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| Master’s Thesis Enrolment Application Form |

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| **Faculty of Education** |

**All students undertaking a Master’s 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 Master’s Thesis Enrolment process in the Faculty of Education.

**SECTION A: Students are responsible for completing Section A and forwarding this form on to their Senior Supervisor.**

**1.** Student to complete

|  |  |
| --- | --- |
| Family Name |       |
| Given Name(s) |       |
| Contact Phone Number |       |
| UC Student ID Number |       |
| UC Email Address |       |
| Other Email Address |       |
| Residential Address |       |
| Qualifications completed to date |  |
|  |  |

*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.)*

**2.** Name the qualification and thesis code that you wish to enrol – note the MEd (180 points) only has a 90-point thesis option (EDEM690). Students applying for the MEd Thesis (120 points) pathway need to have completed a PGDipEd or equivalent.

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

**3.** Proposed Research Area

|  |
| --- |
|       |

**4.** Provide a brief outline of the proposed research:

*(A detailed proposal is required within two months of enrolment if full-time or within four months if part-time or if full-time and concurrently enrolled in thesis and course work. The amount of information provided here should be sufficient to allow the HOS/Programme Coordinator to answer any questions they may have.)*

|  |  |
| --- | --- |
| Working Title |       |
| Draft Objective Aim / Research Question |  |
| Draft Background |       |
| DraftMethodology |       |
| 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 9.  |

1. Supervision: Name the supervisor who has indicated a willingness to act as Senior Supervisor

of the thesis/dissertation/project

|  |  |
| --- | --- |
| Senior Supervisor  |       |
| Senior Supervisor’s School/Department |       |

**6.** Proposed enrolment date

|  |  |
| --- | --- |
| [ ]  | 1 March (Semester 1)  |
| [ ]  | 1 August (Semester 2) |
| [ ]  | Other(specify - normally 1st of month)  |       |

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

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Part-time | [ ]  | Full-time |
| If Part-time, please provide your reason  |
|       |

 Will you be studying by distance? [ ]  Yes [ ]  No

 If Campus based, will you require desk space? [ ]  Yes [ ]  No

NB: Masters research students can apply for access to a drop-in/hot desk space in Rehua.

**8.** Will your proposed programme of study require any period of study away from the University?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  |  Yes | [ ]  | No |

|  |
| --- |
| Comments |
|       |

**9.** Will your proposed programme of study require any period of study outside New Zealand?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  |  Yes | [ ]  | No |

**You must forward this to your Senior Supervisor to complete**

|  |
| --- |
| Comments |
|       |
| Applicant Signature  |  |
| Date |  |

**SECTION B - SENIOR SUPERVISOR to complete**

**10.** Are you willing to supervise the student named in question 1?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  |  Yes | [ ]  | No |
| If No, Comments  |
|       |
| Supervisor 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) |
|       |

**SECTON C - HOS OR DELEGATE to complete**

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

post-enrolment will require more precise details.)

**11.** Is the staff member named in question 5 an appropriate senior supervisor, is he/she available

 for supervising, and if they are a new staff member, have they attended a New Thesis Supervisor

 Course – Supervisory Mentors?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  |  Yes | [ ]  | No |

|  |
| --- |
| Comments |
|       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Approved | [ ]  | Declined | [ ]  | More Information Required |

|  |  |
| --- | --- |
| HOS Signature |  |
| Date |       |

**SECTION D – MASTERS COORDINATOR to complete**

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

|  |  |
| --- | --- |
| Coordinator Signature |  |
| Date |       |

**Please now forward this form to the Academic Manager in the Faculty of Education.**

|  |  |
| --- | --- |
| Enrolment Approved in Jade | YES    NO      |
| Update Higher Degree Module | YES    NO      |
| Coded Enrolment Note Entered | Permitted to enrol in the XX thesis/portfolio/dissertation part/full-time with a start date of XX and a submission date of XXX |
| SharePoint Updated |  YES    NO       |
| Formal Offer to student |  YES    NO       |
| Signed |  |