

# Regional Diploma Programme

Off-campus part-time and full-time study



**Lincoln University**  
*Te Whare Wānaka o Aoraki*

AOTEAROA • NEW ZEALAND

New Zealand's specialist  
land-based university

**LincolnFirst**



Feed the world | Protect the future | Live well

# The Lincoln

In the world beyond our daily lives, there are some big, important issues to sort. The world's resources are dwindling, the population is growing, and the weather is out of control.

***The world needs people who can take it on.***

The most valued jobs and in-demand people for the future are going to be the ones who help tackle the tough problems and find smarter ways to organise the things that really matter, like feeding the planet, improving our quality of life and safeguarding our world for future generations.

We are Lincoln University. We were founded in 1878, back in the day when New Zealand was an agriculture-based society, and the rest of the world made sheep jokes. But how the times have changed! With 20% of the world's jobs now in land-based industries, our students are often drafted into professional roles before they even graduate.

# Effect

When you come to Lincoln, you become part of something special. Certain qualities start to grow and stay with you for life – qualities that make you think about the future, and encourage you to roll up your sleeves to make the world a better place. We call it the **Lincoln** Effect.

We're not exaggerating when we say 'the world needs Lincoln, the world needs you'. There's only one university like us and only one you. So be part of the **Lincoln** Effect, and get yourself here.

Lincoln University, New Zealand's specialist land-based university.



# Welcome

# Lincoln campuses



## Lincoln University

Lincoln University has two South Island campuses:  
**Te Waihora** in Lincoln, Canterbury and  
**Telford** in Balclutha, Otago.

Our mission is to help feed the world, protect its future and help people live well. You are now part of that mission. Whether you are starting your tertiary study with us or looking to build upon it, our programmes will prepare you for today's demands from the modern world and to look at opportunities for the future.

Lincoln University has a long-established reputation as a specialist in land-based research and education. By focusing on New Zealand's largest and most significant sectors – with applications as diverse as agribusiness, farm management and design, or sports, recreation and tourism – we provide our students and staff with the ability to apply their knowledge around this country and across the planet.

Each educational course has a practical focus. This allows you to build practical skills while working with your fellow students in real-world environments. We underpin this with an understanding of theory that builds professional skills.

I hope you enjoy your time at Lincoln University.

Dr Andrew West  
Vice-Chancellor  
Lincoln University

## Lincoln campuses

**W** Te Waihora Campus

**T** Telford Campus





## Te Waihora

The picturesque and park-like 58-hectare campus provides a supportive, multi-cultural atmosphere. With a student population of approximately 3500, representing over 60 different countries, Lincoln University is an easy place to make friends.

The campus houses modern teaching facilities, a comprehensive library, information technology laboratories with 24-hour access, free car parking, eateries, a printery, a travel agency, and world-class sporting facilities.

On-campus accommodation is home to approximately 600 students during the university year. Options include catered halls of residence, self-catered residential halls and student flats. For those choosing to live away from campus, there are regular bus services.



New Zealand's specialist land-based university

## Telford

Telford – a Division of Lincoln University is Lincoln University's second South Island campus and is one of New Zealand's largest land-based vocational training providers. It is located just five minutes from Balclutha in the heart of South Otago.

With access to 921 hectares of farmland, a 20-hectare campus, including halls of residence, workshops, gymnasium, library and laboratory, we provide a training environment that is unrivalled anywhere in New Zealand.

Telford has a range of accommodation options to suit everyone.



## Telford

*Te Whare Wānaka o Puerua*

A Division of  
Lincoln University

New Zealand's specialist  
land-based university

# The Programmes

Diploma in Agriculture  
Diploma in Horticulture  
Diploma in Horticultural Management



## Introduction

Lincoln University offers diplomas in agriculture and horticulture. They can be studied full-time or part-time. You may also be able to complete individual courses via distance learning.

The following qualifications are currently offered through the Regional Diploma Programme:

- Diploma in Agriculture (Level 5) 120 credits
- Diploma in Horticulture (Level 5) 120 credits
- Diploma in Horticultural Management (Level 6) 120 credits.

Completion of a diploma can enable you to gain credit towards a bachelor degree programme at Lincoln University.

## Format

The Regional Diploma Programme will be offered over two 12-week semesters each year, normally coinciding with on-campus delivery. Courses are offered as a series of learning modules. Lincoln University will supply self-learning course resources, which will be supported by face-to-face tutorials conducted by regionally based learning coordinators.

Weekly tutorials will be arranged at regular times by mutual agreement between you and the learning coordinator.

This delivery format results in improved learning outcomes compared to conventional extramural programmes which are solely based on individual study.

## Venues

The Regional Diploma Programme is available in an increasing number of towns and cities across New Zealand, although it is only offered in locations where there are sufficient enrolments to form classes.

It is also offered at our Telford campus as a one year, full-time option.

Phone Lincoln University on 0800 10 60 10 or go to our website [www.lincoln.ac.nz/regionaldiploma](http://www.lincoln.ac.nz/regionaldiploma) to check our listing of off-campus venues to see if one is located in your area and to see what courses are on offer.

If you are not based in a region where the programme is operating, you should still contact Lincoln University to express interest – the University is looking to increase its regional coverage of the programme where interest and enrolments permit.





## Entrance requirements

The following are different ways you may qualify for entry into the Diploma in Agriculture or Horticulture:

- You have a New Zealand University Entrance Qualification
- You have achieved 40 credits at NCEA Level 2 across four of the subjects recognised by Lincoln University for entry into these diplomas. You must also meet the literacy and numeracy requirements for university entrance
- You are over 20 years old and a New Zealand citizen or permanent resident, applying through Special Admission provisions
- You have successfully completed an approved qualification at NZQA Level 4 or above. These would normally include National Certificates in Agriculture or Horticulture from polytechnics, industry training organisations and other tertiary institutions.

## Assessment

All Lincoln University diploma courses contain some form of ongoing assessment. The final mark for each course comprises results from various tests and assignments set and completed during a semester (known as term assessment) and a final examination.

The number and value of the assessment methods vary between the different courses, and are set out in the 'Course Outline' section of the learning resources. The timing of assessment events for the Regional Diploma Programme will normally be the same as that offered in the Lincoln University on-campus programme.

## Credit assessment

Please note that you may also be eligible for credit of up to two courses with a completed National Certificate in Agriculture or Horticulture at Level 4. Indicate on the enrolment form, or let the Administrator know prior to initial enrolment if you would like to have your Record of Learning assessed for possible credit.

You should lodge your application for credit as soon as you can so that these can be confirmed before you enrol. This will ensure that you have a firm study plan from the beginning of your academic career. You may be requested to supply a verified true copy of your Record of Learning.

## Practical work

### Diploma in Agriculture Diploma in Horticulture

Students for these diplomas must complete 12 weeks of full-time practical work or an approved part-time equivalent. The practical work must be divided between at least two different enterprise types with a minimum of four weeks (full-time equivalent) on one enterprise type. Students must complete at least half of this practical work in New Zealand.

### Diploma in Horticultural Management

Students for this diploma must complete 44 weeks of full-time practical work or an approved part-time equivalent, in addition to the requirements for the Diploma in Agriculture or Horticulture. This practical work must be completed within at least two different enterprise types, with a minimum of 22 consecutive weeks of full-time work completed with one enterprise. Normally this practical work will be completed before the start of the diploma. Students must complete at least half of this practical work in New Zealand.

## Student ID card

As an enrolled student, you will be entitled to a student ID card. In addition to recognising you as a student of Lincoln University, your ID card will enable you to take advantage of such things as discounts for movies and travel. The ID card also includes your unique username enabling you to access email and online/web learning resources.

## Lincoln University Library

The Regional Diploma courses are designed so that all the information needed for your study is available at the regional centre. However, you are entitled to use Lincoln University's library facilities – your student ID card is also your library card.

## Fees

Please refer to [www.lincoln.ac.nz/regionaldiploma](http://www.lincoln.ac.nz/regionaldiploma) and select the 'Regional Diploma Fees' link for current fees information.

The fees you pay to study through Lincoln University are made up of several parts:

- **Tuition fees** – these will vary depending on whether you are a domestic or an international student, which qualification and what level you are studying
- **Student services levy** – charged to all students
- **Practical work fees** – applies to some programmes
- **Field trip and tour fees** – applies to some courses.

It's important you understand each fee and whether or not it applies to you. If you have concerns or want to find out more about fees and your account, contact us at [studentfinance@lincoln.ac.nz](mailto:studentfinance@lincoln.ac.nz).

Students studying at Telford should contact [studentfinance@telford.ac.nz](mailto:studentfinance@telford.ac.nz).

Fees may be paid per semester. International students should contact Student Administration for the applicable fees and will be required to pay a full year's fees in advance.

## Student loans

If you enrol in the Regional Diploma Programme, you may be able to take advantage of the Student Loans Scheme. Please contact Studylink for more information (0800 889 900 or [www.studylink.govt.nz](http://www.studylink.govt.nz)).

## Key dates

For a complete list of important dates and deadlines during the academic year, please refer to our website [www.lincoln.ac.nz/keydates](http://www.lincoln.ac.nz/keydates). Please note that some dates may vary slightly between regions to better fit the seasonal workflows of the agricultural and horticultural industries, but, in general, the Regional Diploma Programme timelines normally coincide with those for the on-campus programme.

The last date for enrolment is the first Friday of each semester (one week after each semester commences). The last date to withdraw and receive a refund of tuition fees is the third Friday of each semester (three weeks after each semester commences).

Students may commence the Level 5 diploma programmes in either the first or second semester.

Please note: Lincoln University reserves the right to cancel any of the courses before the start of the semester if class sizes are not viable.



# Courses

[www.lincoln.ac.nz/regionaldiploma](http://www.lincoln.ac.nz/regionaldiploma)

## Courses

	Semester One		Semester Two	
<b>Diploma in Agriculture</b>	COMP 21R	Computing and Communication	ANSC 21R	Livestock Production Systems
	MGMT 24R	Farm Management Systems A	BIOS 21R	Plant and Animal Health
	PLSC 24R	Plant Husbandry	ENGN 23R	Engineering I
	SOSC 21R	Soils and Soil Management	MGMT 25R	Farm Management Systems B
<b>Diploma in Horticulture</b>	COMP 21R	Computing and Communication	BIOS 22R	Plant Health
	HORT 22R	Propagation and Nursery	ENGN 23R	Engineering I
	MGMT 26R	Horticultural Management Systems A	MGMT 27R	Horticultural Management Systems B
	SOSC 21R	Soils and Soil Management	PLSC 21R	Plant Studies
<b>Diploma in Horticultural Management</b>	MGMT 72AR	Horticultural Management A and two elective courses	MGMT 72BR	Horticultural Management B and two elective courses

Please note: All courses are 15 credits except MGMT 72AR and BR which are 30 credits each.

## Course prescriptions

### **ANSC 21R Livestock Production Systems**

Introduces the fundamental principles surrounding the physical and environmental factors that influence animal production systems. You'll gain an understanding of the structure and function of digestive and reproductive systems, the variation in performance within and between animal populations, and the implications on seasonal operations and management of animals.

### **BIOS 21R Plant and Animal Health**

You will gain an understanding of the biology and management of pest and pathogenic organisms of horticultural and agricultural crops and pastures. You will also be introduced to agrichemicals, their safe and efficient use, as well as common diseases in farmed livestock, plus the principles of disease prevention, treatment and control.

### **BIOS 22R Plant Health**

This course provides you with an introduction to the management of pest and pathogenic organisms of horticultural and agricultural crops. You will also be introduced to agrichemicals, their safe and efficient use, as well as common pests and disease in horticultural crops, their development, spread and control.

### **COMP 21R Computing and Communication**

This course will enhance your computing, communication and study skills necessary for successful university study at diploma level.

### **ENGN 23R Engineering I**

We will introduce you to some engineering applications. Once you have successfully completed this course, you will have sound knowledge of structures, materials and building technology, water technology, land information systems and surveying, as well as machines and electricity, engineering impacts and hazards.



### **HORT 22R Propagation and Nursery**

Learn about the techniques growers use to produce a wide range of plants for use in commercial horticulture and in parks and gardens. Main methods include seeds, cuttings, layering, budding and grafting. A number of factors that can affect plant propagation outcomes will also be covered. Container growing is very popular today, and the effect of media, fertilisers and the interactions between plants and containers will also be studied.

### **MGMT 24R Farm Management Systems A**

This is an introduction to New Zealand's agriculture and farming systems. You'll gain an appreciation of the role management plays in the 'whole business' approach to managing farming enterprises. You'll learn about the commercial aspects of running a farm business, gain skills in the use of budgeting tools for decision making, and you'll learn about the pig and sheep farming industries.

### **MGMT 25R Farm Management Systems B**

This course follows on from MGMT 24 and includes the beef, deer and dairy farming industries, as well as hill country, forestry, dryland and arable farming systems. We'll focus on the business management component, particularly the financial aspects of management, and you'll learn about investment analysis, land purchases and sales, mortgages, debt servicing and farm accounting.

### **MGMT 26R Horticultural Management Systems A**

You'll be introduced to the principles of commercial management production and enterprise budgeting, plus a range of the major components in different horticultural enterprise systems and the relationships between them. We'll also cover the identification of the major components in different horticultural enterprises systems and the relationship between them. You will be involved in a series of field case studies.

### **MGMT 27R Horticultural Management Systems B**

We will introduce you to the principles of financial management in horticulture, including investment analysis, land purchase, debt servicing and accounting. You'll also study horticultural production and management systems. In addition, you will be involved in a series of field case studies of selected horticultural enterprise systems.

### **MGMT 72R Horticultural Management A**

Gain experience in analysis and planning in horticultural business enterprises, and you'll consider case studies of selected horticultural businesses and organisations. You will take part in industry organisation reviews and consider contemporary industry issues. We'll also cover aspects of land law relevant to horticulture.

### **PLSC 21R Plant Studies**

We'll consider how plants are identified, named and classified as well as how to describe plants. The other main component of this course is looking at how plants grow and interact with the environment and how, as horticulturists, we can affect their growth.

### **PLSC 24R Plant Husbandry**

An introduction to the structure and function of agriculturally important plants. We also cover the role of crop and pasture plants in New Zealand farming systems and factors that affect the yield, quality and management of these crops.

### **SOSC 21R Soils and Soil Management**

An introduction to the properties of soil that are important to sustainable production as well as the factors that influence both the physical and chemical fertility of soils and techniques for managing them. Topics covered include: cultivation methods and effects on soil physical properties, irrigation methods and scheduling, fertiliser requirements for pasture and crops.

# Enrolment



## Apply and enrol

Apply by completing the enclosed form. This form is also available at [www.lincoln.ac.nz/regionaldiploma](http://www.lincoln.ac.nz/regionaldiploma). Return to:

Attn: Campus Administrator, Regional Diploma Programme  
Student Administration

Freepost 36

PO Box 85084, Lincoln University

Lincoln 7647, Christchurch

or email: [admissions@lincoln.ac.nz](mailto:admissions@lincoln.ac.nz).

## What happens next...

Your application is assessed. If you are eligible to be admitted to the programme, the Campus Administrator will write to confirm your enrolment. On payment of the fees and receipt of your photo, you will be sent a Student ID card, and a statement/receipt will be emailed to your Lincoln University student email account.

## Withdrawing from study

If you decide to withdraw, you need to notify the Lincoln University Campus Administrator immediately. You cannot withdraw by telephone, and withdrawals cannot be made by a friend or family member.

Off-campus students may notify the Campus Administrator by email or letter. You must make sure that your request to withdraw is received by the University before the applicable deadlines.

It's important to be aware of the implications of receiving a withdrawal on your academic record and on your eligibility for a refund of your fees. Courses withdrawn after the last date to be eligible to collect a refund will show a grade of WDN (Withdrawn) on the academic record. Withdrawals later in the teaching period will show a grade of DNS (Did Not Sit). Our Key Dates are available on our website, [www.lincoln.ac.nz/keydates](http://www.lincoln.ac.nz/keydates).

The Campus Administrator is available to assist you with any questions related to your admission and enrolment.

## Campus contacts

### Regional Diploma Programme Office

PO Box 85084, Lincoln University, Lincoln 7647

Freephone: 0800 10 60 10

### Manager

David Shillito

Ph: (03) 423 0270

Email: [david.shillito@lincoln.ac.nz](mailto:david.shillito@lincoln.ac.nz)

### Campus Administrator

Lana Williams

Ph: (03) 423 0050 or 0800 10 60 10

Email: [admissions@lincoln.ac.nz](mailto:admissions@lincoln.ac.nz)

### Practical Work Co-ordinator

Barbara Nicholson

Ph: (03) 423 0061

Email: [practicalwork@lincoln.ac.nz](mailto:practicalwork@lincoln.ac.nz)

### Course Advisers

The following course advisers may be contacted for further information on Lincoln University's diplomas:

#### Diploma in Agriculture

Russell Cameron

Ph: (03) 423 0267

Email: [russell.cameron@lincoln.ac.nz](mailto:russell.cameron@lincoln.ac.nz)

#### Diploma in Horticulture/Horticultural Management

David Shillito

Ph: (03) 423 0270

Email: [david.shillito@lincoln.ac.nz](mailto:david.shillito@lincoln.ac.nz)



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