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| **Te Kaupeka Ako | Faculty of Education**  Master’s Thesis Enrolment Application Form |

**IMPORTANT NOTES**

Before you complete this form, you need to contact a suitable member of the academic staff and discuss your proposed topic of research and whether there are suitable academic staff available to supervise you. The best place to start is by checking with the Programme Coordinator of the programme you wish to enrol in.

**All students undertaking a Masters Thesis in the Faculty of Education must complete this form and have it approved prior to being enrolled in the thesis.** (Please note that you must also apply to enrol online via MyUC.)

Please also refer to <https://www.canterbury.ac.nz/postgraduate/masters-study/the-masters-thesis-lifecycle/>

for information on the Masters Thesis Enrolment process in the Faculty of Education.

**SECTION A: Student to complete**

|  |  |
| --- | --- |
| Family Name |  |
| Given Name(s) |  |
| Phone |  |
| UC Student ID |  |
| UC Email |  |
| Other Email |  |
| Residential Address |  |
| Qualifications completed to date |  |
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*Please ensure you have provided the University with certified copies of your Academic Transcripts. (Note: University of Canterbury transcripts do NOT need to be attached.)*

***Degree information***

Name the qualification and thesis code that you wish to enrol in – note the MEd (180 points) only has a 90-point thesis option (EDEM690). Students applying for the MEd Thesis (120 points) qualification need to have completed a PGDipEd or equivalent. All students require complete of 30 points of research methods (at Level 8 or above) prior to enrolling in the thesis.

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| Degree | MEd (180 points)  MEd Thesis (120 points) |
| Course Code | EDEM690 (90 points)  EDEM691 (120 points) |

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| **Proposed Research Area**  Please state in general terms what the research proposal is. A detailed proposal is required within:   * Two months of enrolment if full-time; or * Four months of enrolment if part-time; or * A deadline specified by the Dean at the time of enrolment | |
| Working Title |  |
| Draft Objective Aim / Research Question |  |
| Draft Background |  |
| Draft Methodology |  |
| Major Target Dates (including expected date of submission) | |  |  | | --- | --- | | **Milestone name\*** | **Completion date** | | 1. Thesis enrolment and supervision arrangements | dd/mm/yy | | 1. Thesis proposal | dd/mm/yy | | 1. Literature review | dd/mm/yy | | 1. Ethical approval | dd/mm/yy | | 1. Data collection | dd/mm/yy | | 1. Analysis | dd/mm/yy | | 1. Write-up | dd/mm/yy | | 1. Submit final thesis for examination | dd/mm/yy |   \* Milestone names are indicative only, and may be changed to suit the proposed topic, with the exception of items 1, 2 and 8 |
| **Supervision**  Name the supervisor who has indicated a willingness to act at Senior Supervisor of the research. | Name: |
| Proposed enrolment date | 1 March (Semester 1); or  1 August (Semester 2); or  Other – specify date (normally the 1st of the month)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you wish to enrol as a part-time or full-time student? | Full-time  Part-time |
| If part-time, please provide your reason: | |
| Will you be studying by distance? | Yes  No |
| Will your proposed programme of study require: | |
| Any period of study away from the University? | Yes  No |

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| If yes, please provide your reason: | |
| Any period of study outside New Zealand? | Yes  No |
| If yes:  Which country?  Is this country deemed an extreme or high risk (see <https://www.safetravel.govt.nz/travel-advisory-risk-levels>) | Name of country:  Yes  No  Comments: |
| Any fieldwork? | Yes  No  Comments: |

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| Student signature: |  |
| Date: |  |

**FORWARD TO YOUR SENIOR SUPERVISOR TO COMPLETE SECTION B**

**SECTION B - SENIOR SUPERVISOR to complete**

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| Are you willing to supervise the student named in Section A? | Yes  No | | | |
| If no, comments: | | | | |
| Supervisor Name: |  | | | |
| Signature: |  | | | |
| Date: |  | | | |
| Are any additional resources required in the following areas, to support the proposed research? | | | | |
| Equipment and materials | | Yes | No | Not applicable | |
| Technical assistance | | Yes | No | Not applicable | |
| Comments (if required): | | | | | |

**SECTION C – Programme Coordinator to complete**

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| --- | --- | --- | --- |
| Thesis Enrolment Date |  | Proposal Due Date |  |
| Thesis Enrolment Date |  | Progress Report Due Date |  |
| Coordinator Name: |  | | |
| Signature: |  | | |
| Date: |  | | |

**section d - Head of school to complete**

(At this stage, a preliminary assessment of the proposed research is required, the research proposal

post-enrolment will require more precise details.)

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| Is the supervisor named above a suitable senior supervisor, available and willing to supervise, and has attended the workshop on research supervision? | Yes  No  Comments: |
| If members of the supervisory team are in different department / schools in the university, please indicate percentages of the EFTS split | % EFTS: School:  % EFTS: School: |

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| Are the following resources available to support the proposed research: | |
| Library  Equipment and materials  Technical assistance  Other? | Yes  No  Not applicable  Yes  No  Not applicable  Yes  No  Not applicable  Please specify: |
| Has the student been advised of the necessary Programme/School processes, training, and approvals for any fieldwork activities? | Yes  No  Not applicable |
| Is travel to high or extreme risk countries proposed? | Yes  No  Not applicable  **If yes, what risk mitigation strategies are in place?** |
| Has the student been advised in regard to travel to high or extreme risk countries? | Yes  No  Not applicable |
| Will the department cover the additional insurance costs for travel to high or extreme risk countries? | Yes  No  Not applicable  Comments: |
| HOS (or delegate) full name: |  |
| Signature: |  |
| Date: |  |

**section E – ASSOCIATE dEAN aCADEMIC to complete**

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| **Dean comments** | | | |
| Decision | Approved  Further information required  Comments: | | |
| Signature: |  | Date: |  |

**Please sign and send an electronic copy of the completed form to the Faculty of Education:** [EducationPGThesisAdmin@canterbury.ac.nz](mailto:EducationPGThesisAdmin@canterbury.ac.nz)

**section f – administration checklist**

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| Enrolment Approved in Jade | Yes  No |
| Update Higher Degree Module in Jade:  Higher degree module in Jade updated:   * Thesis enrolment date * Proposal due date * Progress report due date * Thesis submission date * Supervisors | Yes  No |
| Coded Enrolment Note Entered | Permitted to enrol in the XX thesis part/full-time with a start date of XX and a submission date of XXX |
| Formal Offer to student | Yes  No |