

Masters Thesis 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 staffs 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 Masters Thesis programme in the College of Arts must complete this form. (Please note that you must still complete a UC Application to enrol via 0800VARSITY). Please refer to <http://www.arts.canterbury.ac.nz/for/postgrad/thesis-students.shtml> for information on the Masters Thesis Enrolment process.

Section A: Candidate to complete

Candidate details

Candidate Name		Student ID no.	
UC Email address		Phone no.	
Other Email address			
Residential address			

Entry requirements

Please select which of these entry requirements do you meet:

<input type="checkbox"/> I have a New Zealand degree <i>Please attach an original Academic Transcript to this application.</i> <i>(Note: University of Canterbury transcripts do NOT need to be attached.)</i>	Name of degree	
	Subject	
	Year completed/conferred	
	Class of Honours (if applicable)	
	University	
OR		
<input type="checkbox"/> I have admission ad eundem to this University	Date granted	

Section B: Candidate and Supervisor to complete

Degree information

Please provide below details of the degree you wish to enrol in

Degree (e.g., MA/MFA)		Subject code (e.g., HIST690)		Department/School	
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Proposed Research Area Please state in general terms what the research proposal is. A detailed proposal is required within: • two months of enrolment if full-time; or • four months of enrolment if part-time, or if full-time and concurrently enrolled in thesis and course work.		
Supervision Name the supervisor who has indicated a willingness to act as Principal Supervisor of the thesis		
Other supervisors Other supervisors or members of the supervisory committee (please specify role, e.g. Co-supervisor, Associate Supervisor)	Name(s):	
	Role(s):	
Proposed enrolment date The start date for a Master's thesis is normally set at 1 March (for semester one) or 1 August (for semester two). However, you may begin your Thesis at any time (normally 1 st of month) that is convenient to you and your supervisor.	<input type="checkbox"/> 1 March (Semester 1)	
	<input type="checkbox"/> 1 August (Semester 2)	
	<input type="checkbox"/> Other, start date:	
Do you wish to enrol as a part-time or full-time student? (Note that if you wish to apply for part-time status you must provide reasons why and provide supporting documentation, if applicable. Do this on a separate sheet and attach to this form).	<input type="checkbox"/> Full time	
	<input type="checkbox"/> Part time	
	<input type="checkbox"/> If part time, a separate sheet attached explaining reason(s)	
Will your proposed programme of study require:		
1. any period of study away from the University?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
2. any period of study outside New Zealand?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
3. any fieldwork?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
Candidate 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: http://www.canterbury.ac.nz/ucpolicy/)	Full Name:	
	Signature:	Date:

Section C: Head of School to complete

HOS Comments	
At this stage a preliminary assessment of the proposed research is required; the research proposal post-enrolment will require more precise details.	
Is the staff member named above a suitable senior supervisor, available and willing to supervise, and has attended the workshop on Thesis 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., HUMS70%, SAPS 30%)?	% EFTS: School:
	% EFTS: School:
	% EFTS: School:
Are the following resources available to support the proposed research?	

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"/>
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"/>			
Head of School	Full Name:	Signature:	
		Date:	

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

Academic Manager/Associate Dean (Postgraduate) to complete

Academic Manager			
Comments			
Decision	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> More information required <input type="checkbox"/> Please specify:		
Signature		Date	

College office to complete

College office					
Completed form received?		Yes <input type="checkbox"/> No <input type="checkbox"/> More information required:			
Step 1	PG DB <input type="checkbox"/> Log <input type="checkbox"/>	Step 2	Log <input type="checkbox"/> SMS <input type="checkbox"/> (approve ATE)	Step 3	HD mod <input type="checkbox"/> (note in PG DB once HD mod updated)
Thesis Reg. Date		Proposal Due Date			
Thesis Sub. Date		Progress Report Date			