

Student Administration

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Information for Students applying for Discretionary Entrance to Lincoln University in 2017

Closing dates for applications:

- Summer School, January 2017 – 09 December 2016
- Semester 1, 2017 – 16 December 2016
- Semester 2, 2017 – 16 June 2017
- Summer School, November 2017 – 06 October 2017

Discretionary Entrance is a means of gaining entrance to a New Zealand university, available to New Zealand Citizens and Permanent Residents who are under 20 years of age and who have not otherwise gained a university entrance qualification.

In addition to the academic requirements listed below, the assessment may also take account of statements made by advisors and any other evidence of the applicant's suitability for Discretionary Entrance.

Approval for Discretionary Entrance allows enrolment in only one course of study – that for which Discretionary Entrance was approved. If a person granted Discretionary Entrance wishes to change to another degree, s/he should approach the Undergraduate Student Administrator.

Academic Requirements

Eligibility for Discretionary Entrance is based on an assessment of the likelihood of success in the proposed course of study.

An applicant must have received schooling to at least New Zealand Year 12 level, earning at least 14 credits in an approved subject at Level 2 towards NCEA, and must have achieved the literacy and numeracy standards required for University Entrance. Successful applicants are likely to have a minimum of 80 credits at Level 2 over four approved subjects in addition to meeting the literacy and numeracy standards for University Entrance. The number and relevance of credits achieved with merit and excellence will also be taken into account. Applicants with less than 60 credits at Level 2 will not be considered.

Students who have studied beyond 1st June in year 13 but who have not gained University Entrance, may apply for mid-year admission the following year under the Discretionary Entrance regulations.

Other Requirements

The application fee for Discretionary Entrance to Lincoln University for degree study in 2017 is \$60.00; this is not refundable under any circumstances.

Applications will be accepted only from New Zealand citizens or persons who have been granted Permanent Resident status in New Zealand. A correctly verified copy of your birth certificate or passport will be required to confirm this.

The processing of your application cannot start until all accompanying documents and the application fee have been received. Please check that your application is complete before sending it.

Applicants who are denied Discretionary Entrance in courses where no restrictions apply may write to the *Qualifications Evaluation Service, New Zealand Qualifications Authority, PO Box 160, Wellington* and seek a review of the application for entrance. The Authority will not consider an appeal based on new or additional documents. Any such documentation should be submitted to the university for a reconsideration of the decision.

Important Notes for all Applicants

1. All applicants must provide verified proof of identification and citizenship

Note: Australian citizens and permanent residents are classified as New Zealand permanent residents for the purpose of admissions to a New Zealand University.

2. English Language Requirement

Tuition for every course offered by Lincoln University is conducted in the English Language. Within some courses, part of the tuition may be in Te Reo Māori. However, Lincoln University advises **all** applicants to have an English language competency sufficient for academic purposes. Any application for admission may be declined or your enrolment cancelled if you are unable to satisfy the university of your competence in English language or in Te Reo Māori. Therefore if your first language is not English or Te Reo Māori, you will have to satisfy the University of your competency in both written and spoken English. Evidence of competence in English Language can be the NCEA literacy component of University Entrance. (Lincoln University reserves the right to request additional evidence of competency in English).

3. Verified Documentation/Certified True Copies

Documentation to support your admission application must be either original or in the form of verified copies. A verified copy of a document is a photocopy signed by someone in authority, who has seen the original document and checked that the photocopy is a genuine unaltered copy of that original. The verifier must be an authorised person such as a Justice of the Peace, Solicitor, Registrar or Deputy Registrar of the Court.

In smaller communities, members of the community in positions of trust who are accessible to students, such as school principals, are also acceptable.

Lincoln University Student Administration staff may also verify documents for admission purposes.

The person who verifies your document(s) should print their full name, address and use their official stamp; solicitors and some Justices of the Peace have stamps. A list of Justices of the Peace can be found in the yellow pages of the phone book.

Identity documents - please note:

- The document must be in the name you are enrolling under or be supported by evidence of a name change by deed poll or marriage.
- Lincoln University does not accept faxed or emailed identity documents. Please send a verified copy by mail. Alternatively, you may bring your original document to our office for us to make a copy. **DO NOT** send your original identity document in the post.
- Permanent Residents must ensure that all pages of their passport relating to their name, date of birth and country of citizenship are copied, as well as their Residence Visa or Permit, and each photocopied page is verified.

4. Exclusion

If you have studied at a university in the past and have been excluded from further enrolment in that university or in a department, school or faculty of that university on the grounds of unsatisfactory academic progress, then Lincoln University has the right to decline your admission, even if you meet the admission conditions above. Please contact an Undergraduate Student Administrator for advice.

Application for Discretionary Entrance to Lincoln University in 2017



Before completing this form, please read the information sheet thoroughly. It is your responsibility to provide the information needed to support this application.

Your application must be accompanied by the following:

1. Verified photocopies of formal documents which give results for any qualifications you have obtained **other than NCEA**. If you are taking NCEA level 2 in 2016 please list the subjects you are taking in the space provided.
2. A verified photocopy of your birth certificate or verified photocopies of the relevant pages from your passport.
3. A statement from your school supporting your application attesting to your suitability for your intended course of study. This would usually be a School Careers Officer, School Principal, Dean or person of similar standing.
4. A brief, clearly written or typed submission in support of your discretionary entrance application. The submission should give personal reasons as to why Discretionary Entrance is required as well as providing evidence to show that you have a good chance of succeeding in your chosen course of study (e.g. work record, character reference, academic recommendation from past teachers, etc).
5. \$60.00 application fee. Cheques should be made payable to Lincoln University.
6. Additional evidence of English Language competency if your first language is not English and you will not have met the university entrance literacy requirement prior to beginning study.

Please complete the following:

Title: Mr Mrs Miss Ms *(Please circle one)*

Family Name: **Date of Birth:**

Given Names: **Preferred Name:**

Citizenship: New Zealand citizen NZ Permanent Resident *(Please circle one)*

Home Address:

Phone: **Mobile:** **Email:**

Name of Last Secondary School attended:

Location: **Last year attended (e.g.2016):**

Course of study you are applying for (BCom, BSc, etc):

Secondary School Record

Year	Subject	NCEA		Other	
		Level	Total Credits	Level	Mark/Grade

Please list any other qualifications and/or work record.

Declaration

I declare that the information given on this application is true and correct.

Applicant's signature:

Date:

The completed application form must be sent to Undergraduate Student Administrator [Domestic Admissions], Student Administration, P O Box 85084, Lincoln University, Lincoln 7647 by the appropriate closing date.

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Late applications may be accepted in special circumstances; however students are advised to apply as early as possible, as there can be no guarantee that late applications can be assessed in time for the appropriate teaching period.