

# APPLICATION FOR MASTER'S DEGREE BY THESIS OR WITH A THESIS COMPONENT



- + This form is to be used when enrolling for one of the following postgraduate degrees where the thesis has the value of at least 90 points: MA, MA(Appl), MATENT, MEd, MArch, MDes, MCA, MFinMath, MMS, MTM, LLM, and also Part 2 of MMus (except composition students), MBmedSc, MBSc, MDevStud, MEnvStud, MSc.
- + Applicants complete Section A. Section B must be filled in by supervisors and heads of schools before the form is returned to the relevant Faculty Student and Academic Services Office, Victoria University of Wellington, PO Box 600, Wellington 6140.
- + This application must be accompanied by the Postgraduate Enrolment Application Form.

## SECTION A—TO BE FILLED IN BY THE APPLICANT

### 1 PERSONAL DETAILS

1.1 What is your Victoria University of Wellington Student ID number (if known)?

1.2 Family name/surname

1.3 First or given name

Middle name(s)

1.4 Full name  
(as on your passport, birth certificate or marriage certificate)

1.5 Previous family name/surname  
(if different from that shown in section 1.2)

1.6 Preferred first or given name  
(if different from that shown in section 1.3)

1.7 Previous given name  
Middle name(s)  
(if different from those shown in section 1.3)

1.8 Gender  
 Male  Female

1.9 Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

### 2 PROPOSED THESIS

2.1 Provisional title proposed for thesis

2.2 Subject area

2.3 Course code

### 3 SCHOLARSHIPS AND GRANTS

3.1 Name any scholarship or research grant that you have been awarded or for which you are awaiting notification.

Already awarded

Awaiting notification

### 4 PROPOSED ARRANGEMENTS FOR RESEARCH

Attach a statement giving details of proposed arrangements for research, including where research is to be carried out. Note any significant work to be undertaken outside the University and any ethical approvals that need to be obtained for research involving animal or human subjects. Animal Ethics or Human Ethics forms should be completed if appropriate. They can be downloaded from [www.wgtn.ac.nz/about/governance/strategy/research-policies](http://www.wgtn.ac.nz/about/governance/strategy/research-policies)

### 5 ARE YOU A FULL-TIME VICTORIA UNIVERSITY OF WELLINGTON STAFF MEMBER?

Yes -> School/Unit

No

### 6 REGISTRATION STATUS

What registration status are you seeking?

Full-time student  Part-time student  Distance student

If you are a part-time student, please indicate how many hours per week you can devote to your research. Please note anything that might prevent normal progress of your research.

(Note: the minimum requirement for part-time students is 20 hours per week over 48 weeks per year for up to five years.)

Hours per week/other comment

# SECTION A CONTINUED

## Declaration

- + I declare the information set out in this application and the attached documents that support this application is true and complete.
- + I understand that any false information given may invalidate my application and enrolment at Victoria University of Wellington.
- + I authorise the University, where appropriate, to obtain and verify any information with the relevant authority.
- + If my circumstances change in any material way from those described, I will report these changes to the manager of the relevant Faculty Student and Academic Services Office, who may then organise a change to the conditions of my enrolment.

- + I understand that the thesis must not contain work extracted from another thesis, dissertation or research paper already presented by me for another degree or diploma at this or any other University, except where development of the dissertation topic into a thesis topic has been approved. Any material quoted from another author's work (published or unpublished) will be clearly referenced and acknowledged in the main text of the thesis.
- + I understand that I have the right to see and correct the information that I have provided.

Signed

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

# SECTION B—TO BE FILLED IN BY SUPERVISORS AND HEADS OF SCHOOLS

- 1 Has the applicant given satisfactory evidence of adequate training and ability to pursue the proposed course of study?  
 Yes -> Attach a short statement giving details  
 No  
1.1 If the subject of the thesis is different from that of the Honours year or Part 1 of the Master's programme, please provide a statement giving the reasons for this, to be submitted to the Associate Dean for approval.  
1.2 Do you approve the courses to be presented as part of the programme?  
 Yes  No  Not applicable  
1.3 What percentage value of the grade will these courses have?  
 %  Not applicable
- 2 If the applicant is not a full-time student, are you satisfied that she/he is able to give adequate time to research?  
 Yes -> Attach a statement giving details  
 No -> Attach a statement giving details
- 3 If any research is to be done outside Victoria University of Wellington, are you satisfied that the applicant will be able to maintain regular contact with the supervisor? (If a substantial portion of the research is to be done outside the University, a statement of justification must be attached. Permission in such cases must be given by the Associate Dean.)  
 Yes -> Attach a statement giving details  
 No
- 4 If the applicant is accepted under the provision in the statute for admission on the basis of extensive practical, professional or scholarly experience, please attach a statement giving reasons for this recommendation, which must be approved by the Associate Dean.  
 Yes -> Attach a statement giving details

5 Supervisor's name (print)

Signature

School

If a supervisor is proposed from outside the University, please attach an explanatory statement and a CV of the proposed supervisor.

Yes -> Attach a statement giving details

**Proposed date of commencement of course**

(Applicants should discuss this with the head of school/ programme director.)

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

6 Head of school/programme director \*

Signature

School

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

\* If the supervisor is the head of school or programme director, this section must be signed by another appropriate senior member of staff.