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| |  | | --- | | **Te Kaupeka Ako | Faculty of Education**  **Application to Change Supervisor** | |

**IMPORTANT NOTES**

1. All theses shall be supervised by more than one supervisor.
2. Only the Senior Supervisor need be a continuing academic staff member of this university.
3. This agreement must be signed by all proposed supervisors, the student, and the Head of School (or delegate) and Associate Dean Academic. The student and the Senior Supervisor should be provided with copies, and one copy should be kept on file in the Faculty.
4. The completed form and any additional supporting documentation should be sent electronically to the Faculty of Education at: [EducationPGThesisAdmin@canterbury.ac.nz](mailto:EducationPGThesisAdmin@canterbury.ac.nz)

**SECTION A – STUDENT TO COMPLETE**

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| Student name: |  | | Student ID: |  |
| Email: |  | | Degree: |  |
| Subject: |  | | Thesis start date: |  |
| Current Supervisory Team | | | | | |
| Current Senior Supervisor: |  | | | |
| Other Supervisor(s): |  | | | |
| Reason for Change in supervisor | | | | | |
| Please include any supporting documentation (if appropriate) | | | | | |
| New Supervisory Team | | | | | |
| Proposed Senior Supervisor: | |  | | |
| Reason for Selection: | |  | | |
| Other Supervisors or Members of the Supervisory Committee (specify role, e.g., Co-supervisor, Associate Supervisor): | | Name(s):  Role(s): | | |
| Reason for Selection: | |  | | |

**SECTION B – STUDENT AND PROPOSED 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: | Please choose 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 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 school obligations to contribute to annual 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 school will take all reasonable steps to ensure continuity of supervision, having consulted the student with regard to the arrangements made. | |
| 1. The student has the right to request alternative supervision if they believe the project is being inadequately supervised. Any request should be made to the HOS, or if the 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 candidate in writing. If progress continues to be unsatisfactory, the HOS in consultation with the appropriate 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 students as co-author. Refer to the University’s Intellectual 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. | |
| 1. This agreement should be reviewed regularly as part of the formal progress reporting process. | |
| 1. The supervisors, the HOS and the student must be familiar with all appropriate UC Masters Policies/Regulations/Guidelines, including the Code of Practice that has been developed by the University of Canterbury to assist staff and students engage in research work for a Master’s research with identifying the various responsibilities and related issues. | |

**NOTE – Supervisor must read the Supervision Agreement and sign on page 4 before forwarding to HOS.**

**SECTION C – 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 has to 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 below by all supervisors, the student, and the Head of School (or 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 D – DEAN TO COMPLETE**

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| Dean comments | | | |
|  | | Supported?  Yes  No | |
| Signature: |  | Date: |  |

**Once completed and signed, please send an electronic copy of the form to the Faculty of Education:**

[EducationPGThesisAdmin@canterbury.ac.nz](mailto:EducationPGThesisAdmin@canterbury.ac.nz)

**SECTION E: ADMINISTRATION**

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| Date received by the Faculty |  |
| Form checked for completion |  |
| Information updated on SMS and notification sent to student, supervisors, HOS, thesis enrolment |  |