

**Te Kaupeka Ako | Faculty of Education**

Application form for Approval and

Registration of Masters Research Proposal

**IMPORTANT NOTES**

1. This research proposal is due within two months of enrolment for the thesis if full-time, or within four months if part-time or if full-time, or by a deadline specified by the Dean at the time of enrolment.
2. The research proposal itself should be presented in sufficient detail for the supervisor and Head of School to be able to comment on its suitability. It should include a realistic planned timetable including deadlines to be met, a list of objectives, description of methods to be used, and it should provide details of any special supervisory arrangements (for example, provision of alternative supervision in the case of a supervisor taking study leave). There should be statements about who has been consulted about the project, including general staff whose assistance may be required in the course of work.
3. Applicants are advised to read the Research Course Regulations of the General Regulations in the University Calendar.

Supervision:

1. The supervisory team must be selected for their expertise in the domain and/or methods of the research.
2. The regulations require the appointment of at least one supervisor other than the Senior Supervisor, or a Supervisory Committee.

**SECTION A - Student to complete**

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| --- | --- | --- | --- | --- | --- | --- |
| **Student details** | | | | | | |
| Student name: |  | | | Student ID: | |  |
| UC Email: |  | | | Phone: | |  |
| Other email: |  | | | | | |
| Residential address: |  | | | | | |
| Scholarship or Study Award (if applicable) |  | | | | | |
| **Degree information** | | | | | | |
| Degree (e.g., MED): | |  | Subject area: | |  | |
| Research start date: | |  | Enrolment Status: | | Full-time  Part-time | |
| Course Code (e.g., EDEM690): | |  | | | | |
| Title of Research | |  | | | | |
| Proposal attached | | Yes  No  Please check with the department for format of proposal | | | | |
| Due Date of Proposal | |  | | | | |
| Details of resources required (these might include library materials, space, equipment other materials, etc.). The student should note whether they are already in place or will require new expenditure. | | | | | | |
|  | | | | | | |
| Estimated costs of the research | |  | | | | |
| **Proposed Supervisors** | | | | | | |
| Proposed Senior Supervisor | |  | | | | |
| Reason for selection | |  | | | | |
| Other Supervisors or Members of the Supervisory Committee (please specify role, e.g., Co-Supervisor, Associate Supervisor) | | Name(s):  Roles(s): | | | | |
| Reason(s) for Selection | |  | | | | |

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***Special Approvals, Sponsorship, Hazards***

*This section form is intended as a prompt to the supervisor to ensure that these matters have been properly dealt with.*

It is the responsibility of the Senior Supervisor to advise the student on any contracts that govern the research to be done, and to inform, discuss, and give advice on Intellectual Property Rights. For guidance, the supervisor and student should read the University’s Intellectual Property Policy, available on the UC Policy Library website. It is also the responsibility of the supervisor to give advice on the necessity or otherwise of obtaining the approval of various committees (such as Ethics Committees) and organisations (such as DOC, Iwi, ERMA) for the research to proceed, and to give advice on any health and safety issues.

Research proposals involving a contract will need to acknowledge the signing of the contract by the Research & Innovation Office for commercial work. If the research is dependent on the approval of the University’s Human Ethics Committee or Animal Ethics Committee, or any other committee or organization, the approval should normally have been obtained prior to registration of the proposal; in any case, such aspects of the research which require approval from an Ethics Committee shall not proceed until the approval has been acquired.

**SECTION B – Completed by the Proposed Senior Supervisor**

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| --- | --- |
| **Part 1. Special Approval** | |
| The student will require the approval of the following committees/organisations before certain parts of the research can proceed, and he/she has been advised accordingly: | |
| University’s Human Ethics Committee  University’s Animal Ethics Committee  University’s Institutional Biosafety Committee (IBSC)  Other committee or organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Has the student been advised? | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  N/A |
| **Part 2. Sponsorship** | |
| The student’s research will be sponsored by (insert name of company or organization) |  |
| Has the student been fully informed about any confidentiality agreements and Intellectual Property implications, and has the Research & Innovations Office (if there is potentially important commercial IP) been fully informed? | Yes (Go to next question below)  No (Go to next Part 3)  N/A (Go to Section C) |
| Has the student entered into a written agreement about the Intellectual Property? | Yes  No |
| **Part 3. Hazard Information** | |
| The student’s research will:   * Involve the use of dangerous/hazardous materials/equipment * In part be conducted in a dangerous/hazardous environment (e.g. Fieldwork in isolated terrains) * Involve any type of fieldwork * Completed health and safety workshop | Yes  No  Yes  No  Yes  No  Yes  No Schedule for: \_\_\_\_\_\_    N/A |
| If the answer to any of the above is “YES”, please confirm that the student has been/will be fully informed of the risks, will be provided with training, if appropriate, and informed about any necessary procedures, safety equipment, etc. | |

**It is the Supervisor’s responsibility to get the proposal reviewed and commented on by two members of academic staff with relevant expertise; one reviewer will be outside of the supervision team.**

The reviewers are asked to comment on -

1. Given your knowledge of the field, is this a question worth asking?

2. Is there a clear connection between the research question, the proposed methodology and the proposed methods?

3. Is it achievable in terms of scope and timeframe? (e.g., Is it too big? Too narrow? Too complex?)

4. Other?

**Reviewers Comments**

|  |  |
| --- | --- |
| Supervisor Name: |  |
| Comments: | |
|  | |
| Signed: |  |
| Date |  |

|  |  |
| --- | --- |
| Second Reviewer’s Name: |  |
| Comments: | |
|  | |
| Signed: |  |
| Date |  |

**SECTION C – Student and Supervisor to Complete**

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| **Supervision Agreement** | |
| We agree that the following conditions govern the relationship as supervisors and student in relation to the research which is the subject of this application: | |
| 1. Regular formal supervision meetings, to take stock of progress, will occur at intervals of: | Select one:  Fortnightly  Monthly  Other (e.g., weekly) – please specify: \_\_\_\_\_\_\_ |
| 1. The student will endeavour to meet deadlines for work in progress, and the senior supervisor will comment on this work as soon as possible, which will then be discussed at formal supervision meetings. The senior supervisor undertakes to provide expert opinion on progress, and to indicate what needs to be done if progress is inadequate. Senior supervisor and student should maintain their own written records of these meetings. | |
| 1. The senior supervisor and student will make themselves familiar with the regulations concerning the degree for which the student is enrolled, including deadlines. | |
| 1. The senior supervisor will provide the student with information about relevant school handbooks, guides, websites about postgraduate studies, resources, etc., and the student undertakes to read the information provided in such documents or on the website | |
| 1. The role of the second (assistant, associate or co-) supervisor will be: |  |
| 1. The role of other members of the supervisory committee (if applicable) will be: |  |
| 1. Responsibility for the correct format and technical writing aspects of the research rests with the student. | |
| 1. The student will fulfil department/school obligations to contribute to annual department/school conferences or research seminars. | |
| 1. In the event of the senior supervisor being absent on leave, or in the event of the supervisor retiring or resigning from the University, the department/school will take on all reasonable steps to ensure continuity of supervision, having consulted the student regarding the arrangements made. | |
| 1. The student has the right to request alternative supervision if he/she believes the project is being inadequately supervised. Any request should be made to the HOD/HOS, or if the HOD/HOS is the supervisor concerned, to the Faculty Dean. | |
| 1. If the student’s work is deemed by the senior supervisor to be unsatisfactory, the senior supervisor must inform the student in writing. If progress continues to be unsatisfactory, the HOD/HOS in consultation with the appropriate departmental/school parties may recommend that the project be terminated. | |
| 1. The student and senior supervisor should reach agreement about authorship of any published results of the research work. Matters to be considered include whether the supervisors are to be co-authors, and under what circumstances (such as failure of the student to publish work) the supervisors may publish any of the work, with the student as co-author. Refer to the University’s Intellection Property Policy (available from the UC Policy Library website). | |
| 1. If the student’s research contributes in any way to intellectual property of possible commercial importance, the matter must be discussed carefully from the points of view of the student, the supervisors, and the University. Refer to the University’s Intellectual Property Guide at the Academic Services website, and to Section B Part 2, above, if the research is sponsored. | |
| 1. This agreement should be reviewed regularly as part of the formal progress reporting process. | |

**SECTION D – Head of School or Delegate to Complete**

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| Is it reasonably feasible for the proposed research to be completed in the normal timeframe for the Master’s degree? | Yes  No |
| It is a normal expectation that access to the facilities listed below be provided on a 24-hour basis unless there are compelling reasons that prevent it (e.g. In the Health and Safety Act). Please indicate here whether the following expectations can be met: | |
| * An individual desk and chair, ideally with some reasonable privacy and noise protection (drop-in/hot desk space in Rehua) | Yes  No |
| * A lockable cabinet or drawer to provide security for data and materials. This is especially important if the research involves sensitive material, such as information on human subjects | Yes  No |
| * Appropriate laboratory or studio space if that is necessary for the conduct of the research | Yes  No |
| * Access to appropriate computing facilities | Yes  No |
| If any of the above has been answered “NO”, please comment below: | |
|  | |
| What are the estimated costs of the research? Please attach budget separately, if appropriate | |
| Item: Estimated cost:  Item: Estimated cost:  Item: Estimated cost: | |
| What arrangements have been made for the costs to be met? Please provide details below: | |
|  | |
| If the student must meet any of the costs of the research, they must be formally informed of this. Please confirm that this has been done. | Yes  No  N/A |
| Is the staff member proposed as an appropriate senior supervisor available for supervising? If they are new staff members, have they attended an Academic Development Group briefing session on Postgraduate Processes? | Yes  No |
| If members of the supervisory team are in different departments/schools of this University, please indicate below, in percentages, what the EFTS per department/school should be (e.g. EDSL 70%, STED 30%) | |
| % EFTS: School:  % EFTS: School: | |
| Any further comments: | |

**This agreement must be signed by all supervisors, the student, and the Head of School/delegate.**

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| **Senior Supervisor**  I confirm that the student has been advised appropriately in relation to Approvals, Sponsorship, and Hazards. I am also aware of my responsibilities as outlined in the University’s Code of Practice, and I agree to the above Supervision Agreement terms and conditions. | Full name:  Signature: Date: |
| **Other Supervisor**  I agree to the above Supervision Agreement terms and conditions. | Full name:  Signature: Date: |
| **Other Supervisor**  I agree to the above Supervision Agreement terms and conditions. | Full name:  Signature: Date: |
| **Student**  I confirm that I have been advised on all above matters, that I am aware of my responsibilities as outlined in the University’s Code of Practice, and I agree to the above terms and conditions listed under the Supervision Agreement. | Full name:  Signature: Date: |
| **Head of School (or delegate)**  I agree to the above Supervision Agreement terms and conditions. | Full name:  Signature: Date: |

**SECTION E – Dean 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 |
| Higher degree module in Jade updated:   * Thesis enrolment date * Proposal due date * Progress report due date * Thesis submission date | YES NO |
| Coded enrolment note entered | Example – Permitted to enrol in the XX thesis part/full-time with a start date of XX and a submission date of XX. |
| Formal offer to student | YES NO |