

## Master Research Enrolment Application Form

(For all Master degrees with a single research component of 90 points or more)

# Master Research Enrolment

### 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 Master research programme in the College of Arts must complete this form. (Please note that you must still complete a UC Application to enrol via 0800 VARSITY). Please refer to <https://www.canterbury.ac.nz/arts/qualifications-and-courses/graduate-and-postgraduate-study/> for information on the Masters Research Enrolment process.

### Section A: Candidate to Complete

#### Candidate Details

<b>Full Name</b>		<b>Student ID</b>	
<b>UC Email</b>		<b>Phone</b>	
<b>Other Email</b>			
<b>Residential Address</b>			

#### Entry Requirements

Please select which of these entry requirements you meet:

<input type="checkbox"/> <b>I have a New Zealand Degree</b> <i>Please attach an original academic transcript to this application.</i>  <i>(Note: University of Canterbury transcripts do NOT need to be attached.)</i>	<b>Name of Degree</b> (e.g., BA(Hons))	
	<b>Subject</b>	
	<b>Year Completed/Conferred</b>	
	<b>Class of Honours (if applicable)</b> - (e.g. first class)	
	<b>University</b>	
<b>OR</b>		
<input type="checkbox"/> <b>I have Admission Ad Eundem to this University</b>	<b>Date Granted</b>	

### Section B: Candidate and Supervisor to Complete

#### Degree Information

Please provide details of the degree you wish to enrol in

<b>Degree</b> (e.g., MA/MFA)		<b>Subject Code</b> (e.g., HIST690/POLS690)	
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<b>Proposed Research Area</b>		
<p>Please state in general terms what the research proposal is. A <u>detailed</u> proposal is required within:</p> <ul style="list-style-type: none"> <li>• <b>two months</b> of enrolment if full-time; or</li> <li>• <b>four months</b> of enrolment if part-time, or</li> <li>• a deadline specified by the Dean at the time of enrolment</li> </ul> <p>You can access the form at:  <a href="http://www.arts.canterbury.ac.nz/for/postgrad/masters_enrolment.shtml">http://www.arts.canterbury.ac.nz/for/postgrad/masters_enrolment.shtml</a></p>		
<b>Supervision</b>		
Name the supervisor who has indicated a willingness to act as Principal Supervisor of the research		
<b>Other Supervisors</b>		<b>Name(s):</b>
<p>The regulations require the appointment of at least one supervisor other than the Senior Supervisor, or a Supervisory Committee.</p> <p>please specify role, e.g. Co-supervisor, Associate Supervisor</p>		<b>Role(s):</b>
<b>Proposed Enrolment Date</b>		<input type="checkbox"/> <b>1 March (Semester 1), or</b> <input type="checkbox"/> <b>1 August (Semester 2), or</b> <input type="checkbox"/> <b>Other, start date:</b>
<p>The start date for a Master's research is normally set at 1 March (for semester one) or 1 August (for semester two). However, you may begin your research at any time (normally 1<sup>st</sup> of month) that is convenient for you and your supervisor.</p>		
<b>Do you wish to enrol as a part-time or full-time student?</b>		<input type="checkbox"/> <b>Full-Time</b> <input type="checkbox"/> <b>Part-Time</b> - briefly explain the reason(s):
<p>(Note that if you wish to apply for part-time status you must provide reasons why and provide supporting documentation, if applicable.</p> <p>If needed, you can write your reasons on a separate sheet and attach to this form).</p>		
<b>Will your proposed programme of study require:</b>		
<b>1. any period of study away from the University?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Comments:</b>
<b>2. any period of study outside New Zealand?</b>	Yes <input type="checkbox"/> Please complete the questions on the right No <input type="checkbox"/>	<b>If yes,</b> - which country? - is this country deemed an extreme or high risk (see <a href="https://www.safetravel.govt.nz/travel-advisory-risk-levels">https://www.safetravel.govt.nz/travel-advisory-risk-levels</a> )? Yes <input type="checkbox"/> No <input type="checkbox"/> - have you completed a separate form to study extramurally? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comments:</b>
<b>3. any fieldwork?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Comments:</b>
<p>(For information about what constitutes a field activity see <a href="https://intranet.canterbury.ac.nz/hs/toolkit/tools/hs_msc33.doc">https://intranet.canterbury.ac.nz/hs/toolkit/tools/hs_msc33.doc</a>)</p>		
<b>Candidate</b>		<b>Full Name:</b>
<p>I confirm that the above information as well as any additional documents attached are complete and correct, and that I am aware of my responsibilities as outlined in the University's Code of Practice (For more information visit: <a href="http://www.canterbury.ac.nz/ucpolicy/">http://www.canterbury.ac.nz/ucpolicy/</a>)</p>		<b>Signature:</b>
		<b>Date:</b>



## Section C: Head of School to Complete

<b>HOS Comments</b>	
<b>At this stage a preliminary assessment of the proposed research is required; the research proposal post-enrolment will require more precise details.</b>	
Is the staff member named above a suitable senior supervisor, available and willing to supervise, and has attended the workshop on research supervision?	Yes <input type="checkbox"/> No <input type="checkbox"/>  Comments:
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., HACA 70%, LSPS 30%)?	% EFTS:                      School:  % EFTS:                      School:  % EFTS:                      School:
<b>Are the following resources available to support the proposed research?</b>	
Library	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Equipment and materials	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Space	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Technical assistance	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Other?	Please specify:
Has the student been advised of the necessary Programme/School processes, training and approvals for fieldwork activities?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Is travel to high or extreme risk countries proposed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>  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 <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
Will the department cover the additional insurance costs for travel to high or extreme risk countries?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>  Comments:
<b>Head of School</b> <i>In cases where the HOD/HOS are supervisors of the student, the department must decide on the appropriate delegation (e.g., Programme Coordinator) to sign the application forms. In the case of a student enrolled in a Research Centre, the Director of the Centre should act as HOD/HOS.</i>	Full Name:  Signature:  Date:

**Please forward this form (ONCE ALL COMPLETED AND SIGNED) to:**  
[artsdegreeadvice@canterbury.ac.nz](mailto:artsdegreeadvice@canterbury.ac.nz)

## Academic Manager/Dean to Complete

<b>Academic Manager/Dean</b>			
<b>Comments</b>			
<b>Decision</b>	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		
<b>Signature</b>		<b>Date</b>	

## Postgraduate Student Advisor to Complete

<b>College Office</b>					
<b>Step 1</b>	PG DB <input type="checkbox"/> Log <input type="checkbox"/>	<b>Step 2</b>	Log <input type="checkbox"/> SMS <input type="checkbox"/> (approve ATE)	<b>Step 3</b>	HD mod <input type="checkbox"/> (note in PG DB once HD mod updated)
<b>Research Reg. Date</b>			<b>Proposal Due Date</b>		
<b>Research Sub. Date</b>			<b>Progress Report Date</b>		