Application for Admission to Postgraduate Study
Domestic and International Students

New Zealand’s specialist land-based university
### Application for Admission to Postgraduate Study

**Domestic and International Students**

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

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#### A  Personal Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Miss</th>
<th>Ms</th>
<th>Mrs</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal family name</td>
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<tr>
<td>Given name/s</td>
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<td>Preferred given name</td>
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<td>Date of birth</td>
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<td>Female</td>
<td>Male</td>
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<td>Country of birth (as stated on passport)</td>
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<td>Country of citizenship</td>
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<td>Postal address (for correspondence relating to this application)</td>
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<tr>
<td>Country</td>
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<td>Email address</td>
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<td>Telephone</td>
<td>Country Code</td>
<td>Area Code</td>
<td>Phone Number</td>
<td>Mobile</td>
<td>Country Code</td>
</tr>
<tr>
<td>Facsimile</td>
<td>Country Code</td>
<td>Area Code</td>
<td>Phone Number</td>
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<td>Permanent address in home country (if different from postal address)</td>
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<td>Facsimile</td>
<td>Country Code</td>
<td>Area Code</td>
<td>Phone Number</td>
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<tr>
<td>Citizenship</td>
<td>New Zealand citizen</td>
<td>New Zealand permanent resident</td>
<td>International</td>
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<tr>
<td>Country of residence</td>
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</table>

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

- Certified copy of birth certificate or passport enclosed.

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#### B  Study Information

**Have you studied at Lincoln University before?**

- [ ] No
- [ ] Yes - Student ID (if known)  

**When do you intend to begin your studies?**

- [ ] Semester One (February - June)
- [ ] Semester Two (July - November)

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

**Do you intend to study**

- [ ] Full-time (Please note: All international students must study full-time.)
- [ ] Part-time
Programme

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

1. **Honours**

<table>
<thead>
<tr>
<th>Bachelor Honours</th>
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<tbody>
<tr>
<td>Agricultural Science*</td>
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<tr>
<td>Commerce</td>
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<tr>
<td>Environmental Management</td>
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<tr>
<td>Recreation Management</td>
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<tr>
<td>Science</td>
</tr>
<tr>
<td>Social Science</td>
</tr>
<tr>
<td>Software and Information Technology</td>
</tr>
<tr>
<td>Technology</td>
</tr>
<tr>
<td>Tourism Management</td>
</tr>
<tr>
<td>Viticulture &amp; Oenology</td>
</tr>
</tbody>
</table>

* Only available to current Lincoln University students

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

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

2. **Postgraduate Certificate/Diploma**

<table>
<thead>
<tr>
<th>Postgraduate Certificate</th>
<th>Postgraduate Diploma</th>
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</thead>
<tbody>
<tr>
<td>Agricultural Science</td>
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<tr>
<td>Applied Science</td>
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<tr>
<td>Commerce</td>
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<tr>
<td>Horticultural Science</td>
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<tr>
<td>Landscape Studies</td>
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<tr>
<td>Parks, Recreation and Tourism Management</td>
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<tr>
<td>Resource Studies</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>Software and Information Technology</td>
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<tr>
<td>Tourism Management</td>
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<tr>
<td>Water Resource Management (jointly taught with the University of Canterbury)</td>
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</tbody>
</table>

Note: [ ] indicates that the qualification is not available.

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

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

3. **Department in which you plan to study**

- [ ] Department of Agricultural Sciences
- [ ] Department of Applied Computing
- [ ] Department of Environmental Management
- [ ] Department of Farm Management and Property
- [ ] Bio-Protection Research Centre
- [ ] Department of Accounting, Economics and Finance
- [ ] Agribusiness and Economics Research Unit
- [ ] Department of Business Management, Law & Marketing
- [ ] Department of Ecology
- [ ] Department of Soil and Physical Sciences
- [ ] Department of Wine, Food and Molecular Biosciences
- [ ] School of Landscape Architecture
- [ ] Department of Social Science, Parks, Recreation, Tourism and Sport
- [ ] Department of Agricultural Management and Property Studies.

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

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

- [ ] No
- [ ] Yes. Please provide name:
4. Masters

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

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Thesis and Exam</th>
<th>Thesis only</th>
<th>Exam only</th>
<th>Notes:</th>
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</thead>
<tbody>
<tr>
<td>Master of Agricultural Science</td>
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<tr>
<td>Master of Commerce and Management</td>
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<td>Master of Software and Information Technology</td>
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<td>Master of Commerce (Agricultural)</td>
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<td>Master of Applied Science</td>
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<td>Environmental Management</td>
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<td>International Rural Development</td>
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<td>Parks, Recreation and Tourism Management</td>
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<tr>
<td>Master of Property Studies</td>
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<td>Master of Environmental Policy</td>
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<tr>
<td>Master of Horticultural Science</td>
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<tr>
<td>Master of Landscape Architecture</td>
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<tr>
<td>Master of Parks, Recreation and Sport Management</td>
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<td>Master of Resource Studies</td>
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<td>Master of Science</td>
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<td>Biochemistry</td>
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<tr>
<td>Conservation and Ecology</td>
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<tr>
<td>Environmental Science</td>
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<tr>
<td>Master of Social Science</td>
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<td>Master of Tourism Management</td>
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<tr>
<td>Master of Water Resource Management</td>
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<tr>
<td>Master of International Nature Conservation</td>
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<td>This degree is offered jointly with the Georg-August University, Göttingen, Germany.</td>
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<tr>
<td>Master of Natural Resources Management and Ecological Engineering</td>
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<td>This degree is offered in collaboration with B.O.K.I. – University of Natural Resources and Applied Life Sciences, Vienna, Austria.</td>
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</tbody>
</table>

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

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

5. PhD

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

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

- No  - Yes  Name
Documents/evidence required to be submitted with this application - checklist for PhD applicants:

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

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

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

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

1. Referee name and email
2. Referee name and email

E All Students - please complete the following sections

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

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

<table>
<thead>
<tr>
<th>Test Type eg IELTS</th>
<th>Score Details</th>
<th>Date taken</th>
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<tbody>
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</table>

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

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

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

- No  Yes (Please complete details in this section)

Lincoln University agent ID#

Agent email
info@ranke-heinemann.de/ wien@ranke-heinemann.at

Agent Stamp

Agent signature

Please state your career intentions (mandatory for international students)
• What encouraged you to apply for postgraduate study at Lincoln University?
  
  [ ] Lincoln University website  [ ] Agent  [ ] Flyer in my mailbox
  [ ] Lincoln University prospectus  [ ] I am a past/current student  [ ] Publication __________________________ (please specify)
  [ ] Lincoln University staff member  [ ] Newspaper ad  [ ] Other ______________________________________
  [ ] Friend or family member  [ ] Radio ad

F Declaration

• I declare that to the best of my knowledge the information supplied above is correct and complete. I acknowledge that the provision of incomplete, misleading or fraudulent information may lead to the review of any decision made in respect of this application.

• I declare that the application may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Lincoln University or of any other tertiary institution in New Zealand or Australia to which I may subsequently transfer.

• I declare that the application may also be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage, and also where disclosure is required to comply with the provisions of the Privacy Act 1993 (New Zealand only).

• I declare that I have the right to see and correct if necessary the information I have provided.

• I declare that if this application is submitted through an agent of the University the outcome of the application will be communicated to the agent unless I state otherwise.

• I declare that my enrolment cannot proceed without my consent to the foregoing conditions.

• I have read and understood the terms and conditions of the Lincoln University International Student Refund Policy. (For international students only).

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

I understand and agree that upon registration as a student at Lincoln University I am obliged to make myself familiar with and obey the University’s rules and regulations as published in the Calendar and associated materials. These regulations include, but are not limited to, the payment and refund of fees, computer use, copyright, examinations, library use and subject cancellations.

I understand that late payment of any fees may attract an additional administration fee, penalty interest and/or collections costs.

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

Applicant’s Signature _________________________

Date ____________ (day/month/year)

Please send to:

Institut Ranke-Heinemann
Schrünthenstraße 44
45136 Essen
Deutschland
Tel.: 0049-201-25252
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Friedrichstraße 95
10117 Berlin
Deutschland
Tel.: 0049-30-209629593
berlin@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Türkenstraße 70
80799 München
Deutschland
Tel.: 0049-89-80954030
muenchen@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Silberburgstr. 112
70176 Stuttgart
Deutschland
Tel.: 0049-711-99338627
kentz@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Grunerdallee 91/ Martin-Luther-King-Platz 1
20146 Hamburg
Deutschland
Tel.: 0049-40-43091358
hamburg@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at
Postgraduate Referee Form

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

Applicant
Family name ______________________ First name ______________________

Referee
Name ______________________ Position/title ______________________
University/work: ______________________ Phone ______________________
Address ______________________ Email ______________________

1 How long have you known the applicant ________ Years ________ Months

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

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

<table>
<thead>
<tr>
<th>Area</th>
<th>No opportunity to observe</th>
<th>Below average (60-43%)</th>
<th>Average (40-26%)</th>
<th>Above average (25-11%)</th>
<th>Very good (top 10%)</th>
<th>Excellent (top 10%)</th>
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<tbody>
<tr>
<td>(i) Knowledge of own discipline</td>
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<td>(ii) Ability to express ideas</td>
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<td>(iii) Command of research techniques</td>
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<td>(iv) Critical and/or analytical ability</td>
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<td>(v) Initiative and motivation</td>
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<td>(vi) Ability to plan</td>
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<td>(vii) Perseverance in pursuing aims</td>
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<td>(viii) Teaching or tutoring ability</td>
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</table>

(b) Please rate the applicant’s aptitude for research

- top 10%  
- 11 – 25%  
- 26 – 40%  
- 41 – 60%  
- top 60%

- below

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

Referee's Signature ______________________ Date ______________________

The referee is requested to complete, print and sign this report and send to:

Student Administration, PO Box 94, Lincoln University, Lincoln 7647, Christchurch, New Zealand
Application Guidelines

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

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

The Statement of Research Interest is used by the University for two main purposes:
1. To assess your relative preparedness for postgraduate study
2. To assist with matching you with appropriate supervisors.

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

If applying for Masters please use the following guidelines:
• Write about a couple areas of study you have particularly enjoyed and/or would like to pursue further at postgraduate level
• Describe one or two projects that you have undertaken as part of your previous degree work or employment that are relevant to these areas.

If applying for PhD or Masters by thesis only, please use the following guidelines:
• Include at least a page on the background to the problem, issue or area that you propose to research. This should set the research into its context and include a few citations to key literature
• State the overall research aims or research hypotheses to be tested, i.e. what the research will attempt to accomplish
• Describe a proposed approach for the research, i.e. the steps that you could follow to fulfill the research aim or test the research hypothesis
• Include full references for any literature referred to in your statement
• Submission of a statement does not commit you or the University to undertake the proposed research. Your eventual research project will emerge as the result of negotiation between you and the research advisors
• The statement is not the same as the formal research proposal that you will produce for your thesis (although the statement may be helpful in developing the full proposal)
• You are strongly urged to discuss your research interests with an advisor before submitting your application. The advisor will be in a position to provide feedback on a draft of your statement.

If applying for the Executive Development Programme please use the following guidelines:
Please complete the Application for Admission to Postgraduate Study Domestic and International Students form. Information specific to Executive Development Programme applications.

Master of Property Studies:
☐ Department of Farm Management & Property

Qualifications and Academic Records
You must submit either originals or verified true copies of your academic transcripts. This should also include the following:
• Courses taken and marks/grades achieved
• Key to the grading system
• Confirmation that you have completed the course requirements or graduation certificates (if applicable).

Verified Documentation

<table>
<thead>
<tr>
<th>What is verified documentation?</th>
<th>Who can verify my document?</th>
<th>How do they verify document</th>
</tr>
</thead>
</table>
| A verified copy of a document is a photocopy which has been certified by one of the people shown here. | • Justice of the Peace
• Kaumatua
• Notary Public
• Solicitor
• School Principal
• Lincoln University Registry Staff | The person who verifies your document(s) must print their full name, address and use their official stamp. |