

Nach Beschluss des Fakultätsrats der Biologischen Fakultät vom 19.05.2006 und nach Stellungnahme des Senats vom 09.08.2006 hat das Präsidium der Georg-August-Universität Göttingen am 16.08.2006 die Prüfungsordnung für den integrierten binationalen Master-Studiengang „Internationaler Naturschutz (engl. International Nature Conservation)“ genehmigt (§ 44 Abs. 1 Satz 2, § 41 Abs. 2 Satz 2 und § 37 Abs. 1 Satz 3 Nr. 5 b) NHG in der Fassung der Bekanntmachung vom 24.06.2002 (Nds. GVBl. S. 286), zuletzt geändert durch Artikel 8 des Haushaltsbegleitgesetzes 2005 vom 17.12.2004 (Nds. GVBl. S. 664)).

Prüfungsordnung
für den integrierten binationalen Master-Studiengang
Internationaler Naturschutz (engl. International Nature Conservation)
der Georg-August-Universität Göttingen

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§ 1 Geltungsbereich

(1) Die Georg-August-Universität Göttingen (Universität Göttingen) und die Lincoln Universität in Canterbury, Neuseeland, führen gemeinsam einen integrierten binationalen Master-Studiengang „Internationaler Naturschutz (engl. International Nature Conservation)“ durch. Die beiden Universitäten vereinbaren in einem Kooperationsvertrag die Durchführung eines gemeinsamen Studienprogramms, nach dem durch ein an beiden Universitäten absolviertes Studium der jeweilige Abschlussgrad beider Universitäten erworben werden kann (siehe Anlage 1: Kooperationsverträge und Anlagen 2a,b : Urkunde). Für den integrierten binationalen Master-Studiengang Internationaler Naturschutz der Georg-August-Universität Göttingen gelten die Bestimmungen der "Allgemeinen Prüfungsordnung für Bachelor- und Masterstudiengänge der Universität Göttingen" (APO), die durch diese Ordnung ergänzt werden. Diese Ordnung regelt die weiteren Bestimmungen für den Abschluss des Masterstudiums.

(2) Die vorliegende Prüfungsordnung regelt den Erwerb von Studien- und Prüfungsleistungen und die Verleihung des akademischen Grads in diesem Studiengang an der Universität Göttingen. Für den Erwerb der Leistungen und die Verleihung eines Grades an der Lincoln Universität gelten deren Regelungen.

§ 2 Ziel des Studiums, Zweck der Prüfung, Akademischer Grad

(1) Der binationale Master-Studiengang Internationaler Naturschutz ermöglicht mit dem „Master of Science“ den Abschluss des Masterstudiums.

(2) Durch die Masterprüfung soll festgestellt werden, ob die zu Prüfenden die für den Übergang in die Berufspraxis notwendigen gründlichen Fachkenntnisse erworben haben, die fachlichen Zusammenhänge überblicken und es als Expertin oder Experte verstehen, tiefer gehende wissenschaftliche Methoden und Erkenntnisse anzuwenden, um als Wissenschaftlerin oder Wissenschaftler in einem spezialisierten und internationalen Berufsfeld tätig zu sein. Der Master-Studiengang ist anwendungsorientiert.

(3) Nach bestandener Masterprüfung und Fertigstellung der Masterarbeit verleiht die Biologische Fakultät der Universität Göttingen den Hochschulgrad „Master of Science (abgekürzt: „M.Sc.“), die Lincoln Universität verleiht den Hochschulgrad „Master of International Nature Conservation“ (abgekürzt: „M.I.N.C.“).

(4) Die in Absatz 3 genannten Grade stellen die Hochschulen einzeln aus, verzahnt bilden sie inhaltlich eine einzige Urkunde. Die Urkunde kann nur verzahnt ausgegeben werden. Die Ausgabe findet an der Hochschule statt, an der die Masterarbeit vollendet wurde. Die Biologische Fakultät der Universität Göttingen stellt ihre Teil-Urkunde über den Hochschulgrad „Master of Science“ mit dem Datum des Zeugnisses in englischer oder auf Wunsch in deutscher Sprache aus. Die Teil-Urkunde über den verliehenen Hochschulgrad enthält neben der Angabe des Studienganges die Angabe der binationalen Ausrichtung.

(5) Die beiden Hochschulgrade können jeweils für sich geführt werden. Sollen beide Grade zusammen geführt werden, so sind sie durch Schrägstrich zu verbinden. Dies gilt ebenfalls für die abgekürzte Form.

(6) Für die Aufnahme in den Studiengang gelten besondere Zugangsvoraussetzungen, die in einer Ordnung über die Zugangsvoraussetzungen und über die Zulassung geregelt sind. Am Anfang jedes Zulassungssemesters findet eine Einführungsveranstaltung statt.

§ 3 Regelstudienzeit, Aufbau des Studiums

(1) Die Regelstudienzeit einschließlich der Zeit für die Abschlussarbeit und für das vollständige Ablegen aller Prüfungen beträgt vier Semester, der Mindestaufenthalt an der Lincoln University und an der Universität Göttingen beträgt jeweils ein Semester. Die Regelstudienzeit schließt eine von Universität Göttingen oder der Lincoln Universität (gemäß des Kooperationsvertrages Anlage 1) begleitete und betreute praktische Tätigkeit von mindestens 12 Wochen ein.

(2) Der integrierte binationale Master-Studiengang „Internationaler Naturschutz“ gliedert sich in folgende Abschnitte:

- a) ein Studiensemester an der Georg-August-Universität Göttingen
- b) ein Studiensemester an der Lincoln Universität (Canterbury, Neuseeland)
- c) ein Praxissemester inklusive praktischer Projektarbeit von mindestens 12 Wochen sowie Vor- und Nachbereitungszeit
- d) Masterarbeit

(3) Das Studium ist vollständig modular aufgebaut. Mit jedem erfolgreich absolvierten Modul können die im Modulhandbuch (Anlage zur Studienordnung) beschriebenen Kompetenzen erreicht

werden. Wurde die Modulprüfung bestanden, so erwirbt man eine im Modulkatalog festgelegte Anzahl sogenannter Credits (s. Anlage 4). Die Anzahl der Credits eines Moduls ergibt sich direkt aus dem durchschnittlichen studentischen Zeitaufwand, der für den Erwerb der Kompetenzen erforderlich ist. Die Maßstäbe für die Bestimmung der Credits entsprechen dem ECTS (European Credit Transfer System).

(4) Alle Module sind eindeutig nur einem Studienabschnitt zugeordnet.

(5) Zum erfolgreichen Abschluss des Studiums müssen insgesamt 120 Credits erworben werden (siehe aber: § 10 Abs. 6). Der zeitliche Umfang der Präsenzstunden in Lehrveranstaltungen beträgt wenigstens 20 SWS an der Universität Göttingen und 15 SWS an der Lincoln Universität.

(6) Durch die bestandene Abschlussarbeit werden 30 Credits erworben. Nach erfolgreichem Abschluss des Praxissemesters werden ebenfalls 30 Credits erworben.

(7) Die Prüfungsleistungen können als mündliche Prüfungen, Referate oder Hausarbeiten abgelegt werden. Die Pflichtmodule müssen von allen Studierenden des Studiengangs absolviert werden. Die Wahlmodule dienen der weiteren individuellen Ausgestaltung des Studiums. Der Modulkatalog legt Pflicht und Wahlmodule verbindlich fest (s. Anlage 3).

(8) Jedes Modul benennt im Modulkatalog seine Zugangsvoraussetzungen. Module können auch andere Module als Zugangsvoraussetzungen benennen.

§ 4 Wiederholbarkeit von Prüfungen

(1) Nicht bestandene oder als nicht bestanden geltende Prüfungen in Pflichtmodulen müssen wiederholt werden. Nicht bestandene Wahlmodule können wiederholt werden. Eine Wiederholung kann maximal nur zweimal erfolgen.

(2) Die nicht bestandene Abschlussarbeit kann einmal wiederholt werden.

§ 5 Form der Prüfungsleistungen

(1) Die Masterprüfung besteht aus benoteten oder unbenoteten Modulprüfungen und der benoteten Abschlussarbeit. Soweit eine Modulprüfung nicht benotet wurde, ist sie mit „bestanden“ oder „nicht bestanden“ zu bewerten.

(2) Modulprüfungen können als mündliche, schriftliche oder praktische Prüfungen ausgestaltet sein.

(3) Eine Modulprüfung kann aus bis zu 3 Teilprüfungen bestehen.

(4) Form und Umfang der Modulprüfung sind im Modulkatalog festgelegt.

§ 6 Mündliche Modulprüfungen

(1) Durch mündliche Prüfungsleistungen soll der Kandidat nachweisen, dass er die Zusammenhänge des Prüfungsgebietes erkennt und spezielle Fragestellungen in diese Zusammenhänge einzuordnen vermag. Ferner soll festgestellt werden, ob der Kandidat über ein breites Grundlagenwissen verfügt.

(2) Mündliche Prüfungen werden in der Regel vor mindestens zwei Prüfern oder vor einem Prüfer in Gegenwart eines sachkundigen Beisitzers als Gruppenprüfung oder als Einzelprüfung abgelegt. Vor der Festsetzung der Note gemäß § 10 beraten Prüfer und Beisitzer über die Notengebung. Die Note muss dem Kandidaten im Anschluss an die Prüfung mitgeteilt und die Notengebung begründet werden.

(3) Die Dauer mündlicher Prüfungen beträgt je Kandidat mindestens 15 Minuten und höchstens 45 Minuten.

(4) Die wesentlichen Gegenstände und Ergebnisse der Prüfung sind in einem Protokoll festzuhalten.

(5) Kandidaten, die sich einer mündlichen Modulprüfung unterziehen wollen, aber sich nicht zur aktuellen Prüfungsperiode des Moduls angemeldet haben, sollen nach Maßgabe der räumlichen Verhältnisse als Zuhörer zugelassen werden, falls der Kandidat dem nicht widerspricht. Die Zulassung erstreckt sich jedoch nicht auf die Beratung und Bekanntgabe und Erläuterung der Prüfungsergebnisse.

§ 7 Schriftliche Modulprüfungen

(1) Schriftliche Modulprüfungen können als Klausurarbeiten, als Hausarbeiten, als schriftliche Niederlegung von Referaten, als Laborprotokolle oder als sonstige schriftliche Arbeiten ausgestaltet werden.

(2) In schriftlichen Modulprüfungen soll der Kandidat nachweisen, dass er in begrenzter Zeit und mit begrenzten Hilfsmitteln mit den gängigen Methoden seines Fachs Aufgaben lösen und Themen bearbeiten kann. In der Klausur soll darüber hinaus festgestellt werden, ob der Kandidat über notwendiges Grundlagenwissen verfügt.

(3) Die Dauer des Bewertungsverfahrens soll vier Wochen nicht überschreiten.

(4) Die Dauer einer Klausurarbeit soll 60 Minuten nicht unterschreiten und 240 Minuten nicht überschreiten.

§ 8 Praktische Modulprüfungen

(1) In praktischen Modulprüfungen soll der Kandidat nachweisen, dass er in begrenzter Zeit und mit begrenzten Hilfsmitteln in der Lage ist, eine nachweislich funktionsfähige Lösung für ein Problem aus der Labor- oder Berufspraxis zu erstellen.

(2) Die wesentlichen Gegenstände und Ergebnisse der Prüfung sind in einem Protokoll festzuhalten.

§ 9 Abschlussarbeit

(1) Im Prüfungsteil der Abschlussarbeit soll der Kandidat nachweisen, dass er in der Lage ist, innerhalb einer vorgegebenen Frist ein Problem selbständig nach wissenschaftlichen Methoden zu bearbeiten.

(2) Das vorläufige Arbeitsthema der Abschlussarbeit ist mit dem Betreuer zu vereinbaren und mit einer Bestätigung des Betreuers der Prüfungskommission vorzulegen. Findet der Kandidat keinen

Betreuer, so wird ein Betreuer und ein Thema von der Prüfungskommission bestimmt. Bei der Themenwahl ist der Kandidat zu hören.

(3) Die Bearbeitungszeit der Abschlussarbeit beträgt 6 Monate. Auf Antrag des Kandidaten kann die Prüfungskommission im Einvernehmen mit dem Betreuer die Bearbeitungszeit um maximal 30 Wochen verlängern, wenn wichtige Gründe hierfür vorliegen. Zu den wichtigen Gründen gehören jahreszeitlich oder klimatisch bedingte Verzögerungen in der Datenaufnahme, sowie Verzögerungen in der Erteilung von Visa oder Forschungsgenehmigungen. Die Verlängerung im Falle einer Krankheit beträgt maximal 5 Wochen.

(4) Das Thema kann nur einmal und nur innerhalb der ersten 8 Wochen der Bearbeitungszeit zurückgegeben werden. Ein neues Thema ist unverzüglich, spätestens jedoch innerhalb von 4 Wochen zu vereinbaren.

(5) Die Abschlussarbeit ist fristgemäß beim zuständigen Prüfungsamt abzugeben. Der Zeitpunkt der Abgabe ist aktenkundig zu machen. Bei der Abgabe hat der Kandidat schriftlich zu versichern, dass er die Arbeit selbständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt hat. Wird die Abschlussarbeit nicht fristgerecht abgegeben, gilt sie als mit „nicht ausreichend“ (5.0) bewertet (s. § 10)

(6) Der Prüfungskommission gemäß § 12 leitet die Abschlussarbeit dem Betreuer als Gutachter zu. Gleichzeitig bestellt er einen weiteren Gutachter, der aus dem Kreis der Prüfungsberechtigten zu wählen ist. Jeder Gutachter vergibt eine der Noten gemäß § 10 Abs. 1. Die Abschlussarbeit ist innerhalb von 4 Wochen nach der Abgabe der Arbeit von den Gutachtern zu prüfen.

(7) Die Abschlussarbeit ist nicht bestanden, wenn die Note gemäß § 10 Abs. 3 „nicht ausreichend“ ist (siehe auch § 10 Abs. 6). Sie kann einmal wiederholt werden. Die Prüfungskommission sorgt dafür, dass der Kandidat innerhalb von 6 Wochen nach entsprechender Bekanntgabe eine neues Thema für eine Abschlussarbeit erhält. Eine Rückgabe des Themas in der in § 10 Abs. 4 genannten Frist ist nur zulässig, wenn der Kandidat bei der ersten Anfertigung der Abschlussarbeit von dieser Möglichkeit keinen Gebrauch gemacht hatte. Eine zweite Wiederholung der Abschlussarbeit ist ausgeschlossen.

§ 10 Bewertung von Prüfungen

(1) Die Noten für die einzelnen Prüfungsleistungen werden von den jeweiligen Prüfern festgesetzt. Für die Bewertung der Prüfungsleistungen sind folgende Noten zu verwenden.

1 = sehr gut	eine hervorragende Leistung
2 = gut	eine Leistung, die erheblich über den durchschnittlichen Anforderungen liegt
3 = befriedigend	eine Leistung, die durchschnittlichen Anforderungen entspricht
4 = ausreichend	eine Leistung, die trotz ihrer Mängel noch den Anforderungen genügt
5 = nicht ausreichend	eine Leistung, die wegen erheblicher Mängel den Anforderungen nicht mehr genügt

(2) Zur differenzierten Bewertung der Prüfungsleistungen können Zwischenwerte durch Erniedrigen oder Erhöhen der Noten um 0.3 gebildet werden; die Noten 0.7 , 4.3, 4.7 und 5.3 sind ausgeschlossen.

(3) Besteht eine Prüfung aus mehreren Prüfungsleistungen, so errechnet sich die Note aus dem arithmetischen Mittel M der Noten der einzelnen Prüfungsleistungen, sofern die einzelnen Prüfungsteilleistungen mit Credits versehen sind, aus dem mit der Anzahl der Credits gewichteten arithmetischen Mittel der Noten der einzelnen Prüfungsleistungen. Die Note lautet

für M bis zu 1.5 : sehr gut
für M von 1.6 bis 2.5: gut
für M von 2.6 bis 3.5: befriedigend
für M von 3.6 bis 4.0: ausreichend
für M ab 4.1 : nicht ausreichend

(4) Bei der Ermittlung der Note für die Abschlussarbeit sind die unabhängig vergebenen Noten der beiden Gutachter als einzelne Prüfungsleistungen im Sinne des § 10 Abs. 3 zu zählen.

(5) Bei der Ermittlung der Note für einen Studienschwerpunkt sind alle vom Kandidaten bestandenen Modulprüfungen, die dem Studienschwerpunkt zugeordnet sind, als einzelne Prüfungsleistungen im Sinne des § 10 Abs. 3 zu berücksichtigen.

(6) Bei der Bildung der Gesamtnote sind alle im Rahmen der Studienabschnitte und Studienschwerpunkte bestandenen Modulprüfungen und die Note der Abschlussarbeit als einzelne Prüfungsleistungen im Sinne des §10 Abs. 3 zu berücksichtigen.

(7) Bei der Bildung von Noten wird nur die erste Dezimalstelle hinter dem Komma berücksichtigt; alle weiteren Stellen werden ohne Rundung gestrichen.

(8) Für die Zuordnung von ECTS-Graden zu Noten nach Abs. 1 wird im Rahmen der Zusammenarbeit mit in- und ausländischen Hochschulen die in Anlage 2 der APO befindliche Tabelle zugrundegelegt.

(9) Eine Teilprüfung eines Moduls ist bestanden, wenn sie mit einer Note von 4.0 oder besser bewertet wurde. Eine Modulprüfung ist bestanden, wenn alle ihre Teilprüfungen bestanden sind. Die Masterprüfung ist bestanden, wenn die Abschlussarbeit und alle erforderlichen Modulprüfungen bestanden sind und die erforderliche Anzahl von mindestens 120 Credits erbracht wurden.

§ 11 Anrechnung von Studienzeiten, Studien- und Prüfungsleistungen

(1) Für die Anrechnung von Prüfungsleistungen ist die Prüfungskommission der Biologischen Fakultät der Universität Göttingen zuständig.

(2) Prüfungsleistungen werden ohne Gleichwertigkeitsprüfung anerkannt, wenn sie in Studiengängen erbracht wurden, die von der Universität Göttingen als gleichartig zum Studiengang Internationaler Naturschutz anerkannt sind. Bei der Anerkennung beachtet die Universität Göttingen übergeordnete, internationale Vereinbarungen. Die für den Studiengang Internationaler Naturschutz an der Lincoln Universität erforderliche Studienzeiten, Studien- und Prüfungsleistungen im Umfang von bis zu 30 Credits (gemäß des Kooperationsvertrages, Anlage 1) sind anzuerkennen. Darüber hinaus an der Lincoln University erbrachte Prüfungs- und Studienleistungen werden als zusätzliche Leistungen im Transcript of Records ausgewiesen; sie werden bei der Berechnung der Masternote und den nach § 10 Abs. 9 nachzuweisenden Credits nicht berücksichtigt.

(3) Prüfungsleistungen, die ein Studierender innerhalb von Studierendenaustausch- oder Studierendenmobilitätsprogrammen erbringt, in deren Rahmen Vereinbarungen (Learning Agreements) zwischen der Universität Göttingen, dem Studierenden und einer anderen Hochschule über Studien- und Prüfungsleistungen geschlossen wurden, sind anzuerkennen.

(4) Prüfungsleistungen in anderen Studiengängen als denen nach Abs. 2 werden anerkannt, soweit die Gleichwertigkeit festgestellt wird. Gleichwertigkeit ist festzustellen, wenn die von Modulen zugesicherte Qualifikation, Credits und Prüfungsanforderungen denjenigen von Modulen des Studiengangs Internationaler Naturschutz der Universität Göttingen im wesentlichen entsprechen und durch ein allgemein akzeptiertes Qualitätssicherungssystem garantiert werden.

(5) Bei der Anrechnung von Prüfungsleistungen sind die Noten - soweit die Notensysteme vergleichbar sind - zu übernehmen und in die weitere Notenberechnung zu übernehmen. Bei unvergleichbaren Notensystemen wird der Vermerk „bestanden“ aufgenommen. Anerkennungen von auswärtigen Prüfungsleistungen werden im Zeugnis vermerkt.

(6) Für anerkannte Prüfungsleistungen von Modulprüfungen wird die dem Modul des Studiengangs „Internationaler Naturschutz“ der Universität Göttingen entsprechende Anzahl von Credits vergeben, wenn der zu vergleichende Studiengang nicht modularisiert ist, aber Studienzeiten, Studien- und Prüfungsleistungen dem jeweiligen Göttinger Modul entsprechen.

(7) Bei Vorliegen der Voraussetzungen der Absätze 2, 3 oder 4 besteht ein Rechtsanspruch auf Anerkennung. Der oder die Studierende hat die für die Anrechnung erforderlichen Unterlagen vorzulegen, insbesondere das Zertifikat der erbrachten Prüfungsleistung und eine detaillierte Modulbeschreibung oder ein Äquivalent für nicht modularisierte Studiengänge.

(8) Eine Anrechnung der schriftlichen Abschlussarbeit, wenn sie nicht an einer an diesem Studiengang beteiligten Universität erbracht worden ist, ist in der Regel nicht möglich.

§ 12 Prüfungskommission

(1) Für die Organisation aller an der Georg-August Universität Göttingen durchzuführenden Prüfungen und für die durch die Prüfungsordnung festgelegten Aufgaben wird eine Prüfungskommission bestehend aus Mitgliedern der Universität Göttingen gebildet. Ihr gehören an: vier Mitglieder aus der Hochschullehrergruppe, sowie je ein Mitglied aus der Studierendengruppe,

aus der Mitarbeitergruppe und mit beratender Stimme aus der MTV-Gruppe Mitarbeiter der Biologischen Fakultät. Die Organisation der Prüfungen an der Lincoln Universität wird durch die an der Partnerhochschule für den gemeinsamen Master-Studiengang Internationaler Naturschutz geltenden Prüfungsordnung geregelt (siehe Anlage 5).

(2) Die Mitglieder der Prüfungskommission werden von den jeweiligen Gruppenvertretungen im Fakultätsrat gewählt. Die Prüfungskommission wählt eine oder einen Vorsitzenden sowie eine stellvertretende Vorsitzende oder einen stellvertretenden Vorsitzenden aus ihrer Mitte. Die Amtszeit der Mitglieder beträgt zwei Jahre, die des studentischen Mitglieds ein Jahr. Die Wiederwahl von Mitgliedern ist möglich. Scheidet ein Mitglied vorzeitig aus, wird ein Nachfolger für die restliche Amtszeit gewählt.

(3) Die Prüfungskommission entscheidet mit einfacher Stimmenmehrheit; bei Stimmengleichheit gibt die Stimme des Vorsitzenden den Ausschlag. Die Prüfungskommission ist beschlussfähig, wenn neben dem Vorsitzenden mindestens drei weitere Mitglieder, davon mindestens zwei aus der Hochschullehrergruppe, anwesend sind. Studentische Mitglieder haben bei der Bewertung und Anrechnung von Prüfungsleistungen nur beratende Stimme.

(4) Die Prüfungskommission kann die Erledigung ihrer Aufgaben für alle Regelfälle auf ihren Vorsitzenden übertragen; dies gilt nicht für die Entscheidung von Widersprüchen.

(5) Die Prüfungskommission unterstützt die zuständige Studiendekanin oder den zuständigen Studiendekan dabei, dass alle Prüfungsleistungen in den in dieser Ordnung festgelegten Fristen erbracht werden können. Zu diesem Zweck sind die Kandidaten rechtzeitig sowohl über Art und Zahl der zu erbringenden Prüfungsleistungen als auch über die Termine, zu denen sie zu erbringen sind, zu informieren. Den Kandidaten sind für jede Prüfungsleistung auch die Wiederholungstermine bekannt zu geben.

(6) Die Prüfungskommission achtet darauf, dass die Bestimmungen des NHG und dieser Ordnung eingehalten werden. Er berichtet regelmäßig der Fakultät über die Entwicklung der Prüfungsleistungen einschließlich der tatsächlichen Bearbeitungszeiten für die Abschlussarbeit sowie über die Verteilung der vergebenen Noten. Die Prüfungskommission gibt darüber hinaus der zuständigen Kommission für Studium und Lehre Anregungen zur Reform der Prüfungsordnung.

(7) Die Mitglieder der Prüfungskommission haben das Recht, der Abnahme der Modulprüfungen beizuwohnen. Dieses Recht erstreckt sich nicht auf die Bekanntgabe und Erläuterung der Note.

(8) Die Mitglieder der Prüfungskommission unterliegen der Amtsverschwiegenheit. Sofern sie nicht im öffentlichen Dienst stehen, sind sie durch den Vorsitzenden zur Verschwiegenheit zu verpflichten.

(9) Entscheidungen der Prüfungskommission sind dem betroffenen Studierenden unverzüglich schriftlich mitzuteilen. Der Bescheid ist mit einer Rechtsbehelfsbelehrung zu versehen.

(10) Die Prüfungskommission bedient sich bei der Wahrnehmung seiner Aufgaben der Verwaltungshilfe des zuständigen Prüfungsamtes.

§ 13 Prüfungsorganisation

(1) Unbeschadet der Zuständigkeit der Prüfungskommission gemäß § 12 ist das Prüfungsamt der Mathematisch-Naturwissenschaftliche Fakultäten der Universität Göttingen für die Organisation des Prüfungsverfahrens zuständig.

(2) Insbesondere übernimmt das Prüfungsamt der Mathematisch-Naturwissenschaftlichen Fakultäten für die Prüfungskommission folgende Aufgaben:

- Führung der Prüfungsakten
- Anfertigung des „Transcript of Records“ gemäß § 20 Abs. 3.
- Koordinierung der Prüfungstermine und Aufstellung verbindlicher Prüfungspläne hinsichtlich Bekanntgabe der Meldefristen für Prüfungen
- Bekanntgabe der Prüfungstermine und Namen der Prüfer
- Unterrichtung der Prüfer über die Prüfungstermine
- Fristenkontrolle bezüglich der Meldetermine und Kontrolle der Einhaltung der Prüfungstermine und der Bearbeitungsfristen für Abschlussarbeiten
- Aufstellung von Listen der Kandidaten eines Prüfungstermins
- Überwachung von Bewertungsfristen für Prüfungsleistungen
- Ausgabe und Entgegennahme der Anträge auf Zulassung zu Modulprüfungen, zur Abschlussarbeit und Erteilung von Zulassungen

- Erstellung von Berichten über Prüfungs- und Absolventendaten gegenüber der Fakultät und der Hochschulleitung für statistische Zwecke
- Zustellung des Themas einer Abschlussarbeit
- Benachrichtigung der Kandidaten über Prüfungsergebnisse
- Ausfertigung von Zeugnissen und Urkunden über den akademischen Grad
- Erstellung von Bescheiden
- Zuarbeit für die Prüfungskommission gemäß § 12 Abs. 6 im Rahmen der Möglichkeiten.

(3) Die Prüfungskommission kann allgemeine Regelungen zur Durchführung der Prüfung vorschlagen. Vor der Weiterleitung an den Fakultätsrat sind diese dem Prüfungsamt und der zuständigen Studienkommission zur Stellungnahme vorzulegen. Alle Ausführungsbestimmungen müssen den betroffenen Studierenden und Prüfenden rechtzeitig bekannt gemacht werden.

(4) Ort und Zeit von Prüfungen werden in der vom Prüfungsamt festgelegten Form bekannt gegeben. Zu jedem Prüfungszeitraum ist ein Anmelde- und ein Rücknahmezeitraum festzulegen.

(5) In jedem Semester findet ein Prüfungszeitraum statt. Wiederholungsprüfungen zu jenen Pflichtmodulen, die Voraussetzung für die Teilnahme an anderen Modulen sind, sind in jedem Semester anzubieten.

(6) Vom Prüfer selbst organisierte Prüfungen sind mit dem Prüfungsamt abzustimmen. Näheres ist in Ausführungsbestimmungen gemäß Abs. (4) zu regeln.

(7) Zu Modulprüfungen muss der oder die Studierende sich innerhalb des Anmeldezeitraums in der vom Prüfungsamt festgelegten Form anmelden. Die Rücknahme einer Prüfungsanmeldung erfolgt in der ebenfalls vom Prüfungsamt festgelegten Form innerhalb des Rücknahmezeitraums.

(8) In der Regel beginnt der Anmeldezeitraum für eine Modulprüfung 4 Wochen nach Beginn der Lehrveranstaltungen, die dem Modul zugeordnet sind.

(9) Das Prüfungsergebnis wird dem zuständigen Prüfungsamt durch den Prüfer unverzüglich, spätestens jedoch innerhalb von drei Werktagen nach dem Prüfungstermin mitgeteilt.

(10) Das Prüfungsamt informiert die Kandidaten über die Prüfungsergebnisse unverzüglich.

(11) Macht ein Kandidat durch ein ärztliches Zeugnis glaubhaft, dass er wegen länger andauernder oder ständiger körperlicher Beeinträchtigungen bzw. Behinderungen ganz oder teilweise nicht in der Lage ist, Studien- und Prüfungsleistungen ganz oder teilweise in der vorgesehenen Form zu erbringen, legt die Prüfungskommission in Abstimmung mit dem Kandidaten und den Prüfern fest, wie gleichwertige Studien- und Prüfungsleistungen innerhalb einer verlängerten Zeit oder in anderer Form erbracht werden können.

§ 14 Prüfungsberechtigte Personen

(1) Die Fakultätsräte der an dem Studiengang beteiligten Fakultäten entscheiden über die Bestellung prüfungsberechtigter Personen für Modulprüfungen und die Betreuung von schriftlichen Abschlussarbeiten in ihrem jeweiligen Zuständigkeitsbereich. Die Prüfungsberechtigung kann auf Prüfungsleistungen innerhalb von Studienabschnitten und Studienschwerpunkten begrenzt werden. Sie kann zeitlich begrenzt ausgesprochen werden. Die Liste der prüfungsberechtigten Personen wird mindestens einmal jährlich aktualisiert, dem Prüfungsamt übermittelt und den Studierenden in geeigneter Weise bekannt gemacht.

(2) Zur prüfungsberechtigten Person darf nur bestellt werden, wer mindestens die dem jeweiligen Prüfungsgegenstand entsprechende, fachwissenschaftliche Qualifikation erworben hat. Zu Prüfenden bestellt werden können insbesondere

- a) Universitätsprofessorinnen und Universitätsprofessoren,
- b) außerplanmäßige Professorinnen und Professoren,
- c) Vertretungsprofessorinnen und Vertretungsprofessoren,
- d) Honorarprofessorinnen und Honorarprofessoren,
- e) Privatdozentinnen und Privatdozenten
- f) Lehrbeauftragte
- g) Juniorprofessorinnen und Juniorprofessoren sowie
- h) wissenschaftliche Assistentinnen und Assistenten sowie akademische Räte
- i) promovierte wissenschaftliche Mitarbeiterinnen und Mitarbeiter.

Soweit eine Person nicht zur selbständigen Lehre berechtigt ist, ist ihre Bestellung nur zulässig, wenn sie geeignet ist und ihre Tätigkeit als Prüferin oder Prüfer für die Durchführung des Prüfungsbetriebs erforderlich ist. Entsprechend dem Zweck und der Eigenart der Prüfung können in begründeten Ausnahmefällen auch Lehrkräfte für besondere Aufgaben sowie in der beruflichen

Praxis und Ausbildung erfahrene Personen zu Prüfenden bestellt werden. Prüfungsberechtigte Personen müssen nicht Mitglieder der Universität Göttingen sein.

(3) Die uneingeschränkte Prüfungsberechtigung schließt das Recht zur Betreuung von Abschlussarbeiten ein.

(4) Die durch ihre kontinuierliche Lehrleistung zum Studiengang Internationaler Naturschutz beitragenden, hauptamtlichen Professoren der Universität Göttingen sind in die Liste der prüfungsberechtigten Personen aufzunehmen.

§ 15 Prüfer und Beisitzer

(1) Die Prüfungskommission bestellt die Prüfer aus dem Kreis der prüfungsberechtigten Personen und die Beisitzer. Zum Beisitzer darf nur bestellt werden, wer mindestens die dem jeweiligen Prüfungsgegenstand entsprechende fachwissenschaftliche Qualifikation erworben hat.

(2) Wird eine Prüfungsleistung oder Prüfungsteilleistung studienbegleitend erbracht, bedarf es bei Lehrpersonen, sofern sie nach § 10 prüfungsbefugt sind, keiner besonderen Bestellung.

(3) Der Vorsitzende der Prüfungskommission sorgt dafür, dass dem Kandidaten die Namen der Prüfer sowie Uhrzeit und Raum der Prüfung rechtzeitig bekannt gegeben werden. Die Bekanntgabe soll mit der Zulassung zur Prüfung, in der Regel mindestens zwei Wochen vor der Prüfung erfolgen. Die Bekanntmachung durch Anschlag ist ausreichend.

§ 16 Bereitstellung des Lehrangebots

(1) Die Universität Göttingen stellt durch ihr Lehrangebot sicher, dass alle Module und die zugehörigen Modulprüfungen, sowie die Abschlussarbeiten im vorgesehenen Umfang und innerhalb der Regelstudienzeit absolviert werden können.

(2) Modulprüfungen zu Pflichtmodulen sind in jedem Semester anzubieten.

(3) Alle Prüfungsleistungen eines Moduls müssen spätestens 2 Wochen vor Beginn der Meldefristen für die nächste Periode von Modulprüfungen erbracht werden können.

§ 17 Voraussetzungen für die Zulassung zu Prüfungen

(1) An Prüfungen gemäß dieser Prüfungsordnung darf teilnehmen, wer im Studiengang Internationaler Naturschutz eingeschrieben ist und den Prüfungsanspruch in dem Studiengang oder einem von der Universität Göttingen als gleichwertig anerkannten Studiengang nicht verloren hat. Zugangsvoraussetzungen zu Modulprüfungen und zur Abschlussarbeit, die in Anlage 3 beschrieben sind, müssen erfüllt sein.

(2) Nicht teilnehmen darf, wer die Abschlussprüfung im Studiengang Internationaler Naturschutz oder einem von der Universität Göttingen als gleichwertig anerkannten Studiengang bestanden hat.

(3) Studien- und Prüfungsleistungen können nur von immatrikulierten Personen (Studierenden) erbracht werden. Studierende müssen zum Zeitpunkt des Antrags auf Zulassung zur Prüfung und während des gesamten Prüfungszeitraums im jeweiligen Studiengang an der Universität immatrikuliert sein. Hiervon ausgenommen sind Studierende, die zum ersten Prüfungstermin einer in vorangegangenen Semestern besuchten Lehrveranstaltung innerhalb desjenigen Semesters eine Prüfungsleistung ablegen, zu dem sie an eine andere Hochschule wechseln. Zu diesem Zeitpunkt muss die zu prüfende Person bereits an dieser Hochschule eingeschrieben sein. Die Immatrikulation ist nachzuweisen. Ein bestehendes Prüfungsrechtsverhältnis bleibt von einer Exmatrikulation unberührt.

§ 18 Rücktritt, Versäumnis, Täuschung, Ordnungsverstoß

(1) Die zu prüfende Person kann von einer Modulprüfung innerhalb der festgesetzten Frist zurücktreten (Abmeldung).

(2) Versäumen Kandidaten die Rücktrittsfrist oder versäumen sie den Prüfungstermin, so gilt die Prüfung als mit „nicht bestanden“ (5.0) bewertet, es sei denn, die Prüfungskommission erkennt den dafür geltend gemachten wichtigen Grund an. Dasselbe gilt, wenn eine schriftliche Prüfungsleistung nicht innerhalb der vorgeschriebenen Bearbeitungszeit erbracht wird. Der wichtige Grund muß der Prüfungskommission unverzüglich schriftlich angezeigt und glaubhaft gemacht werden. Bei Rücktritt oder Versäumnis wegen Krankheit ist unverzüglich ein ärztliches Attest unter Angabe der voraussichtlichen Dauer der Erkrankung, die zur Prüfungsunfähigkeit

führt, vorzulegen. Wird der wichtige Grund anerkannt, so wird ein neuer Termin anberaumt. Die bereits vorliegenden Prüfungsergebnisse sind in diesem Fall anzurechnen. Die Nichtanerkennung der Gründe ist den Betroffenen schriftlich mitzuteilen und zu begründen. Ist bei einer Haus- oder Abschlussarbeit eine Verlängerung der Bearbeitungsdauer wegen eines wichtigen Grundes nach den Bestimmungen dieser Prüfungsordnung nicht mehr möglich, gelten die Bestimmungen der Sätze 1 bis 6 entsprechend.

(3) Bei lang andauernder und bei wiederholter Krankheit kann die Prüfungskommission der Universität Göttingen ein Attest eines von der Universität Göttingen benannten Arztes verlangen.

(4) Versuchen Kandidaten die Ergebnisse ihrer Prüfungsleistungen durch Täuschung oder Benutzung nicht zugelassener Hilfsmittel zu beeinflussen, gelten die betreffenden Prüfungsleistungen als mit „nicht ausreichend“ (5.0) bewertet. Vor einer solchen Entscheidung sind die Betroffenen zu hören. Kandidaten, die einen Verstoß gegen die Prüfungsordnung begangen haben, können von den jeweiligen Prüfern oder Aufsichtführenden von der Fortsetzung der Prüfungsleistung ausgeschlossen werden; in diesem Fall gilt die betreffende Prüfungsleistung als mit „nicht ausreichend“ (5.0) bewertet. In schwerwiegenden Fällen kann die Prüfungskommission den Kandidaten von der Erbringung weiterer Prüfungsleistungen ausschließen.

(5) Kandidaten können innerhalb von einem Monat verlangen, dass die Entscheidungen nach Abs. 4 von der Prüfungskommission überprüft werden. Belastende Entscheidungen sind den Betroffenen unverzüglich schriftlich mitzuteilen, zu begründen und mit einer Rechtsbehelfsbelehrung zu versehen.

§ 19 Endgültiges Nichtbestehen der Masterprüfung

(1) Die Masterprüfung ist endgültig nicht bestanden, wenn die Abschlussarbeit im zweiten Versuch nicht bestanden ist oder als nicht bestanden gilt.

(2) Über das endgültige Nichtbestehen der Masterprüfung wird ein Bescheid erstellt, der mit einer Rechtsbehelfsbelehrung zu versehen ist.

§ 20 Zeugnisse, Urkunden

(1) Über die bestandene Masterprüfung erhält der Kandidat unverzüglich, möglichst innerhalb von 4 Wochen, ein Zeugnis. In das Zeugnis ist folgendes aufzunehmen:

- die Noten der Studienschwerpunkte
- das Thema und die Note der Abschlussarbeit
- die Gesamtnote

Das Zeugnis trägt das Datum des Tages, an dem die letzte Prüfungsleistung erbracht worden ist. Es ist vom Vorsitzenden der Prüfungskommission zu unterzeichnen.

(2) Gleichzeitig mit dem Zeugnis erhält der Kandidat die Master-Urkunde mit dem Datum des Zeugnisses. Darin wird die Verleihung des Grades „Master of Science“ beurkundet in englischer oder auf Wunsch in deutscher Sprache. Die Urkunde über den verliehenen Hochschulgrad enthält neben der Angabe des Studienganges die Angabe der binationalen Ausrichtung und des Schwerpunktes. Die Urkunde enthält gleichzeitig auch den von der Lincoln Universität verliehenen Hochschulgrad „Master of International Nature Conservation“ Die Urkunde wird vom Vorsitzender der Prüfungskommission unterzeichnet und mit dem Siegel der Universität Göttingen versehen (Anlage 2).

(3) Gleichzeitig mit dem Zeugnis erhält der Kandidat eine Zeugnisergänzung („Transcript of Records“) in der alle absolvierten Module einschließlich der dafür vergebenen Credits und Prüfungsnoten aufgenommen werden.

(4) Gleichzeitig mit dem Zeugnis erhält der Kandidat eine in englischer Sprache abgefasste Zeugnisergänzung (Diploma Supplement) in der die Struktur des Studiengangs und die den Modulen zugeordneten Studienleistungen in einer international verständlichen Form dokumentiert sind.

(5) Alle Zeugnisergänzungen gemäß § 20 Abs. 3 und 4 werden vom Vorsitzenden der Prüfungskommission unterschrieben.

(6) Dem Kandidaten werden vor Aushändigung des Zeugnisses auf Antrag Bescheinigungen über bestandene Prüfungen ausgestellt.

(7) Beendet ein Kandidat sein Studium im Studiengang „Internationaler Naturschutz“ der Universität Göttingen, so erhält er die Zeugnisergänzungen gemäß § 20 Abs. 3 und 4 gegen Vorlage der Exmatrikulationsbescheinigung.

§ 21 Ungültigkeit der Masterprüfung

(1) Hat ein Kandidat bei einer Prüfung getäuscht und wird diese Tatsache erst nach Aushändigung des Zeugnisses bekannt, so kann die Prüfungskommission nachträglich die betroffenen Noten entsprechend berichtigen und die Prüfung ganz oder teilweise für nicht bestanden erklären.

(2) Waren die Voraussetzungen für die Zulassung zu einer Prüfung nicht erfüllt, ohne dass ein Kandidat hierüber täuschen wollte und wird die Tatsache erst nach Aushändigung des Zeugnisses bekannt, so wird dieser Mangel durch das Bestehen der Prüfung geheilt. Wurde die Zulassung vorsätzlich zu Unrecht erwirkt, so entscheidet die Prüfungskommission.

(3) Den Betroffenen ist vor einer Entscheidung Gelegenheit zur Äußerung zu geben.

(4) Das unrichtige Prüfungszeugnis ist einzuziehen und gegebenenfalls ein neues zu erteilen. Mit dem unrichtigen Prüfungszeugnis ist auch die Masterurkunde einzuziehen, wenn die Prüfung aufgrund der Täuschungshandlung für „nicht bestanden“ erklärt wurde. Eine Entscheidung nach Abs. 1 und Abs. 2 Satz 2 ist nach einer Frist von 5 Jahren ab dem Datum des Prüfungszeugnisses ausgeschlossen.

§ 22 Einsicht in die Prüfungsakte

(1) Bis zu einem Jahr nach Abschluss des Prüfungsverfahrens wird dem Kandidaten auf Antrag Einsicht in seine schriftlichen Prüfungsarbeiten, die darauf bezogenen Gutachten von Prüfern und in die Prüfungsprotokolle gewährt.

(2) Der Antrag ist beim Vorsitzenden der Prüfungskommission zu stellen. Dieser bestimmt Ort und Zeit der Einsichtnahme.

§ 23 Inkrafttreten

Diese Ordnung tritt am Tag nach ihrer Bekanntmachung in den Amtlichen Mitteilungen der Universität Göttingen in Kraft

AGREEMENT

**between
Lincoln University, Canterbury, New Zealand
and
Georg-August-University of Göttingen**

1. This Agreement sets out the inter-institutional arrangements for the development, the establishment and management of the degree of Master of International Nature Conservation.
2. The Agreement is an appended schedule to the Memorandum of Understanding between the two Universities.
3. Providing the acceptance of the legal framework and guidelines, Lincoln University (LU) and the Georg-August-University of Göttingen will jointly award a Master of International Nature Conservation. The approval and accreditation procedures are those established by the New Zealand Vice Chancellors' Committee (NZVCC) and by the Zentrale Evaluations- und Akkreditierungsagentur Hanover (ZevA) in Germany.
4. The programme will be taught in English.
5. The degree is the Master of International Nature Conservation. The degree parchment will show clearly that the degree is taught jointly by Lincoln University, New Zealand and the Georg-August University of Göttingen, Germany, providing the acceptance and approval of the legal framework and guidelines specific to each university. If the legal framework and guidelines are not accepted, then the university at which the masters thesis has been submitted will be the awarding institution.
6. Responsibility for the curriculum will be shared between Lincoln University and the Georg-August-University of Göttingen. In order to be awarded the degree, students of the above-mentioned Masters programme are expected to study (excluding fieldwork) for no more than one semester and take at least the equivalent of 30 ECTS (eg 3 x 600 level subjects at Lincoln) points at the partner institution. These credit points are then accredited at the home university towards the degree.
7. Financial arrangements for the provision of human and physical resources are the responsibility of the university in charge of offering their respective parts of the program.
8. A Joint Board of Studies will oversee the program and ensure that each institution's quality systems are used in appropriate ways across the program as a whole. The Joint Board of Studies will be responsible for the preparation of all necessary reports and other information for NZVCC, the Lincoln University Academic Board and the University of Göttingen Senate and their communication through the appropriate channels. One

member of each of the universities' Joint Board of Studies (or an elected delegate) will meet once a year, alternately in New Zealand/Germany. General meetings may be held by teleconference.

9. The Joint Board of Studies will have a membership comprising the Academic Programme Director (postgraduate) at Lincoln University or nominee, the Director of the Isaac Centre for Nature Conservation Christchurch, the Director of the Centre for Nature Conservation (CNC) Göttingen and one other member of CNCs scientific staff. These four members will appoint the chair. The Chair will rotate between institutions on a two-yearly basis with the first year (commencing on the date the MoU is signed) to be chaired by a Lincoln University nominee. The Joint Board of Studies will also include one postgraduate student at each institution. Decisions of the Joint Board of Studies should be taken on a majority basis.
10. The Joint Board of Studies:
 - i. will be responsible for recommending procedures to each institution for managing the program, and for the implementation of any changes.
 - ii. will affirm that staff teaching the program are properly qualified and experienced.
 - iii. will be responsible for the oversight of the curriculum to meet the needs of the program.
 - iv. will ensure adherence to the procedures of the NZVCC, Lincoln University and the Georg-August University for monitoring the quality of the degree, the moderation of standards and consistency of assessment throughout the degree, incorporating both Lincoln University and the Georg-August University best practice as is appropriate.
 - v. will ensure that appropriate course and program evaluations are developed and occur on a regular basis and that the results of these evaluations are used to improve the quality of the program. The advisory board will be invited to make comments about the programme.
11. Rights and duties of committees, boards and institutions at both universities are by no means limited by the above mentioned responsibilities of the Joint Board of Studies, unless these have been specifically assigned to the Joint Board of Studies within the framework of the existing legal conditions.
12. International Advisory Group: Senior staff from internal nature conservation agencies will be consulted about the structure and the content of the programme.
13. Staff evaluation will remain the responsibility of the individual institutions, but the views of the Joint Board of Studies may be offered or sought.
14. Both institutions will ensure that their respective courses are academically coherent, professionally relevant and complementary in content.
15. Entry to the degree will require an appropriate Bachelor's degree, or equivalent qualification. Candidates must meet the entrance requirements of their home University

for this degree and formally apply for admission to the programme. Entry requirements should be compatible between both universities.

16. Students in both institutions will be advised of the particular requirements of this joint degree program by the relevant members of the home University.
17. Students will have access to the student services of both institutions. Student records and academic course records will be held by the home institution. At the conclusion of a semester abroad, the host University will immediately forward a transcript of the academic record of incoming students to the home University. The Joint Board of Studies will determine the systems and processes for assessment and for certifying results. Appeals and student complaints may be made to the Joint Board of Studies with provision for appeal to the Convenor of the Academic Administration Committee at Lincoln University and the Dean of Study at the biology faculty of the Georg-August University; formal academic grievance procedures shall be in accordance with the institution where the grievance occurred.
18. Students should be provided with an orientation in cultural awareness before departure and upon arrival at the host institution or field station.
19. This agreement will be made available to the NZVCC, the New Zealand Ministry of Education and the Georg-August University Foundation of the Public Law President.
20. Enrolment can be made at either institution. The enrolling institution will inform the other institution of enrolment in a timely manner. Students will be subject to the governance, legislation and academic rules of the institution at which the student is currently studying. If possible, an equal number of students should be enrolled at both universities each semester.
21. Those courses entirely developed and taught within one of the institutions will be subject to the usual protocols of that institution governing ownership and intellectual property. The ownership and intellectual property of jointly developed course design and teaching materials will be vested jointly in the Georg-August University and Lincoln University.
22. Students will have access to full library services of the University where they are physically based at the time and will have joint access to the electronic services of both University libraries – subject to restrictions imposed by database licences.
23. Any disputes relating to or arising from this agreement, which cannot be resolved by the Joint Board of Studies will be referred to the Vice-Chancellor at Lincoln University and the President at the Georg-August University.
24. The cost of developing and maintaining the web site and other promotional and marketing materials directly related to the qualification will be shared equally between the two institutions. A prerequisite for the cost sharing is that the activity planned as well as a cost estimate has been recommended by the Joint Board of Studies and approved by each institution. Neither party may commit the other without prior

consultation.

25. Regulations concerning tuition fees and other costs (refer to Table A for details)

- i. Tuition fees - Students of the above mentioned Masters program pay tuition fees at the home university and are exempted from tuition fees at the host university.
- ii. Special fees - If a student enrolls in a course of study at the host University which has a component for which an additional fee is payable (e.g. a field trip) then the student will be required to pay the extraordinary fee to the University.
- iii. Accommodation - Both establishments undertake to accommodate students on this program in student halls of residence, or, if this is not possible, to help them find lodgings off campus at competitive rates.
- iv. Each student will pay for her or his own accommodation, living expenses and travel costs.

26. Reciprocity - Both parties agree that because of the exchange arrangements that there will be a reciprocal number of students involved in the programme. Reciprocity will be achieved over the duration of the agreement.

27. The program will be subject to ongoing review, with a first review in the year after the first graduation, and a major review five years after the date of signing of this agreement.

28. This agreement will take effect from the date of signing and its continuation will be reviewed by 31 December 2007. Unless written cancellation is sent with half year's notice, the contract will automatically be renewed.

For and on behalf of:

Lincoln University

Georg-August-Universität Göttingen

VP L

Dekan

Date

Date

Agreement on
the Masters study programme
International Nature Conservation

between
Lincoln University, Canterbury, New Zealand
and
Georg-August-University of Göttingen

1. This Agreement sets out the description of course units, student work load and attendance time and ECTS Credits per course unit for the study programme in International Nature Conservation.
2. The Agreement is an appended schedule to the Memorandum of Understanding between the two Universities (signed 14.09.2004 on behalf of Lincoln University and 05.06.2003 on behalf of the University of Göttingen), and to the inter-institutional Agreement concerning the management of the Masters programme (signed 31.04.2004 on behalf of Lincoln University and 30.01.2004 on behalf of the University of Göttingen).
3. Duration of the programme is two years in total, including two study semesters, practical project- or fieldwork and the masters thesis. In order to be awarded the degree, students of the above-mentioned Masters programme are expected to take at least the equivalent of 30 ECTS/0.5 EFTS at the partner institution (excluding fieldwork). These credit points are then accredited at the home university towards the degree.
4. Supervision of practical work and masters thesis will be either the responsibility of the Göttingen or Lincoln University or will be shared between both.
5. Course units, student attendance time and credits (ECTS/EFTS) per unit are presented in the table below.

*Student attendance time in course units/subjects, is given in total weekly contact hours (Göttingen) and weekly study hours (Lincoln). One postgraduate study semester at Lincoln University usually covers 3 x 600-level or postgraduate course units in total, covering 0.5 EFTS or Equivalent Full Time Student, equating to 40 weekly study hours (hrs) during 15 study weeks in total. Including also examination and preparation time for study, one 600-level course covers 10 Credits according to the European Credit Transfer System ECTS or the Asian-Pacific Credit Transfer System UMAP. One semester at the University of Göttingen covers a minimum of 30 Credits (following the European Credit Transfer System ECTS), which equals to 900 total student work load hours.

** The universities reserve the right to vary the offering of subjects from year to year.

Course Unit **	Institution	hrs*	Credits (ECTS)	Credits (EFTS)
Conservation Biology	Lincoln University	13.33	10	0.167
Wildlife Management	Lincoln University	13.33	10	0.167
Aspects of Sustainability: An International Perspective	Lincoln University	13.33	10	0.167
Advanced Environmental Monitoring	Lincoln University	13.33	10	0.167

Advanced Environmental Management Systems	Lincoln University	13.33	10	0.167
Advanced Ecology	Lincoln University	13.33	10	0.167

Course Unit **	Institution	hrs*	Credits (ECTS)	Credits (EFTS)
Research Methods in Ecology	Lincoln University	13.33	10	0.167
Applied Research Methods	Lincoln University	13.33	10	0.167
Advanced Theory in Resource Studies	Lincoln University	13.33	10	0.167
Social Science Research methods (Quantitative)	Lincoln University	13.33	10	0.167
Social Science Research Methods (Qualitative)	Lincoln University	13.33	10	0.167
Spatial Statistical Methods	Lincoln University	13.33	10	0.167
Principles of Environmental Impact assessment	Lincoln University	13.33	10	0.167
Advanced Urban, Regional and Resource Planning	Lincoln University	13.33	10	0.167
Landscape Management	Lincoln University	13.33	10	0.167
Parks, Recreation and Tourism Management	Lincoln University	13.33	10	0.167
Tourism Management	Lincoln University	13.33	10	0.167
Integrated Environmental Management	Lincoln University	13.33	10	0.167
Natural Resource Recreation	Lincoln University	13.33	10	0.167
Transport and Environment (A or B)	Lincoln University	13.33	10	0.167
Advanced Theory in Resource Studies	Lincoln University	13.33	10	0.167
Soil Resources	Lincoln University	13.33	10	0.167
Forest Utilisation	Lincoln University	13.33	10	0.167
Integrated Plant Protection	Lincoln University	13.33	10	0.167
Plant Pathology	Lincoln University	13.33	10	0.167

Insect Pest Management	Lincoln University	13.33	10	0.167
Environmental Impact of Pest Management	Lincoln University	13.33	10	0.167
Environmental Microbiology	Lincoln University	26.66	20	0.333
Comparative Environmental Policy	Lincoln University	13.33	10	0.167
Course Unit **	Institution	hrs*	Credits (ECTS)	Credits (EFTS)
International Environmental Policy	Lincoln University	13.33	10	0.167
Environmental Policy and Planning	Lincoln University	13.33	10	0.167
Environmental Sciences in Environmental Policy	Lincoln University	13.33	10	0.167
Policy and Planning for Protected Natural Areas	Lincoln University	13.33	10	0.167
Natural Resource and Energy Economics	Lincoln University	13.33	10	0.167
Indigenous Planning and Development	Lincoln University	13.33	10	0.167
Maori Resource Management	Lincoln University	13.33	10	0.167
Bicultural Management of Environmental Disputes	Lincoln University	13.33	10	0.167
Animal Health (A or B)	Lincoln University	13.33	10	0.167
Conservation Biology: fundamentals and international perspectives	University of Göttingen	2	3	0.05
International Nature Conservation	University of Göttingen	2	3	0.05
Biodiversity and Conservation	University of Göttingen	8	10	0.167
Protected Areas Management	University of Göttingen	8	10	0.167
Nature Conservation Inventory	University of Göttingen	8	10	0.167
Population Biology	University of Göttingen	8	10	0.167
Assessment Methods and Evaluation of the Status of Threatened Animal Populations	University of Göttingen	8	10	0.167
Forest Protection and Agroforestry	University of Göttingen	4	6	0.1

Biological Control and Biodiversity	University of Göttingen	4	7	0.117
Environmental monitoring in forests: goals, methods, European network, results	University of Göttingen	2	3	0.05
Forestry in Germany	University of Göttingen	4	6	0.1
Practicals in Forest Vegetation Ecology	University of Göttingen	2	3	0.05
Forest damage and recent forest protection problems	University of Göttingen	5	7.5	0.125
Forest Inventory	University of Göttingen	4	6	0.1

Course Unit **	Institution	hrs*	Credits (ECTS)	Credits (EFTS)
International forest economics	University of Göttingen	4	6	0.1
Cryptogams as bioindicators	University of Göttingen	2	3	0.05
Tropical Plant Geography	University of Göttingen	2	3	0.05
Sustainable Resource Management in Developing Countries	University of Göttingen	4	7	0.117
Rehabilitation and Reclamation of Degraded Areas	University of Göttingen	4	6	0.1
Growth dynamics of tropical forests and its implications for sustainable management	University of Göttingen	2	3	0.05
Tropical agro-ecosystem function: Agroecology, land management and degradation	University of Göttingen	4	7	0.117
Tropical silviculture and forest ecology	University of Göttingen	4	6	0.1
Biodiversity in the tropics and subtropics	University of Göttingen	4	7	0.117
Forest ecology and tropical silviculture	University of Göttingen	2	3	0.05
Agroforestry in the tropics	University of Göttingen	3	5	0.083
Irrigation systems in the tropics	University of Göttingen	2	3	0.05
Soil biology in the tropics	University of Göttingen	5	7	0.117
Ecopedology of the tropics and subtropics	University of Göttingen	4	6	0.1
Socio-economics of Rural Development	University of Göttingen	4	6	0.1

Quantitative Research Methods in Development Economics	University of Göttingen	5	7	0.117
Aquaculture in the Tropics and Subtropics	University of Göttingen	5	7	0.117
Pests and Diseases of Tropical Crops	University of Göttingen	5	7	0.117
Data Analysis and Sampling	University of Göttingen	2	3	0.05
Remote Sensing and GIS	University of Göttingen	4	6	0.1
Stochastic models in forest science and forest ecology	University of Göttingen	2	3	0.05
Analysis of Forest Development and Biometric Data Analysis	University of Göttingen	2	3	0.05
Scientific working incl. Application, publication and presentation	University of Göttingen	4	6	0.1

Course Unit **	Institution	hrs*	Credits (ECTS)	Credits (EFTS)
Experimental Design and Data Analysis for Natural Sciences	University of Göttingen	5	7	0.117
Waste: the Cultural Management of the Superfluous	University of Göttingen	2	3	0.05
Bioclimatology and Global Change	University of Göttingen	4	6	0.1

Additional subjects can be chosen from the schedule of Masters degree subjects offered at Lincoln University or at the University of Göttingen, given the approval of the Academic Board at Lincoln University and the approval of the exam commission of the Faculty of Biology at the University of Göttingen.

For and on behalf of:

Lincoln University

Georg-August-Universität Göttingen

VP L

Dekan

Date: _____

Date: _____

Anlage 2a: Masterurkunde

Georg-August-Universität Göttingen

Master-Urkunde

Die Georg-August-Universität Göttingen
verleiht mit dieser Urkunde

Frau / Herrn *).....,
geb. am *).....in *).....,
den Hochschulgrad

Master of Science (abgekürzt: *M.Sc.*),

nachdem sie / er *) die Abschlussprüfung im integrierten binationalen Studiengang der
Georg-August-Universität Göttingen und der Lincoln University, Canterbury, Neuseeland
„Internationaler Naturschutz (engl. International Nature Conservation)“
gemäß Prüfungsordnung vom *)..... (Datum)
am *)..... (Datum) bestanden hat¹.

(Siegel der Hochschule)

Göttingen, den *).....

.....
Die Vorsitzende/ Der Vorsitzende Die Dekanin/ Der Dekan
der Prüfungskommission *)

*) Zutreffendes einsetzen bzw. Nichtzutreffendes streichen

¹ Der Hochschulgrad kann auch in der Form „Master of International Nature Conservation (M.I.N.C.)“
oder „Master of Science / Master of International Nature Conservation (M.Sc. / M.I.N.C.)“ geführt
werden.

Anlage 2b: Master's Certificate

Georg-August-Universität Göttingen

Master's Certificate

The Georg August University Göttingen
certifies that

Ms. / Mrs. / Mr. *).....,
born on *).....in *).....,
has been awarded the degree

Master of Science (M.Sc.)

on *).....(Datum)
upon successful completion of the examination
in the integrated binational Study program of Georg-August-Universität Göttingen and
Lincoln University, Canterbury, New Zealand „International Nature Conservation“
pursuant to the examination regulations of *).....(Datum) ²

(Siegel der Hochschule)

Göttingen, *).....(Datum)

.....
Chairman of the Examination Committee *) Dean

*) Zutreffendes einsetzen bzw. Nichtzutreffendes streichen

² The degree can also be held as „Master of International Nature Conservation (M.I.N.C.)“ or „Master of
Science / Master of International Nature Conservation (M.Sc. / M.I.N.C.)“

Anlage 3a: Prüfungszeugnis

GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN

Fakultät für Biologie

Z e u g n i s

Frau/Herr *)

.....,

geboren am in.....,

hat die Abschlussprüfung im Studiengang Internationaler Naturschutz

gemäß der Prüfungsordnung vom

mit der Gesamtnote**) bestanden.

In den einzelnen Modulprüfungen wurden folgende Noten erzielt:

Modul	Note **)	Anrechnungspunkte (ECTS-Credits)	Prüferin/Prüfer	Art der Prüfung	Datum der Prüfung
1.					
2.					
3.					
...					

Thema der Master-Arbeit:

Für die Master-Arbeit wurden Anrechnungspunkte (ECTS-Credits) vergeben.

Note der Master-Arbeit: **)

Göttingen, den

Die Vorsitzende/Der Vorsitzende*)

der Prüfungskommission

.....

(Siegel der Hochschule)

*) Zutreffendes einsetzen bzw. Nichtzutreffendes streichen

**) Notenstufen: sehr gut, gut, befriedigend, ausreichend.

***) Bei Mehr-Fach-Studium ggf. aufgeschlüsselt nach Fächern

GEORG AUGUST UNIVERSITY OF GÖTTINGEN

Transcript of Records

Ms./Mrs./Mr. *)

.....,

Date of Birth Place of Birth.....

has passed the Master's Examination in the Study Programme according to the examination regulations for International Nature Conservation in the version of

.....

at the University of Göttingen with the overall grade**).

She/He *) achieved the following grades:

Module/Subject	Grade **)	Credits	Examiner	Method of Examination	Date of Examination
1.					
2.					
3.					
...					

Title of Thesis:

The Thesis was awarded Credits.

Grade of Thesis: **)

Göttingen,.....

The Chairperson
of the Board of Examiners

.....

(University Seal)

*) Delete as appropriate

***) Grades: excellent, very good, good, satisfactory, sufficient.

Anlage 4: Modulkatalog für den integrierten binationalen Master-Studiengang Internationaler Naturschutz

Die gesamte Zeitbelastung einschließlich der Prüfungsleistungen (total student work load) geht aus der Anzahl Credits CP hervor: 1 C = 30 Zeitstunden. GU = University of Göttingen, LU = Lincoln University New Zealand.

1. Pflichtmodule „Internationaler Naturschutz / International Nature Conservation“

Zu erwerben sind mindestens 24 C durch Belegen von Studieneinheiten an der Georg-August-Universität Göttingen (GA) und mindestens 20 C an der Lincoln Universität, Canterbury, Neuseeland (LU).

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art & Umfang der Prüfungsleistung	Modul-Umfang (Credits /SWS)
1. Conservation Biology WS/SS (GA)	keine	<ol style="list-style-type: none"> 1. Überblickswissen Struktur und Grundlagen des interdisziplinären Faches, verschiedene Forschungsansätze 2. Gründe für den Verlust von Biodiversität 3. Rolle der Populationsbiologie, Problemstellungen, Theorieansätze, Prioritätensetzung 	1 schriftliche Klausur (2 h) 1 Hausarbeit (max. 20 Seiten)	14 /11 (WS) 12 /10 (SS) ³
2. Assessment, Monitoring and Conservation Strategies WS/SS (GA)	keine	<ol style="list-style-type: none"> 1. Methoden und Praxisbezüge im Bereich Beschreibung der Biodiversität; 2. Naturschutzinventuren 3. Strategien zur Erhaltung und Wiederherstellung von Biodiversität 	1 Hausarbeit (maximal 20 Seiten)	10 /8 (WS) 12 /9 (SS) ⁴

³ Ist das Göttinger Studiensemester das Winter-Semester, so beträgt der Umfang dieses Moduls 14 C, ist das Studiensemester in Göttingen das Sommersemester, so beträgt der Umfang dieses Moduls 12 C

⁴ Ist das Göttinger Studiensemester das Winter-Semester, so beträgt der Umfang dieses Moduls 10 C, ist das Studiensemester in Göttingen das Sommersemester, so beträgt der Umfang dieses Moduls 12 C

Modultitel	Zugangs- voraus- setzunge n	Prüfungsanforderungen	Art & Umfang der Prüfungs- leistung	Modul- Umfang (Credits/ SWS)
3) Aspects of Sustainability: an international perspective, (LU, June-Oct)	Keine	1. Critical analysis of the concept of sustainability in both national and international contexts 2. active and facilitated comparison, analysis, synthesis and evaluation of sustainability issues 3. international context: international approaches to conservation and to sustainable and equitable use of natural resources; international laws, multilateral agreements, conventions and organisations	Written exam (3h) and/or internal assessment	10/13
4) Environmental Sciences in Environmental Policy (LU, Feb-June)	Keine	Environmental science as a key component of environmental policy. Analysis of key ecosystem processes, including the connections between cycles and human interactions with the natural environment, by resource category, and through environmental policy. State of the environment reporting	Written exam (3h) and/or internal assessment	10/13
5) Conservation Biology (LU, June-Oct)	Keine	Ecological, genetic and biogeographical principles underlying conservation biology and their application to conservation management issues	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangs- voraus- setzunge n	Prüfungsanforderungen	Art & Umfang der Prüfungs- leistung	Modul- Umfang (Credits, SWS)
6) Wildlife Management (LU, June-Oct)	Keine	Principles and techniques involved in the manipulation of populations, habitats and people in order to manage wild animal populations. Detailed investigations of selected case studies.	Written exam (3h) and/or internal assessment	10/13
7) Wildlife Biology (LU, Feb-June)	Keine	Ecology and evolution of the different vertebrate classes. Ecological roles of representative species in each class and relationship of the ecology of the animals to their morphology and evolutionary history. New Zealand focus, looking at the origins of the New Zealand biota and the ecological relationships of both native and introduced species. Fieldtrips to gain experience in field ecology	Written exam (3h) and/or internal assessment	10/13
8) Research Methods in Ecology (LU, February-June)	Keine	Application of scientific methods to applied ecological and biological problems. Principles of scientific methods, collection of field data, introduction to experimental design and sampling, advice on effective written and oral communication. Practical advice on managing client-orientated research. Lectures, self-directed tutorials and a group research exercise	Preparing grant application (5-10 pp.), Oral presentation (15 min), Oral exam (15 min)	10/13

Modultitel	Zugangs voraussetzungen	Prüfungsanforderungen	Art & Umfang der Prüfungsleistung	Credits
9) Advanced Ecology (LU, February-June)	Keine	Understanding of ecology at an advanced level with a major emphasis on the current areas of debate on ecological theory and areas of staff specialisation. Specific issues in ecology of particular relevance to New Zealand placed within an international context. One extended seminar plus written essays. Prescription: An advanced study of current topics in ecology.	Written paper (20-30 pp.) and internal assessment	10/13

2. Wahlmodule

Nach Absprache können verschiedene Module aus unterschiedlichen Bereichen miteinander kombiniert werden. Insgesamt zu erwerben sind mindestens 16 C, durch Belegen von Modulen von mindestens 6 C an der Universität Göttingen (GU) und 10 C an der Lincoln Universität Canterbury Neuseeland (LU).

Gewählt werden können Studieneinheiten aus folgenden 5 Themenbereichen:

- Wahlmodule zum Bereich „Naturschutz und Biodiversität“, „Conservation and Biodiversity“
- Wahlmodule zum Bereich „Naturschutz in den Tropen / Nature Conservation in the Tropics“
- Wahlmodule zum Bereich „Naturschutzpolitik und –ökonomie“, „Nature Conservation Policy and Economics“
- Wahlmodule zum Bereich „Soziale Aspekte des Naturschutzes“ „Social Aspects of Nature Conservation“
- Wahlmodule zum Bereich „Naturschutz, Umweltmonitoring und Management“, „Nature Conservation, Environmental Monitoring and Management“

Wahlmodule Bereich „Naturschutz und Biodiversität“, „Conservation and Biodiversity“

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfung leistung	Credits/ SWS
1) Biological Diversity (LU, June-Oct)	Keine	<ul style="list-style-type: none"> • Introduction to the wonderful diversity of living organisms • discussion of the ways in which people directly or indirectly are dependent on a surprising range of species. • Contributions of little known organisms to the maintenance of a healthy environment. • Nature of biodiversity and its importance to the natural world and to people. • Roles representative organisms play in the functioning of ecosystems. • Critical examination of these roles in the maintenance of a functional and healthy environment. 	Written exam (3h) and/or internal assessment,	10/13
2) Agrobiodiversity and plant genetic resources in the tropics (GU, Wintersemester)	Keine	<ul style="list-style-type: none"> • Understanding of basic principles in agricultural biodiversity and their application to problem-solving in a crop production context • Strategies for conservation and utilisation of plant genetic resources 	Mündliche Prüfung (30 min)	6/4
3) Biocontrol and Biodiversity (GU, Wintersemester)	Keine	<ul style="list-style-type: none"> • Principles of population dynamics • Theoretical foundation of biological control • Natural enemy behaviour and biological control success • Species richness in agro-ecosystems • Plant-Herbivore-Predator-Interactions • Biological weed control 	Klausur (90 min)	6/4

Wahlmodule Bereich „Naturschutz in den Tropen“, „Nature Conservation in the Tropics“

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfung leistung*	Credits
1) Tropical ecosystem function (GA, Sommersemester,)	Keine	<ul style="list-style-type: none"> • Understanding of nutrient and organic matter transformations in tropical ecosystems • Ability to evaluate the effects of land use systems and land-use change on ecosystem function • Functional understanding of mixed land use systems and agroforestry 	Klausur (90 min)	6/4
2) Plant nutrition in the tropics and subtropics (GA, Wintersemester)	Keine	<ul style="list-style-type: none"> • Dynamic and availability of nutrients in acid, highly weathered soils, alkaline soils and paddy soils. • Occurrence of nutrient deficiency and toxicity and remedial measures. • Problems with Al-toxicity and salinity. N-fertilization, N₂-fixation. Nutrient cycling in special cropping systems like shifting cultivation, intercropping, agroforestry, paddy rice. <p>Practical course: Investigations about P-availability, P-uptake in acid oxisol, P-efficiency of maize and lupine. Experiments will be performed in the climate chamber to measure soil-P content, plant and root growth, uptake of P. etc.</p>	Mündliche Prüfung (30 min)	6/4
3) Crops and Production Systems in the Tropics (GA, Wintersemester,)	Keine	<p>Knowledge on the most important crops in respect to:</p> <ul style="list-style-type: none"> • botany, morphology, origin, climatological and ecological requirements, crop production, harvest, significance in local farming systems, utilisation as food, feed and raw materials. • Advantages and problems of the different farming systems in the tropics and subtropics and specific management for sustainable improvement of productivity 	Klausur (90 min)	6/4
4) Tropical Animal Health I (GA, Wintersemester,)	Keine	<ul style="list-style-type: none"> • Defense mechanisms of the body against infections • Ectoparasites, impact on animal production and defence strategies • vaccinology 	Mündliche Prüfung (30 min)	6/4
5) Tropical forest ecology and silviculture (GA, Wintersemester)	Keine	<ul style="list-style-type: none"> • important ecological processes in zonal and azonal tropical forest formations • silvicultural systems, critically considering their advantages and drawbacks • design of adapted silvicultural systems • ecological consequences of logging in tropical rain forests • planning and implementation of plantation programmes in different ecological tropical zones 	Mündliche Prüfung (15 min)	6/4
6) Forest growth and disturbance in the tropics (GA, Wintersemester)	Keine	<p>Understanding of forest dynamics and growth research approaches in the tropics.</p> <ul style="list-style-type: none"> • sampling, measurement, and analysis methods for age determination and • increment measurement of trees and forest stands. 	2 sub-exams: Written exam (1 hour) and term paper	6/4
7) Aquaculture in the Tropics and Subtropics (GA, Sommersemester, Lecturer: Prof. Dr. Hörstgen-Schwark)	Keine	<ul style="list-style-type: none"> • Biological and ecological principles • Aquaculture and aqua-agriculture systems • Tropical fish candidates and their performance profiles in relation to production systems • Specific breeding and raising methods • Functions and products of aquaculture 	Mündliche Prüfung (20 min)	6/4

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfung	Credits
8) Tropical Agroecosystem Function (GU, Sommersemester,)	Keine	<ul style="list-style-type: none"> • Understanding of basic principles of agents, factors and processes of soil degradation • Development of concepts and their application to soil and water conservation problems in tropical regions • Knowledge of tropical grassland and forage production systems • Improvement strategies for forage production, including introduction of new multi-purpose plant species and varieties 	Mündliche Prüfung (30 min)	6/4
9) Pests and Diseases of Tropical Crops (GU, Sommersemester)	Keine	<ul style="list-style-type: none"> • Characterisation of important pests and diseases • Integrated pest management • Chemical and biological control 	Klausur (90 min)	6/4
10) Ecopedology of the tropics and subtropics (GU, Sommersemester)	Ecopedology 1 or a comparable introductory soil science course	<ul style="list-style-type: none"> • General understanding of the most important aspects of tropical and subtropical soils • Occurrence, genesis, geography, properties and use of soils • Principles of the international FAO soil profile description and classification 	Hausarbeit (15-20 S), Klausur (90 min)	6/4
11) Agrobiodiversity and plant genetic resources in the tropics (GA, Wintersemester,)	Keine	<ul style="list-style-type: none"> • Understanding of basic principles in agricultural biodiversity and their application to problem-solving in a crop production context Strategies for conservation and utilisation of plant genetic resources	Mündliche Prüfung (30 min)	6/4
12) Forest protection and agroforestry (GA, Sommersemester,)	Keine	<ul style="list-style-type: none"> • Assessment of forest protection problems and available methods of insect or pathogen control with special emphasis on sustainable methods. Basic understanding of agroforestry systems in the tropics. 	Klausur (2 h)	6/4

Wahlmodule Bereich „Naturschutzpolitik und –ökonomie“, „Nature Conservation Policy and Economics“

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfung	Credits/SWS
1) Monitoring and Evaluation of Rural Development Policies and Projects (GA, Sommersemester)	Keine	<ul style="list-style-type: none"> • Monitoring of development policies and projects • Evaluation methods (cost-benefit analysis, impact assessment) • Analysis of farming systems 	Mündliche Prüfung (20-30 min)	6/4
2) Agricultural and Environmental Policy (GA, Sommersemester)	Keine	<ul style="list-style-type: none"> • Goals of economic policy • Evaluation of economic policy tools • Agricultural policy goals and instruments • EU agricultural policy: Evolution and current status • Environmental policy goals and instruments 	Klausur (90 min)	6/4
3) International forest economics (GA, Wintersemester)	Lehrinhalte der Bachelor-Lehrveranstaltung „Volkswirtschaftslehre/Forstliche Marktlehre“ oder Tutorium „Basics in Microeconomic Theory“ angeboten.	<ul style="list-style-type: none"> • Analysis of different problems in the field of international forest economics, and solutions for such problems based on economic theory • market and foreign-trade theory • application of environmental and development economic instruments 	Klausur (2h)	6/4
4) Socioeconomics of rural development (GA, Wintersemester)	Keine	<ul style="list-style-type: none"> • Role of agriculture in rural development; socio-economic characteristics of rural households • Dimensions of development (economic, social, political, human, environmental, etc.) • Indicators and measurement of development (economic and agricultural growth, food security and nutrition, gender-differentiated human development, poverty) • Policy instruments for agricultural and rural development (food policy, agricultural research and extension, rural banking and infrastructure, agrarian reform, poverty reduction strategies) 	Mündliche Prüfung (20-30 min)	6/4

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
5) Forest development policy (GA, Wintersemester)	Keine	Advanced knowledge of key policies for forests and of methods in applied social sciences, in particular <ul style="list-style-type: none"> • basic knowledge of the forest policy process in developing countries and of strategies for cooperation and development • advanced knowledge of both the global environmental policy and • the application of the policy analysis on such issues • specific methodology of applied social sciences in the political and social system of developing countries. 	Klausur (1h) und Mündliche Prüfung	6/4
6) Project planning, management and evaluation (GA, Summersemester)	Keine	<ul style="list-style-type: none"> • managerial and planning methods for forestry projects • practical examples of development co-operation. • economic evaluation of forestry projects, including private goods such as timber as well as public goods such as recreation and protection services to allow for decision making on a broad information basis. <p>The students learn how to use the methods and instruments and recognise advantages and limitations of the different evaluation techniques.</p>	Klausur (2h)	6/4
7) Policy and Planning for Protected Natural Areas (LU, July-October)	Keine	Advanced study and analysis of policy and planning processes for protected natural areas. Three themes: <ul style="list-style-type: none"> • Protected natural area systems / protecting areas • Planning and policy processes and concepts for conservation • Conservation planning and policy issues. 	Written exam (3h) and/or internal assessment	10/13
8) Economics in Environmental Policy (LU, February to June)	Keine	<ul style="list-style-type: none"> • economic models of environmental decisions • applied cost-benefit analysis • economic analysis of policy instruments <p>co-dependency of economics, ecology, and human behaviour</p>	Written exam (3h) and/or internal assessment	10/13
9) Environmental Policy and Planning (LU, February-June)	Keine	<ul style="list-style-type: none"> • processes and issues associated with the evolution and development of environmental policy and planning • theoretical perspectives from the fields of public policy, environmental policy and planning. • complexities inherent to the formation and implementation of environmental policy • discussion of issues within the stages of the policy cycle, and of factors that influence and shape the policy process. • scope for improving environmental policy and planning at different levels of governance (from the local to the global), among other by the development of strategic environmental policy ("green planning"), the enhancement of public participation, co-operative environmental policy development, and community-based environmental management, 	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
10) Comparative Environmental Policy (LU, February to June)	A good understanding of the environmental policy literature	<ul style="list-style-type: none"> • policy learning as a key to recognising and understanding the predilection and limitations of the prevailing environmental policy approach in one's own country • important practice in the assessment of countries' environmental policy performance • capacity for environmental policy development • position and role of countries in the formation of environmental policy at the international and global level 	Written exam (3h) and/or internal assessment	10/13
11) International Environmental Policy (LU, July-October)	Keine	<ul style="list-style-type: none"> • International politics and the environment: An overview • International environmental policy development: Issues, perspectives, theories • International forces: States, super-states and international institutions • International forces: TNCs and economic globalisation • International forces: NGOs and the new social movements • Issues: Security and the environment • Issues: Trade and the environment • Issues: Development and the environment • International regimes: Seminars • Global environmental governance: evaluation and future developments. 	Written exam (3h) and/or internal assessment	10/13
12) Development Economics (LU, February-June).	Intermediate level microeconomics and macroeconomics. Familiarity with basic econometrics will be assumed	<ul style="list-style-type: none"> • Theory and Patterns <ul style="list-style-type: none"> I. Economic Growth: Theory and Patterns II. Structural Change III. Development and Human Welfare • Guiding Development <ul style="list-style-type: none"> I. Markets versus controls II. Sustainable Development • Human Resources <ul style="list-style-type: none"> I. Population II. Labour and Education • Capital Resources <ul style="list-style-type: none"> I. Capital and savings II. Private Foreign Capital Flows, Debt and Financial Crises • Trade and Development <ul style="list-style-type: none"> I. Agriculture II. Trade 	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
13) Natural Resource and Energy Economics (LU, July-October)	Keine	<p>Application of economic analysis and tools, human use of natural resources and energy, and environmental management; topics:</p> <ul style="list-style-type: none"> • Ethics, economics and the environment • Property rights • Models, systems, and dynamics • Economics of pollution control • Renewable resources • Non-renewable resources • Project appraisal • Energy • The Global Commons • Biodiversity 	Written exam (3h) and/or internal assessment	10/13

Wahlmodule Bereich „Soziale Aspekte des Naturschutzes“, „Social Aspects of Nature Conservation“

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
1) Quantitative Research Methods in Rural Development Economics (GA, Sommersemester,)	Keine	<ul style="list-style-type: none"> • Sampling, survey methods, quantitative research designs, and statistical analysis with SPSS • Case studies and research proposals related to rural development and the agribusiness sector) 	Schriftl. Hausarbeit (15-20 S)	6/4
2) Socioeconomics of Rural Development (GA, Wintersemester)	Keine	<ul style="list-style-type: none"> • Role of agriculture in rural development; socio-economic characteristics of rural households • Dimensions of development (economic, social, political, human, environmental, etc.) • Indicators and measurement of development (economic and agricultural growth, food security and nutrition, gender-differentiated human development, poverty) <p>Policy instruments for agricultural and rural development (food policy, agricultural research and extension, rural banking and infrastructure, agrarian reform, poverty reduction strategies)</p>	Mündliche Prüfung (20-30 min)	6/4
3) Indigenous planning and development (LU)	Keine	<ul style="list-style-type: none"> • Discourses, theories, frameworks and models for Indigenous planning and development, indigeneity and being indigenous 	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
4) Social Science Research Methods (Quantitative) (LU, February to June)	Keine	<ul style="list-style-type: none"> • Planning research • Literature reviews • Ethics in social science research • Data files; data transformation • Modes of observation • Probabilities and frequencies • Instruments • Descriptive statistics and graphs • Sampling • Causation, validity, and correlation • General linear model tests • Nonparametric tests • Professional writing • Presenting results 'live 	Written exam (3h) and/or internal assessment	10/13
5) Social Science Research Methods (Qualitative) (LU, July-October)	Keine	<ul style="list-style-type: none"> • Theory and practice of qualitative social scientific research • theory and practice of participant observation • intensive interviewing • life histories • document analysis 	Written exam (3h) and/or internal assessment	10/13
6) Applied Human Ecology (LU, July-October)	Keine	<ul style="list-style-type: none"> • Human ecology as action research • Ethnography and narrative • The sociology of space and time • Paradigms and inter-disciplinarity / culturalism • Hermeneutical (and ethical) imagination, power and authority • Chaos, catastrophe and recursive processes • Ideology, utopias and soft systems • Systemic understanding of adaptation and development • Symbolic exchange, irony and consumption • An organic vision for adaptive environmental management • Participatory action research and community development 	Three journal article reviews 30%, Draft individual project 10% Presentation 10% Individual project 40%, Group project 10 %	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
7) Advanced Intercultural Communication (LU, February-June)	Keine	Advanced study of intercultural communication. <ul style="list-style-type: none"> • Examination of theories of the relationship between culture and communication • Investigation into the way in which the impact of culture on perception, values and beliefs affects communication interaction between individuals of different cultural groups, in different cultures and cross culturally. 	Written exam (3h) and/or internal assessment	10/13
8) Natural Resource Recreation (LU, February to June)	Keine	<ul style="list-style-type: none"> • Introduction to natural resource recreation: the estate and the dilemma • The natural resource recreationists: sociological and social demographic dimensions • The natural resource recreationists: experiential dimensions • Impacts of natural resource recreation (bio-physical and social) • Management of natural heritage: assumptions, values and practice • Managing visitor safety: moral and legal responsibilities for natural resource recreation • Risk and responsibility in natural resource recreation • Understanding visitor behaviour in natural resource settings: communication, persuasion and modification. 	Written exam (3h) and/or internal assessment	10/13
9) Tourism Management (LU, February to June)	Keine	<ul style="list-style-type: none"> • Tourism Systems and Planning Imperatives • The evolution of tourism planning thought • Marketing, economic planning or resource management • The need for and scope of Tourism Planning • Assessing Tourism's Impacts: processes of change • Economic impacts • Physical impacts • Socio-cultural impacts • Methods and models for Tourism Planning • Marketing Perspectives • Public participation and community based approaches • Land-Use approaches (including GIS) • Tourism and Development • Sustainable Tourism Development 	Written exam (3h) and/or internal assessment	10/13

- **Wahlmodule Bereich „Naturschutz, Umweltmonitoring, und Management“, “Nature Conservation, Environmental Monitoring and Management“**

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
1) Advanced Environmental Monitoring (LU, February-June)	Keine	Advanced studies in environmental monitoring, such as: <ul style="list-style-type: none"> • legislation, monitoring and management of aquatic systems • air quality and land systems • environmental indicators • practical field study on monitoring 	Written exam (3h) and/or internal assessment	10/13
2) Principles of Environmental Impact Assessment (LU, July-October)	Keine	<ul style="list-style-type: none"> • Introduction to EIA • EIA principles • Scoping & effect identification • Participation in the EIA process • Evaluation of expert evidence 	Written exam (3h) and/or internal assessment	10/13
3) Advanced Environmental Management Systems (LU, February-June)	Keine	<ul style="list-style-type: none"> • Global environmental changes • Impacts on business and other organisations • Organisational responses. • Implementing environmental management systems • The organisation and the community: Managing stakeholder relationships • The government response: the government toolkit • NZ Environmental legislation. • Sustainable environmental management in the 21st century 	Written exam (3h) and/or internal assessment	10/13
4) Soil Resources (LU, February-June)	Keine	<ul style="list-style-type: none"> • Soil landscape modelling • Land systems • Geostatistical analysis • GIS applications 	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
5) Bioclimatology and Global Change (GA, Wintersemester)	Grundwissen über Aufbau und Zirkulation der Atmosphäre, wie z.B. in der Vorlesung Bioklimatologie I & II vermittelt.	<ul style="list-style-type: none"> • Scientific basis of climate and climate change • trace gas budgets of soils and whole ecosystems • potential to sequester carbon and nitrogen in managed and unmanaged terrestrial ecosystems 	Oral presentation with written outline	6
6) Toxicology (LU, February to June.	Keine	<ul style="list-style-type: none"> • Advanced toxicological concepts related to absorption, distribution, and excretion of toxins • Mechanism of action of toxicants • Cytochrome P-450 enzymes • Pathophysiology of pesticides • Pathophysiology of mineral toxicities • Principles of teratology and associated mechanisms • Theory and effects of endocrine disruptors • Why certain chemicals are a health hazard and evaluate the impact of such chemicals on human and environmental health 	Written exam (3h) and/or internal assessment	10/13
7) Integrated Environmental Management (LU, July - October)	Keine	<ul style="list-style-type: none"> • Theory and practice of IEM, including best practice case studies • Ongoing keynote sessions dealing with particular aspects of IEM • Specific team work skill development sessions • Case studies which apply the principles to increasingly complex issues, with a view to identifying IEM improvements • Assignments, both individual and group, which will be based around the case studies and general IEM application 	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Prüfungsleistung	Credits
8) Landscape Management (LU, February - June)	Keine	<ul style="list-style-type: none"> • Approaches to landscape management - conventional, rational, ecological, design based • Strategies • Legislative frameworks 	Written exam (3h) and/or	10/13

		<ul style="list-style-type: none"> • Dimensions of management • Techniques • Case studies • Directions 	internal assessment	
9) Advanced Urban, Regional and Resource Planning (LU, February-June)	Keine	<ul style="list-style-type: none"> • The Rationale for Environmental Planning and Management • Institutional Arrangements for Environmental Management and Planning in New Zealand • City/district Council Corporate Organisation, Plan Preparation, Consent Process and Environmental Monitoring • Regional Council Corporate Organisation, Policy and Plan Preparation, Consent Process and Environmental Monitoring • Working in a Legal Environment • Iwi Consultation • Site Development Case Study • Strategic Regional Planning Case Studies <p>Attendance at District and Regional Council and Environment Court Hearings</p>	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Prüfungsleistung	Credits
10) Advanced Theory in Resource Studies (LU, February-June	Keine	<ul style="list-style-type: none"> • Frames of reference in environmental management • Research approaches to, and methodologies for, environmental issues • Theories of knowledge • Feminist epistemologies and methodologies • Traditional ecological knowledge • Social constructionism • Critical theory • Social capital theory • Symbolic interactionism • Discourse Theory and Analysis • Dramaturgical analysis • Interdisciplinarity 	Written exam (3h) and/or internal assessment	10/13

3. Ergänzende Wahlmodule (Ergänzungsmodule) im ersten und zweiten Studiensemester des Masterstudiengangs „Internationaler Naturschutz“.

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art und Umfang der Prüfungsleistung	Credits
1) Quantitative and Theoretical Ecology (LU, July-October)	Keine	<ul style="list-style-type: none"> • Observation and experimentation in ecology • Strong vs weak inferences from ecological data • Non-classical methods for sampling animal distribution and abundance • Advanced population theory and models • Predation theory and models • Competition theory and models • Animal community ecology • Quantitative approaches to the study of plant populations • Plant communities and environmental gradients • Plant communities and successional change • Landscape patterns and patch dynamics • Plant communities over long time scales • Plant interactions with animals, fungi and microbes • Are there laws in ecology? • Macroecology and allometry • Applied ecological models 	Written exam (3h) and/or internal assessment	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
2) Special Topics (LU, Semester 1 or 2)	Keine	The 600 level special topics perform a number of different functions. One common function is to test the student interest in a particular content area, especially where a new academic may have joined the staff. If interest is shown, then the subject is likely to become formally listed. A second function is to allow individual student's masters programmes to be, to some degree, tailor-made to the background and research interests of the student. In some cases this may be to make good a perceived deficiency in the student's background. In other cases it will be to extend the student in areas not studied in the more general, listed 600 level subjects. A third function is to utilise the expertise of a visiting academic. Obviously, the offerings here will vary from year-to-year. Finally, some special topics are simply administrative devices to cope with an unusual student course of study. Entry into these special topics relies, in the first instance, on admission to a masters degree programme. All students interested in knowing more about special topics should contact the Group Leader responsible for the area in which they are interested.	Assessment: Varies from topic to topic.	10/13
3) Animal Behaviour (LU, February to June)	Keine	This subject prepares students for advanced study of the behaviour of animals. The paper provides an understanding of the role that behaviour plays in the life histories and evolution of birds. On completion of this subject you should understand how to measure behaviour, the evolution of behaviour, communication, learning aversions, and its origin and present functions, and implications of optimality models. Prescription: An advanced study of the principles and techniques of studying bird behaviour.	Paper reviews 30%, Essay 15%, Group field research report 25%, Final examination 30%	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
4) Animal Health A (LU, Semester 1 or 2)	Keine	<ul style="list-style-type: none"> • recent advances in understanding the origin and development of certain domestic and foreign animal diseases • immunity and the evolution of infectious agents over time • development of hypothetical research projects in health and the oral presentation of topics. • recent advances in research on the physiological responses to disease • immunological response of animals to disease-producing agents 	Development of a grant proposal 40%, Essays (2) 40%, Seminar 20%	10/13
5) Animal Health B (LU, Semester 1 or 2)	Keine	<ul style="list-style-type: none"> • constraints to optimal health in livestock, particularly at an international level • disease control strategies of different countries • ramifications on international trade • disease control strategies at farm, national or international level • major diseases of ungulates in pastoral systems and the basis of control strategies • surveillance programmes at regional and national level for the prevention and control of infectious diseases. 	Development of a grant proposal 40%, Essays (2) 40%, Seminar 20%	10/13
6) New Zealand Biogeography and Environment (LU, July-October)	Keine	<ul style="list-style-type: none"> • Origins of New Zealand biota • New Zealand fauna • New Zealand flora • New Zealand ecosystems • Humans as an ecological factor 	Essay 15%, Field trip report 10%, Mid-semester test 10%, Tutorials 10%, Final Examination 55%	10/13
7) Forest Utilisation (LU, Semester 2)	Keine	<ul style="list-style-type: none"> • Wood Science Basics • Wood Processing Sectors • Market Determinants • Substitution and competition • Engineered Wood Products • Wood Products Trade • Trade Barriers • Marketing of Wood Products • Certification • Logistics and Transport • Resource Planning • Industrial Structure 	Project 1 20%, Project 2 20%, 4 Assignments 20%, Final Exam 40%	10/13

Modultitel	Zugangsvoraussetzungen	Prüfungsanforderungen	Art der Prüfungsleistung	Credits
8) Forest utilization and wood processing (GA, Sommersemester)	Grundkenntnisse in Holzanatomie, Holzchemie, Holzbiologie und -technologie	<ul style="list-style-type: none"> • Knowledge of technological relevant wood properties of important commercial timbers • Technology of major forest products in tropics (lumber, veneer, plywood, wood-based panels, pulp and paper) and their significance for forest utilisation • Analysis of situations where forest operations take place and selection and quantification of the optimal course of action • forest operations in the broader context of society and forest ecosystems • emphasis on the human factor involved • emphasis directed to systems analysis and longterm perspectives 	Two sub-exams: writeten exams (à 1 h)	6/4
9) Multidisciplinary Research and Tropical Production Systems (GA, Sommersemester)	Keine	<ul style="list-style-type: none"> • Multicultural and Interdisciplinary communication skills • Research priority setting, design and analysis of experiments • Presentation and moderation skills, scientific writing 	Schr. Hausarbeit (15-20 S)	6/4
10) Applications of remote sensing and GIS (GA, Sommersemester)	Keine	<ul style="list-style-type: none"> • Special topics of remote sensing digital image processing • GIS integration and analysis • Objective is to enable the student to independently plan for and carry out interdisciplinary research projects with an explicit mapping and spatial analysis component. 	Written exam (2h)	6/4
11) Forest inventory (GA, Wintersemester)	Keine	<ul style="list-style-type: none"> • range of methods and techniques applied to forest inventories in the preparation, planning, implementation and analysis phase • carrying out inventory projects, • familiarization with criteria to judge the quality of inventory projects of others • focus is on the target-oriented planning and the definition of the most appropriate sampling design and plot design that guarantees the generation of high-quality information for decision makers in forestry 	Written exam (2h)	6/4
12) Maori Resource Management (LU, July-October)	Keine	<ul style="list-style-type: none"> • examination of Māori environmental values and attitudes • customary and contemporary Māori approaches to managing natural resources • analysis of the Treaty of Waitangi and selected resource statutes from a Māori perspective 	Written exam (3h) and/or internal assessment	10/13

4. Bestandteile und Zugangsvoraussetzungen für das 3. Semester (Praxissemester, §3 Abs.2) (Anzahl Credits = 30; Gesamtdauer= 6 Monate)

Bestandteile (Prüfungsanforderungen bitte als Text formulieren; Was soll erlernt werden?)	Zugangsvoraussetzungen	Art der Prüfungsleistung*
Vorbereitung und Planung (Kontaktaufnahme Projektpartner und Betreuer, Reisevorbereitung)	Erfolgreiche Teilnahme an Modulen des 1. und/ oder 2. Semesters	Schriftlicher Draft
Kurzpräsentation geplante Projektarbeit		Mündliche Präsentation
Praktische Projekt- und oder Geländearbeit Aus-oder Inland, mindestens 12 Wochen		Projektarbeit
Berichterstattung		Schriftliche Arbeit
Präsentation Endergebnis		Mündliche Präsentation

5. Pflichtmodul Masterarbeit (Anzahl Credits= 30, Dauer: 6 Monate)

Bestandteile	Zugangsvoraussetzungen	Art der Prüfungsleistung*
Vorbereitung und Planung Masterarbeit	Erfolgreiche Teilnahme an Modulen des 3. Semesters	Draft
Datenerhebung, Feldarbeit, Laborarbeit		Projektarbeit, Draft
Auswertung und Anfertigung Arbeit		Schriftliche Arbeit
Präsentation		Mündliche Präsentation

Anlage 5: Prüfungsregeln Masterstudiengänge an der Partneruniversität Lincoln University, Canterbury

Masters House Rules Examinations

1. Examinations

- 1.1 Unless you are enrolled in a thesis only masters degree, you will be required to sit examinations in the subjects of the course of study. If you are taking a masters degree that includes course work, you will need to pass all of the subjects in order to qualify for the award of the degree.
- 1.2 All formal examination papers you sit at Lincoln University must be moderated by the teaching division and the examinations supervised by the Registry.
- 1.3 Where less than 40% of the assessment of any subject is by formal examination, the examiner must provide evidence of assessment procedures to the Registry within two weeks of the beginning of the appropriate semester. At this time, a confirming assessor who is not contributing examinable material to the subject, but who is knowledgeable in the subject area of the course and examination, is to be nominated. This assessor is expected to overview the content and examination procedures and independently evaluate major written assignments. Copies of all your written assignments that contribute 20% or more toward the final mark will be kept by the examiner for at least six months after you have been formally informed of the result of your masters degree.
- 1.4 Examiners must submit examination marks to the Registry at the end of the semester in which the examination paper is taken. These marks will include assessment from all sources e.g., formal examinations, assignments, etc. They will be promulgated to you as a provisional mark, but the examiner and/or the Academic Administration Committee has the right to adjust the mark at the completion of the masters programme.

2. Examination Rules

This section is designed to explain how the Academic Services administers examinations. The examination rules for each examination session are published in the Examination Timetable for the semester. The Examination Timetable is the University's official means of communicating the examination rules. You should read it carefully. Examination administration procedures may be altered from time to time as we strive to improve our service further.

2.1 What Services are Provided

Examinations and Tests

- Administration of all examinations
- Administration of tests with class numbers of 100 students or more
- Processing of all examinations results
- Processing all examination aegrotat applications.
- Processing examination recount/reconsideration applications
- Processing requests for return of examination scripts.

Graduation Applications

Application forms are produced automatically each semester when your course is complete. They are distributed at the same time as your examination results notice. If you have not received an application form and believe that you are eligible to graduate, or if you need a replacement application form, please contact the Graduation Office.

Contact Information:

Postal Address:

Student Services Centre

P.O. Box 94

Lincoln University

Canterbury

New Zealand

Office: George Forbes Building, Room F036

Phone: (64)(3) 325 2811 Extension 8152

Fax: (64)(3) 325 3867

Who Does What?

Rodger Treeby, Examinations

Extension: 8152

Email: Treeby@lincoln.ac.nz

Room: F036

- aegrotats
- recounts
- reconsiderations
- mark changes
- formal examinations

Chris Adams, Senior Records Officer

Extension: 8561

Email: Adamsc@lincoln.ac.nz

Room: F044

- course completion and eligibility to graduate
- special topics and registration problems

Grant Cleland, Inclusive Education Coordinator

Extension: 8285

Email: Kea/Clelandg

Room: Hudson 05

- students with special needs

Complaints/Issues

If you feel you have been inconvenienced or adversely affected through:

- incorrect or inadequate information from the Student Services Centre in connection with tests, exams, or graduation entitlement
- the administration or supervision of tests and exams

you may wish to discuss the matter with the Manager of the Student Services Centre. If the problem is major, you may wish to lodge a formal complaint with the Manager. Any formal complaint will be acknowledged in writing, and wherever possible, the outcome of the complaint will be finalised within 15 working days.

2.2 What do Exam Supervisors Do?

General Supervisory Duties

The three main purposes of having examination supervisors are to ensure that:

- all students sitting an examination do so under the same conditions, even though they may be in different locations

- no student obtains any unfair advantage over any other student
- all examination rules are followed

You will find that all supervisory procedures and duties stem from these three aims.

Each examination room has a Chief or Room Supervisor who is responsible for the overall supervision and co-ordination of the examination room. The supervisory team will include a number of Assistant Supervisors. Examination Supervisors are responsible for ensuring that all tests and examinations administered by the Registry are run in accordance with examination rules and with any other University requirements. These rules are designed to ensure that all students, so far as possible, are tested under comparable conditions. This means that we aim to see that candidates are comfortable and can work without disturbance from others and that nothing they or supervisors do should result in any advantage over others. You must follow all instructions given by any examination supervisor. Any disobedience may be considered to be a disciplinary matter. Remember, the supervisors are there for your benefit. Particular care must be taken that students cannot and do not breach examination rules as this, more than anything else, has a negative impact on all of the other candidates for that examination. There are a number of procedures which are designed to help minimise disturbance and to maintain examination standards. These are listed below:

1. You are not permitted to enter the examination room later than forty-five minutes after the start of an examination or to leave before one hour after the start. Nor may you leave during the last fifteen minutes.
2. Only a student whose first language is not English may use a dictionary, the dictionary must first have been checked and approved for use by the Assessment Office and you must collect it from the examination supervisor immediately before the start of the examination.
 - Please note that your dictionary will only be available in the examination room where you were expected to sit.
 - Where a dictionary is to be used again, it must be returned to the examination supervisor after the examination is complete. Electronic dictionaries will not be permitted. If you are an international student and your first language is not English, you are advised to purchase a suitable printed dictionary.
3. Examination supervisors cannot provide spare or replacement pens, calculators, batteries or any other examination materials which you are expected to supply. Remember, too, nothing may be borrowed from another student during the examination - so be prepared.
4. At the beginning of the examination, you should leave bags, coats, calculator cases, papers, notes, etc., at the front or rear of the room, as directed by the supervisor.
5. Remember that the supervisor cannot give personal advice on the interpretation of an examination question. The supervisor must refer all such queries to the examiner.
6. All requests and queries must be directed to supervisors by raising your hand.
7. If you wish to leave the examination room for any reason, you must wait until you are given permission by an examination supervisor. If you leave the examination room temporarily, you must be escorted by a supervisor. Only one student may leave the examination room at a time (except in GILLESPIE MEMORIAL HALL, where one student of each sex may leave the room, provided there are adequate staff remaining in the examination room).
8. Once the examination is over, students will be released on a row by row basis. You must remain seated until a supervisor has collected your examination script and then given you permission to leave. Only the designated exit may be used. You must not continue writing. Nor may you talk to any other student until you have left the room.

What happens when things go wrong?

As you will appreciate, sometimes things can go wrong for reasons that cannot be foreseen. When this happens, the supervisors will try to minimise disturbance and inconvenience to all students. The type of events most likely to occur are listed below:

1. In the event of a power failure, the Chief or Room Supervisor may allow students additional time to complete their examination once power is restored.

2. If you are taken sick during an examination, you may be escorted to the Medical Centre by a supervisor. If the problem is of a temporary nature and you wish to continue the examination, the Chief or Room Supervisor will decide the best course of action, acting in your best interests, and in the interests of the preservation of secrecy of the examination.
3. If all of the students in an examination room are held up or distracted through no fault of their own, permission to allow extra time may be sought by the Chief or Room Supervisor, from the Assessment Office.
4. If you consider you have been disadvantaged, the avenue open to you is the aegrotat system. The aegrotat application must have a covering letter attached to it, stating the circumstances.

Special Needs

If you have a special need that means you cannot take examinations under normal conditions, you may apply for special examination arrangements. You must make your request, in advance, to the Inclusive Education officer. In that case, you will take your examination in the inclusive education examination room - unless otherwise agreed. You take examinations in this area so that you may have extra time or other special provisions. This includes supervisors specifically trained to support your special needs. If you choose to sit your examinations in the main examination rooms, you must do so under the normal examination rules and procedures in practice in those rooms and without any additional support from the supervisors. Please note that where notification of your special needs arose without adequate warning time, you may be required to sit your examination in the main examination room, under the conditions in practice in that room. If this does not prove satisfactory, you may make an aegrotat application.

Students with Special Needs

If you have special needs you should make your requirements for support and assistance at tests and examinations known in advance to:

Grant Cleland
Inclusive Education Officer
Student Health Services
Ground Floor, Hudson Hall
Extension: 8285

Resources and equipment needed for support for students with special needs are arranged through the Inclusive Education Office and notified to the Examinations Office well in advance of dates scheduled for tests and examinations. N.B. Early advice of special needs requirements is essential in order for quality service.

2.3 Examination and Tests

Examinations

All examinations are conducted according to the Examination Rules. Examinations are conducted under the same conditions. The only exceptions are 'open book' examinations, and some conditions relating to the use of calculators. Where there are special provisions, such as in an 'open book' examination, the examination must still be conducted within the Examination Rules. Students with special needs must be registered with the Inclusive Education Office before an examination starts. (Please note that the inclusive education programme does not give a student an advantage over any other. It aims to provide special needs candidates with conditions that enable them to sit examinations on an equal basis).

Tests

The administration of tests is somewhat different to the administration of examinations. Tests in classes with fewer than 100 students are conducted by examiners, not the Assessments Office. Tests with class numbers of 100 students or more must be run under examination conditions and are therefore administered by the Assessments Office; examiners are,

however, allowed to determine exactly what form they wish their tests to take. This may mean that test conditions differ slightly from examination conditions. Usually, you will have been notified of the test conditions by your examiner, before the test.

2.4 Aegrotat Applications

Under what circumstances may application be made?

- If you have failed to sit an examination, or if you consider your performance has been seriously impaired by the effects of sickness or injury. This application requires a medical aegrotat form.
- If you have not been affected by sickness or injury, but have failed to sit an examination, or if you consider your performance has been seriously impaired because of any other circumstances beyond your control such as:
 - exceptional circumstances that have caused you grief, distress or trauma
 - acts of God (such as flooding or earthquake or natural disaster), acts of war or similar exceptional circumstances
 - other unusual and exceptional circumstances
 - misadventure

This application requires a non-medical aegrotat form.

- If, through oversight or mechanical failure or similar circumstances, you have missed an examination. In this case you may apply for aegrotat consideration, and you may be awarded an ungraded pass or ungraded fail in the subject depending on your performance during the semester. Alternatively you may be permitted to sit a further examination.
- This application requires a non-medical aegrotat form.

N.B. Permission to sit a further examination may be granted only by the Academic Administration Committee and only in exceptional circumstances.

- You may submit a test aegrotat application to your examiner if, for any of the reasons stated previously, you have been prevented from completing:
 - an item of class work
 - practical work
 - an assignment
 - a test
 - or other activity

(Please note that all pieces of in-term work will be referred to in this book by the term "test". This term is also used on the aegrotat application form.) Test aegrotat applications are made on medical or non-medical test aegrotat forms as appropriate.

To be eligible for aegrotat consideration the following conditions must be satisfied:

1. You must be enrolled for the subject(s) in question.
2. You must have reported the illness, injury or other circumstances *on the aegrotat application form* accompanied by relevant, and lodged the form not later than 48 hours after the last examination affected.

N.B. If an applicant satisfies the Academic Board that it was beyond his or her control to comply with this requirement, a late application may be considered, provided that it has been submitted at the earliest subsequent opportunity and before the publication of the examination results. Requests for permission to submit late applications must be made in writing to the Assistant Vice Chancellor (Academic Services).

3. For an application made due to illness or injury

As soon as practicable after the illness or injury, you must consult a registered medical or dental practitioner or other professional person able to attest to the circumstances of the application. This consultation must have taken place, wherever possible,

before the examination(s) or otherwise within 24 hours of the examination(s). Hand the aegrotat application form to the practitioner or professional person you consult. He or she will then be expected to provide a report on your condition. The report must include the following information:

- that the practitioner examined you and on what date
- that, in the practitioner's opinion you were unable, through illness or injury to sit the examination(s) of, if you did take the examination, the extent to which, in the practitioner's opinion, your illness or injury was likely to have impaired your performance in the examination(s)
- sufficient detail of the illness or injury to show clearly that you were not responsible for your disability
- the nature of the illness or injury set out in sufficient detail and in a form suitable for submission to a qualified referee
- the period over which your performance has been affected. A report which fails to comply with these requirements may not be accepted. You leave the application form with the practitioner or professional person. He or she will be responsible for filling in the details above and forwarding it to Lincoln Universities medical aegrotat referee for returning it to the University. For an application made due to critical non-medical grounds or other circumstances beyond a candidate's control. As soon as practicable after the critical circumstances, you must lodge a nonmedical aegrotat application form at the Registry. Where the application relates to bereavement, an act of God or other exceptional circumstances, beyond your control, your application form must be submitted to the Registry within 48 hours of the last affected examination. The application needs to contain your account of the nature of the circumstances and how they affected you. The application should include evidence of the circumstances described in the application or a statement from an independent person able to attest to the circumstances described in the application. It should indicate the period over which your performance has been affected and it should be in a form suitable for submission to a qualified referee. Where the application relates to grief, distress or trauma, the report should include a statement from a counsellor, medical practitioner or other professional person and must include the following information:
 - that the practitioner interviewed you and on what date that in the practitioner's opinion, you were unable, through grief, distress or trauma to sit the examination(s) or the extent to which, in the practitioner's opinion, your grief, distress or trauma was likely to have impaired your performance in the examination(s)
 - the nature of the circumstances leading to grief, distress or trauma set out in sufficient detail and in a form suitable for submission to a referee
 - the period over which your performance has been affected. This consultation should have taken place, if possible, before the examination(s) or, if not, within 24 hours of the affected examination(s).

For an application made due to misadventure, oversight or mechanical failure:

As soon as practicable after the examination affected by the application, you must submit an aegrotat application form containing an account of the circumstances that led to the application, including a statement from an independent person able to attest to the circumstances described in the application.

Referees

All examination aegrotat applications are submitted to a referee. This is an independent person who looks at the circumstances set out on your application and decides if aegrotat consideration is justified or not.

- In some circumstances the referee may ask you to provide further information.
- If your aegrotat application is found to be unjustified, then you will be informed of this by letter, and no adjustment will be made to the mark or grade you earned in the examination.

Only if your application is found to be justified, will any consideration be given to assessing your performance in light of the aegrotat circumstances.

- In the case of an examination which you sat and in which you consider your performance to have been impaired, the aegrotat referee rules on whether the degree of impairment is mild, moderate or severe.

There is one referee for all medical aegrotats and one for non-medical aegrotats. This ensures that we apply consistent standards in deciding whether to give aegrotat assessment.

2.5 What does an Aegrotat Application Achieve?

Examinations

If your aegrotat application has been found to be justified you may be granted:

- an ungraded pass, i.e. Aegrotat Pass, shown on your transcript as AP
- an ungraded fail, i.e., Aegrotat Fail, shown on your transcript as AF
- a passing grade, for example Aegrotat C+, shown on your transcript as AC+
- a failing grade, for example Aegrotat D, shown on your transcript as AD
- a passing mark and grade
- a failing mark and grade
- the opportunity to sit a further examination (please note that this requires Academic Administration Committee approval)
- no change (i.e., your original mark and grade remain)
- no recommendation, shown on your transcript as NR (i.e., there is insufficient evidence for the University to determine what you would have obtained in the absence of the aegrotat circumstances)
- a deferment till further evidence is available.

If the application is based on misadventure, oversight or mechanical failure, then the possible outcomes are restricted to:

- an ungraded pass or an ungraded fail (AP or AF)
- the opportunity to sit a further examination
- no change
- no recommendation (NR)

N.B. In the case of an application for an aegrotat based on misadventure, oversight, mechanical failure or similar circumstances, no candidate shall be permitted to be awarded an ungraded pass on more than one occasion during the course of his or her enrolment at Lincoln University. The result of any further examination offered as a result of a successful application, will be recorded as pass, fail or restricted pass. An aegrotat pass will be awarded only in cases where your work before the examination concerned has been considerably above pass level. Permission to sit a further examination will be granted only where the examiner has been unable to make an aegrotat assessment and where your class work gives the Academic Board reasonable grounds to think that you will be successful. A further examination can be awarded only if the examiner can demonstrate to the Academic Board that it is not possible for him or her to give aegrotat consideration with any accuracy.

Tests

If you apply for aegrotat assessment in a test, the Divisional Director has the discretion to make whatever provision may be appropriate for you. This may include specifying alternative work which may be required to be submitted before a grade is awarded. The Divisional Director will make this assessment in consultation with the examiner of the subject.

How do I apply?

To apply for an aegrotat you must complete the aegrotat application form. These forms are available from the Student Enquiries Counter. The information collected in an aegrotat form

is required by the University in order to assess whether aegrotat consideration for the tests or examinations covered by this application is justified and, if so, the extent of consideration that should be given. There are four types of aegrotat forms:

- Examination Medical
- Test Medical
- Examination Non-Medical
- Test Non-Medical

Each form provides an area to differentiate between tests/examinations which have been sat (and where you consider your performance was impaired) and those which have been missed. Please remember to use each section appropriate as an error may **hinder or invalidate your application**.

Examination Medical Aegrotat

These aegrotats are forwarded by your doctor directly to the Lincoln University Medical Referee - the address is on the application form. Evidence from a medical practitioner must be supplied on the application form.

Test Medical Aegrotat

These aegrotats are forwarded by yourself directly to your examiner - the address is on the application form. For test medical aegrotats, you may be required to produce a medical certificate not **later than seven days after the date on which the activity was due to be completed**.

Examination Non Medical Aegrotat

These aegrotats are forwarded by yourself directly to the Lincoln University Assessments Office - the address is on the application form. As soon as practicable after the critical circumstances you submit an application form, containing information on the circumstances on which your application is based and including supporting documentation.

Test Non Medical Aegrotat

These aegrotats are forwarded by yourself directly to your examiner - the address is on the application form. Evidence about the nature of the exceptional circumstances must be provided within seven days of the due date of the assignment, test, etc.

Appeals

An appeal procedure exists if you are dissatisfied with the outcome of your aegrotat applications. There is no charge for lodging an appeal. To appeal an aegrotat decision you must write to the Assistant Vice-Chancellor (Academic Services), outlining the circumstances and basis of your appeal. The outcome of an appeal is determined by the Academic Administration Committee and you will be advised in writing of the Committee's decision.

2.6 Examination Rules The Status of Examination Rules and Examination Supervisors

The Status of Examination Rules and Examination Supervisors

Examination supervisors are appointed by Lincoln University to oversee the conduct of examinations in the terms of the regulations of the University and these rules. Students undertaking examinations are expected to follow the instructions of examination supervisors at all times. Breaches of these rules, unacceptable behaviour in an examination venue and failure to follow the instructions of supervisors are treated as serious breaches of discipline and will be referred for action to the University Proctor. The Discipline Regulations provide for fines and other penalties in the case of failure to follow instructions. The Discipline Regulations are set out in the University Calendar. Dishonest practice and breach of instructions in relation to examinations is regarded as misconduct in the terms of the Discipline Regulations.

Dishonest Practice

Cheating or any other dishonest practice in examinations cannot and will not be tolerated. Dishonest practice attracts severe penalties, including heavy fines, denial of credit and suspension or exclusion from the University. Cheating is a serious offence. It is not worth the risk.

Examination Session Times

Morning examination sessions start at 9.15 a.m. (reading time starts at 9.05 a.m.) Afternoon examination sessions start at 1.30 p.m. (reading time starts at 1.20 p.m.) You may only enter an examination room when directed by a supervisor. This will normally occur fifteen minutes before the scheduled start time for the examination.

Reading Time

You may begin reading the examination paper 10 minutes before the scheduled start time for the examination but may not, during the reading time, attempt to write any answers. Notes may be made on the examination paper or on the cover of the examination answer book during reading time, but nothing may be written inside the examination answer book.

Identification Checks

You must display your student identity card on your desk throughout the examination, in order to provide proof of your identity. These cards must be placed on the desk at the start of the examination.

Late Arrival

If you arrive more than 45 minutes after the scheduled start time of an examination, you will not be allowed to enter the examination room. If this occurs, you should report on arrival at the University to the Registry Examinations Office.

Early Departure

You will not be permitted to submit your script and leave an examination room until at least 60 minutes has elapsed from the time the writing of the examination began. Permission to submit a script and depart early is at the discretion of the supervisor. You will not be permitted to submit your script and leave an examination room in the last 15 minutes of the scheduled time for the examination.

Calculators

Electronic calculators are permitted in all examinations unless explicitly banned by the examiner. Calculators must be hand held, self powered and noiseless. They may not have alphabetic keyboards. They may not have printers, audible alarms or the facility for the transmission or reception of information. They must be used in such a way as not to interfere with any other candidate. It is your responsibility to maintain the operation and operating power of your calculator. No responsibility can be accepted by the University for failure or diminished performance attributable to calculator malfunction. The University does not provide spare calculators. Calculator cases and instruction books may not be brought into the examination room.

Dictionaries

Dictionaries may be used by you in examinations if your first language is not English, unless dictionaries have been specifically banned by the examiner of the subject. Only English dictionaries and dictionaries that translate English to and from your native language will be permitted. Dictionaries must be printed. Electronic dictionaries will not be permitted.* If you wish to use a dictionary in an examination you must complete an application form and submit the dictionary to the Examinations Office not less than three days before the start of the examination session in order that the dictionary can be checked. The dictionary will then be made available to you by the examination supervisors in each of the relevant examinations on request. (Please note that you are expected to sit your examinations in the designated examination rooms. Your dictionary will be held by the supervisor in your designated room).

Examination Papers

The University has strict procedures on the handling of examination papers to ensure that they are kept absolutely secure until the examination session in which the paper is taken. It is a serious breach of discipline to make any attempt to interfere with those procedures or to make any attempt to view an examination paper or a draft of an examination paper in advance of the time at which the paper is taken.

Answer Book Instructions

You must fill in clearly all spaces on the answer book cover provided for names, student ID numbers and details of the examination. You are advised that it is in your interests to write legibly. You must indicate the questions answered by inserting the appropriate question numbers in the column provided on the right of the cover of the examination answer book. Rough work not intended for marking may be written at the back of the answer book and on the inside covers of the answer book and clearly crossed out. Where answer books are not supplied, notes may be written on the blank sides of examination papers, but must be clearly crossed out to distinguish them from work to be marked.

Examination Conduct

1. No book or written material or written matter or printed material or printed matter may be brought into the examination room, except when permitted by the examiner. You may not enter an examination room with writing on your hands or on any part of your body. You may not write on your hands or on any part of your body during an examination.
2. No blank paper may be brought into the examination room. If you seek graph paper or additional answer sheets you may request these from the examination supervisors. The use of rough paper is prohibited.
3. You must supply your own writing and drawing equipment. This must be carried in a clear plastic bag. This equipment may be inspected by the supervisor. Pencil cases are not permitted.
4. Cell phones may not be brought into examination rooms.
5. Audible alarms and chimes must be switched off.
6. You may not communicate with any other candidate in the examination room, or copy from any other candidate's work or any other candidate's answers.
7. Bags, briefcases and other personal property not required for the examination are to be stored as directed by the examination supervisor.
Note: Students are strongly advised not to bring valuables with them to examinations as the University cannot guarantee the security of bags left outside examination rooms.
8. Smoking and eating are not permitted in examination rooms.
9. You may bring into examination room drinking water provided it is contained in a clear unlabelled bottle.
10. No script or portion of a script may be removed from an examination room. Any script or portion of a script or any paper removed from an examination room (whether inadvertently or otherwise) will not be marked.
11. Unless otherwise specified, an examination answer must be written in an official language of New Zealand. In most cases, students will answer in English. In subjects other than those in Maori Studies, students wishing to answer in Maori are asked to advise the Examinations Office three weeks before the start of the examination session in order to enable translators to be engaged if necessary. Students may not bring bags into examination rooms.

Dress

1. You may not wear any form of head-dress during examinations except where the University is satisfied that there are religious or cultural reasons for doing so.
2. You may not have bare feet during examinations.

Conclusion of Examinations

1. The examination supervisor will advise you when fifteen minutes remain before the elapse of time for the examination.
2. When the time for the examination has elapsed, the supervisor will announce that two minutes is allowed to enable you to ensure that your script is named and that the cover page is complete. During that two minutes period you may not attempt to complete further questions or to attempt to add anything to your answers.
3. At the expiry of that two minute period and before leaving the examination room, you may not write anything at all, for any purpose.
4. At the expiry of the examination time, you must remain seated and silent until released from the examination room by the supervisor. Candidates will be released row by row under the direction of the supervisor.
5. On being released from the examination room, you will hand to the supervisor the answer book, together with any other paper that has been used for the examination.

Communication with Examiners

You may not communicate with an examiner about an examination before the results are published. This includes comments about matters concerning your handling of the examination or any of the material of the examination. You may not make comments to the examiner in your examination script about matters relating to your handling of the material of the examination or any other matter except as required in answer to the questions of the examination. **If you wish to convey information you consider important concerning your handling of the examination or other aspects of the examination then you should set this out in a letter to the Assistant Vice-Chancellor (Academic Services), P.O. Box 94, Lincoln University.**

2.7 Cheating

This section is designed to ensure that all students are aware of how cheating can harm EVERYONE.

WARNING: The University continually implements new exam procedures to minimise the chance of cheating, and actively polices adherence to exam rules! Anyone who cheats, either during a test, an examination or in any part of their course work, has an impact not only on themselves and their future, but also on the future of every other student at the University.

Remember - when a person cheats they do so to increase their mark and grade in a subject which they believe they will either pass with poor results or fail.

The Cheater

- There are always heavy fines for cheating
- The cheater is always denied credit
- The cheater can be suspended or excluded permanently from the University
- If the cheater gets caught they threaten their entire academic career.
- This also threatens their professional career

The Classmates

- Their marks and grades may suffer because the class average has been distorted by the present of the "cheat's" mark and grade.
- They may no longer be eligible for any prize based on marks.
- They may get drawn into any action which may eventuate as a consequence of an allegation of cheating.
- If they get caught as an accomplice this may affect their own career.
- They may be expected to keep the cheating a secret - forever

The Entire University

Cheating undermines the credibility of the whole University.

- When a graduate performs poorly, it reflects badly on the University - especially in the eyes of the employer
- When some qualifications are undermined, employers and peers undervalue all of them.

2.8 List of Examination Rooms

(Please refer to the campus map on the inside front cover for the numbered locations)

(3) Burns Wing

- B1 Ground Floor
- B2 Ground Floor
- B3 Ground Floor
- B4 Ground Floor
- B5 Ground Floor
- B132 1st Floor (Lab - East End)
- B233 2nd Floor (Lab - East End)
- B330 3rd Floor
- B740 7th Floor (East End)

(49) Commerce Block

- C1
- C2
- C3
- C5
- C6

(62) Natural Resources Engineering

E2

- (64) Field Service Centre (FSC)
- (22) Gillespie Memorial Hall (GMH)
- (8), (4)

Hilgendorf Wing

- (8)H1
- H2
- H3
- H4
- H5

H436 4th Floor (Lab - East End)

(4)H12 Between Burns and Hilgendorf (by Scoffs)

- H13
- (44) Memorial Hall (Mem)
- (42) Stewart Block

S1

S2

(52) Young Farmers' Club Memorial Hall (YFC)

(45) Ivey South (Ivey Hall)

Examination area for students requiring special provisions

2.9 Examination Results

Your examination results not only reflect your performance in the examinations at the end of a semester. In nearly all subjects, they are an amalgamation of the examination mark and your results in any in-term contributing class work, such as tests and assignments.

Result Notice

You are sent a result notice once all the marks for a semester have been approved at the examiners' meetings (held each semester). These marks, however, may be subject to change if any aegrotat, special consideration, recount, reconsideration, or appeal decisions are still outstanding at the time of the examiners' meetings. Also, no examination result is considered to be final, regardless of which semester the examination was held in, until the second semester examiners' meeting has been held. During the first semester, examination results are released in two batches:

Continuing Students: 26 June 2002

Completing Students: 2 July 2002

Second Semester results are released:

19 November 2002

Grading System

Information outlining the grading system for examination results is available on the next page. Please note that if you have applied for aegrotat consideration for a subject, and if the result of the application has been decided before the printing of results, the outcome will be indicated in the examination results either by an "A: before the grade (if a grade only has been given), or by a "#" after the mark (if a mark and grade have been given). This indicator may also be used to show where the existing mark or grade remains unchanged after aegrotat consideration has been made. If you applied for an aegrotat, but if the outcome of the application has not been decided when the results were printed, then you will be informed of the outcome of the application by letter.

Course Completion

The examination results notice may also show whether you have completed your course, i.e., your degree, diploma or certificate. Please note that the message "Course Incomplete" does not imply that any particular subject is unfinished, but merely that, overall, the course (i.e., the degree, diploma or certificate) is not yet finished and therefore you are not eligible to graduate. If you expected that these results would have completed your course but graduation application forms were not received with your result notice, it is important that the Examinations Office staff are notified immediately.

Practical Work

If you are taking a degree or diploma that has a practical work requirement, all practical work must be completed, and approved by the Practical Work Unit, before you are eligible to graduate. Please note that graduation application forms are sent to students regardless of practical work completion status. The eligibility message on results notices refers only to completion of the academic requirements of the course. If you consider that you have passed enough units to complete your course, your final results notification should state that your course is complete, irrespective of whether you have completed any practical work requirements. If this message is absent from your results notification, no graduation application forms will be generated for you. You should contact Chris Adams in Student Academic Services immediately if you consider your course has been completed. The fact that you have completed the academic requirements of your course could have been missed for a variety of reasons. Do not wait until any practical work problems have been resolved - that is a separate issue.

2.10 Key to Examination Grading System

Pass Grades

A+ 80 - 100

A 75 - 79

A- 70 - 74

B+ 67 - 69

B 63 - 66

B- 60 - 62
C+ 55 - 59
C 50 - 54

Restricted Pass: C- 47 - 49

A restricted pass indicates that you have attained a level of competence in the subject without having mastered the material. There are special rules that govern the number and level of restricted passes that may be credited to your degree or diploma. Further, a **restricted pass may not usually be used as a prerequisite. You should refer to the General Course and Examination Regulations in the Lincoln University Calendar for information on these rules.**

Fail Grades

D 40 - 46
E 0 - 39

Ungraded Pass/Fail

P Pass
F Fail

Ungraded pass or fail are awarded in special circumstances only.

Special Grades

NC Not Complete (refer also to FFT below)

An NC Not Complete grade is awarded when you:

- have not completed a mandatory requirement for the subject An NC grade may be awarded only if the subject outline is explicit in stating that the missed item is a mandatory component of the subject and that a pass cannot be awarded to a student who has not completed the item. You will be notified of the date by which the outstanding requirements must be completed. In many cases, an NC grade stands for one year, until you have retaken the missing component. If you do not complete this component, the NC grade will stand. Once a final mark is released it replaces the NC on your record. An NC has the status of a fail grade.

IC Incomplete

IC indicates Incomplete meaning that there is still work not submitted (for acceptable reasons) that will contribute to the assessment in the subject. If you receive an IC grade, you will also be notified of the date for completion. A final grade will be released once all of the work is submitted and marked, provided the outstanding work has been submitted by the due date. If the missing work is not completed by the due date, the examiner will submit a revised grade, counting as zero the missing work.

IP In Progress

The result is not due in the current teaching session.

MP Mark Pending

MP indicates Mark Pending, meaning that there is still work that has been submitted but not marked that will contribute to the assessment in the subject.

DNS Did Not Sit

This grade is awarded when:

- you are validly registered; and
- you have not taken the final examination (see Aegrotat Grades below).

If you complete a formal complete withdrawal outside of the allowed withdrawal date in the semester, a DNS will be awarded, even in subjects with no final examination.

FFT Failed Field Test

(Refer also to NC above)

This grade may be awarded only in VAPM 304 and VAPM 306.

FFT is awarded if you:

- have passed the subject as a whole; and
- failed the field test.

WDN Withdrawn

This grade is awarded when you formally withdraw from a subject after the second week (third week for masters students) of the semester but before the final date for subject withdrawals. The critical factor in deciding if a WDN may be given is the Registry record of the date of the withdrawal.

Aegrotat Grades

Aegrotat grades are assigned on application and only after a statistical analysis of your performance in relation to the performance of other students in the items of assessment you have submitted. A DNS may indicate that your aegrotat application is still being considered.

Numeric Adjustments

If your aegrotat application has been ruled 'Justified', an examiner may assign to you a numeric score, on the grading scale outlined above. In this case, the transcript (often referred to as Academic Record) will not record the fact that aegrotat assessment was made. If consideration of your application has been completed when the results were printed, your result notice will indicate by means of a # sign, that the mark represents the outcome of an aegrotat assessment, including where the result was "no change" as an outcome of that assessment.

Alphabetic Grades

If your aegrotat application has been ruled 'Justified', an examiner may assign to you an alphabetic grade without a corresponding numeric score. This is usually where the examiner is unable to determine an exact mark but can determine an appropriate range. The alphabetic grade will be prefixed by the letter A to indicate 'Aegrotat'. The possible grades therefore are:

AA+
AA
AA-
AB+
AB
AB-
AC+
AC
AC-
AD
AE

Ungraded Pass or Fail (AP, AF)

If your aegrotat application has been ruled 'Justified', an examiner may assign to you an ungraded pass or fail. This is usually where the examiner is unable to determine either an exact mark or an appropriate range, but is able to determine if you would have passed or failed in the absence of the aegrotat circumstances.

NR No Recommendation

This grade may be assigned by an examiner if your aegrotat application has been ruled 'Justified', where insufficient work has been submitted to enable accurate aegrotat

assessment, and where a further examination is inappropriate. This is, in effect, a failing grade.

Further Examination

An examiner may apply to the Academic Administration Committee on your behalf, for consent to offer a further examination to you, where:

- your aegrotat application has been ruled justified;
- your marks are such that the analysis performed to predict what you would have obtained without the aegrotat circumstances produces an ambiguous result. It should be noted that applications are rarely granted. While waiting for the outcome of the application, an examiner must assign to you the mark that you would have been awarded on the basis of work submitted, had no aegrotat application been made.

2.11 Return of Examination Scripts

Once examination results have been promulgated, you may ask for a copy of your examination scripts. (These scripts are available for release until six months after the examination.) Please note that where you are considering an examination recount or reconsideration application, you may wish to check your script beforehand. Where application for a return of script is made before the due date, and your script cannot be returned before the due date for a recount or reconsideration application, you will still be entitled to apply for the recount or reconsideration.

The minimum fee for this service is \$11.25 and entitles you to two scripts. Each further script attracts a fee of \$5.60.

2.12 Recount/Reconsideration Applications

N.B. The last day for recount/reconsideration applications for:

2000 first semester results: 30 July 2002

2000 second semester results: 16 December 2002

Where you sought a return of the examination script within 28 days of the date of publication of the results, an application for a recount or reconsideration will be accepted, provided the application is lodged within 28 days of the return of the script. Recount or reconsideration applications should be lodged only where it is considered that a mistake has been made in the marking of the script or in the processing of marks, e.g., it is suspected that an assignment mark has been missed when calculating final marks. A reconsideration application should not be lodged because you are disappointed in your grade or because the subject involved is particularly important to your degree or diploma. Issues with regard to the content of an examination paper are a matter for appeal, not a reconsideration. A reconsideration is intended as a means of checking the marking when you conscientiously believe that the published mark does not represent the standard of your work in the subject.

Recounts

On receipt of an application for a recount of an examination script, the examination script, the examiner will check the applicant's script in order to ensure:

- that each part of the script has been considered in the marking of the script
- that the marks assigned for the components of the script have been correctly recorded
- that the mark awarded for the script as a whole has been correctly derived from the component marks
- that the mark awarded for the subject as a whole has been derived correctly from the continuous assessment and examination components

Reconsiderations

On receipt of an application for a reconsideration of an examination script, the examiner will perform each of the checks listed above and, in addition, will remark the whole of the script. In any case there is no suggestion that lenience should be shown to a candidate during the reconsideration or recount process. The result of a recount or reconsideration will be conveyed by letter, normally within three weeks of receipt of the application. If your application does not result in a mark change you will be liable for a fee of \$30.00 per subject for recounts and \$60.00 per subject for reconsiderations, which will be charged to your student fees account. Application forms are available from the: Student Enquiries Counter N.B. If you have any assignments/reports you may attach them securely to the rear of this form. There is a different avenue of appeal for students asking for other special dispensations, which involves writing a letter of appeal to the Registrar, setting out all the relevant facts. There is no time limit or fee for such an appeal.

2.13 Summer School

Summer School examinations are subject to exactly the same rules as the examinations in semester one and two.

All students who enrol in summer school subjects will receive a Summer School Course Information Book which details all the dates relevant to Summer School examinations.

2.14 Regional Education

Examinations sat as part of Lincoln's Regional Education programme, are also subject to exactly the same rules. In general examinations are held in the regional centres, and students will be informed of the venues during their course.

Forms, for example for aegrotats, may be obtained by telephoning:

Jenny Miller

Student Services Centre

(03)325 2811 extension 8528

2.15 Meaning of Examination Terms

Answer Book

The book officially prepared, and typically used by an examination candidate to record his or her answers to examination questions. N.B. This booklet may be accompanied by additional pages (supplied by the examination supervisor) when there is insufficient room in the book to record all examination answers.

Aegrotat Assessment

A form of assessment available to students who are unable to attend an examination, or whose performance may have been impaired, due to circumstances beyond their control.

N.B. The Examinations Office staff processes all aegrotat applications for examinations.

"Blank" Pages

These are plain A4 ruled sheets of paper which are supplied to an examination candidate, by the examination supervisor, where there is insufficient room in an answer book to answer all of the examination questions. N.B. ALL extra pages (including those which have nothing written on them) must be handed into the examination supervisor.

Candidate

Any student eligible to take a specific examination. All students wishing to sit an examination must be appropriately registered for that subject.

Class List (Exam Roll)

A list of the students registered for a specific subject, and entitled to be a candidate for examination in the specific subject.

Dictionary

A hard-copy (printed) dictionary which shows English and another language. It may only be used by a candidate whose native language is not English and must be approved for use by the Examinations Office three days before the examination for which it is required.

Examination

A means of establishing a candidate's expertise in a particular subject which they have studied as a student at Lincoln University. Examinations are held at a prescribed date and time after lectures have ceased at the end of each semester.

Examination Room

The room designated as the venue for a specific examination or examinations.

Examination Rules

The rules for formal examinations, as determined by the Academic Administration Board and published in the examination timetable.

Examination Script

The document (which may include an examinations paper, an answer booklet, and any additional pieces of paper) on which an examination candidate records his or her answers to examination questions.

Examination Supervisor

The representative of Lincoln University who is responsible for supervising a particular examination room and the examinations held within.

Examination Timetable

A timetable showing the examinations, their dates, times and venues, for a particular semester and year. The timetable also includes the official examination rules.

Examiner

The person responsible for the preparation of a test or examination paper, and for marking resultant examination scripts.

Open Book Examination

An examination where candidates are permitted to bring text books and/or course work into an examination and use this, if they wish, as the basis of answers to examination questions.

Reconsideration

This is a process whereby a student who believes there may have been incorrect assessment of all work which has contributed to a final mark may make application for a reassessment. Formal application must be made and a fee is charged to cover costs where no error was found.

Recount

This is a process whereby a student who believes there may have been incorrect addition of the marks in the examination script may apply to have the marks recounted. Formal application must be made and a fee is charged to cover costs where no error was found.

Test

A means of assessing a student's level of expertise during a semester. The Examinations Office staff only administer tests with a class roll of 100 students or more.

Anlage 6: Regeln der Abschlussarbeit und Bewertungen an der Partneruniversität Lincoln University, Canterbury

Masters House Rules Thesis Research Topic Supervision

1. Development of a Thesis Research Topic

Once enrolled for a degree incorporating a thesis, you can proceed to develop a research proposal under the guidance of your supervisor. Each division will have slightly different procedures for research student administration. The information below however, describes a typical approach.

1.1 Research Workshop

You may be expected to present details of your draft research proposal to the supervisors, interested academic staff, and other people able to comment on the study. You can then take note of comments and suggestions in developing a final research proposal.

1.2 Final Research Proposal

Following the workshop, your finalised research proposal should be prepared and forwarded to the Divisional Director for approval. The research proposal should provide a brief review of current knowledge of the proposed research topic together with the aims and objectives of the research. Details are required of proposed work and the techniques to be used, method of measurement and data analysis. The proposal should also identify any specialist resources or expertise you and your supervisors believe are necessary but not available in the division. A detailed proposed timetable of the research including the analysis of results and writing up of the thesis should be included. It is expected that the proposal would take 5-10 pages.

1.3 Supervisors

In considering your research proposal, the Divisional Director will also confirm the nomination of your supervisor and associate supervisor(s), co-supervisors external cosupervisors and any advisers, and make an estimate of costs of the whole programme and sources of funds. Your supervisor is expected to play a major role in assisting you to set the direction of your research. This includes assisting in the project formulation, participating in setting the research objectives, assistance in the project management and conducting regular reviews of your research. In addition, your supervisor has certain administrative responsibilities. The staff member designed your associate supervisor is expected to undertake these roles in the absence of your supervisor. Your supervisor and associate supervisor must be members of the lecturing staff of Lincoln University.

1.4 Resources

The Divisional Director 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 thesis can be completed within the specified time and that the project is otherwise acceptable. Divisional Directors should 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.

1.5 The substantive research should not begin until the research proposal has been approved by the Divisional Director.

1.6 Once you are enrolled in your thesis, the Postgraduate and Research School will release a grant to the division to assist in the costs of the project. This is a once only grant. The present rate (1999) is \$2,000. You should note, however, that this is an allocation to the Division not to yourself. Each Division has different ways of distributing and allocating these funds. This may mean for instance, that the Division provides you with less than \$2,000 to

assist in your research expenses, depending on the criteria used to allot funds in the Division.

2. External Co-supervisors

2.1 In some circumstances, and in particular, where your project requires direction from two disciplinary perspectives, your Divisional Director may appoint a co-supervisor. A co-supervisor is a member of the University staff who will play a leading or major role in the research but who will not share the administrative roles that are the responsibility of the supervisor and associate supervisor.

2.2 In some cases, the University will appoint one or more supervisors from outside of the University.

2.3 The appointment of external members to the supervision team does not remove the need for internal supervisors. All candidates for PhD, masters degrees by thesis only or by thesis and examination, must have two members of the lecturing staff of Lincoln University in their supervision team. This ensures that in each supervision team, there are at least two members who have an understanding of and can perform, the administrative functions of supervisors.

2.4 An external member of the supervision team will have one of three possible designations, depending on the role played in the project. The three possible designations are:

- co-supervisor
- associate co-supervisor
- adviser.

2.5 Appointment as co-supervisor is appropriate where the person plays a major or leading role in the research supervision. This includes participation in the research project formulation, participation in the formulation of the research objectives and participation ongoing, regular reviews of research. The designation 'associate co-supervisor' is used when the person plays a major, but not leading, role in the supervision. If the external person plays a more minor role, then the appropriate designation is 'adviser'.

2.6 Anyone appointed as external co-supervisor or associate co-supervisor is expected to have the qualifications and experience that would be appropriate for a member of the lecturing staff of Lincoln University. Any external member of the supervision team who does not have that level of qualification or experience would normally be appointed an adviser.

2.7 The responsibility for making an appointment as external co-supervisor, associate cosupervisor or adviser rests with the Divisional Director. The letter of appointment is prepared by the Graduate Student Administrator and signed by the Assistant Vice-Chancellor (Academic Services).

2.8 People who assist the University by accepting appointment as co-supervisor or associate co-supervisor may, in certain circumstances, be eligible for appointment as honorary lecturers or honorary research associates. These appointments are made by the Vice-Chancellor on the recommendation of the divisional director.

3. Quality of Supervision

3.1 Roles of Supervisors and Research Students

A study¹ done at Victoria University of Wellington in 1996, identified the most significant roles played by the thesis supervisor and research student. These roles and their descriptions are listed here to assist you to understand better the expectations of you as a student and to clarify what you might reasonably expect of your supervisor. You should note

that this list is indicative only. It is not exhaustive. It would be a good idea to discuss this section with your supervisor at the beginning of your research in order to clarify your expectations and the expectations of your Supervisor.

Thesis Supervisor

Academic Adviser This is the role of knowing about academic structures and processes and using this knowledge to assist you to make decisions regarding the planning of the research process. 1 Kidman, J., Hall, C. & Murray, L. (1996) Training needs analysis: The thesis supervisor and the thesis student at *Victoria University of Wellington*.: Report to University Teaching Development Centre, Victoria University of Wellington.

Teacher

The supervisor is expected to maintain expert knowledge and skills in a discipline area or areas and communicating associated information, knowledge and ideas in a way which stimulates you to think and learn and take responsibility for your own learning.

Motivator

This is the role of providing the conditions which encourage you to sustain your motivation through to successful completion of the thesis. **Assessor** This requires your supervisor to assess your progress and final submission in line with University requirements.

Negotiator

This entails managing the different stages of the relationship with you, as student, to achieve mutually acceptable outcomes.

Self Manager

This is the role of determining priorities, setting limits and devising personal strategies, so as to maintain one's own professional effectiveness as a supervisor.

Communicator

Your supervisor is expected to communicate information, knowledge and ideas relevant to the different phases of the supervision relationship.

Thesis Student

Proposal Developer You are expected to identify the limits and scope of the research and to develop a research proposal which addresses the purpose, rationale, method and resourcing of the research.

Data Analyst

This is the role of understanding an appropriate range of research methodologies and selections and using analytical techniques relevant to the research problem.

Thesis Manager

This requires you to plan and implement the research, and to develop supplementary skills and understanding to aid the successful completion of the study.

Critical Thinker

This is the role of separating the essential from the inessential, the accurate from the inaccurate and the true from the misleading. It requires an understanding of the language, behaviour, knowledge structures and culture of the subject.

Negotiator

This entails managing the different stages of the relationship with your supervisor(s) to achieve mutually acceptable outcomes.

Self Manager

This means that you are expected to determine priorities, set limits, and devise personal strategies so as to maintain your own personal and professional effectiveness.

Communicator

This is the role of communicating information, knowledge and ideas relevant to the different phases of the research, and using an appropriate range of media.

3.2 Responsibilities of Supervisors

Your thesis supervisor is expected to have regular contact with you and to be available by appointment. He or she should assist with the overall conception of research, development of theory, choice of methods, including, if appropriate, the design of experiments, organisation of fieldwork and provision of facilities. 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.

If you are conducting social science research or research on vertebrate animals, you need to discuss with your supervisor the University's ethical requirements and to become familiar with those requirements. The requirements of the Human Subjects Committee and the Animal Ethics Committee are set out in the Policies and Procedures Manual (LPP ACAE and CCHE). Supervisors are expected to be familiar with those requirements and, thus, to be aware of what approvals are needed and how those approvals are to be obtained. Your supervisor should provide you with guidelines on the processes of thesis 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).

In preparing your thesis you will need critical assessment and help during all stages. You may also need help to organise and adhere to a personal research timetable. Your supervisor is your first source of advice and assistance. Lincoln University runs supervision workshops and training sessions which aim to assist academic staff acquire the skills needed for successful supervision of research students. If your supervisor is absent for a period during your research (for instance on conference or refresher leave), it is up to your Divisional Director to make arrangements to ensure that you receive appropriate support and supervision during that period. Unless the absence of your supervisor was sudden or unforeseen, or unless there were other unusual circumstances, this would not normally be regarded as grounds for an extension of time or for any other dispensation.

3.3 Responsibilities of Students

You should give careful thought to whom you have as a supervisor. A stimulating and successful thesis depends very much on the creation and maintenance of a good working relationship between candidate and supervisor. Any preferences you may have should be discussed with the Divisional Director or, where appropriate, the Divisional co-ordinator of postgraduate studies. You should note, however, that the final say on who is appointed your supervisor rests with the Divisional Director. As a masters candidate, you need to learn to work independently but there should be regular contact and discussion between you and your supervisor. You should be prepared to take the initiative in arranging meetings where necessary. All masters candidates are expected to contribute to the life of the Division where they are working, and are expected to attend Divisional seminars.

3.4 When Things go Wrong

In most cases, masters studies are fruitful and rewarding. Nevertheless, problems do arise from time to time and it is important not to 'let things drift'. In the first instance, you should discuss difficulties with your supervisor. If this is not appropriate or satisfactory (e.g. where the problem relates to the supervisor), you should discuss them with the Divisional Director or with one of the masters course advisers or with the Academic Programme Director (Postgraduate Studies). Such discussions are always confidential.

The University is presently developing a new grievances and appeals process. If you wish to lodge a formal complaint or to appeal against a decision of your supervisor, Divisional Director or the Academic Administration Committee, you should consult the guide available at the Student Enquiries desk.

4. Changes in Topic or Supervisor

If you wish to make a major change of thesis topic, or a change of supervisor, during the programme, it is essential that you obtain the approval of the head of department for the change. If your supervisor resigns, or is otherwise unable to fulfil the role of supervisor during your course of study, the head of department must appoint a replacement supervisor.

5 Seminar Presentation of Thesis Results

Once the research for a thesis is completed, but before the final draft is written, you are encouraged to present a research seminar to the department, the supervisor and the associate supervisor and any other members of your supervision team on the results of the work. This has a two-fold purpose. It requires you to summarise the key findings from the research and, at the same time, allows comment and suggestions from the audience on data analysis and on presentation and interpretation of the results. These suggestions can then be incorporated in the final draft of the thesis.

6. Thesis Preparation

The thesis must be prepared in accordance with Regulation J of the General Course and examination Regulations of the *Lincoln University Calendar*. The requirements of the Academic Board referred to in Regulation J1 of these regulations are set out in the *Presentation and Deposit of Theses and Dissertations: Library Requirements and Guidelines. Library Papers No. 17 (1999)*, which is available from the University Library or at www.lincoln.ac.nz/libr/theses.htm. This gives mainly technical advice. Some more general points that should be noted are as follows:

6.1 An overall plan for the thesis should be compiled and discussed with your supervisor before you begin any writing.

6.2 As the first draft of the thesis is written, completed sections should be given to the supervisors for critical comment. You have a right to expect that these will be examined carefully and critically and returned promptly. You should, however, attempt to warn your supervisors in advance if you are intending to ask them to review large sections of your thesis.

6.3 The thesis may not be submitted for examination without the final draft first having been seen as a complete document by at least one of the supervisors.

6.4 Particular care must be taken with presentation. Excessive numbers of spelling mistakes and typographical errors can require a thesis to be rewritten, no matter how well-performed the research.

6.5 Succinctness is important. An examiner is not impressed by the length of a thesis, but by its content. A lengthy introduction and reference list does not prove that the candidate has thought deeply about the subject. A single moderate-sized volume is normally quite sufficient. As a rough guide, a thesis of about 150 pages is suggested for a PhD thesis, and 75 pages for a masters thesis. This would include double –space typing, tables, figures and diagrams, but not appendices. Requirements will differ between disciplines and you should discuss with your supervisor the expectations which relate to the department in which you are studying.

6.6 Where possible and appropriate, the raw data on which research is based should be included in the thesis, usually in appendices. Alternatively, the data may be stored in the department in electronic form. In some cases, where the research involves human subjects, the data must be stored in a confidential way and must be destroyed after a period of time. In other cases, the data may be made available on request to those who read the thesis.

6.7 It is a good idea to write the easiest parts (e.g., the methodology section or the literature review) of a thesis first.

6.8 You are strongly encouraged to publish the results of your research. Publication practice varies between divisions, but it is essential that there should be full discussion with supervisors concerning authorship, choice of journal, timing of publication, etc. Where both candidate and supervisor are co-authors, each has a right to expect that such publications will not be excessively delayed. Papers may be published before the thesis is completed. Where appropriate, a published paper may form a chapter in the body of the thesis, provided that the candidate is the senior author of the paper and provided that the paper follows the style of other chapters and is integrated with the rest of the thesis in a general discussion. Alternatively, a paper may be cited in the thesis or it may form an appendix to the thesis.

6.9 You are expected to meet the cost of the preparation and binding of the thesis, unless these costs are met under the terms of a specific scholarship, grant or other award.

7. Thesis Length

As noted above, it is suggested, as a rough guide, that PhD theses be no longer than 150 pages and the masters thesis no longer than 75 pages. This includes double - space typing, tables, figures and diagrams but excludes appendices. This guideline may appear unduly restrictive on completion of the first detailed draft. Experience shows that thorough editing and rewording, together with careful organisation and reorganisation, will result in a thesis that meets this guideline with no substantive loss of information. The typical length will, however, depend on the field in which you are conducting research. You should therefore discuss the matter of thesis length with your supervisor and be guided by the conventions that apply in your division and discipline.

8. Thesis Examiners

8.1 Four people are involved in marking a PhD thesis, two external examiners and two members of your Lincoln University team. Three people are involved in marking a masters thesis, one external examiner and two members of your Lincoln University team.

8.2 The external examiners are appointed by the Academic Administration Committee, and are chosen for their knowledge in the field in which you have studied, together with a good understanding of the university examination system and standards. For a PhD the University requires one examiner to be from a country other than New Zealand. The other external examiner is normally from within New Zealand but outside Lincoln University.

8.3 Your supervisor is expected to contact the proposed external examiner informally and obtain their tentative agreement to act before the Academic Administration Committee considers the nomination. If a supervisor is in any doubt about the suitability of any person proposed, he or she should informally consult the Convenor of the Academic Administration Committee before approaching the proposed examiner. This will avoid any embarrassment should the Academic Administration Committee be unwilling to confirm a proposed examiner.

8.4 Approximately two or three months before the submission of the thesis, your supervisor should make a recommendation to the Academic Administration Committee on the

appointment of the external examiners. In recommending the external examiner/s, your supervisor should supply to the Academic Administration Committee:

- full names, titles and postal addresses;
- academic qualifications, including university;
- the posts held by the proposed examiners and a brief statement (one paragraph) of their status in the field for which they are recommended as examiners. The nominations should be endorsed by the Divisional Director. When the nomination has been prepared, it should be submitted to the Graduate Student Administrator.

8.5 If you have more than two supervisors, your supervisor and Divisional Director will make a recommendation to the Academic Administration Committee on which two members of your supervision team will take the internal examiner roles. The recommendation should be set out on the appropriate part of the examiner nomination form.

8.6 When appointing the external examiner/s, the Academic Administration Committee will also approve an examination convenor. The convenor will be a senior member of the academic staff of Lincoln University, who may not be from your division. The convenor need not be an expert in the field of your research. The role of the convenor is to:

- oversee the whole examination and preserve impartiality;
- collate the reports of the independent examiners;
- determine whether a dispute exists; and
- chair the oral examination, if one is to be held.

9. Extension of Time

Students who are enrolled on a full-time basis for a two year masters degree are required to complete in a maximum of four years of full-time study, while those enrolled on a full-time basis for a one year masters must complete in a maximum of three years. Students who are enrolled for a two year masters degree on a part-time basis throughout their enrolment are required to complete in a maximum of five years. Students enrolled for a one year masters degree on a part-time basis throughout their enrolment are required to complete in a maximum of four years. An extension of time beyond the maximum may be sought from the Academic Administration Committee. Any such request must be accompanied by a supporting statement from the supervisor and must be endorsed by the head of department. Only one specified extension of time is permitted and then only in exceptional circumstances. This extension cannot exceed 12 months. You need to be aware that the absence of your supervisor would not normally be regarded as grounds for an extension. If a member of the staff is to be absent from the University for a period (for instance, on refresher leave or on conference leave) the Divisional Director is obliged to make arrangements to ensure that the staff member's supervisory responsibilities are met in an appropriate way. The absence of your supervisor could only be used as grounds for an extension in special unusual circumstances, where the absence is unforeseen, sudden and due to critical circumstances. If your supervisor is to be absent from the campus for a period during a critical phase of your research, you would be advised to approach your supervisor well in advance to discuss the arrangements made to cover his or her absence.

10. Honours and Distinction

Students enrolled for a masters degree by thesis and examination may be eligible for the award of honours. If so, honours may be awarded only if you submit your thesis within three years of the effective commencement date, or, in the case of a student part-time throughout the course of study, within four years of the effective commencement date. If you are enrolled for a masters degree by thesis only, you will be eligible for consideration for distinction if you submit the thesis within two years of the effective commencement date, or, in the case of a student part-time throughout the course of study, within three years of the effective commencement date.

Masters House Rules Final Result, Honours, Distinction

1. Recommendation

1.1 As soon as the thesis has been marked, both the supervisor and the second internal examiner are required to supply to the Graduate Student Administrator separate, independent reports on the thesis. These reports will address each of the criteria for judging a thesis and include recommended grades.

1.2 The external examiner's report will be forwarded directly to the Graduate Student Administrator. Neither the supervisor nor the other internal examiner may read the external examiner's report until they have submitted their own examination reports.

1.3 Once all three reports have been received, the Graduate Student Administrator will check them to see if a dispute exists. (Refer to Section 13). If there is no dispute, the Graduate Student Administrator will forward the three reports to the supervisor who will set out the final agreed marks and (if applicable) recommended class of honours and attach the reports of the examiners. This recommendation will be endorsed by the divisional director.

1.4 Provided the difference between the highest and lowest recommended thesis mark is 10 or less, the final thesis mark will normally be the average of the three examiners' recommendations. If the difference between the highest and lowest marks is 11 or more then a dispute exists. (Refer to Section 13 for an explanation of what happens in the case of a dispute.)

1.5 When the results have been confirmed by the Academic Administration Committee, you will be informed of the result by letter and your academic record will be updated to include the results. At this time you may ask to receive copies of the external examiner's report on the thesis and the reports of the supervisor and second internal examiner.

1.6 Marks and Grades for Masters Degrees

In order to qualify for the award of the masters degree, you need to pass all of the subjects of the coursework component. You must also pass your thesis or dissertation. You must obtain a clear pass (C or higher) in your thesis or dissertation and you may be awarded a restricted pass (C- grade) in at most one unit of the coursework component. The supervisor's recommendation will list the mark for each individual subject of the course of study of the course of study and the recommended thesis mark, along with the average mark for the course of study as a whole. The average for the course as a whole will be calculated with regard to the weightings of the subjects and the thesis. The class of honours, where applicable, can be arrived at from the following table.

Weighted Average Mark Class of Honours

75% average or higher and all grades above B- First Class Honours
Average of 67%-74% Second Class, Division I
Average 60%-66% Second Class, Division II
50%-59% Pass

A candidate with an average of 75% or higher but who has obtained one or more grades of B- (62) or below will be awarded Second Class Honours Division I.

A candidate who is ineligible for the award of honours, but who meets the conditions for first class honours will be awarded the degree with distinction.

Note 1: For the purpose of determining the class of honours, the average is calculated without rounding.

2. Unsatisfactory Thesis

If the examiners are of the opinion that a thesis 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. This privilege will be granted only under exceptional circumstances. If your average mark is 50% or more on first submission, then it is unlikely that you would be allowed to resubmit unless there are critical circumstances beyond your control which have influenced the outcome; under these circumstances, the Committee will review the case. Any application for permission to revise and resubmit will be set out in a letter from the supervisor explaining the situation. If you are permitted to revise and resubmit you will be ineligible for the award of honours or distinction. In general, strong justification will be required before a resubmitted thesis will be awarded more than a bare passing grade, i.e., more than 50%. You should be aware that a revised thesis is treated as a wholly new thesis when it is examined. This means that a new external examiner will be used to examine the revised thesis.

3. Honours

3.1 General

A student undertaking masters study is ineligible for the award of honours in the masters degree if he or she has been previously awarded a degree with honours in the same field of study as the masters degree.

3.2 M.Agr.Sc., M.Hort.Sc., M.Sc., M.C.M., M.Com.(Ag.), M.Appl.Sc., M.P.R.& T.M., M.R.S., M.Soc.Sc. Students who are taking one of the above masters degrees by both thesis and examination are usually eligible for the award of honours.

3.3 M.E.P.

Students taking the degree of M.E.P. are usually eligible for the award of honours.

3.4 M.L.A

Students taking the degree of M.L.A by thesis and examination are eligible for the award of honours, unless they have previously qualified for the degree of Bachelor of Landscape Architecture with Honours.

3.5 M.E., M.Prof.Studs., M.Prop.Studs.

Students taking the degree of M.E., M.Prof.Studs or M.Prop.Studs. are ineligible for the award of honours but may be eligible for the award of distinction.

3.6 Time Limits for the Award of Honours

If you have been part-time for the whole of the masters course of study, then the course of study must have been completed in four years if you are to retain eligibility for the award of honours. If you have been full-time for all or part of the course of study you will only be eligible for the award of honours at masters level if the requirements for the degree are completed in three years. Honours cannot be awarded if you have failed any of your examinations or if you have been required to revise the thesis.

4. Distinction

If you have already been awarded an honours degree and are taking a masters degree in the same field of study, then you are not eligible for honours (refer to 4.1 above). Nor can you be awarded honours if you are taking a masters degree by examination only or by thesis only. If you are taking the M.E., M.Prof.Studs. or M.Prop.Studs. degree then you may not receive honours. If you are ineligible for the award of honours in your masters course, you may be awarded a pass with distinction if:

a the mean mark is at the level of First Class Honours (75%+); and
b all of the grades are at a level of B(63) or higher; and
either

c Students who have been full-time for some or all of the master course of study: the requirements for the degree have completed in:

- 2 years (one year masters degree) or
- 3 years (two year masters degree)

or:

d Students who are part-time throughout the course of study

The requirements for the degree have been completed in:

- 3 years (one year masters degrees) or
- 4 years (two year masters degrees)

5 Corrections and Final Edits

Your supervisor is responsible for overseeing any corrections to your thesis that have been required by your examiners. Until you have made these corrections, your thesis is not regarded as having been completed. Once your supervisor has agreed that all of the required changes have been made in a satisfactory manner, you must make sure the thesis is bound as required by the Library. (Refer to *Presentation and Deposit of Theses and Dissertations: Library Requirements and Guidelines. Library Papers No 17 (1999).*) (www.lincoln.ac.nz/libr/theses.html)

6. Deposit in the Library

You are responsible for depositing two completed, corrected and fully bound copies of the marked thesis in the University Library. The other copy is lodged in the divisional collection. When it receives your thesis, the Library will notify the Graduate Student Office of its deposit.

7. Final Result

Once the Graduate Student Office receives notification from the Library of the receipt of two copies of the corrected and bound thesis on the completed Graduate Clearance form, the form will be forwarded to the Records Officer informing him that you are eligible for the award of the degree. Only then will your name be transferred to the University list of current graduands and graduation forms issued.