

# House Rules for a Graduate Course at Lincoln University





## Forward

Welcome to graduate study at Lincoln University.

Study at the graduate level demands a large commitment, both from the student and from the University. The processes used can seem complicated and confusing.

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

This book has not been designed for reading from cover to cover. Rather, we expect it to be used as a reference during the study. We suggest, however, that students make themselves broadly familiar with the contents at the outset so that they are able to make use of it as they proceed through their study.

While this book is primarily addressed to students, it also contains passages that set out the obligations of staff. We expect that staff will also use the book as a reference.

## Other Sources of Information

These house rules are designed to provide an overview of the most important rules, regulations and procedures for graduate and 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 Course Information 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 *Course Information Guide* also takes precedence over the house rules.

## People You May Need to Contact

The most important contacts during the graduate certificate or diploma studies at Lincoln University will be the course advisors, academic coordinators and the examiners of the courses.

Where students are approved to complete a dissertation as part of the requirements of a diploma, then they will be assigned to a faculty whose dean will appoint a dissertation supervisor chosen from the academic staff of the faculty. In this case, the student's supervisor will attend to many of the students' academic needs.

Each certificate or diploma is assigned an academic coordinator who is responsible for advising students on their choice of courses. Overall oversight of each graduate certificate and diploma is the responsibility of one of the Academic Programme Managers and for contact details students should consult the *Course Information Guide*. For details of other Student Administration staff functions, students should also consult the *Course Information Guide*.

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## Section 1: What are Graduate Certificates and Diplomas?

### General

Lincoln University graduate certificates and diplomas are qualifications open to graduates which are designed to allow them to broaden their qualifications by taking advanced study in a new field or further study in the same field as the first degree.

Graduate certificates require a minimum of one semester's full-time study while graduate diplomas require a minimum of **two semesters' full-time study**.

Candidates for a graduate diploma may present a dissertation in place of some of the courses.

The graduate certificates and diplomas offered at Lincoln University are:

#### Graduate Certificates

- Graduate Certificate in Applied Science
- Graduate Certificate in Business and Sustainability
- Graduate Certificate in Commerce
- Graduate Certificate in Landscape Studies
- Graduate Certificate in Recreation Management
- Graduate Certificate in Resource Studies
- Graduate Certificate in Science, Innovation and Entrepreneurship
- Graduate Certificate in Social Science
- Graduate Certificate in Software and Information Technology
- Graduate Certificate in Tourism Management

#### Graduate Diplomas

- Graduate Diploma in Applied Science
- Graduate Diploma in Business and Sustainability
- Graduate Diploma in Commerce
- Graduate Diploma in Landscape Studies
- Graduate Diploma in Organic Agriculture
- Graduate Diploma in Property Management
- Graduate Diploma in Recreation Management
- Graduate Diploma in Resource Studies
- Graduate Diploma in Social Science
- Graduate Certificate in Software and Information Technology
- Graduate Diploma in Tourism Management
- Graduate Diploma in Valuation
- Graduate Diploma in Viticulture and Oenology

### Application for Admission

The admission criteria and application forms can be found on our website: <http://www.lincoln.ac.nz/Studying-at-Lincoln/Apply-Online/> . 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.

### **Timing of Application for Admission**

Most students begin their studies at 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 student's 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 is issued by Lincoln University.

### **Where to Send Applications**

E-mail scanned documents to [apply@lincoln.ac.nz](mailto:apply@lincoln.ac.nz) or send documents in the post to:

Street and delivery address

Lincoln University  
Ellesmere Junction Road/Springs Road  
Lincoln  
Canterbury  
New Zealand

Postal address

PO Box 85084  
Lincoln University  
Lincoln 7647  
Canterbury  
New Zealand

### **Admission Requirements**

The usual academic requirement for entrance to a graduate certificate or diploma course of study is a bachelor's degree. While we usually expect applicants to have a C+ average or better in their final year subjects, this is not a hard and fast rule.

In addition, applicants whose qualifying degree was in a language other than English are required to demonstrate competency in English (Refer also to the section on English Language Requirements).

Where an applicant does not have the usual graduate certificate or diploma entrance qualification, or if the academic coordinator, Faculty or the Academic Administration Committee believes that an applicant's previous academic achievement does not completely prepare for the planned course of study, then they may be required to complete additional courses, either before admission or during the early part of the graduate certificate or diploma programme.

### **English Language Requirements**

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.

While there is a number of standard tests that may be used to demonstrate English language competency the most common are:

- Test of English as a Foreign Language (TOEFL); and
- International English Language Testing Service (IELTS).
- Certificates of Advanced English (CAE) and LU EAP

The Minimum standards are:

- Test of English as a Foreign Language TOEFL 600 (Paper based) or
- Computer based 250
- Essay Rating (TWE) 5;
- Internet based (ibt) 100
- International English Language Testing Service (IELTS), Academic 6.5 (no individual band less than 6)
- Certificate of Advanced English (CAE), B and LU English Programme, 70%

Please note that the tests must not be more than two years old. If the result is more than two years old, then the applicant will be required to resit this. 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. We define a 'citizen or permanent resident of long standing' 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 completed successfully 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.

Exceptions are made to these requirements only in very unusual circumstances. In this case, the applicant must:

- a) first meet with the Dean of Faculty who must certify:
  - that the Faculty has held 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 (and in particular the written English requirements) for conducting research in the discipline; and
  - that the Faculty is confident that it has the resources to and wishes to supervise the applicant's research;
- b) 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 Dean of Faculty on his or her assessment. On the basis of this ESOL assessment and taking account of his or her own assessment, the Dean of Faculty may then submit a request to the Academic Administration Committee for the requirement for TOEFL or IELTS to be waived.

## Section 2: The Privacy Act and the Official Information Act

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 Student Administration and Faculty files, to paper files and electronic records and to files held by supervisors, Dean of Faculty's and other staff. The reason for collecting the information that is sought in the application form and through to registration is to enable the University to:

- determine entitlement to enrol;
- comply with statutory requirements;
- facilitate the efficient administration of the application for postgraduate study at Lincoln University.

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 your relationship with the University.

If the application is successful and the applicant subsequently enrolls and registers at the University, the information supplied will be transferred to the University record 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 the case an applicant wishes to appeal the decision denying admission to a postgraduate course. After the three months, or at the end of an unsuccessful appeal process, original documents will be returned and remaining information destroyed.

If an applicant is successful but does not register at the University, the application will be held for a period of one year following the grant of admission.

At the end of the one 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 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 signed when enrolling. As the information on the file is essential to demonstrate the nature and level of the student's 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 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.

A few restrictions apply with regard to the release of information relating to the examination of theses. For instance, the reports of external examiner and internal examiners will not be released until after the Academic Administration Committee has considered any recommendation for the award of a degree.

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: General Nature of the Course of Study**

### **Length of Study**

The minimum time for a graduate diploma is two semester's full-time study while the minimum time for a graduate certificate is one semester's 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 graduate certificate or diploma, including the award of distinction.

### **Part-time Study**

Part-time students may accumulate the number of passes required for a graduate certificate and diploma over several years.

### **Level of Study**

All Lincoln University graduate certificates and diplomas are designed to follow completion of an undergraduate degree course.

The courses may be at the 300 level and are the same as those offered to undergraduates studying for a bachelor's degree. In some cases, students may be permitted to include 600 level courses, 20 credits in each semester (masters level courses) in a graduate certificate or diploma course of study. You must refer to the Lincoln University Calendar and the Course Information Book for further information.

### **Fees**

Refer to our website in all instances - <http://www.lincoln.ac.nz/Studying-at-Lincoln/Fees/>

All fees are reviewed every year and are subject to change. Tuition fees are confirmed by the University Council in July (international fees) and October (domestic fees and other administrative charges).

At Lincoln University tuition fees are paid at or prior to registration, cost and time of payment is dependent on whether the student is international or domestic.

From 2014 International students will pay programme based fees. In other words, there will be a set tuition fee for the qualification that the student is enrolled in and this is the fee payable for the minimum time it takes to complete the qualification. Please refer to our website <http://www.lincoln.ac.nz/Studying-at-Lincoln/Fees/> for more detailed information.

### **International Students**

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

Through the process of consultation with the academic coordinator, Dean of Faculty and other staff, students 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 graduate certificate or diploma programme.

## **Section 4: Course of Study**

Graduate certificates and diplomas require students to pass a group of advanced level courses. Course advice is compulsory and must be approved by the Academic Co-ordinator who will ensure that the combination of courses is relevant and coherent.

The term 'advanced level', in this context, means 'at the level of the final year of a bachelors degree (300 level) or higher'. Some passes at the 200 level may also be included.

In some cases, graduate diploma students are permitted to complete a dissertation in place of 40 credits and this is subject to the approval of the Academic Administration Committee. In some faculties, dissertation students may be given additional computer access. This is, however, at the Faculty Dean's discretion.

### **Prerequisites for Individual Courses**

Many of the courses open to graduate certificate and diploma students are also available to advanced level bachelor degree students. In these cases, the University Calendar will list for each course one or more prerequisite.

While prerequisites of this nature apply to undergraduates, they may or may not be applied to graduate certificate and diploma students, depending on the background of the student. In other words, it is up to the academic coordinator to decide whether a student is sufficiently well prepared to be able to take a course, even if they have not passed the formal prerequisite.

This latitude recognises the fact that, graduate certificate or diploma students have successfully completed substantial first degree study, and hence, may be expected to pass advanced level courses without having followed the standard prerequisite path.

It is compulsory that students see the appropriate academic coordinator to ensure that they have enrolled in a course of study that meets the student's 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. Therefore, there will be occasions where coordinators may insist on completion of undergraduate prerequisites. In this case, the prerequisite or co-requisite course must be passed before the graduate diploma or certificate may be awarded. A certificate or diploma course of study will be considered as a whole and it will be approved only if it is coherent, only if the courses are appropriate and only if the courses chosen meet the University's rules on levels.

### **Work Integrated Learning**

Work Integrated Learning is a programme that enables students in graduate diplomas to integrate academic study and learning acquired in an industry placement. The industry placement involves structured learning delivered by the University in collaboration with an employer.

Note: Work integrated learning courses may not be available and students must consult their course advisor.

Entry to this course is restricted. To be permitted to take work integrated learning in a graduate diploma, students must:

- have a relevant bachelors degree, normally in the same field as the area of work integrated learning specialisation;
- have averaged a B- or better in your bachelors degree;

- meet the prerequisites for the work integrated learning course;
- satisfy the selection panel at an interview.

Students completing a graduate diploma will complete 60 credits study on campus and will complete structured industry placement with 60 credits at the 300 level.

The prerequisite for a placement is normally the award of an appropriate degree.

### **Courses of Study for Graduate Certificates and Diplomas**

Please refer to the *Calendar* (takes precedence over all of the other publications) and the *Course Information Guide*. As the first step in choosing the course of study, students should consult the academic coordinator for the certificate or diploma. A list of the coordinators can be found in the *Course Information Guide*.

### **Other Course of Study Rules**

#### ***Substitution***

The regulations for graduate certificates and diplomas allow for some replacement of scheduled courses by other courses. This is called **substitution**. Please refer to the *Calendar* (takes precedence over all of the other publications) and the *Course Information Guide*. Where students wish to use the substitution regulations to replace one or more of the scheduled certificate or diploma courses, a substantial component of the course of study for the graduate certificate or diploma must be at an advanced level (300 level) or higher (600 level).

If a student is allowed to substitute a 600 level course for one credit of the certificate or diploma, then a pass in this course can only be credited to a postgraduate certificate or diploma or a masters degree subsequently, provided it has **not** been credited to the graduate certificate or diploma. Therefore, the 600 level pass can be credited to a postgraduate certificate or diploma or a masters degree only if the certificate or diploma is abandoned before completion, or if the 600 level course is subsequently replaced in the certificate or diploma course of study.

#### ***Credits***

No candidate for any postgraduate qualification may be awarded any credit through cross credit or through credit on the basis of non-credentialed prior learning, to the postgraduate programme. Universities have rigid rules on cross-crediting. If a pass has been credited to a qualification, this may not be credited to any other qualification.

A candidate for a graduate certificate may not normally transfer credit on the basis of study at any at any university or institution of higher learning for more than 15 credits in the programme.

A candidate for a graduate diploma may not normally transfer credit on the basis of study at any university or institution of higher learning for more than 30 credits in the programme.

Students intending to use a graduate certificate or diploma as a qualifying programme for masters, then they may apply to credit 600 level passes from the certificate or diploma to the masters degree but only if they formally abandon the certificate or diploma i.e. formally surrender the certificate or diploma.

Once a qualification for any, certificate, diploma or degree has been awarded to a candidate by a University Council, candidates will not be permitted to have that qualification revoked unless the

courses in that certificate, diploma or degree can be credited in partial fulfilment of the requirements for a higher level qualification.

### **Approval of Course of Study**

The academic coordinator may approve the course of study provided it conforms to the conditions outlined below and as set out in the *Lincoln University Calendar* and the *Course Information Guide* for further information. The Academic Coordinator is required to ensure coherence of the course of study and the adequacy of a student's previous studies as preparation for the proposed course of study.

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. This includes the limits on the levels of the courses. It also includes compliance with rules on substitution. If a variation is sought from these rules, then Academic Administration Committee approval is necessary.

If a dissertation is to be taken, the Dean of Faculty must also ensure that the supervisor and associate supervisor are appropriately qualified for their roles, and that the student is 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.

The official record of the course of study in a given calendar year for a graduate student is held in the University's student database.

### **Enrolment**

Enrolment opens on the 1 December.

LUCAS is the Lincoln University Campus Administration System; this is what students used to enrol in classes; register for the semester or year, view exam results, apply for new programmes or a prerequisite dispensation, update contact details, view the cost of study and make payments. Once an application for admission is accepted, applicants are provided with a username and password to LUCAS and progress to an application can be monitored by accessing this.

### **Changing the Course of Study**

- Full information on changing the course of study after registration is set out in the Course Information Guide. Where there is a conflict between the information below and information on changing a course of study in the Course Information Guide, the later takes precedence.
- The procedure below is designed to ensure agreement between the student database and the Faculty's record of the course of study, the student database holds the official record of the course of study and transactions.

### **Dates for Changes**

The *Course Information Guide* sets 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 Postgraduate Student Administrator.

### **International Students**

International students may change the courses for which they are enrolled, subject to approval from the Academic Coordinator who is required to ensure coherence of the course of study and the adequacy of a student's previous studies as preparation for the proposed course of study.

They will not, however, be permitted to enrol on a part-time basis without approval from Immigration New Zealand.

### **Unsatisfactory Progress**

Once admitted to a graduate certificate or diploma course of study, the continuation of admission is subject to satisfactory academic progress. If progress is found to be unsatisfactory then the admission, enrolment and registration may be cancelled or continued enrolment may be subject to conditions. Refer to *Regulation G* under "*Unsatisfactory Progress*" in the Lincoln University Calendar.

### **Procedure for Withdrawing Courses and Leaving Lincoln**

- Students must complete the "Complete Withdrawal Form"
- Students must discuss the intention with someone: staff in Student Administration, supervisor, Dean of Faculty 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 or her of this 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.

**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.**

## Section 5: Health and Safety in your Studies and Research

Lincoln University is committed to achieving excellence in the management of health and safety. Your involvement and support are essential. The prime responsibility for working safely in postgraduate activities is yours.

The University assists you by providing health and safety rules, procedures and systems. Please familiarise with these. This can be found at <http://registry.lincoln.ac.nz/LPP/>

You will also need to familiarise yourself with the area hazard register. These can be found at <http://www.lincoln.ac.nz/about-lincoln-university/hazard-register/>

As a postgraduate student you will need to undergo a Health and Safety Induction for your area. Please advise your nearest Health and Safety representative to complete this. They can be found at <http://hub.lincoln.ac.nz/hr/Pages/Health-and-safety-advisors.aspx>. This induction will cover all of the health and safety requirements while studying at Lincoln.

You 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 your studies involved working in a laboratory you will 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 6: 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 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.

## **IP Ownership Agreement**

Shared ownership of intellectual property derived from a dissertation will be recognised through a written agreement signed by the student and their supervisor, which will accompany the student’s research proposal or which will be completed within six months of the student registering for the dissertation, whichever is earlier. This agreement will set out the ownership arrangements and any unusual or particular features of your research.

Where the work owes part or all of its content to material derived from Maori/iwi sources, ownership of the original material will remain with the Maori/iwi sources.

## **Informing the Postgraduate and Research School**

Creators of intellectual property that is or might be owned (in full or in part) by Lincoln University are required to make its existence known to the Director of the Postgraduate and Research School in writing. This must be done before legal protection for the intellectual property is contemplated, and before the intellectual property is disclosed to any external party, sold or used for profit. This requirement is an important step in securing legal rights to the intellectual property and enabling the University to file patent applications and applications for copyright registration when appropriate.

## **Commercialisable Intellectual Property**

Specific provisions are required for situations where products or processes of potential commercial value are involved. While ownership of intellectual property will often reside with the University and its students, it is Lincoln University’s wish that any financial benefit derived from intellectual property be shared amongst all those who contribute to its creation.

Commercialisation of products and processes is a specialised and, potentially, very expensive exercise. The need for the right decisions at the right time is paramount if financial return is to be maximised. Successful commercialisation requires knowledge, experience, networks and negotiating skills.

Consequently, although the University agrees that financial benefits derived from intellectual property should be shared between those who contribute to its creation, it retains the right to manage the commercialisation process. The University will usually employ its commercial subsidiary, Lincoln Ventures Limited, to act in the best interest of all parties.

When commercialisation is considered, the share of the net proceeds from the intellectual property received by the interested parties will be negotiated by those parties. If there is any possibility of commercialising you and your supervisor must approach to the Director of the Postgraduate and Research School at the first opportunity.

The University will then work through with the student through the processes required to assess the potential returns and, if warranted, to move to commercialise the IP.

Where an external entity contributes to the funding of research or to the commercialising of research results, be this at the outset of a research programme, during the research programme or during commercialisation, ownership of and shareholding of intellectual property created by parties will be a matter for case-by-case negotiation between the parties.

## Section 7: 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 *Course Information Guide* and the examination timetable published prior to each examination session.

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.

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.

### 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 *Lincoln University Calendar* or the *Course Information Guide* for the application fee payable and date for applications.

The last dates are published in the *Course Information 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.

### 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.

### Aegrotats

Aegrotat in Formal Examination and Aegrotat in Internal Assessment

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

## **Section 8: Final Result, Distinction**

### **Confirmation of results**

The examination results will be confirmed by a meeting of the examiners on behalf of the Academic Administration Committee at the end of each teaching session.

### **Requirements for Completion**

In order to complete the requirements for a graduate certificate or diploma, students must pass the appropriate examinations as specified in the Lincoln University Calendar regulations and as approved by the academic coordinator.

### **Distinction**

If you have completed a graduate certificate or diploma with outstanding marks, you may be awarded the diploma with distinction. The criteria for the award of distinction is the mean mark in the courses of the certificate or diploma being 80% or higher.