known to you as faculties or schools.

Double degree

A student who takes one bachelors degree followed by, or concurrently with, another is said to be taking a double degree. This is similar to a conjoint degree, but allows fewer units to be cross-credited and requires a normal semester load of subjects.

Electives

A subject that is not part of the core of a course but which is available to students enrolled in that course is called an elective.

Enrolment

Enrolment is the process whereby students notify the University of an intention to study and provide to the University the detailed information on themselves, their status and their study intentions.

Examiner

A member of the academic staff responsible for the organisation of a subject. Usually, the examiner does much of the lecturing in the subject. Although other members of the staff may give lectures in the subject, the examiner is the person who is responsible to the Divisional Director for the conduct of the subject.

Exclusion

A decision by a university to exclude a student from continuing studies at that university, usually on the grounds of unsatisfactory academic performance.

Exemption

An exemption is a decision that a particular student will not be required to complete a core subject or will not be required to pass a certain subject for prerequisite purposes. An exemption decision is made on the grounds of the student's previous study.

Fast track

If your choice of subjects is approved by an academic coordinator before Registration, you will be given the right to by-pass the course advice section during Registration. This will reduce the time it will take you to register.

Field trip/field tour

Certain subjects include field trips or tours. These may be visits to a business, a farm, a factory or some other place where you may see applications of the work you are studying. A trip is one day or less, while a tour lasts several days.

Full-time

Each course has a defined number of units that make up a full-time course of study. This is very important for student allowances or loans purposes and for international students.

Grade

A grade is awarded after the examination in a subject and measures the student's performance in the subject. The highest is A+ and the lowest is E.

Graduate

A person who has satisfied the requirements for a degree and has received that degree.

Honours

Some degrees may be awarded with honours. In some cases honours involves one extra year of study. In other cases, it involves an enriched course of study, while in others the award of honours recognises the standard of the student's work. There are different classes of honours, with first class honours denoting the highest award.

International student

A student from overseas, studying in New Zealand on a student permit.

Laboratory

Many subjects have laboratory requirements. These are usually practical sessions related to lecture material.

Lecture

The main method of teaching at university.

Level

Subjects are taught at different levels that reflect the difficulty and the degree of advancement of the subject.

Limitation of entry

A limit placed on the number of students that can be registered for a particular subject.

Limited full-time

In special circumstances, students may enrol more than half-time and be given the benefits of full-time status. This is called limited full-time.

Major

An area of study in which you specialise by taking a group of subjects including advanced level subjects.

Master's degree

An advanced course taken by a graduate. The master's degree usually builds on the area of specialisation and commonly involves research and a thesis.

Orientation

A programme of events at the start of the year to introduce new students to university life.

Partial waiver of assessment

A student who fails a subject or receives a restricted pass in that subject and who wishes to repeat that subject may apply to be exempt some or all of that subject's tests, assignments and field trips. This is called a partial waiver of assessment. A partial waiver will never cover the final examination.

Part-time

When only a portion of the units required for full-time study are taken the student is said to be part-time. Part-time study does not qualify a student for student allowances or some of the student loans provisions.

PhD (Doctorate)

A higher degree following an honours or masters course. A PhD involves research and a thesis. The minimum time required for a PhD is two years' full-time study.

Postgraduate courses

Normally undertaken by people who have qualified for a bachelor's degree.

Practical Work

Some course regulations require a specified period of related practical work to be completed before the student may graduate or be awarded their certificate or diploma.

Pre-enrolment

Pre-enrolment is the process of applying for admission to an undergraduate course.

Prerequisite (Prereq)

In some cases, students may not enrol in an advanced subject unless they have satisfactorily completed a lower level subject in the same field. In this case, the required lower level subject is called a prerequisite. A subject is only listed as a prerequisite for an advanced subject if the University considers that students could not reasonably be expected to handle the advanced subject without having the prerequisite.

Prescribed course

Some degrees and diplomas require students to enrol in a particular set of subjects in a year and allow no electives. In this case, the students are said to be following a prescribed course.

Prescriptions

A prescription for a subject is a brief list of the topics to be covered in that subject.

Programme

An increasingly common term used as an alternative to 'course'.

Recommended preparation (Prep)

When one subject is thought by the University to be important, but not absolutely essential, as preparation for an advanced subject, the subject will be listed as recommended preparation for the advanced subject. You are advised to have taken the recommended preparation before enrolling in the advanced subject. You are not, however, required to have taken the recommended preparation.

Reconsideration

Students can apply to have their examination script remarked if they believe an error has been made. Application must be made within 28 days of the publication of results.

Recount

Students can apply to have the marks for a subject recounted if they believe an error has been made. Application must be made within 28 days of the publication of results.

Registration

Registration is the process of confirming a student's enrolment. The student attends the appropriate timetabled registration session and pays fees.

Registry

Registry staff is responsible for the general administration of the University including the enrolment of students and all administrative matters resulting from that enrolment including fees and examinations.

Regulations

The regulations of the University and the course regulations for degrees, diplomas and certificates are the rules by which staff and students operate. The regulations are listed in the Lincoln University Calendar.

Restriction (Restrict)

Students may not receive credit for two subjects that have a substantial amount of material in common. If there are two subjects in the same schedule that have a substantial amount of common material, then there will be a restriction between them. In that case, you may not credit both to the degree or diploma.

Restricted pass

A restricted pass is a C- grade. This is usually awarded for a mark of 47, 48 or 49% in the final grade. A restricted pass is a pass for all purposes except in a prerequisite. Each course has limits on the number and level of restricted passes that may be credited to the course. Refer to the Section Restricted Passes.

Returning student

A student who has previously studied at Lincoln University.

Schedule

The list of subjects available to students enrolled in a course is called the schedule. The schedule usually includes the subject code, subject name, prerequisites, recommended preparation and restrictions.

Semester

The academic year is divided into two halves called semesters. The word 'semester' derives from the Latin words for 'six' and 'month'.

Stream

The word stream has two meanings at Lincoln

- a) It can refer to a course of study leading to a major within a degree, for instance, in the B Sc, there are eleven streams available (biochemistry, etc) each of which has a required set of subjects.
- b) It also refers to a subgroup of a class in a subject. For instance, a class may be split up into different groups for laboratory classes. These groups are also called streams.

Student enquiries desk

Located in Student Services, ground floor, George Forbes Building. Student Enquiries staff will be able to put you in touch with the most appropriate person to deal with any queries regarding your enrolment, course of study, fees, scholarships or any other administrative matters.

Student exchange

Outgoing, Lincoln students apply through International Student Services to study for one or two semesters at one of our partner institutions.

Student exchange

Incoming, Students from our Partner Institutions apply through their international office to study at Lincoln for one or two semesters.

Study abroad

International Students may enrol at Lincoln University for one or two semesters either via direct enrolment or through a third party provider, agent.

Subject

The components or modules of a course are called subjects. A subject is a module of work for which a grade is given that appears on the student's transcript.

Timetable

A daily programme of the time and place where subjects are taught. All students receive a copy of their course timetable at the

Transcript

A transcript of your academic record is a copy of the record of your enrolment and grades.

Transferring student

A student who has had previous tertiary education within New Zealand but who was not last enrolled at Lincoln University.

Transitional arrangements

Sometimes, when changes are made to regulations or subject schedules, it turns out that students who began under the old rules are unable to meet all of the new requirements. In this case, the University usually will set up transitional arrangements, which may include transitional prerequisites. These arrangements will normally apply for a particular group of students and normally only for a limited period.

Tutorial

A small group teaching session where academic issues and problems of a subject are discussed with a tutor.

Undergraduate

A university student studying for a bachelor's degree or a certificate or diploma course that did not require a previous degree for admission.

Unit

Units are the measure of the 'size' of a subject. Degree subjects are of one, two or three units. The undergraduate diploma's subjects may be of one, two, three, or four units.

Unsatisfactory progress

Students whose academic progress is unsatisfactory may be excluded from further enrolment or may have conditions or limits placed on their enrolment. The regulations that define what constitutes unsatisfactory progress are set out in the Calendar