

House Rules for the Study of Bachelor's Honours Degrees at Lincoln University



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Foreword

Welcome to the Bachelor's Honours study at Lincoln University. This book contains passages that set out the obligations of staff as well as students and we expect that staff will also use the book as a reference.

The aim of this book is to help staff and students find their way through the complex requirements of the Honours course of study. Understanding what is going on can contribute to a rewarding and enriching period of study.

Best wishes for your studies.

Other Sources of Information

These house rules are designed to provide an overview of the most important rules, regulations and procedures for postgraduate study.

There are a number of other sources of information:

The Lincoln University Calendar

This is the definitive source of information on the **regulations** of the University.

The Study Planning Guide

These annual publications are essential reference guides to University processes.

The Lincoln Management Manual

The principal source of Lincoln University policy is the Policies and Procedures (LPP) Manual.

As far as rules associated with postgraduate study are concerned, the *Calendar* takes precedence over all of the other publications. The *Study Planning Guide* also takes precedence over the house rules.

People You May Need to Contact

The Academic Administration Committee has responsibility for oversight of many of the processes that affect postgraduates.

Academic Programme Director (Postgraduate Studies)

Professor Charles Brennan

Email: Charles.Brennan@lincoln.ac.nz

Professor Charles Brennan has responsibility for oversight of the University's postgraduate degrees.

Convenor of Academic Administration Committee

Dr Megan Clayton

Email: AAC_Convenor@lincoln.ac.nz

Academic Administration Committee Member

Dr Jeff Heyl

Email: Jeff.Heyl@lincoln.ac.nz

The Academic Administration Committee has responsibility for oversight of many of the processes that affect postgraduates.

Team Leader, Postgraduate

Bernadette Mani

Email: Bernadette.Mani@lincoln.ac.nz

Bernadette is responsible for giving effect to many of the procedures relating to postgraduates.

Section 1:

General- What is a Bachelor's Honours Degree?

There are several different types of bachelor's honours degrees. The differences are explained in the following section. Despite their differences, however, bachelor's honours degrees have in common a number of features:

- they involve a fourth year of study that builds on and advances the material covered in three earlier years of undergraduate study;
- they prepare students for entry to research degrees;
- they require a dissertation;
- entry is restricted to students whose results are of a high standard;
- they have strict completion deadlines.

Different Kinds of Honours Degrees

There are different types of honours degrees at Lincoln University. The following are one year postgraduate degrees with the course of study listed in the *Lincoln University Calendar*.

- Bachelor of Commerce with Honours
- Bachelor of Environment Management with Honours
- Bachelor of Environment and Society with Honours
- Bachelor of Science with Honours
- Bachelor of Sport and Recreation Management with Honours
- Bachelor of Tourism Management with Honours
- Bachelor of Viticulture and Oenology with Honours

Other Honour's Degrees

- Bachelor of Agricultural Science with Honours

This is an undergraduate degree involving four years of full-time study. The course of study is identical in the first three years to the corresponding non-honours degree. Students must apply to enrol in the Honours year and take a course of study that includes a dissertation (40 credits at the 600 level. The course of study is listed in the appropriate section of the *Lincoln University Calendar*.

Bachelor of Landscape Architecture with Honours

All students are admitted to the Bachelor of Landscape Architecture and honours are awarded based on the student's performance in the courses outlined in the *Lincoln University Calendar*.

Degree Type	BEM (Hons) BE&S(Hons) BS&RM (Hons) BTourMgt (Hons)	BAgriSc (Hons) BCom(Hons) BSc (Hons) BV&O (Hons)
Minimum time	1 year (one academic year)	1 year (one academic year)
Maximum time	2 years (two academic years)	1 year (one academic year)
Time limit for honours	2 years (two academic years)	1 year (one academic year)

Section 2: Applying (Admissions)

All students **must apply**, please visit: <http://www.lincoln.ac.nz/Study/Postgraduate/Entry-requirements/>.

It is also possible to enter one of these honours degrees in the second semester:

Bachelor of Agricultural Science with Honours (please refer to “Requirements for Admission) later on in this section.

Bachelor of Commerce with Honours

Bachelor of Environment Management with Honours

Bachelor of Environment and Society with Honours

Bachelor of Science with Honours

Bachelor of Sport and Recreation Management with Honours

Bachelor of Tourism Management with Honours

Bachelor of Viticulture and Oenology with Honours

If the **qualifying degree is** from Lincoln University, another university in New Zealand or from a university in another country and the criteria (average of B+ or higher in the 300 level courses or its equivalent) is met, it is quite acceptable to apply to enter into honours with the **exception of the Bachelor of Agricultural Science with Honours**. For admission requirements to the Bachelor of Agricultural Science with Honours please refer to “Requirements for Admission to the Bachelor of Agricultural Science with Honours” later on in this section.

Note: If the last university attended was Lincoln, the Postgraduate Student Administrator will supply the academic record.

Applications will be submitted by the Postgraduate Student Administrator to the appropriate faculty for approval. If the Faculty approves the admission, then it will be submitted to an admissions sub-committee.

Requirements for Admission to the Bachelor of Agricultural Science with Honours:

The criteria for admission to the honours year is subject to:

- a) the academic requirements for the award of the B Agr within the minimum time, (six semesters of full time study or its equivalent in part time study); and
- b) have grades/ CGPA of 5 or higher (refer to the chart in 3 below) in the last two years of full time or its equivalent of study.

NB: Students should apply online. For the purposes of assessing applications the average mark grades in any course failed during the assessed period **will be** included in the averaging.

The Academic Administration Committee reserves the right to vary this guideline in a particular year, if it considers that applying the guideline strictly would result in invitations being made to a proportion of the cohort that is too large or too small, having regard to institutional norms and to the need to ensure consistency of standard between years.

Applicants who meet the above condition (a) above but do not meet the grade requirement outlined in b above and wish to apply for admission to honours, then the Academic Administration Committee may grant admission provided:

- a) the application has the strong support of the appropriate Faculty Dean and a supervisor; and
- b) that the student has higher grades in those courses (normally the 300 level courses) that provide

preparation for the honours year.

Decisions on these applications must be considered by a full meeting of the Academic Administration Committee and may not be delegated.

	Grades	GPA
90-100	A+	9
85-89	A	8
80-84	A-	7
75-79	B+	6
70-74	B	5
65-69	B-	4
60-64	C+	3
55-59	C	2
50-54	C-	1
40-49	D	0
0-39	E	0

Requirements for Admission to Bachelor of Landscape Architecture with Honours

All students enrolled in the Bachelor of Landscape Architecture are considered for the award of honours. Therefore, no application for admission is required.

English Language Requirement

If the qualifying degree was obtained in a language other than English, the applicant is also required to demonstrate competence in English. This applies whether they are an international applicant, a citizen of New Zealand or a permanent resident of New Zealand.

In this case, they must either successfully complete the Lincoln University English for Academic Purposes Programme for the course or submit an original copy of one of the following English language tests showing that they have achieved the standard required for the programme to which they have applied to study. The table below shows the minimum scores acceptable for entrance through four of the recognised English language tests. **The test score must not be more than two years old on the day they commence their study.**

For admission to:	Lincoln University	IELTS (Academic)	TOEFL*
PhD Masters Postgraduate and Graduate Diploma / Certificate	GCAE or LU EL 70%	6.5 <i>no individual band less than</i> 6.0	Overall score of 80 (with minimum writing score of 21 and minimum speaking score of 18

** If supplying a TOEFL test score, we will need an original copy to be sent to our institution, code number 9479.*

For information on the English Language programmes offered at Lincoln University, please refer to our website:

<http://www.lincoln.ac.nz/Future-Students/>

The only exception to this is for those who have lived in an English medium country for some time who may, in some circumstances, demonstrate competence in English through a simpler process. This term is explained in detail below.

English Language Requirements for New Zealand citizens and Permanent Residents

As noted above, Lincoln University requires applicants whose qualifying degrees were obtained in a language other than English to demonstrate English language competency through a standard test of English, such as TOEFL or IELTS.

The sole exception to this is for those who have resided in an English medium country for a considerable time. In this case we accept a lower level of proof of English competency.

We apply this 'lower level of proof' of competency to any applicant who has resided in New Zealand or an English language medium country continuously for a period of three or more years and who:

have successfully completed one year of academic study at a tertiary level in that period in a course or programme that has a high language requirement; or has references demonstrating that he or she has been working in the paid labour force in an English language medium country for a period of one year in an occupation that requires high usage of written and oral English at a level appropriate for successful postgraduate study.

In this case, the applicant must:

first meet with the academic co-ordinator who then must certify:

that he or she has had discussions with the applicant, especially on academic matters, and has, by this and other means, made an assessment of the applicant's ability to handle the English language requirements of study at this level, and in particular, the written language requirements.

the applicant must then see a competent English for Speakers of Other Languages (ESOL) authority, approved by Lincoln University for the purpose, who will conduct an assessment of the applicant's written and oral fluency in English including the applicant's need for additional English language training or support.

the ESOL authority then reports to the academic co-ordinator on his or her assessment. On the basis of this ESOL assessment and his or her own assessment, the academic co-ordinator may then request that the requirement for TOEFL or IELTS be waived.

Length of Study

There are time limits for completion of an honours examination with the exception of the Bachelor of Landscape Architecture (which does not have a distinct honours examination). To be awarded honours in the Bachelor of Landscape Architecture, you must complete the degree in minimum time. We expect all of the requirements for the honours examination to be completed within one academic year or two as stated in the Bachelor's Degree with Honours in the Lincoln University Calendar.

Extension

Extensions are granted only very rarely, however if students *find it necessary for any reason to interrupt their course of study (such as through ill-health, unavoidable absence from the campus, or critical circumstances)* the Academic Administration Committee may approve extension of your enrolment for an appropriate period. Students must apply in writing to the Postgraduate Student Administrator in Student Administration, setting out the circumstances. The application must be supported by the supervisor and the Faculty Dean. It should also be accompanied by evidence of the critical circumstances on which the application is based, such as a report from a medical practitioner, counsellor, psychologist or other qualified professional adviser.

Part-time Study

Students may take an honours examination on a part-time basis but only for the programmes listed in the Lincoln University Calendar.

Fees

Fees are payable during enrolment and before "enrolment" is confirmed. Please refer to the published dates in the *Lincoln University Calendar*. For information on fees and the amount to pay, please go to our website: <http://www.lincoln.ac.nz/Study/Postgraduate/Fees-and-Tuition/> . If there are fees outstanding from previous years students may confirm enrolment or graduate until the balance has been settled.

LUCAS –Lincoln University Campus Administration System and **Enrolment**

All students

Once admission is approved, students can accept their offer and enrol using a username and password assigned by the university and details of this will be emailed to the email address already given at the application stage. The Lincoln University Campus Administration System (LUCAS) enables students to: enrol in classes, and complete the 'to do list'. Any special topics included in the course of study must have the approval and the signature of the Faculty Dean offering that topic before this is added to the system.

This list is important and includes personal details such as phone, address and well as adding the class (course), obtaining course advice (supervisor must approve this online).

International students must have a **current student visa**- <http://www.lincoln.ac.nz/Lincoln-Home/Future-Students/International/Visa-requirements/> and the **appropriate compulsory insurance** as outlined on our website:<http://www.lincoln.ac.nz/Lincoln-Home/Future-Students/International/Compulsory-Insurance/Enrolment>.

Medical & Travel Insurance for International PhD Students
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All international students must have approved medical and travel insurance cover to the full length of their student visa.
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International students are not permitted to enrol on a part-time basis without approval from NZ immigration Services. Holders of NZ MFAT study award may not change their course without prior approval from the sponsoring agency and their home government. This approval is rarely granted. **The deadlines set out in the Study Planning Guide and the *Lincoln University Calendar* takes precedence.** These dates **also apply to international postgraduates.**

All students

Once the list has been completed, to finalise enrolment students must click the 'accept' button. The Student ID card is obtained only after the above process is complete and the student has accepted enrolment.

Changing the Course of Study

Full information on changing the course of study after enrolling is set out in the Study Planning *Guide* and the. The information below is a summary of that information. Where there is a conflict between the information below and information on changing a course of study in the *Study Planning Guide*, the *Lincoln University Calendar* takes precedence.

Dates for Changes

The Lincoln University Calendar sets out a series of dates and deadlines for course of study changes.

Note: A change in research **topic** will not usually necessitate a course of study change.

Changes in a course of study can affect:

- full-time/part-time status
- tuition fees
- student allowances entitlements
- student loans entitlements
- immigration status

If unsure of the effects of a change, ask the Postgraduate Student Administrator.

Fees

Fees are payable at or prior to accepting enrolment. For more information all students are required to visit our website <http://www.lincoln.ac.nz/Lincoln-Home/Apply/Whats-it-going-to-cost>

Outstanding Fees- Returning Students

Where there are fees outstanding from previous years, students cannot register or graduate until the balance has been settled. All fees are reviewed every year and are subject to change. Tuition fees are normally confirmed by the University Council in July (international fees) and October (domestic fees and other administrative charges).

Key Dates for changing or dropping courses, and withdrawing

There are final dates that must be met for changing or dropping courses, and withdrawing from the programme. There will be an administration fee associated with withdrawing from a course and seeking a refund. Failure to meet these dates means your course of study cannot be changed and students will be required to pay any tuition fees incurred. Please refer to the published dates in the *Lincoln University Calendar*.

Courses of Study for Bachelor's Honours Degrees

The course of study and the full schedule of available courses is published each year in the Lincoln University Calendar.

Special Topics

All courses of study will be considered by the academic co-ordinator for the programme. The academic co-ordinator will ensure that a student's enrolment in any special topic is approved by the Faculty Dean, that the previous studies provide an appropriate preparation for the proposed course of study and that the course of study is coherent.

Procedure for Withdrawing from the Course and Leaving Lincoln

Complete the Complete Withdrawal form and return ;

- The student ID card to the Library and
- The withdrawal form to Student Administration.

If the student is living in the halls of residence, the accommodation manager must be contacted to advise him or her of this withdrawal and to return keys.

See the Student Finance Staff to discuss the financial aspects of the withdrawal.

International students should note that there are additional steps required and this is outlined in the Withdrawal Form. Refer also to the <http://www.lincoln.ac.nz/studying-at-lincoln/fees/fees-for-international-students/international-student-tuition-refund-policy1/>

There are NO telephone withdrawals and withdrawals cannot be made by parents or friends on behalf of students. Students can withdraw only by making a personal written request to do so. If there is some urgency involved, the University will accept e-mail notices of withdrawal providing they are followed by a confirmation e-mail of the withdrawal and the return of the Student identity card. In all cases, the onus is on students to ensure that requests to withdraw are received by the University within appropriate deadlines.

The Privacy Act and the Official Information Act

The University is currently developing an information policy to give effect to the requirements of the *Privacy Act 1993*. Until that policy comes into force, the contents of this section are the guidelines used by the University with regard to information held on postgraduate applicants and students.

These guidelines apply equally to Registry and faculty files, to paper files and electronic records and to files held by supervisors, Faculty Deans and other staff.

The reason for collecting the information that is sought during the application and the enrolment process is to enable the University to:

- determine the applicants' entitlement to enrol;
- comply with statutory requirements;
- facilitate the efficient administration of the honours study at Lincoln University.

Information contained in the application for admission to an honours course will be held only for so long as that information is likely to be relevant to the applicant's relationship with the University.

If the application is successful and leads to subsequent registration at the University, the information supplied will be transferred to the University records and will be held permanently, in accordance with the requirements of the Education Amendment Act 1989.

An application that is unsuccessful will be held for three months in case applicants wish to appeal the decision denying admission to a postgraduate course. At the expiry of the three months, or at the end of an unsuccessful appeal process, original documents will be returned and remaining information destroyed.

If an application is successful but the applicant does not register at the University, the application will be held for a period of two years after the beginning of the semester following the grant of admission.

At the end of the two year period, the original documents will be returned and the application will be destroyed. If the applicant subsequently wishes to seek admission at a later date, the application process will need to be restarted and fresh material supplied.

Each honours student has a file containing information documenting admission, the course of study followed, the progress, and the outcome of the study at Lincoln. The information on the file is not generally available and is released only in terms of the Privacy Act declaration printed on the back of enrolment forms. As the information on the file is essential to demonstrate the nature and level of your achievement at Lincoln, it will be retained indefinitely.

In terms of the Official Information Act, applicants and students are, with a very limited number of restrictions or exceptions, entitled to have access to all information held on them. This includes information provided by them, or obtained from other sources. Also included is information used or produced at Lincoln in the process of making any decision affecting students.

Section 3: What Students will be Studying?

Initial Development of the Honours Course of Study

General

Once admitted to an honours degree, students need to choose the courses for the programme and available courses is published each year in the *Lincoln University Calendar* and our website: <http://www.lincoln.ac.nz>. All students are required to undertake a dissertation as part of the honours degree, and so a research area must be selected at the time of application.

As the first step in choosing the course of study and as part of the published enrolment process, students must consult the academic coordinator for the honours degree.

Through this process of consultation with the academic coordinator, Faculty Dean and other staff, a decision on the course of study will be made. While there is an opportunity to change the course of study after commencement, it is advisable to decide at an early stage in the course of study for the full honours course of study.

Approval of Course of Study

The academic coordinator may approve the course of study provided it conforms to the conditions outlined below and with the admission requirement as published in the *Lincoln University Calendar*. This happens when students finalise their enrolment.

In approving the proposed course of study, the academic coordinator is required to ensure coherence of the student's course of study and the adequacy of their previous studies as preparation for the proposed course of study.

The courses should be chosen from the schedule for the degree concerned, unless the approval of the Academic Administration Committee is obtained.

The structure and nature of the course of study must be in line with these house rules and as published in the *Lincoln University Calendar*. This includes the limits on the levels of the courses. It also includes compliance with rules on substitution. The rules governing the course of study for each degree are set out in *Lincoln University Calendar*. If a variation is sought from these rules, then Academic Administration Committee approval is necessary.

Since a dissertation is to be taken, the Faculty Dean must also ensure that the supervisor is appropriately qualified for his or her role, and that they will be adequately prepared for a research project in the Faculty. Therefore, in this case, the course of study needs two separate approvals - one from the academic coordinator and one from the Faculty Dean.

Likewise, if the course of study includes a special topic, the Faculty Dean offering the special topic needs to approve enrolment in that topic.

The official record of the course of study is held in the University's student database.

Section 4: Health and Safety in your Studies and Research

1. Lincoln University is committed to achieving excellence in the management of health and safety. A student's involvement and support is essential and the prime responsibility for working safely in postgraduate activities is the students.

- The University assists students by providing health and safety rules, procedures and systems. Please familiarise with these. This can be found at <http://registry.lincoln.ac.nz/LPP/>
- Students also need to familiarise themselves with the area hazard register. These can be found at http://www2.lincoln.ac.nz/h&s/Hazard_register.htm

2. A postgraduate student needs to:

- Undergo a Health and Safety Induction for their area. Please advise your nearest Health and Safety representative to complete this. This induction will cover all of the health and safety requirements while studying at Lincoln. They can be found at <http://www2.lincoln.ac.nz/h&s/advisers.htm>.

3. Students should obtain a copy of the Lincoln University Health and Safety Handbook and read this thoroughly. This can be found at: <http://www2.lincoln.ac.nz/campus/hr/smous/manuals/h&shandbook2005.pdf>

If studies involve working in laboratory students need to undergo a laboratory safety induction by the laboratory manager. Your areas safety representative will know who this is. A copy of the laboratory safety manual can be found at: <http://www2.lincoln.ac.nz/campus/hr/smous/management/labsafetybook.pdf>

Section 5: Intellectual Property

The term Intellectual Property (IP) refers to the ownership of an idea. IP is recognised in law as form of property that IP can be sold, licensed, damaged or trespassed upon.

Students, when they are not employees of the University, own the IP they create or have a claim to ownership of IP they help create. A student's precise IP rights (IPR) will depend on the extent and value of their contribution to a research project and the extent and value of other IP inputs to the project.

A specialised area of IP management is where the aim is to commercialise it. Shared ownership of IP can complicate and/or severely impede what is, under any circumstances, a time-consuming and expensive process.

For example, international patenting costs often exceed \$100,000. Clearly those investing such sums of money in IP commercialisation reasonably require certainty over access to it. It follows that where IP created during a research project has commercial potential it is important that our policies:

- avoid impediments to commercialisation created through shared ownership of IP;
- ensure that Lincoln can discharge its contractual obligations to a third party funder;
- provide incentives for participation in research by staff ;
- ensure that the processes applied are fair to all parties; and
- lead to appropriate financial or other rewards that reflect contributions made.

However, our policies must not:

- prejudice a student's ability to submit a thesis for examination; or
- prejudice a student's ability to publish in a managed way.

To accommodate the above requirements, when a Postgraduate or Honours student enrolls at Lincoln, the University requires the student to agree that Lincoln shall own the commercialisable IP he or she creates. The University makes no claim of ownership to a student's copyright in their thesis or dissertation or in any articles or other works written for publication, nor does it make a claim on non-commercialisable IP.

Should a student not wish to agree to Lincoln ownership of her/his commercialisable IP or does not wish to benefit financially from successful commercialisation, this will not stop the student from enrolling. It will, though mean that the student and her/his supervisor will agree to a project where the creation of commercialisable IP is unlikely.

Where a student initiates a research programme then, provided certain conditions are met, such as requiring limited supervision, the University will not seek ownership of the student's commercialisable IP. Also, should the University not pursue commercialisation after a reasonable time IP ownership shall be assigned back to the student who created it.

Where shared IP is successfully commercialised, the student will, along with other IP contributors, share in any financial or equity ownership returns. Students will be treated in exactly the same manner as academic staff in this regard. An IP Standing Committee representing each of Lincoln University Students Association, academic staff and the University institution will manage distribution of revenue from IP commercialisation, with recourse to independent arbitration being available as necessary.

"Intellectual Property Management – A Guide for Postgraduate Students and Supervisors" can be found on LU intranet under "Research"; then click on "Intellectual Property" for a comprehensive document on

Intellectual Property management at Lincoln University. It contains copies of the "Policy on Intellectual Property" and "Policy on Distribution of Revenue from Commercialisation of Intellectual Property" and of the forms a Postgraduate student will be required to sign should she/he wish to participate in a research programme from which commercialisable intellectual property is predicted to emerge.

Section 6: Examinations

Examinations

Formal examination at Lincoln University is carried out under strict conditions to prevent incidents of dishonest academic practice. The rules that govern examinations are set out in the appropriate publications and the examination timetable published prior to each examination session.

Reconsiderations and Recounts

Students may apply for a recount or reconsideration of an examination script. There is an application fee for this service. A recount is a check to see if the mark has been correctly calculated and that all of the internally assessed components are correctly weighted and included. A reconsideration involves a recount plus a re-marking of the examination script.

An application form is available in Student Administration. Please refer to the Lincoln University Calendar or Study Planning Guide for the application fee payable and date for applications.

Return of Script

Students may apply to have copies of one or more of their examination scripts returned. An application form is available at Student Administration. You should apply within the published timeframe as scripts are destroyed after that period. There is a fee for this service for each script.

Aegrotat in Formal Examination and Aegrotat in Internal Assessment

Refer to the Lincoln University Calendar for regulations or contact the Examinations Office in Student Administration.

Section 7: Dissertation

Development of a Dissertation Research Topic

Students taking a dissertation or major project as part of an honour's degree can proceed to develop a research proposal under the guidance of their supervisor once they have finalised their enrolment (registered) for the degree. Students are advised to present the dissertation research proposal to the supervisor and the Faculty Dean for approval within six weeks for science and four months for other disciplines.

As a general rule, those starting the honours year in the beginning of the academic year (Semester One) must have the research topic, data collection and writing of the dissertation completed within the period February (registration day) to no later than two weeks after the final day of examinations in the second semester. Students must present details of the research proposal at a seminar involving their supervisor, interested academic staff and other people able to comment on the study. Notes can then be taken of the comments and suggestions in formulating the research. Science students, must complete this within six weeks of the commencement date. A student from a non science discipline, must complete this within four months of their commencement date.

The research proposal should provide a brief review of current knowledge of the proposed research topic together with research aims and objectives. Details are required of the proposed conceptual framework, methodology and data analysis. A timetable of the research work and an itemised, proposed budget should be included.

Appointing a Supervisor

Table 1: TitleCriteria	Level 1: PhD 'primary' supervision ready	Level 2: PhD associate supervision ready	Level 3: Master's thesis 'primary' supervision ready	Level 4: Dissertation 'primary' supervision ready	Level 5: Master's thesis associate supervision ready
Staff academic qualification and/or research record	PhD (normally) And/or well established and relevant research record And/or proven track record of supervision excellence	PhD (normally) And/or a developing and relevant research record	Master's or higher (normally) And/or well established and relevant research record	Master's or higher (normally) And/or well established and relevant research record	Master's or higher (normally) And/or a developing and relevant research record
Staff position	Academic teaching staff, excluding contract teaching staff (note that the latter and "post docs" can be appointed as advisors).	Academic teaching staff or other Lincoln research staff, excluding contract teaching staff.	Academic teaching staff, excluding contract teaching staff.	Academic teaching staff, including contract teaching staff.	Academic teaching staff or other Lincoln research staff, including contract teaching staff.
Supervision professional development	<ul style="list-style-type: none"> • Appropriate attendance at one of the biannual "regulations and procedures" supervision workshops. • Appropriate attendance at a triennial staff supervision workshop for both new and existing staff. • All new staff enter into a mentoring arrangement. 				
Previous experience	Once PhD associate or Master's supervision successfully undertaken.	Based on other criteria	Once PhD associate or Master's associate undertaken.		Based on other criteria
New staff awareness programme	New staff required to attend the annual Lincoln University supervision practice workshop.				

Notes:

- Some senior academics without PhDs have outstanding records in research, teaching and supervision; staff without the defined qualifications will be considered for suitability on a case-by-case basis.
- The advisor role offers these staff professional development opportunities as well as publishing opportunities.
- If evidence is provided of attending a relevant workshop at another university, this will suffice.
- For new academic and research staff, attendance to be in the first year of employment; for existing staff, attendance to take place at least once every four years.
- For new Academic and Research staff attendance in the first or second year of employment; for existing staff attendance voluntary or as negotiated with the Faculty Dean.

Where a dissertation is chosen, a supervisor will be appointed by the Faculty Dean or the Faculty Co-ordinator of Postgraduate Studies. Careful thought should be given when choosing a supervisor. A stimulating and successful dissertation depends very much on the creation and maintenance of a good working relationship between candidate and supervisor. Any preferences students may have should be discussed with the Faculty Dean or the Faculty Co-ordinator of Postgraduate Studies but note, however, that the final say on who supervises will rest with the Faculty Dean.

Students need to learn to work independently but there should be regular contact and discussion between them and the supervisor. Students should be prepared to take the initiative in arranging meetings where necessary. All postgraduate students are expected to contribute to the life of the faculty in which they are working, and are expected to attend faculty seminars. Supervisors have three areas of responsibility:

- 1) The supervision of their research;
- 2) The observance of necessary administrative practices;
- 3) The examination of the dissertation, where the supervisor is one of the examiners.

Quality of supervision is dealt with in more detail in 3 below. The examination of the dissertation is also dealt with below.

Supervisor

The dissertation supervisor is expected to have regular contact with the student and be available by appointment. Students should be prepared to take the initiative in arranging meetings where necessary. The supervisor should assist with the overall conception of research, development of theory, choice of methodology, including, if appropriate, the design of experiments, organisation of fieldwork and provision of facilities.

Students conducting social science research or research on animals, need to discuss with their supervisor the University's ethical requirements and to become familiar with those requirements. The supervisor is expected to be familiar with those requirements and thus, aware of what approvals are needed and how those approvals are to be obtained. The requirements of the Human Subjects Ethics Committee and the Animal Ethics Committee are set out in the Management Manual (LPP ACAE and ACHE).

Supervisors are obliged to see that all research meets the University's requirements on safety and on ethics. For example, safety standards for radio isotopes and biohazards in research must be met, while research involving people and animals must satisfy high ethical standards.

The supervisor should provide guidelines on the processes of dissertation presentation appropriate to the topic area and approach followed in the study. This may include advice on the composition and the content of chapters (e.g. literature review, conceptual framework, methodology, analysis, results, conclusions, policy implications)

When Things go Wrong?

In most cases, postgraduate study is fruitful and rewarding. Nevertheless, problems do arise from time to time and it is important not to 'let things drift'. In the first instance, students should discuss difficulties with their supervisor. If this is not appropriate or satisfactory (e.g. where the problem relates to the supervisor) it should be discussed with the Faculty Dean or the Faculty Co-ordinator of Postgraduate Studies. Such discussions are always confidential.

The University has a grievances and appeals process. If students wish to lodge a formal complaint or to appeal against a decision of the supervisor, Faculty Dean or the Academic Administration Committee, please refer to the appeals process as set out in the "The Statutes and General Regulations" of the *Lincoln University Calendar*.

Research Costs

Resources

The Faculty Dean will analyse the requirements of the topic, in order to determine that the facilities needed for the project are available (including the proposed source of funds where applicable), that supervision can be provided, that the dissertation can be completed within the specified time and that the project is otherwise acceptable. Faculty Deans will not approve a research topic if the research is dependent on obtaining a grant which has been applied for but not awarded at the time the application is made.

The substantive research should not begin until the research proposal has been approved by the Faculty Postgraduate/Research Committee and where applicable, the appropriate ethical review committee.

There is a one off grant of \$500 for the Faculty once a student is enrolled in the dissertation. Students should note, however, that this is an allocation to the Faculty not to the student. Each Faculty has different ways of distributing and allocating these funds. This may mean for instance, that the Faculty provides less than \$500 to assist in a particular research on expenses, depending on the criteria used to allot funds in the Faculty. Any costs associated with an individual project that is not covered by these faculty grants will be the responsibility of the student.

Seminar Presentation of Dissertation Results

Once the research for a dissertation is completed, but before the final draft is written, students must present a research seminar to the faculty under the guidance of their supervisor on the results of the work. This has a two-fold purpose. It requires the student to summarise the key findings from the research and, at the same time, allows comment and suggestion from the audience on data analysis and presentation, and interpretation of the results. Some of these suggestions can then be incorporated in the final draft of the dissertation.

The Dissertation

During the preparation of the dissertation, students need critical assessment and help during all stages and for this help to organise and adhere to a personal research timetable, the supervisor is the first source of advice and assistance. The writing of a dissertation involves input from both the student and the supervisor, but each has a different role. The supervisor's role is to provide critical comment and guidance. This guidance, particularly at the first draft stage, is likely to include detailed advice on aspects such as overall organisation and the development of argument (aspects which professional editors term 'substantive editing'). The student, however, is ultimately responsible for writing the dissertation. This requires a high level of expertise in academic writing and English language and the student should make all efforts to improve his/her writing and English language skills during the research/writing process. Education and support in academic writing is available on

campus through the Library, Teaching and Learning. In some circumstances, the supervisor may recommend that the final draft of the dissertation is copy-edited by a third party. Copy editing involves correcting grammar, syntax, punctuation, spelling and ensuring consistency of presentation style; it does not include correcting substantive errors of language, clarity and style. Copy editing of the final draft cannot ameliorate any significant weaknesses in written language.

As the first draft of the dissertation is written, completed sections should be given to the supervisors for critical comment. Students have a right to expect that these will be examined carefully and critically and returned promptly. Comment will mostly be about the substance of the research and the overall organisation and development of ideas. Students are expected to present the draft in a form that is readable by the supervisor(s). Written expression is an important skill and one that is expected of the student. If students are concerned about their written language skills, they should contact the Library, Teaching and Learning early on in the research process to assist with a programme aimed at improving these skills.

Particular care must be taken with presentation. Excessive numbers of spelling mistakes and typographical errors can require a dissertation to be rewritten, no matter how well-performed the research. If there is concern about written language skills, students should contact the Library, Teaching and Learning early on in the research process.

In some circumstances, the student may employ a third party to copy edit the final draft. This is permitted provided:

The editing assistance is limited to copy editing (i.e. accuracy and consistency at the sentence level for example, sentence structure, grammar, punctuation).

The supervisor gives permission in writing for copy editing to occur.

The editor is one approved by the supervisor (from a list approved by Lincoln University).

A description of the editing service is provided in the Contribution Statement included in every dissertation.

It is suggested that honours dissertations in the broad biophysical sciences be no longer than about 40 pages, while those in the broad social sciences be no longer than 80 pages. This includes double-spaced typing, tables, figures, diagrams, but excludes appendices.

This guideline can appear unduly restrictive on completion of the first draft. However, experience shows that thorough editing and re-wording, together with careful organisation and reorganisation, will result in a dissertation which meets this guideline with no substantive loss of information.

Students are expected to meet the cost of preparation and binding of their dissertation, unless these costs are met under the terms of a specific scholarship, grant or other award.

Dissertation Examiners

Two people are involved in marking the dissertation, the supervisor and an independent examiner who is familiar with the area of study but is not involved in the supervision of the dissertation. This examiner is normally an academic staff member of Lincoln University.

Approximately one month before submission of the dissertation, the supervisor will recommend to the Faculty Dean an independent examiner. Once the Faculty Dean has appointed the independent examiner, he or she will communicate the name of the independent examiner to the Postgraduate Team Leader.

BAgr Sc Honours will be managed by the Undergraduate Team in Student Administration.

Submission of the Dissertation

Students should prepare three copies of the dissertation. Two must be print copies and the third a digital copy. The two print copies must be delivered to **Student Administration** where its receipt will be recorded. The third copy (digital) must be deposited in the Library, refer to Section 8.

With the dissertation must be a certificate from the supervisor stating that the work was carried out under his or her immediate supervision and describing the part played by the associate supervisor and, where appropriate, the external supervisor, associate co-supervisor and/or adviser. This should include details of substantive contributions, such as joint authorship and significant contributions of intellectual property. (The latter may include, for example, research and resource contributions from CRIs, and assistance from external authorities in the discipline.) If the dissertation has been copy-edited, the certificate should also include the name of the editor and a description of the editing service provided.

The Examination Process

Student Administration will forward a copy of the dissertation to the supervisor and independent examiner for marking. The Faculty will submit the confirmed reports to be processed by the appropriate team in Student Administration. Student should normally expect a maximum of two months for the complete process. Refer to the “**Procedure for Finalising Examiners’ Reports**” outlined below.

Criteria for Judging Dissertations

The candidate is expected to demonstrate a level of originality, critical insight and a capacity to carry out independent research appropriate to a dissertation at a postgraduate level. It should be remembered when judging the quality of a dissertation that it constitutes a proportion of a course of study. It is not a thesis.

The dissertation should contain a critical review of the literature on the subject. The materials and method(s) used should be set out in sufficient detail so that the work can be replicated by another person. Tables, graphs and figures should be well presented and suitable techniques used to evaluate the results. Conclusions should be clear and precise and a final discussion covering previous work, present results, policy implications and future investigations should be succinctly drawn.

The dissertation should contain some information which gives insight as to its contribution to the sum of knowledge or technical procedures on the subject studied.

The dissertation should be clearly, accurately and cogently written and should be free of typographical errors, errors of spelling or language construction.

In scientific work, units of measurement should conform to *Système Internationale* (SI) unless there are clear reasons for not doing so.

The work should be suitably documented and citations correct in every detail. Although there is no prescribed standard method of setting out a reference list, the method adopted should be uniform throughout <http://library.lincoln.ac.nz/Research/Theses-and-Dissertations1/>

Grades for the Dissertation

Examiners are expected to assign a grade to the dissertation. That grade will give the overall global assessment of the dissertation. To assist examiners in assigning a grade, we have constructed a series of steps that are intended to be of help in clarifying the assessment. This is intended to clarify the examiner's assessment before assigning a grade. Having assigned a grade, there is no need for the examiner to place to assign the number score since the median mark for that grade will be taken.

The notes below are presented as a guide and are not intended to prescribe the assessment method(s) the examiner may wish to use.

			Mark Range
All criteria met and indicates creative excellence in meeting/exceeding all criteria	Certain/almost certain to be publishable in a refereed journal	A+	90-100
All criteria met. Excellent standard of research.	Contains material suitable for publication in a refereed journal	A	85-89
Criteria largely met but dissertation contains some inadequacies.	Contains material potentially publishable in a refereed journal	A-	80-84
		B+	75-79
Criteria largely met but contains some inadequacies in one or more of: <ul style="list-style-type: none"> • Extent of literature reviewed; • Techniques used; • Analysis undertaken; • Interpretations and conclusions 	Contains material suitable for conference presentation or similar, and/or with a possibility of publication	B	70-74
		B-	65-69
Criteria only just met and/or there are significant inadequacies	Little potential to publish without substantial extra work/supervisor input	C+	60-64
		C	55-59
		C-	50-54
Criteria not met and/or significant problems undermine worth of the research	No potential to publish	D	40-49
		E	0-39

Procedure for Finalising Examiners' Reports

The two examiners will submit draft reports in the first instance to the Faculty Dean or nominee within the supervisor's faculty. If there is substantial agreement between the two reports in terms of overall recommendation and the overall grade i.e. a grade point difference of less than 4.0 then the two reports will be finalised and forwarded directly to the Postgraduate Team Leader on behalf of the Chairperson of the Academic Administration Committee.

If there is disagreement between the two examiners' draft reports (i.e. a grade point difference of 4.0 or more, then the Faculty Dean or the faculty co-ordinator of postgraduate studies shall communicate with the two examiners and attempt to resolve the differences. Assuming the differences can be resolved at this meeting then the reports shall be finalised and forwarded directly to the Postgraduate Team Leader on behalf of the Chairperson of the Academic Administration Committee.

Failure of Examiners to Agree

In this case, the Faculty Dean or the faculty co-ordinator of postgraduate studies will be asked to nominate a possible further examiner. The chairperson of the Academic Administration Committee will appoint an additional external examiner, on behalf of the Vice-Chancellor, who may or may not be chosen from the Faculty Dean's nominees. The further examiner will be sent the dissertation and the examiners' reports by the Postgraduate Team Leader and invited to remark the dissertation.

The further external examiner's report will be considered by the Academic Administration Committee. The Academic Administration Committee will then decide the result of the whole examination, taking account of all examiners' reports.

Unsatisfactory Dissertation

If the examiners are of the opinion that the dissertation is unsatisfactory, then please refer below.

In B.Agr.Sc.(Hons), or B.L.A.(Hons), this extension of time will disqualify you from the award of honours. In other words, you may then complete the degree without honours.

What Happens of a Student fails a course

If students fail a course of the honours examination, then they cannot complete the honours examination in minimum time.

Should a student fail to qualify for the award of Honours, they may transfer credit for courses completed towards the Master's degree, Graduate Certificate, Graduate Diploma, Postgraduate Certificate or Postgraduate Diploma with approval by the Academic Administration Committee. **In B.Agr.Sc.(Hons), or B.L.A.(Hons)**, this extension of time will disqualify the student from the award of honours. In other words, they may then complete a qualification **without honours**.

Section 8: Final Result

Confirmation of Results

The results of the examinations will be confirmed by a meeting of the examiners on behalf of the Academic Administration Committee.

If a dissertation is part of the bachelor's' honours course of study, the examiners (supervisor and independent examiner) shall submit their reports to the Faculty Dean (or nominee) who shall then consider the recommendations and then submit the confirmed reports to the Academic Administration Committee for confirmation of the mark. The Academic Records Officer will then arrange for the confirmation and publication of the mark. The examination procedure is outlined in Section 7.

Completion of Honours

In order to complete the honours degree, students must pass all of the courses, including the dissertation.

Classes of Honours

Following the examiners meeting, the Academic Administration Committee considers the award of classes of honours

Mark	Grade	Grade point	Criteria for the awarding of classes of honours, and distinction.
90-100	A+	9	Distinction and 1st class honours: average of at least 80%, A- and above, or GPA 7.0 or above; with no grade less than C-1.0
85-89	A	8	
80-84	A-	7	
75-79	B+	6	Second Class Honours, Division I, 70-79%, B and B+, or GPA 1.0-6.9
70-74	B	5	
65-69	B-	4	Second Class Honours, Division II, C+ and B-, or GPA 3.0-4.9
60-64	C+	3	
55-59	C	2	Pass (Third Class Honours)
50-54	C-	1	Pass (Third Class Honours)

For B.Agr.Sc.(Hons) the class of honours is determined by the average, on a credit basis, of the marks in the courses of the final examination. A candidate who has been awarded the degree of Bachelor of Agriculture or Bachelor of Agricultural Science shall be ineligible for the award of the degree of Bachelor of Agricultural Science with Honours. Candidates who complete the requirements for the honours examination may be awarded the degree of Bachelor of Agricultural Science with Honours in the First Class or Honours in the Second Class Division One or Two or without Honours.

For B.L.A.(Hons) the class of honours is determined by the student's grade for the courses prescribed in

the Lincoln University Calendar. The grade for any of the courses used in the calculation of honours is the grade achieved in the student's first attempt at that course.

For B.Com.(Hons), B.E. M.(Hons), B.E.S.(Hons) and B.T.M. (Hons), B.Sc., (Hons), B.V&O. (Hons), the class of honours is determined by the average, on a course basis, of the marks in the honours examination.

What Happens of a Student fails a course

If students fail a course of the honours examination, then they cannot complete the honours examination in minimum time.

Should a student fail to qualify for the award of Honours, they may transfer credit for courses completed towards the Master's degree, Graduate Certificate, Graduate Diploma, Postgraduate Certificate or Postgraduate Diploma with approval by the Academic Administration Committee. In B.Agr.Sc.(Hons), or B.L.A.(Hons), this extension of time will disqualify the student from the award of honours. In other words, they may then complete the degree without honours.

Deposit in the University Library

When students submit the honours dissertation for marking they should also be submitting a copy in the Research Archive. If required, an Embargo Notification Form should also be submitted to Lincoln Research & Innovation at this time. A student can at any time override an embargo on their dissertation by contacting Library, Teaching and Learning.

The staff in Library, Teaching and Learning will inform the Graduation Office that a deposit has been received. Graduation will depend on student's having deposited the dissertation. Clearance of this requirement will be done between Graduation Office and Library, Teaching and Learning.

Apply to Graduate

All students must apply to graduate. There is a deadline for this application and is separate to the process outlined above. To meet this deadline students need to take into account additional steps and requirements.