

## CFPY Masters Thesis Registration Application Form

All students undertaking a CFPY Masters Thesis must complete this form.

- CFPY **MA** students ALSO need to complete the Faculty of Arts form <http://www.arts.canterbury.ac.nz/for/postgrad/thesis-students.shtml>.
- CFPY **MSc** students ALSO need to email [sciencepgadvice@canterbury.ac.nz](mailto:sciencepgadvice@canterbury.ac.nz) and Cc [studyhealth@canterbury.ac.nz](mailto:studyhealth@canterbury.ac.nz) to enrol.

Please note that you must also complete a UC Application to enrol via [myUC](#). **Do this now.**

Student to complete this form and then seek the signatures of both supervisors and return the form, with transcript, to the Faculty of Health administrative team ([shssadmin@canterbury.ac.nz](mailto:shssadmin@canterbury.ac.nz)).

### 1. Student to complete

<b>Family Name</b>				
<b>Given Name(s)</b>				
<b>Contact Phone Number</b>				
<b>UC Student ID Number</b>				
<b>UC Email Address</b>				
<b>Qualifications completed to enrol in the thesis (please select appropriate qualification)</b>	<input type="checkbox"/>	MSc Part I	<input type="checkbox"/>	MA Part I
			<input type="checkbox"/>	Other (specify)

- *If you were NOT previously a UC student, please attach an original certified Academic Transcript to this application.*
- *If you completed your foundation year (4<sup>th</sup> Year) whilst enrolled under the PGDipSci, then you will need to apply to either the Faculty of Arts or Faculty of Science to enrol in the MA or MSc and transfer your course credits to that qualification. You'll need to have obtained a B average grade or higher in your foundation courses.*

### 2. Degree and thesis subject code

<b>Degree</b>	<input type="checkbox"/> MSc <input type="checkbox"/> MA
<b>Subject Code</b>	<input type="checkbox"/> CFPY695 (MSc) <input type="checkbox"/> CFPY690 (MA)

**3. Proposed Topic/ Working Title**

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**4. Proposed enrolment date**

<input type="checkbox"/>	1 March (Semester 1)
<input type="checkbox"/>	1 August (Semester 2)
<input type="checkbox"/>	Other (specify - normally 1 <sup>st</sup> of month)

**5. Do you wish to enrol as a part-time or full-time student?**

*(Note that if you wish to apply for part-time status you must provide reasons why and provide supporting documentation, if applicable. Provide this on a separate sheet and attach to this form.)*

<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Full-time
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Reason for Part-time enrolment

**6. Will you be studying by distance or require any period of study away from the University?**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Reason for study away from the University

**7. Do you need an on campus workspace?**

<input type="checkbox"/>	Space in Manawa (Health Precinct)	<input type="checkbox"/>	Drop in/hot desk in Rehua
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## 8. Signatures

Student	
Name	
Signature	
Date	

Senior Supervisor	
Name	
Faculty/Department/School	
EFTS split as %	
Signature	

Second Supervisor	
Name	
Faculty/Department/School	
EFTS split as %	
Signature	

Head of School/Department, Health Sciences	
Name	
Signature	
Date	

Child and Family Programme Thesis Coordinator	
Name	Lianne Woodward
Signature	
Date	

## 9. Submission dates

Thesis Enrolment Date		Proposal Due Date	
Thesis Submission Date		Progress Report Due Date	

### **Student – next steps:**

- Obtain signatures from your primary and secondary supervisor
- Send this completed form with signatures to the Faculty of Health administrative team ([shssadmin@canterbury.ac.nz](mailto:shssadmin@canterbury.ac.nz))
- The administrative team will send to the appropriate staff for approval and signatures (i.e., applications with only Health Science supervisors will be finally confirmed by SHSS Head of School. Applications with supervisors from other schools i.e. Psychology, require both their Head of School and Health Sciences Head of School/Department approval.)

### **Additional Information - PLEASE READ**

1. **Commencement and Submission Dates** are shown as a note on your Student History Listing (internal academic record). To view your record at any time, log onto UC Student Web by following the link from [www.canterbury.ac.nz](http://www.canterbury.ac.nz). Your user code and password are required for this and are obtained upon completion of enrolment and receipt of your Canterbury Card.
2. **Registration of Masters Thesis Proposal** is due 2 months after the commencement date of the thesis if enrolled full-time, and 4 months after the commencement date if enrolled part-time. Application forms for Approval of Thesis Registration and thesis regulations and guidelines are found on each respective Faculty website (Arts, Science and Health).
3. **Progress Reports** are due 6 months after the registration of your research proposal. Note the date varies depending on your start date. Since most students enrol on 1 March and submit the proposal by 1 May, the progress report is due 1 November. If it takes you longer than 1 year to complete your thesis, another progress report will be due the following 6 months. These reports are required for the duration of the thesis enrolment.
4. If you have any questions/concerns of an academic nature please talk to your supervisor/s, or the Child and Family Psychology Programme Coordinator.
5. If you have any questions or concerns relating to your thesis enrolment, please email: Lianne Woodward ([lianne.woodward@canterbury.ac.nz](mailto:lianne.woodward@canterbury.ac.nz)) .
6. Because the CFPY thesis sits across 3 Faculties (Arts, Science and Health), it is very important that you become familiar with the protocol for the Masters degree for your Faculty. All forms for progress reports and submitting your thesis are found on the following websites:
  - Arts Students: <https://www.canterbury.ac.nz/arts/qualifications-and-courses/graduate-and-postgraduate-study/>
  - Science Students: <https://www.canterbury.ac.nz/science/current-students/postgraduate-advice-and-forms/>

**Best wishes with your thesis!**