

Postgraduate Certificate



and Diploma House Rules



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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* and the *Guide to Postgraduate Enrolment***

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

A student's most important contacts during their postgraduate certificate or diploma course of study at Lincoln University will be the course coordinator, the Faculty Dean, the faculty postgraduate coordinator and other staff in the department. Below is a list of some of the management staff of Lincoln University whose work will have an impact on a postgraduate student. Reference to their roles will be found throughout the house rules. Students and academic staff may contact these people to discuss problems in their areas of responsibility.

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

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Academic Administration Committee Member

Dr Jeff Heyl

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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

What are postgraduate certificates and diplomas?

1. General

All Lincoln University postgraduate certificates and diplomas are designed to follow completion of an appropriate undergraduate degree course and hence open to graduates. They are designed to allow graduates to extend their qualifications by taking further, more advanced study, usually in the same field as the first degree.

A list of postgraduate certificates and diplomas offered at Lincoln University can be found in the Lincoln University Calendar or the Study Planning Guide.

Postgraduate certificates require a minimum of one semester's full-time study while postgraduate diplomas require a minimum of two semesters' full-time study.

With the permission of the Academic Administration Committee, candidates for a postgraduate diploma may substitute for 40 credits at the 600 level a 40 credit dissertation.

2. Level of Study

Postgraduate certificates and diplomas require passes in a group of advanced level courses.

The term 'advanced level', in this context, means 'at the level a masters degree (600 level)'.

In all programmes the courses are coded at the 600 (masters) level and are the same as those offered to students studying for a masters degree.

In some exceptional cases, postgraduate diploma students are permitted to undertake a dissertation in place of 40 credits of the examination. In some Faculties dissertation students may be given additional computer access or other privileges. This is, however, at the Faculty Dean's discretion.

3. Initial Enquiries and Method of Application

The admission criteria and online application to study can be found on our website: <https://mylinc.nz>
Initial enquiries about the possibility of being accepted for graduate study at Lincoln University and on applying should be made to the staff in Student Administration.

Every student must apply to the University for Admission. The application will be assessed for completeness; staff will collate information on the standing of the applicant's previous university and make a decision on admission. If the application is incomplete when submitted, it will not be assessed but held for 30 days and if still incomplete at this time, a new application will need to be made for assessment. This is because the University will be unable to decide on the admission in the absence of certain information.

4. Timing of Application for Admission

Most students begin their studies at either the beginning of the academic year in February or in July. Ample time should be allowed for acceptance procedures to be completed. Graduates from New Zealand who intend to start at the end of February should apply for admission no later than 30 November. Applicants seeking July entry should apply no later than 30 April. Applicants from other countries need to apply at least one month earlier than New Zealand graduates. International students accepted to study must also obtain a student visa for the specific programme in which they intend to enrol. The student visa will be issued by a New Zealand diplomatic mission once the applicant meets the academic and immigration requirements and this is when an offer of a place will be issued by Lincoln.

5. Where to Send Applications

Web address for applications <http://www.lincoln.ac.nz/Lincoln-Home/Apply/How-to-Apply/>

6. Requirements for Admission

The usual academic requirement for entrance to a postgraduate certificate or diploma course of study is a bachelors degree with at least a B- (65% or higher) average or better in their final year subjects and intended field of study that will form the postgraduate diploma course of study. Acceptance will depend both on the previous courses taken and the academic level obtained. In particular, admission will depend on whether the applicant's previous study provides adequate preparation for the proposed study. Graduates of an overseas university, may be admitted to postgraduate studies ad eundem statum on a similar basis to New Zealand graduates.

Applications for admission should be accompanied by a certified copy of the transcript of previous academic record. The University requires a statement of career and study objectives and, where relevant, a statement of research interests. In addition, applicants may be required to supply the names of two people from whom confidential statements may be obtained regarding the applicant's suitability for study at a postgraduate level. The referees should include the head of a department at the previous university and/or from the supervisor of studies. These details should be supplied on the Postgraduate Application Form, obtainable online at <http://www.lincoln.ac.nz/Studying-at-Lincoln/Apply-Online/>.

In addition, international students, citizens and permanent residents whose qualifying degree was in a language other than English are required to demonstrate competency in English (Refer also to 9 below).

Where applicants do not meet the admission criteria above, or if the Faculty Dean or the Academic Administration Committee is uncertain about the level of the applicant's previous academic achievement or about the extent of their preparation for the diploma or certificate, they may require the completion of a prerequisite programme, either before admission or during the early part of the postgraduate certificate or diploma programme.

Note: If the last university attended was Lincoln, our staff will access the transcript when processing the application.

7. Documentation from Overseas Applicants

In applying for admission, international applicants should use the <http://www.lincoln.ac.nz/Studying-at-Lincoln/Apply-Online/form>.

For graduates of a university overseas, the Academic Administration Committee will require additional documentation with the application and some of which is listed below:

- a detailed official transcript of your academic record (in both English and the original language if it was not English);
- evidence of any postgraduate experience;
- if applicable, a list of relevant publications, including the titles of articles and the names of journals;
- evidence of the English language ability as demonstrated by performance on an accepted English language test, if not educated in the English language. Refer to 9 below for the requirements.

If the qualifying degree was obtained from a university in a country other than New Zealand, then the Postgraduate Student Administrator will collate documentation on the status of the qualifying degree before making a decision and/or submitting the application to the Academic Administration Committee.

8. Authority for Admission

The final decision on any application for admission to a postgraduate certificate or diploma is made by the University's Postgraduate Admissions Staff, and/or the Academic Administration Committee, and at times on the recommendation of the appropriate postgraduate coordinator.

Admission will only be granted if previous studies indicate that it is likely that the applicant will be able to develop a course of study that complies with these House Rules and one which will give the applicant a reasonable prospect of success.

A decision to grant admission does not guarantee acceptance of an applicant's proposed course of study. The approval of a course of study is a matter for the coordinator, who is required to take account of:

- student's wishes;
- the overriding requirement for coherence in the course of study;
- the rules on levels and other matters set out in these house rules; and
- the extent to which the student's previous studies have prepared him/her for study at this required level.

9. English Language

All students, (international, New Zealand citizens or New Zealand permanent residents) whose qualifying degree was obtained in a language other than English, will be required to also demonstrate competence in English.

The requirements are:

	IELTS (Academic)	Pearson Test of English (Academic)	TOEFL (IBT)	Cambridge English	Lincoln University English Language	NZCEL
Graduate Diploma and Certificates	6.5 with no individual component less than 6.0	58 overall with no communicative skill less than 50	Overall score of 80 (with minimum writing score of 21 and minimum speaking score of 18)	Overall CAE score of 176, with no individual component less than 169	GCAE or LU EL 70%	Level 5 (Academic or Professional Endorsement)
Graduate Certificate in Academic English	6.0 with no individual component less than 5.5	50 overall with no communicative skill less than 42	Overall score of 60 (with minimum writing score of 18)	Overall CAE score of 169 with no individual component less than 162	LCAE4 or LU EL 65%	Level 4 (Academic Endorsement)

The minimum standards are outlined in both the Lincoln University Calendar and on our website <http://www.lincoln.ac.nz/Information-for-international-students/English-language-requirements/>

Please note that the tests must not be more than two years old. If the result is more than two years old, then applicants must resit the test.

The English language requirement applies to international students, New Zealand citizens and to New Zealand permanent residents, whose qualifying degree was obtained in a language other than English. The only exception to this is for citizens and permanent residents of 'long standing' who may, in some circumstances, demonstrate competence in English through a simpler process. This term is explained in detail in 10 below.

10. English Language Requirements for Citizens and Permanent Residents

As noted in 9 above, Lincoln University requires postgraduate 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 IELTS (Academic).

The sole exceptions to this are 'citizens and permanent residents of long standing'.

A 'citizen or permanent resident of long standing' is defined as one who has resided in New Zealand or an English language medium country continuously for a period of three or more years and who:

- has successfully completed one year of academic study at a tertiary level in that period in a course or programme that has a high English 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 Faculty Dean who then must certify:

- that the Faculty has had a number of 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 for conducting research in the field; and
- that the Faculty is confident that it has the resources to, and wishes to, supervise the applicant's research.

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 any 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 Faculty Dean on his or her assessment. On the basis of the ESOL assessment and taking account of his or her own assessment, the Faculty Dean may then request that the requirement for TOEFL or IELTS be waived.

11. Completion of a prerequisite programme

Full year in Graduate Diploma

If applicants have little academic background in the area of proposed study then they will be required to complete a full graduate diploma before applying for admission to a postgraduate certificate or diploma.

The course of study for a graduate diploma may include up to one appropriate 600 course in each semester.

A new application for admission to postgraduate level study will be required once the final graduate diploma examination results are released and once all of the requirements for the award of the diploma are met.

The decision on whether admission will be granted to postgraduate level study will be made by the Academic Administration Committee, taking account of the graduate diploma grades.

If a 600 level course was completed as part of the graduate diploma, applicants may not then credit the 600 level pass to the postgraduate certificate or diploma if they have taken out the graduate diploma.

One Semester in a Graduate Certificate

- If applicants have some background in the area of proposed study but have not, in the opinion of the Academic Administration Committee, covered a substantial component of prerequisite subject matter, then they may be admitted to a graduate certificate programme.
- The course of study during the prerequisite programme may contain up to one course at the 600 level.
- At the end of one semester, the applicant may make a new application for admission to a postgraduate level programme.

- The decision on whether admission to a postgraduate certificate or diploma is granted will be made by the Academic Administration Committee taking account of the prerequisite programme grades.
- If a 600 level course was completed as part of the graduate certificate, and the applicant subsequently transferred to a postgraduate programme, then the applicant may not credit the 600 level pass to the postgraduate certificate or diploma if they have taken out the graduate certificate.

Concurrent Bridging Programme

Where applicants have covered much, but not all, of the prerequisite subject matter in the area of proposed study then the Academic Administration Committee (in considering the admission application) or the Faculty Dean (in approving the course of study) may require the undertaking of some bridging courses as concurrent enrolment for the postgraduate certificate or diploma.

The concurrent bridging programme will contain one or more courses at a level lower than the 600 (masters) level.

12. Tuition fees

Refer to our website <http://www.lincoln.ac.nz/fees>.

13. Enrolling using LUCAS –Lincoln University Campus Administration System

Once admission is approved and students receive a conditional offer of admission, they can enrol using a username and password assigned by the university. Username and password details will be emailed to the email address provided at the application stage.

14. Checklist Items on LUCAS –Lincoln University Campus Administration System

It is important that students enrol and complete all the checklist items listed on LUCAS before finalising their enrolment. The checklist items include personal details such as phone number(s) and address, as well as adding the courses for approval by the course advisor, i.e., Faculty Postgraduate Coordinator. International students must have a current visa – see <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/>

International students require an offer of place for immigration purposes and this will only be issued for the period of study for which full tuition fee payment has been received. To study in New Zealand international students must pay the applicable year's fees in full before they begin the course of study. **Continuing international students** will need to enrol in the following year, in accordance with our published dates, and pay fees as a result of the enrolment. During this process, and before the enrolment is accepted and confirmed, returning students must extend their student visa and insurance to reflect their enrolment.

15. Enrolment

We have published the "Guide to Enrolment for Postgraduates" which is available to students either when a conditional offer of admission is provided or by contacting the Postgraduate Student Administrator. LUCAS is used by students to enrol (as outlined in 13 and 14 above) and to finalise enrolment by clicking the "register me" button. Enrolment for the following year opens in December. All continuing students i.e., thesis, must have their enrolment finalised by the end of December otherwise access to services will be cancelled and late fees will be charged.

16. Changing the Course of Study or Programme

Full information on changing the course of study after confirming enrolment is set out in the Study Planning Guide. Where there is a conflict between the information below and information on changing a course of study in the *Study Planning Guide*, the later takes precedence.

Dates for Changes

The *Study Planning Guide* 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 loans entitlements
- immigration status

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

17. Procedure for Withdrawing Courses and Leaving Lincoln University

- Students must complete the 'Complete Withdrawal Form'
- Students must discuss their intention to withdraw with either staff in Student Administration, supervisor, Faculty Dean or the Director for Postgraduate Studies.
- Students must inform StudyLink and discuss the implications of this withdrawal if in receipt of a student loan or allowance.
- Have the form completed at all levels, including the Library who must sign and date the form.
- Return the completed 'Complete Withdrawal Form' to Student Administration.
- If living in the halls of residence, contact the Accommodation Manager to advise him/her of the withdrawal and to return keys.
- See the Fees Administrator to discuss the financial aspects of the withdrawal.
- International students must also notify other interested parties and this is clearly outlined on the withdrawal form.

<p>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 faxed notices of withdrawal providing they are followed by a signed letter and the return of the Lincoln identity card. In all cases, the onus is on students to ensure that requests to withdraw are received by the University within appropriate deadlines.</p>

Section 2 The Privacy Act and the Official Information Act

1. The requirements below are designed to give effect to the requirements of the *Privacy Act 1993*. 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, Deans and other staff.

2. The purpose of collecting the information in the application form and enrolment details is to enable the University to:

- determine an applicant's entitlement to enrol;
- comply with statutory requirements;
- facilitate the efficient administration of the applicant's postgraduate study at Lincoln University.

3. Information contained in the application for admission to a postgraduate 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 students subsequently enrols and confirms their 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 Act 1989.

An application that is unsuccessful will be held for three months in the event the applicant wishes to appeal the decision which denied them admission to a postgraduate course. At the expiry of the three months, or at the end of an unsuccessful appeal process, information will be destroyed.

If an application is successful but the applicant has not registered 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 application will be destroyed.

If applicants subsequently wish to seek admission at a later date, the application process will need to be restarted and updated material supplied.

Each postgraduate student has a file containing information documenting admission, the course of study (including changes) 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 achievement at Lincoln, it will be retained indefinitely.

In terms of the Official Information Act, 1982, 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 either 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.

The one exception to be noted is that the confidential referee statements required by the University for considering a student's application for admission will **not** be released to applicants. These are privileged documents and are obtained on the understanding that the University will keep them confidential and not release the contents to the applicant.

Section 3 **What students will be studying**

1. Courses of Study for Postgraduate Certificates and Diplomas

The course of study for postgraduate certificates/diplomas must be approved by the relevant Academic Coordinator. The course of study for postgraduate certificates/diplomas will be considered as a whole and will be approved only if:

- it is coherent,
- the courses are appropriate and;
- it meets the course of study rules as listed in the Lincoln University Calendar.

The decision on whether the applicant must undertake any prerequisite study will be made by the Academic Coordinator in consultation with the appropriate Faculty Postgraduate Coordinator.

2. International Students

International students should arrive on campus at least a week before the semester begins in order to enable discussions with staff to take place about the course of study. If you arrive after the beginning of formal lectures you are likely to be at an immediate disadvantage because you will be forced to make hurried decisions on your choice of courses.

Through this process of consultation with the Faculty Dean and other staff students will need to decide on their course of study. While there is an opportunity to change the course of study after commencement, it is advisable to decide early on the course of study for the full postgraduate certificate or diploma programme. The matters needing decisions are the:

- course work to be taken;
- semesters when the course work will be examined;
- general research topic and supervisor if a dissertation is involved.

3. Length of Study

The minimum time for a postgraduate diploma is two semesters of full-time study while the minimum time for a postgraduate certificate is one semester of full-time study. It is also possible to study these programmes on a part-time basis, and thus, to take a longer time. There is no time limit for completion of a postgraduate certificate or diploma, including the award of distinction.

4. Prerequisites for Individual Courses

The University does not name specific prerequisites for all of the 600 level courses. This does not mean, however, that postgraduate students are permitted to take any courses they wish. Rather, the Academic Coordinator will make an assessment of how well the student is prepared for the proposed course of study.

The Academic Coordinator has a responsibility to ensure that the student has been given a course of study that meets his or her wishes (as far as possible); that has integrity and coherence; that meets the University's regulations and these house rules; and that gives the student a reasonable prospect of success. There will be occasions where coordinators may insist on completion of prerequisite material at the undergraduate level. Therefore, the student will be required to enrol in this course on a Certificate of Proficiency basis with the understanding that this course will not be credited to the postgraduate certificate or diploma.

International students may change the courses for which they are enrolled, subject to approval from the Faculty and the Academic Administration Committee. They will not, however, be permitted to enrol on a part-time basis without approval from Immigration New Zealand.

Note: If changing the programme or study status, (for instance from a postgraduate certificate to a diploma or to a master's degree) it is essential that a **variation to the student visa** from Immigration New Zealand Service is obtained. There are additional costs associated with this change. For more up to date information please refer to the Immigration New Zealand Website- <http://www.immigration.govt.nz/>

Holders of MFAT study awards 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 also apply to international postgraduates.

5. Substitution

The regulations for postgraduate certificates and diplomas allow for some replacement of scheduled courses by other courses. This is called substitution.

If students wish to use the substitution regulation to replace one or more of the scheduled certificate or diploma courses, the course of study for the postgraduate certificate or diploma must be at an appropriate level.

It is also possible to ask the Academic Coordinator to approve a substitution of a course by a 600 level course from a different masters degree schedule. For instance, the PG Dip PR&TM regulations refer to the schedules to the Master of Parks, Recreation and Sport Management degree. It may be possible to replace a 600 level Master of Parks, Recreation and Sport Management course in a PG Dip PR&TM course of study by a 600 level Master of Commerce and Management course. Substitution of this kind will often be allowed, subject to the following conditions:

- that there is no conflict with the rules on course levels;
- that the substitution is for an elective course (rather than for a core or restricted elective);
- that the resulting course of study is coherent, and has integrity and is appropriate to the underlying orientation of the postgraduate certificate or diploma programme.

6. Credits

Students will not be eligible for the award of any credit through cross credit or through credit on the basis of non-credentialed prior learning for any postgraduate programme. Under no circumstances may any candidate credit course work passed at an undergraduate level to a postgraduate qualification. Students taking a postgraduate diploma may not normally transfer credit on the basis of study at another university or institution of higher learning for more than 40 credits in the programme. Students taking a postgraduate certificate may not normally transfer credit on the basis of study at another university or institution of higher learning for more than 20 credits in the programme.

7. Transfer to Other Courses

Postgraduate certificates and diplomas are terminating qualifications. In other words, they are not designed specifically to be used as an entrance qualification for a higher degree. It is recognised, however, that some people will wish to use a postgraduate certificate or diploma as a means of preparing for higher study.

If students wish to use the postgraduate certificate/diploma in that way, they should spell this out in the application. This will enable

- the Academic Administration Committee to define, in its admission decision, what standard the student is required to achieve in the certificate/diploma if they wish to advance; and
- the Academic Coordinator to advise the student on which courses to include in their course of study to facilitate their transfer to higher study, should they be successful in meeting the Academic Administration Committee's requirements.
- It will be up to the Academic Administration Committee whether or not to allow a postgraduate certificate/diploma holder to advance to a masters degree.
- If students intend to use a postgraduate certificate or diploma as a qualifying programme for masters, then they may credit only 600 level certificate or diploma passes to the masters degree and only if they formally abandon the certificate/diploma.
- Once a postgraduate certificate/diploma has been awarded, students may not transfer credit for any of the certificate/diploma passes to another course of study unless they formally surrender their certificate/diploma.
- If students complete and take out a postgraduate certificate and subsequently decide to undertake further study, they may apply to surrender the certificate and credit the certificate passes to a postgraduate diploma.

If students complete and take out a postgraduate diploma and are permitted subsequently to enrol in a masters degree, then they may either:

- seek to undertake the masters degree by thesis only and retain the diploma; or
- undertake the masters degree by thesis and examination, formally surrender the diploma and credit appropriate 600 level passes obtained while enrolled for the diploma to the masters degree. In this instance the start time for the masters will be backdated to the start of the course completed in the Postgraduate Certificate or Diploma; or
- undertake the masters degree by thesis and examination with a completely new set of 600 level coursework and, therefore, retain the diploma.

Which option is taken will be a matter for the Academic Administration Committee to decide. Whether all or some of the 600 level passes may be creditable to the masters degree will also be a matter for the Academic Administration Committee to decide.

If students have undertaken a dissertation as part of a postgraduate diploma and if subsequently they are allowed to proceed to masters then the Academic Administration Committee may either:

- oblige them to undertake the masters degree by thesis only; or
- allow them to recast the dissertation as the basis of the masters thesis, thus obliging the student to undertake 40 further credits or course work. A grade of WDN (withdrawn) will then be assigned to the dissertation.

The option chosen will depend on:

- the student's wishes;
- the faculty's wishes; and
- the standard and quality of the dissertation.

8. Approval of the Course of Study

The Faculty Dean may approve the course of study provided it conforms to the conditions below.

In approving the proposed course of study, the Faculty Dean is required to ensure coherence of the course of study and the adequacy of previous studies as preparation for the proposed course of study.

If the previous studies do not adequately prepare the student for the course of study, the Faculty Dean should identify any courses required for bridging. In approving the course of study, the Faculty Dean must ensure that the student complies with any conditions imposed on their course of study at admission.

The courses should be chosen from the schedule for the certificate or diploma 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 if it is to be approved by the Faculty Dean. If a variation is sought, then Academic Administration Committee approval is necessary.

The Faculty Dean also makes an assessment of the Faculty's capacity to resource the course of study.

If the course of study includes a dissertation, approved under exceptional circumstances, the Faculty Dean must also ensure that the supervisor is appropriately qualified for his/her role.

9. LUCAS- Lincoln University Campus Administration System

As mentioned in the previous section students use LUCAS to enrol and finalise their registration once admission is approved as well as changes to courses in accordance with our published deadlines. Please check our website for current information.

10. Changing the Course of Study

Full information on changing a postgraduate course of study after registration is set out in the *Study Planning Guide*. 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 *Course Information Book*, the *Course Information Book* takes precedence.

Procedure for changing the course of study using the Lincoln University Campus Administration System (LUCAS).

The proposed change must be discussed with the Faculty Postgraduate Coordinator or Student Administration staff and provided;

- the amended course of study complies with the Lincoln University Calendar and;
- is within the specified deadline and;
- the courses have been chosen from the appropriate schedule

then changes can be made by the student and approved by the Faculty Postgraduate Coordinator, online.

If the proposed course of study involves a substitution from another schedule, then the advisor will help draft a letter to the Postgraduate Student Administrator, seeking consent for the variation from the Academic Administration Committee.

Please note that there are strict deadlines for course changes. Late fees may be payable if these deadlines are missed.

11. Dates for Changes

The *Study Planning Guide*, the *Lincoln University Website* and the *Lincoln University Calendar* set out a series of dates and deadlines for course of study changes.

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 Student Administration staff for advice and, if necessary, make an appointment to see the Postgraduate Student Administrator.

12. International Students

International students may change the courses for they are enrolled and may also apply to change the programme (i.e., the degree or diploma) for which they have registered subject to conditions for which the advice from the Postgraduate Student Administrator is essential. International students may not, however, be permitted to enrol on a part-time basis.

When students apply to study a postgraduate certificate or diploma at Lincoln University, the application is considered and students are admitted to a particular postgraduate certificate or diploma. Therefore to change a programme, a new application form must be completed and admission approved. If approved, it is essential that a **variation of the student visa** from the Immigration New Zealand is obtained. There is an additional cost associated with this.

Holders of MFAT study awards 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 *Course Information Book* also apply to international postgraduates.

13. Changing Programmes

When students apply to study for a postgraduate certificate or diploma at Lincoln University, the application is considered and students are admitted to a particular postgraduate certificate or diploma.

Therefore it follows that, if students wishing to change from one postgraduate certificate/diploma to another are asking for a change in the admission decision, this is treated like a new admission decision.

14. Procedure for Withdrawing from your Course and Leaving Lincoln

- a. 14.1 Discuss withdrawal intentions with someone - supervisor, Faculty Dean or the Postgraduate Director.
- b. 14.2 If with StudyLink, students must discuss the implications of the withdrawal directly with them.
- c. 14.3 Collect a 'Complete Withdrawal Form' from Student Administration and have it completed at all levels. Return the completed form and Student ID card to Student Administration.
- d. 14.4 If living in the halls of residence, contact the Accommodation Manager to advise him/her of the withdrawal and to return keys.
- e. 14.5 See staff in Student Finance to discuss the financial aspects of the withdrawal. There will be an administration fee associated with withdrawing from a course and seeking a refund. The International Student Refund Policy is published in full on the Lincoln University website <http://www.lincoln.ac.nz/InternationalRefund>. Students are directed to read this carefully before deciding to withdraw from study.
- f. 14.6 If you are an international student, you should also notify the International Relations Manager at Lincoln University, in person, of your withdrawal from the course, as well as completing points and the steps above.

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

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. Student involvement and support is essential. The prime responsibility for working safely in postgraduate activities is that of the students.

The University assists the student by providing health and safety rules, procedures and systems. All students must familiarise themselves with these. They can be found at <http://registry.lincoln.ac.nz/LPP/>

You will also need to familiarise yourself with the area hazard register. Please contact the Faculty representative for further information.

2. Postgraduate students need to undergo a Health and Safety Induction for their area. The Health and Safety representative to complete this can be found by contacting your Faculty. This induction will cover all of the health and safety requirements while studying at Lincoln.
3. Students should obtain a copy of the Lincoln University *Health and Safety Handbook* and read it thoroughly. This can be found at <http://www2.lincoln.ac.nz/campus/hr/smous/manuals/h&shandbook2005.pdf>

If study involves working in a laboratory students will need to undergo a laboratory safety induction by the laboratory manager. The area's 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 Examinations

1. Examinations

- g. 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 Study Planning Guide and the examination timetable is published prior to each examination session.
- h. 1.2 Students need to pass all of the courses of the course of study in order to qualify for the award of the certificate or diploma.
- i. 1.3 Examiners must submit examination marks to Academic Services at the end of the semester in which the examination paper is taken. These marks will take account of assessment from all sources e.g., formal examinations, assignments, etc.

2. 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 at the Student Administration desk. Please refer to the calendar or *Study Planning Guide* for the application fee payable and date for applications.

The last dates are published in the Study Planning Guide. If in doubt please contact the staff in Student Administration, Ground Floor of the George Forbes Memorial Building.

Where a reconsideration or recount results in a change of grade or mark, then the fee is refunded.

3. Return of Script

Students may apply to have copies of one or more of their examination scripts returned. An application form is available from Student Administration. Students should apply within the deadline as published in the Lincoln University Calendar of the examination date, as scripts are destroyed after that period. There is a fee for this service for each script.

4. Aegrotats

4.1 Aegrotat in Formal Examination and Aegrotat in Internal Assessment

Refer to Calendar to regulations. More information on aegrotats can found in the *Course Information* book.

Section 6 Dissertation

1. Development of a Dissertation Research Topic

If a student is taking a dissertation or major project as part of their approved course of study, i.e., approval has been granted by the Academic Administration Committee, the student should proceed to develop a research proposal under the guidance of their supervisor once they have enrolled and registered and paid fees for the diploma. Students are advised to present the dissertation research proposal to the supervisor and the Faculty Dean for approval within four months of enrolment. In addition, they must present details of the research proposal at a seminar involving their supervisor, interested academic staff and to other people able to comment on the study. Students can then take note of comments and suggestions in formulating the research.

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.

2. Appointing a Supervisor

In considering the research proposal, the Faculty Dean will also confirm the nomination of the supervisor and make an estimate of costs of the whole programme and sources of funds.

The supervisor is expected to play a major role in assisting the student to set the direction of their research. This includes assisting in the project formulation, participating in setting the research objectives, assistance in the project management and conducting regular reviews of the research. In addition, the supervisor has certain administrative responsibilities. The supervisor must be a member of the lecturing staff of Lincoln University.

If, for whatever reason, the supervisor is unable to fulfil the role of supervisor during the course of study, the Faculty Dean must, normally within one week of being notified, appoint an interim supervisor. The interim supervisor may be an existing member of the supervision team. The interim supervisor will then work with the student and the remaining members (if any) of the supervision team to identify a replacement supervisor. It is expected that within two weeks the interim supervisor will recommend a new supervisor and revised supervision team to the Faculty Dean, on behalf of the student and the remaining members (if any) of the supervision team, (or others as appropriate). The Faculty Dean shall, after due consideration and further consultation if necessary, make a final decision on the changes within two weeks of receiving the recommended changes.

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

3. Supervisor

The dissertation supervisor is expected to have regular contact with the student and to be available by appointment. The student should be prepared to take the initiative in arranging meetings where necessary. He or she 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.

If conducting social science research or research on animals, students 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 the student with 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, a student should discuss difficulties with their supervisor. If this is not appropriate or satisfactory (e.g., where the problem relates to the supervisor), discussion should be with the Faculty Dean or the Faculty Coordinator 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, they should refer to the appeals process as set out in the "The Statutes and General Regulations" of the *Lincoln University Calendar*.

4. 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.

Once enrolled in the dissertation, the University will release a grant to the Faculty to assist in meeting the costs of the project. This is a once-only grant. The present rate is \$500. 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 the

student with less than \$500 to assist in research expenses, depending on the criteria used to allot funds in the Faculty. Any costs associated with the project that is not covered by these faculty grants will be the students responsibility.

5. Changes in Topic or Supervisor

Where a major change in dissertation topic or a change of supervisor occurs during the programme, students must seek the approval of the Faculty Dean or the Faculty Coordinator of Postgraduate Studies for these changes. If the supervisor resigns or is otherwise unable to fulfil the role of supervisor, then the Faculty Dean or the faculty co-ordinator of postgraduate studies for these changes is required to name a replacement supervisor.

6. Seminar Presentation of Dissertation Results

Once the research for a dissertation is completed, but before the final draft is written, students are encouraged to 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.

7. The Dissertation

In preparing the dissertation, students will need critical assessment and help during all stages. They may also need 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 by contacting the staff in *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, and 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. The student is 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 concerned about written language skills, the student should contact Library, Teaching and Learning (LTL) Services early on in the research process, staff can 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.

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 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 rewording, 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 your dissertation, unless these costs are met under the terms of a specific scholarship, grant or other award.

8. 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 the submission of the dissertation, the supervisor will recommend an independent examiner to the Faculty Dean. 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 in Student Administration.

9. Submission of the Dissertation

Students should prepare two soft bound copies of the dissertation. Refer to the Presentation and Deposit of Theses and Dissertations: Library Requirements and Guidelines.

<http://library.lincoln.ac.nz/Research/Submitting-research-outputs/>

When the dissertation is completed and bound, two copies must be delivered to Student Administration where receipt will be recorded.

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 others, 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 Postgraduate Team Leader in Student Administration will forward a copy of the dissertation to the supervisor and independent examiner for marking.

10. Criteria for Judging Dissertations

- j. 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.
- k. The dissertation should contain a critical review of the literature on the subject. 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.
- l. 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.
- m. The dissertation should be clearly, accurately and cogently written and should be free of typographical errors, errors of spelling or language construction.
- n. In scientific work, units of measurement should conform to Systine Internationale (SI) unless there are clear reasons for not doing so.
- o. 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. See Presentation and Deposit of Theses and Dissertations: Library Requirements and Guidelines.
<http://library.lincoln.ac.nz/Documents/Library/thesis-requirements.pdf>

Grade for the Dissertation

- p. Examiners are expected to assign a grade that will give a 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.
- q. The notes below are presented as a guide and are not intended to prescribe the assessment method(s) the examiner may wish to use.

Research Criteria (10.1 to 10.3)	Suitability for Publication	Mark Range	Grade
All criteria in 10.1 to 10.3 met and indicates creative excellence in meeting/exceeding all criteria	Certain/almost certain to be publishable in a refereed journal	90 and above	A+
All criteria met. Excellent standard of research.	Contains material suitable for publication in a refereed journal	85-89	A
Criteria largely met but dissertation contains some inadequacies.	Contains material potentially publishable in a refereed journal	80-84	A-
		75-79	B+
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	70-74	B
		65-69	B-
Criteria only just met and/or there are significant inadequacies	Little potential to publish without substantial extra work/supervisor input	60-64	C+
		55-59	C
		50-54	C-
Criteria not met and/or significant problems undermine worth of the research	No potential to publish	40-49	D
		0-39	E

11. 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 mark (i.e., a grade point difference of less than 4) 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 or more), then the Faculty Dean or the Faculty Coordinator of Postgraduate Studies shall convene a meeting of 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 Postgraduate Team Leader on behalf of the Chairperson of the Academic Administration Committee.

12. Failure of Examiners to Agree

Disagreement between examiners is governed by Regulation L of the Statutes and General Regulations in the *Lincoln University Calendar*. If there is disagreement between the two examiners (i.e., a grade point difference of 4 or more), the matter should be referred to the Postgraduate Team Leader on behalf of the Chairperson of the Academic Administration Committee at the first opportunity.

In this case, the Faculty Dean or the Faculty Coordinator 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.

13. Unsatisfactory Dissertation

- r. If the examiners are of the opinion that the dissertation is unsatisfactory, they may recommend to the Academic Administration Committee that the student be permitted to revise and resubmit. In granting this privilege, the Committee will set a date for resubmission.
- s. Any student permitted to revise and resubmit will be ineligible for the award of distinction. In general, strong justification will be required before a resubmitted dissertation will be awarded more than a bare passing grade.

14. Clearance to Graduate and Deposit in the University Library

Once the grade is finalised the supervisor is responsible for ensuring the deposit of a copy of the marked dissertation in the Faculty in a timely manner and, if deemed of lasting value by the faculty, a copy in the University Library. A graduation e-mail will then be sent to the student by the Graduation Office.