

# Masters Research Proposal Application

**Date Last Modified:** (19 May 2009)

This form is to accompany the candidate's research proposal. Parts 1 to 5 should be completed by the candidate, part 6 by the proposed Senior Supervisor, part 7 by the candidate, the proposed Senior Supervisor, and the Head of Department/School\*, and Parts 8 to 14 by the Head of Department/School\* within two months of enrolment for the thesis work if full-time, or within four months if part-time or if full-time and concurrently enrolled in thesis and course work. Applicants are advised to read section L (Theses) of the General Course and Examination Regulations in the University Calendar.

*\*The HOD/HOS may delegate to a programme director or other suitable person, and in the case of a student enrolled in a Research Centre, the Director of the Centre should act as HOD/HOS.*

*The research proposal itself should be presented in sufficient detail for the supervisor and Head of Department/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 the work. Research proposals involving a contract will need to acknowledge the signing of the contract by either the Research Office, or Canterprise 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 organisation, 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.*

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1. Full Name (Family Name first):

UC Student Number:

UC e-mail address:

Department/School:

Local residential address:

2. Thesis Title:

Degree Sought (e.g. MA; MSc):

Four letter code for thesis subject (e.g. ENGL; GEOL):

Date of enrolment for the thesis:

3. Details of Resources Required (these might include library materials, space, equipment, other materials, etc., and the candidate should note whether they are already in place or will require new expenditure):

4. Estimated Costs of the Research:

5. Proposed Senior Supervisor:

**NOTE:** *An academic staff member appointed to UC after 31.12.2003 must attend a briefing session on the university's postgraduate regulations, policies, and procedures before being appointed Senior Supervisor. Briefing sessions are run regularly by the University Centre for Teaching and Learning.*

Proposed Co-supervisor:

Proposed Associate Supervisor(s):

Proposed Assistant Supervisor(s):

If a supervisory committee is proposed in addition to or instead of the above, name the members here:

NOTE: the regulations require the appointment of at least one supervisor other than the Senior Supervisor, or a Supervisory Committee. Only the Senior Supervisor need be a continuing academic staff member of this university.

## 6. SECTION TO BE COMPLETED BY THE PROPOSED SENIOR SUPERVISOR

It is the responsibility of the Senior Supervisor to advise the candidate 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 candidate should read the university's "Intellectual Property Guide", available as a brochure and at the Academic Services 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.

This section of the form is intended as a prompt to the supervisor to ensure that these matters have been properly dealt with. Either sign (a), below, if none of these matters apply to the candidate's research, or answer the questions in the other sections (b) to (g) and sign below that.

- (a) None of the matters (b) to (g) listed below apply to the candidate's proposed research.

Senior Supervisor's signature.....

- (b) The candidate will require the approval of the University's Human Ethics Committee before certain parts of the research can proceed, and he/she has been advised accordingly. Further information can be found at the Research Office website.

Yes  No

- (c) The candidate will require the approval of the University's Animal Ethics Committee before certain parts of the research can proceed, and he/she has been advised accordingly. Further information can be found at the Research Office website.

Yes  No

- (d) The candidate will require the approval of the University's Institutional Biosafety Committee (IBSC) before certain parts of the research can proceed, and he/she has been advised accordingly. Further information from the Health and Safety Manager.

Yes  No

- (e) The candidate will require the approval of (insert name of committee or organisation:) before certain parts of the research can proceed, and he/she has been advised accordingly.

Yes  No

- (f) The candidate's research will be sponsored by (insert name of company or organisation:), the candidate has been fully informed about any confidentiality agreements and IP implications, and Canterprise (if there is potentially important commercial IP) has been fully informed.

Yes  No

If the answer is "Yes", and if potentially important commercial IP is involved, please provide reference to the contract or agreement, and confirm that the candidate has entered into a written agreement about the IP.

**Provide reference information and confirmation here:**

- (g) The candidate's research will involve the use of dangerous/hazardous materials/equipment or will in part be conducted in a dangerous/hazardous environment (e.g. field work in isolated terrains), in which cases the candidate 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.

Yes  No

Senior Supervisor's Signature.....

## 7. SUPERVISION AGREEMENT

We agree that the following conditions govern the relationship as senior supervisor and candidate in relation to the thesis research which is the subject of this application:

- i. Regular formal supervision meetings, to take stock of progress, will occur at intervals of:  
  
*(A normal expectation is that these meetings occur at intervals of between one and three months, and they should not be confused with less formal and more frequent other meetings)*
- ii. 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.
- iii. The senior supervisor and student will make themselves familiar with the regulations concerning the degree for which the candidate is enrolled, including deadlines.
- iv. The senior supervisor will provide the candidate with information about relevant departmental/school handbooks, guides, websites about postgraduate studies, resources etc., and the candidate undertakes to read the information provided in such documents or on the website.
- v. The senior supervisor will discuss with the candidate the roles of any assistant, associate, and co-supervisors or members of any supervisory committee. A summary of their roles should be given here:
  
- vi. Responsibility for the correct format and technical writing aspects of the thesis rests with the candidate.
- vii. The candidate will fulfill departmental/school obligations to contribute to annual departmental/school conferences or research seminars.
- viii. 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 all reasonable steps to ensure continuity of supervision, having consulted the candidate with regard to the arrangements made.
- ix. The candidate has the right to request alternative supervision if he or 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.
- x. If the candidate'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 HOD/HOS in consultation with the appropriate departmental/school parties may recommend that the project be terminated.
- xi. 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 "Intellectual Property Guide" at the Academic Services website.

- xii. 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 6(f), above, if the research is sponsored.
- xiii. This agreement should be reviewed regularly as part of the formal progress reporting process.

Senior Supervisor: \_\_\_\_\_

Candidate: \_\_\_\_\_

HOD/HOS: \_\_\_\_\_ Date: \_\_\_\_\_

*This agreement must be signed above by the senior supervisor, the candidate, and the HOD/HOS. The candidate and the senior supervisor should be provided with copies, and one copy should be kept on file in the Department/School Office.*

**TO BE COMPLETED BY THE HEAD OF DEPARTMENT/SCHOOL:**

8. Is it reasonably feasible for the proposed research to be completed in the normal time-frame for the Master's degree?

Yes  No

9. 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).

- (a) An individual desk and chair, ideally with some reasonable privacy and noise protection.
- (b) A lockable desk, 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.
- (c) Appropriate laboratory or studio space if that is necessary for the conduct of the research.
- (d) Access to appropriate computing and word processing facilities.

Please indicate here whether these expectations can be met

Yes  No

(add comments, if you answer NO):

10. What arrangements have been made for the costs of the research to be met?  
Give details here:

11. If the student has to meet any of the costs of the research, he or she must be formally informed of this. Please confirm here that this has been done.

Yes

No

12. Are the supervision arrangements proposed in 5 above satisfactory?

Yes

No

13. If members of the supervisory team are in different departments/schools of this university, please indicate, in percentages, what the EFTS per department/school should be (e.g. Maori 70%, History 30%)

14. Any other comments:

**Signature of Head of Department/School**

**Date**

***Please now forward this form to the Academic Manager in the appropriate College***

Faculty Dean

Approved

Not Approved

Date

COMMENTS: