**Te Kaupeka Ako | Faculty of Education**

Application to change master’s enrolment status:

Part-time / Full-time

**IMPORTANT NOTES**

1. Before applying to change your enrolment from full-time to part-time or vice versa, please discuss the matter with your supervisors.
2. This application may affect your StudyLink support entitlements. Students should discuss any changes to their enrolment with StudyLink.
3. International students should contact the Student Enrolment Team to discuss their visa situation before applying for a change in enrolment status.
4. Part-time study is considered 0.65 EFTS.
5. Please send the completed form as an email attachment to: EducationPGThesisAdmin@canterbury.ac.nz

**SECTION A: STUDENT TO COMPLETE**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name: |  | Student ID: |  |
| Email: |  | Degree: |  |
| Senior Supervisor: |  | Thesis start date: |  |
| Subject: |  | Scholarship recipient? | [ ]  Yes [ ]  No |
| Enrolment Status Details |
| Current status | [ ]  Full-time [ ]  Part-time | Effective date of change: \_\_\_\_\_\_\_\_Backdated [ ]  |
| New status | [ ]  Full-time [ ]  Part-time | End date of change \_\_\_\_\_\_\_\_\_\_\_ OR until completion [ ]  |
| Reason for change |
| Please attach any supporting documentation (if applicable). |
| Signature: |  | Date: |  |

**SECTION B: SUPERVISOR TO COMPLETE**

|  |
| --- |
| Supervisor comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**SECTION C – HEAD OF SCHOOL (OR DELEGATE) TO COMPLETE**

|  |
| --- |
| HOS comments |
|  | Supported?[ ]  Yes [ ]  No |
| Name and signature: |  | Date: |  |

**SECTION D – DEAN TO COMPLETE**

|  |
| --- |
| Dean comments |
|  | Supported?[ ]  Yes [ ]  No |
| Signature: |  | Date: |  |

**PLEASE FORWARD THE COMPLETED FORM ALONG WITH ANY SUPPORTING DOCUMENTS (IF APPLICABLE) TO:** EducationPGThesisAdmin@canterbury.ac.nz

**SECTION E – SUBMISSION INFORMATION - Checklist**

|  |  |
| --- | --- |
| Initial submission date |  |
| New submission date |  |
| Eligibility for honours |  |
| Next Progress Report due |  |
| Information updated on SMS and notification sent to student, supervisors, HOS, thesis enrolment |  |
| Deans Resolution (example): |
| The Associate Dean Academic of Education has resolved that:The application **[Name]**, **[UC ID:]** to change from full- time to part- time thesis study from **[Date]** to complete **[qualification]** has been approved, Associate Dean Academic, **[Date approved]**. The new submission date is **[New date]**.  |