



**Lincoln
University**
Te Whare Wānaka o Aoraki

**HOUSE RULES FOR
STUDY FOR EXTERNAL
MASTERS AND DOCTOR
OF PHILOSOPHY AT
LINCOLN UNIVERSITY**

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House Rules for External Masters and Ph.D. Degrees at Lincoln University

These rules are to be read in conjunction with the *House Rules for Study of Masters Degrees at Lincoln University* or the *House Rules for Study of Ph.D. Degrees at Lincoln University* as appropriate. The rules apply only to the study of Masters by research only, and PhD degrees.

Introduction

Ph.D. students, and Masters students undertaking a Masters degree by thesis alone or who are in the thesis stage of a study by thesis and examination may wish to carry out research away from the University for some of that time.

Before off-campus research may be undertaken by postgraduates, there are some important points that need to be considered. The need to carry out such work beyond the campus must be clearly justified. When students are based on campus, they benefit from contact with other students, from attending and presenting seminars and from using the University Library. The principal advantage of on-campus study, however, relates to the supervision of their work to ensure that it is of an appropriate standard. Since it is the University that will be awarding the degree, Lincoln University must be satisfied that the student has reached a level of competence that is at least as high as that reached by internal candidates. As well as the quality of the work, a number of other criteria have to be met both by the student and the supervisors if the system is to work. Not the least important of these is the need for the student to work in an academic atmosphere and absorb the standards of academic excellence set by his or her mentors.

The supervisor and associate supervisor of a postgraduate student must both be members of the lecturing staff of Lincoln University. In most cases, however, it is also desirable for the student to have the opportunity to consult with an appropriately experienced researcher located close at hand, who can act as a mentor. Such a mentor charged with overseeing a student's progress at the student's location may be appointed as an associate supervisor or as an adviser. Where necessary a mentor will be designated an associate supervisor. If the role is of a more minor nature (such as providing day-to-day advice), then the mentor will be appointed as an adviser. It must be remembered, however, that it may be hard to find researchers working outside the university system who have experience of university standards, methods of teaching, etc. The fact that a person has standing as a researcher does not necessarily make him or her a good supervisor or adviser for graduate students. Consequently, the mentor must be chosen carefully, since the attitude of the student to research and the pursuit of knowledge may be greatly influenced by him or her.

An acceptable research environment is essential. Therefore, before agreeing to the external registration, the University will need to be satisfied that the student will have the opportunity to work under acceptable conditions.

The University must also be satisfied that the work submitted for assessment is wholly that of the student. For example, at some scientific research establishments, technical assistance is often much more generous than is able to be provided at Lincoln University. Any assistance should be confined to routine help and may not extend to major planning, decision-making or interpretation

of results. The supervisor must be convinced that the research was essentially planned, executed and evaluated by the candidate.

House Rules for External Masters and Ph.D. Students

1. All students enrolled for Masters degrees will normally be required to attend Lincoln University on a regular basis during the time they are enrolled for course work.
2. A student conducting the research component of a Masters degree or researching for a Ph.D. degree will normally be based on the University campus. However, where a suitable study area or facility does not exist on or near campus, or where there are other compelling reasons, the research may be undertaken with the student based away from the University.
3. The Masters and Ph.D. house rules require that each student's supervisor and associate supervisor be members of the lecturing staff of Lincoln University. However, where a student works at an institution away from Lincoln, the University supervisor may nominate a person, located where the research is to be undertaken, to act as a mentor to the student. This person will be designated an associate supervisor or an adviser as appropriate. The external associate supervisor or adviser must have indicated his or her agreement to this position. Normally, this person will hold a senior research position in his or her institution. The nominee(s) must be approved by the Academic Administration Committee.
4. A mentor will be appointed as an external associate supervisor if he or she is involved in strategic decisions about the direction of the research. Otherwise he or she will be appointed as an adviser.
5. An external associate supervisor has the same status, and the same obligation to examine, as the other associate supervisor(s). Advisers have no rights in the examination process.
6. Overseas-based students applying to undertake research external to the University must normally attend the University at the start of the programme for a period of no less than 3 months, to prepare their research proposal. Over the course of this time they shall prepare, present orally, submit, and have approved a comprehensive research proposal, with their University supervisor, setting out what is intended will be covered in the thesis. If the proposal is not complete then the student shall normally remain at the University until such time as the proposal is accepted (as negotiated with the supervision team and approved by the Divisional Director).
7. If he or she is based within New Zealand, the student will meet with his or her supervisor and external associate supervisor at least three times annually. In many cases, it is desirable for one of these meetings to take place at the institution where the student is working, so that the supervisor may meet the student and the external associate supervisor or adviser and inspect experimental and other facilities.
Note: When the application for external status is submitted, the supervisor must indicate to the Academic Administration Committee how travel will be funded.
8. For overseas-based students, an external associate supervisor of high academic standard is required. Frequent communication with the supervisor is essential. If the student is based overseas, at least one meeting between the supervisor, external associate supervisor or adviser and student will occur annually, normally to be funded by the host institution.

9. External students may be required to spend other (further to rule 6) specified periods at the University as defined in negotiation with the supervision team and the Divisional Director, e.g., for the purpose of presenting the thesis results seminar, for particular laboratory-based work, or for closely monitored 'writing up'.
10. Where the external student is based within easy commuting distance of the campus (e.g. in a CRI at Christchurch or Lincoln) the rules which apply to internal students should apply. However, such students are also required to comply with Rules 3, 11, 12, 13 and 14 for external studies.
11. If a student is employed or otherwise unable to devote his or her full time to study, both the employer, if there is one, and the student must agree to make an appropriate period of study time available. The arrangement is to be approved by the Academic Administration Committee.
12. Where the external student is employed (for example) with a CRI, education institution or government department, it is desirable that a written statement be completed, signed by both the employer and the head of the Lincoln University division, that should include: approval of the candidature, agreement on funding, access to library and research facilities, compliance with health and safety requirements, Intellectual Property management, and provision of other resources and the amount of time approved for release from normal duties. In addition, there should be a written agreement that the supervisor has access to the student at his or her place of work.
13. Where the external PhD student is based overseas then the student must be located and/or working in a research-oriented tertiary educational institution or in a research 'institute' formally associated with a research-oriented tertiary educational institution. Rules 11 and 12 must be complied with.
14. At the time that the student applies for provisional admission, the supervisor, through his or her head of Division, will be responsible for informing the Academic Administration Committee how items 3-12 above will be accommodated in a comprehensive plan of external supervision. There will be a supervision plan based around the Mutual Expectations Agreement. It needs to include timing of meetings, reporting (including provision for undertaking the 15/18 month mid term PhD evaluation), visits to Lincoln University by the student and to the host research institution/university by the supervisor, and other relevant matters. This submission will be considered by the Academic Administration Committee which will, if it thinks fit, approve the arrangement.
15. The University supervisor must ensure that when the thesis is handed in to Student Services, it is accompanied, where applicable, by a signed statement from the external associate supervisor or adviser indicating:
 - 15.1 any part or parts of the thesis where the student received technical assistance or other help; and
 - 15.2 any part of the research which was not part of the actual thesis programme.
16. When coming to its decision concerning any application under these rules, the Academic Administration Committee will take into account the competence of the University staff to

supervise the external project, the preparedness of the student¹, and the availability of resources to carry it out.

17. Application, by the student, for external status, to be approved by Academic Administration Committee after receiving a recommendation from the appropriate Faculty Dean, should take the form of a submission that includes:
 - 17.1 the justification for the external status;
 - 17.2 the name and position held of any mentor, plus a brief curriculum vitae that establishes the suitability of that person for the role of mentor;
 - 17.3 the role to be played by the mentor in the programme, including a recommendation for external associate supervisor status or adviser status as appropriate;
 - 17.4 a time-line that sets out the on-campus periods required under 9 above and that provides a schedule of the planned visits required under 8 above.
 - 17.5 details of the communication methods planned;
 - 17.6 details of the funding of travel;
 - 17.7 if appropriate, the employer's written statement required under 12 above.
- 18 External status does not exempt any student from the general requirements set out in the Masters or Ph.D. house rules.
19. External study may have an impact on your tuition fees. * From 1 January 2006, new international students where they are supervised by leading researchers at New Zealand universities, who enrol in a doctoral programme for the first time, will, from their enrolment date, be granted domestic student status and will pay domestic level fees. Further, their dependents will be granted domestic status in compulsory schooling. (*Source: Ministry of Education website.* However, please note that International Ph.D students who are eligible for domestic fees will have conditions imposed if you are applying for external status i.e. temporary absence for the purpose of approved doctoral research. These conditions are that:
 - 1) the absence must be no more than 12 months, either accumulated or a block over the duration of the PhD programme;
 - 2) request must be submitted in writing to the Academic Administration Committee and contain written approval from the Faculty Research/Postgraduate Committee.

¹ Includes: demonstration of English language skills (e.g., an existing research article), relevant research experience including understanding of research methodologies, and the capacity to work independently.

