



Application for Admission to Postgraduate Study Domestic and International students

New Zealand's specialist land-based university



**Lincoln
University**
Te Whare Wānaka o Aoraki
CHRISTCHURCH • NEW ZEALAND

Application for Admission to Postgraduate Study Domestic and International Students



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*A list of terms is provided at the back of this application to assist you.

A Personal Information

Title: Mr Miss Ms Mrs Other

Legal family name

Given name/s

Preferred given name

Date of birth / / Female Male
Day Month Year

Country of birth (as stated on passport)

Country of citizenship

Postal address (for correspondence relating to this application)

Postcode

Country

Email address

Telephone
Country Code Area Code Phone Number

Facsimile
Country Code Area Code Phone Number

Permanent address in home country (if different from postal address)

Country

Telephone
Country Code Area Code Phone Number

Facsimile
Country Code Area Code Phone Number

Citizenship: New Zealand citizen New Zealand permanent resident International

Country of residence:

Country of citizenship:

Note: Before we can confirm your eligibility for admission, we require an original or certified copy of your birth certificate or passport, which is in the same name as that which is on your academic documents. We would appreciate receiving these documents with this application. If this is not possible you may send this to us as soon as possible. Certified copy of birth certificate or passport enclosed.

B Study Information

Have you studied at Lincoln University before? No Yes - Student ID (if known)

When do you intend to begin your studies? Year

Semester One (February - June)

Semester Two (July - November)

Masters by thesis only and PhD students can commence at the beginning of any month with the approval of their supervisor and divisional head.

Month

Do you intend to study Full-time (Please note: All international students must study full-time.)

Part-time

Programme

Please complete one of the appropriate sections below indicating which qualification you are applying for, and prepare the appropriate supporting documents in the checklist.

1. Honours

	Bachelor Honours
Agricultural Science*	
Commerce	
Environmental Management	
Recreation Management	
Science	
Social Science	
Software and Information Technology	
Tourism Management	
Viticulture & Oenology	

* Only available to current Lincoln students

Documents / evidence required to be submitted with this application: - checklist for honours applicants:

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary education qualifications either completed or partially completed.

2. Postgraduate Certificate/ Diploma

Please indicate qualification you are applying for:

	Postgraduate Certificate	Postgraduate Diploma
Agricultural Science		
Applied Science		
Commerce		
Horticultural Science		
Parks, Recreation and Tourism Management		
Resource Studies		
Social Science		
Software and Information Technology		
Tourism Management		

Note: ■ indicates that the qualification is not available.

Documents / evidence required to be submitted with this application - checklist for postgraduate certificate/diploma applicants:

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary education qualifications either completed or partially completed.

3. Department in which you plan to study

- | | | |
|--|--|---|
| <input type="checkbox"/> Department of Agricultural Sciences
<input type="checkbox"/> Department of Ecology
<input type="checkbox"/> Department of Soil and Physical Sciences
<input type="checkbox"/> Department of Wine, Food and Molecular Biosciences
<input type="checkbox"/> Department of Accounting, Economics and Finance | <input type="checkbox"/> Department of Business Management, Law & Marketing
<input type="checkbox"/> Department of Farm Management and Property
<input type="checkbox"/> School of Landscape Architecture
<input type="checkbox"/> Department of Social Science, Parks, Recreation, Tourism and Sport | <input type="checkbox"/> Department of Applied Computing
<input type="checkbox"/> Department of Environmental Management
<input type="checkbox"/> Bio-Protection Research Centre
<input type="checkbox"/> Lincoln Ventures Ltd |
|--|--|---|

Need direction? Please contact 0800 10 60 10 within NZ or email: postgraduate@lincoln.ac.nz

Have you discussed our proposal with an academic staff member at Lincoln University?

- No Yes, please provide name.

4. Masters

A course of study for masters by thesis only is normally permitted if you hold a bachelors degree with Honours at the standard of Second Class Division One or better that is in the same field of study as the Masters degree. Please indicate qualification you are applying for:

	Thesis and Exam	Thesis only	Exam only	Notes:
Master of Agricultural Science				
Master of Commerce and Management				
Master of Software and Information Technology				
Master of Commerce (Agricultural)				
Master of Applied Science				
Environmental Management				While students may enrol in the M Appl Sc in any appropriate area of specialisation, there are a number of prescribed courses of study in particular areas of specialisation within the M Appl Sc degree in which students may complete the degree by examination in twelve months. (In this case, it is available as 'exam only' option and includes a 40 credit dissertation.)
Farm Management Consultancy				
International Rural Development				
Landscape Planning				
Parks, Recreation and Tourism Management				
Master of Professional Studies				(Not available to international students)
Agribusiness Management				
Hospitality & Tourism Management				
Generic				
Master of Property Studies				
Master of Environmental Policy				
Master of Horticultural Science				
Master of Landscape Architecture				
Master of Parks, Recreation and Tourism Management				
Master of Resource Studies				
Master of Science				Also refer to the Lincoln University Calendar for more information.
Biochemistry				
Conservation and Ecology				
Environmental Science				
Master of Social Science				
Master of Tourism Management				
Master of International Nature Conservation				<input type="checkbox"/> This degree is offered jointly with the Georg-August University, Gottingen, Germany.
Master of Natural Resources Management and Ecological Engineering				<input type="checkbox"/> This degree is offered in collaboration with B.O.K.U. – University of Natural Resources and Applied Life Sciences, Vienna, Austria.

Documents / evidence required to be submitted with this application - checklist for Masters applicants.

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary qualifications either completed or partially completed
- Statement of research interest (see list of terms)
- Two references
- Curriculum vitae (see list of terms)
- Research abstract (if applicable) of thesis or dissertation or project

5. PHD

The teaching and research at Lincoln University are administered through groups known as Departments. In which Department in the University do you believe you would be studying? (Refer to 3.)

Have you discussed your proposal with an academic staff member at Lincoln University?

No Yes Name

Documents / Evidence required to be submitted with this application - checklist for PhD applicants.

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary qualifications either completed or partially completed
- Statement of research interests (see list of terms)
- Two references
- Curriculum vitae (see list of terms)
- Research abstract.

C Previous Tertiary Education

Please list all tertiary education qualifications either completed or partially completed and attach certified copies of transcripts.

Name of institution	Place and country	Name of qualification	Date commenced	Date completed	Are you currently awaiting results of university studies undertaken this year? No/Yes Please indicate when these results will be available:

D Referees (or, references)

Please name 2 people from whom a confidential report can be obtained. The referees should be in a position to comment on your academic performance and ability to complete the degree. If you have completed a thesis or dissertation or project we will expect your supervisor to provide a reference. Your application can be processed more quickly if these confidential reports are attached to this form in sealed envelopes. A standard referee form is supplied with this form or may be downloaded from the Lincoln University website.

1.

Referee name and email

2.

Referee name and email

E All Students - please complete the following sections

• Scholarships

Please list any scholarships or academic prizes of distinction previously held (excluding school awards.)

• English Language Proficiency

Is English your first language? Yes No - Please complete details of English language tests you have taken.

Test Type eg IELTS	Score Details	Date taken

Do you wish to study an English language course at Lincoln University before beginning your academic programme?

No Yes - Please send me an offer letter confirming a place in Lincoln's English Language School. Minimum 12 week courses; must be taken prior to the start of the academic programme. For more information visit www.lincoln.ac.nz/english

• Agent

This application is submitted on behalf of the applicant, by an approved agent of Lincoln University

No Yes (Please complete details in this section)

Agent Stamp

Lincoln University agent ID#

Agent email

Agent signature

• **Application Fees - for Executive Development Programme only**

(Also check www.lincoln.ac.nz/applicationfee for current fees.)

Application Fee: A non-refundable application fee of \$200 must accompany all applications for admission to the Executive Development Programme. If you are accepted onto the programme, this payment will be credited towards your course fees.

Application Fee: \$200

Payment by Credit card Cheque

Please charge my credit card:
(check your daily withdrawal limit.)

Visa Mastercard

credit card number:

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Cardholder's name:

Card expiry date:

Signature:

Cheque enclosed - payable to Lincoln University

• What encouraged you to apply for postgraduate study at Lincoln University?

- | | | |
|---|--|---|
| <input type="checkbox"/> Lincoln University website | <input type="checkbox"/> Flyer in my mailbox | <input type="checkbox"/> Agent |
| <input type="checkbox"/> Radio ad | <input type="checkbox"/> Friend or family member | <input type="checkbox"/> Newspaper ad |
| <input type="checkbox"/> Lincoln University prospectus | <input type="checkbox"/> Lincoln University staff member | <input type="checkbox"/> I am a past/current student of |
| <input type="checkbox"/> Publication _____ (please specify) | <input type="checkbox"/> Other _____ | |

F Declaration

- I declare that to the best of my knowledge the information supplied above is correct and complete. I acknowledge that the provision of incomplete, misleading or fraudulent information may lead to the review of any decision made in respect of this application.
- I declare that the application may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Lincoln University or of any other tertiary institution in New Zealand or Australia to which I may subsequently transfer.
- I declare that the application may also be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage, and also where disclosure is required to comply with the provisions of the Privacy Act 1993 (New Zealand only).
- I declare that I have the right to see and correct if necessary the information I have provided.
- I declare that if this application is submitted through an agent of the University the outcome of the application will be communicated to the agent unless I state otherwise.
- I declare that my enrolment cannot proceed without my consent to the foregoing conditions.
- I have read and understood the terms and conditions of the Lincoln University International Student Refund Policy. (For international students only).

I am confirming that my evidence of identity belongs to me when using my electronic signature. I authorise the use of my unique identifier for admission and enrolment purposes. I accept all responsibility for all uses of my unique identifier. I agree not to give my unique identifier or password to other people. I agree that all future use by myself of my unique identifier as an electronic signature will be legally binding upon myself.

I understand and agree that upon registration as a student at Lincoln University I am obliged to make myself familiar with and to obey the University's rules and regulations as published in the Calendar and associated materials. These regulations include, but are not limited to, the payment and refund of fees, computer use, copyright, examinations, library use and subject cancellations. I understand that late payment of any fees may attract an additional administration fee, penalty interest and/or collections costs.

I declare that, to the best of my knowledge, all the information supplied on, and with, this enrolment form is true and complete. I acknowledge that my admission or registration may be cancelled if the information supplied on this form is not truthful or accurate. I consent to the disclosure of personal information as described above.

Applicant's signature:

Date:
(day/month/year)

Please send to:
Student Services, Freepost 36, PO Box 94, Lincoln University, Lincoln 7647, Canterbury, New Zealand
Telephone: +64 3 325 2811

Postgraduate Referee Form

The applicant must send this form electronically to each of the referees nominated on the application form. These referees should be familiar with the applicant's recent work. Master of Professional Studies and Master of Property Studies applications should relate their referee information to the applicants work history and abilities.

Applicant

Family name: First name:

Referee

Name: Position/Title:

University/work Address: Phone:

1 How long have you known the applicant: Years Months

2 Describe briefly the extent of your knowledge of the applicant's work including publications/papers/other relevant research:

3 (a) Please rate the applicant's performance in the areas named below by placing a tick in the appropriate box using your present knowledge of the applicant.

	No opportunity to observe	Below average	Average (60-41%)	Above average (40-26%)	Very good (25-11%)	Excellent (top 10%)
(i) Knowledge of own discipline						
(ii) Ability to express ideas						
(iii) Command of research techniques						
(iv) Critical and/or analytical ability						
(v) Initiative and motivation						
(vi) Ability to plan						
(vii) Perseverance in pursuing aims						
(viii) Teaching or tutoring ability						

(b) Please rate the applicant's aptitude for research
top 10% 11 – 25% 26 – 40% 41 – 60% below
top 60%

4 Please comment on the reasons for the gradings in section 3, and any other matters relevant to the applicant including academic integrity in the box below. In particular, we would like to know whether you think the applicant will complete a research degree in the minimum time required.

Signature of referee

Date

<p>The referee is requested to complete, print and sign this report and send to: Student Services, PO Box 94, Lincoln University, Lincoln 7647, Canterbury, New Zealand</p>	<p>Reports relating to a scholarship application must reach Student Services on or before the following dates: Graduate Scholarship 1 May or 1 November Doctoral Scholarship 1 November</p>
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Application Guidelines

Curriculum Vitae

Should be brief, and must include tertiary education and any employment or project experience. However if you are applying for the Master of Professional Studies or Master of Property Studies please supply a detailed CV to illustrate your managerial experience.

Statement of Research Interest

Lincoln University requires PhD and Masters applicants to submit a "Statement of Research Interest". Not applicable to Master of Professional Studies and Master of Property Studies.

The Statement of Research Interest is used by the University for two main purposes:

1. To assess your relative preparedness for postgraduate study.
2. To assist with matching you with appropriate supervisors.

Note that your statement need only be 2 to 3 pages in length but it must be written in your own words. If you have already prepared a draft research proposal, you may submit this as your statement. Whilst the statement of research interest is not mandatory for those applying for a Postgraduate Certificate or Diploma, we encourage you to submit one since at times additional information will aid your application.

If applying for Masters please use the following guidelines:

- Write about a couple areas of study you have particularly enjoyed and/or would like to pursue further at postgraduate level
- Describe one or two projects that you have undertaken as part of your previous degree work or employment that are relevant to these areas.

If applying for PhD or Masters by thesis only, please use the following guidelines:

- Include at least a page on the background to the problem, issue or area that you propose to research. This should set the research into its context and include a few citations to key literature.
- State the overall research aims or research hypotheses to be tested, i.e. what the research will attempt to accomplish.
- Describe a proposed approach for the research, i.e. the steps that you could follow to fulfil the research aim or test the research hypothesis.
- Include full references for any literature referred to in your statement.
- Submission of a statement does not commit you or the University to undertake the proposed research. Your eventual research project will emerge as the result of negotiation between you and the research advisors.

- The statement is not the same as the formal research proposal that you will produce for your thesis (although the statement may be helpful in developing the full proposal).
- You are strongly urged to discuss your research interests with an advisor before submitting your application. The advisor will be in a position to provide feedback on a draft of your statement.

If applying for the Executive Development Programme please use the following guidelines:

Please complete the Application for Admission to *Postgraduate Study Domestic and International Students form*.

Information specific to Executive Development Programme applications.

Section B

Study Information: Do you intend to study - Tick "Part-time".

Under Programme

* B3. Department in Which You Plan to Study

Tick the following box if you are applying for:

Master of Professional Studies:

Agribusiness Management

Department of Farm Management & Property

Hospitality and Tourism Management

Department of Environmental Management

Generic

Department of Business Management and Law

Master of Property Studies:

Department of Farm Management & Property

* B4. Masters

If you are applying for the Master of Professional Studies please tick the appropriate box in the "Exam Only" column:

- Agribusiness Management
- Hospitality and Tourism Management
- Generic

If you are applying for the Master of Property Studies please tick the 'Exam Only' column.

Section E

Application Fee - for Executive Development Programme only please complete payment section.

Section F

Please sign and date application form.

Qualifications and Academic Records

You must submit either originals or verified true copies of your academic transcripts. This should also include the following:

- Courses taken and marks/grades achieved
- Key to the grading system
- Confirmation that you have completed the course requirements or graduation certificates (if applicable).

Verified Documentation

What is verified documentation?	Who can verify my document?	How do they verify document
A verified copy of a document is a photocopy which has been certified by one of the people shown here	<ul style="list-style-type: none"> • Justice of the Peace • Kaumatua • Notary Public • Solicitor • School Principal • Lincoln University Registry Staff 	The person who verifies your document(s) must print their full name, address and use their official stamp.