

Application to Undertake Master's Research Away from Victoria University

Reference: Master's Thesis Regulations 9

GUIDE TO APPLICANTS

Before completing this application, please read the regulations on attendance and absences on the Wellington Faculty of Graduate Research website: <https://www.wgtn.ac.nz/fgr/masters>

Submit your application to your School Research Committee (or equivalent). Your supervisors must fill in the appropriate section on page 4, indicating their consent to your plans to work away from Victoria. Do not complete page 5.

Permission to study outside Victoria will need to be received before you leave Wellington. In most cases, you should submit your application along with your full research proposal. In other cases, you must apply well in advance of your intended departure date.

Candidate's full name:		ID number:	
School:		Faculty:	
Title of thesis:			

Primary supervisor:	
Victoria supervisor (if different from primary supervisor):	
Secondary supervisor:	

REGISTRATION

What was the start date for your Master's?	
Have you received confirmation of your research proposal?	Yes <input type="checkbox"/> No <input type="checkbox"/>

INTENDED RESEARCH

Briefly describe the research you intend to undertake and explain why you need to conduct research away from Victoria.
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LOCATION AND CONTACT DETAILS

Where will you conduct your research? (Give a physical address if possible)	
Telephone:	Landline: Cell phone:
Email:	

PERIOD OF ABSENCE FROM VICTORIA

Have had any previous periods of absence for research purposes approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide the dates you were away. From: To:	
Between which dates do you intend to be away from Victoria?	
Why do you need to be away for this length of time?	

SUPERVISION

What supervision will you receive while away from Victoria? If you are to conduct research at another institution, will you receive supervision from someone at that institution? How will you maintain contact with your supervisors at Victoria? How often will you communicate with your supervisors? How often will you formally report on your research? <i>Note: You must discuss all supervisory arrangements with your supervisors and obtain their approval.</i>

FUNDING

Do you have sufficient funding to cover any expenses you might face while away from Victoria (e.g. the cost of travel, visas, insurance, accommodation, research equipment, access to facilities etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please give details of any funding you have applied for or received.

RESOURCES WHILE AWAY FROM VICTORIA

If you intend to work at another institution, have you received permission from that institution to access any facilities and resources you will need? <i>Please attach copies of any permissions.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Will you have access to the internet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will you have access to external library facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you confident that you will have access to all the resources required to successfully carry out your research? Please comment.			

ETHICS

Do you need ethical approval in order to carry out your research?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, have you received that approval from the relevant Victoria ethics committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes and you have arranged to work at another institution, have you received ethical approval for your research from that institution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:		

PRACTICAL PREPARATIONS

If you are going overseas, have you purchased travel insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there any health risks associated with the place you are going that require particular medical precautions (e.g. vaccinations or antimalarial medication)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you arranged accommodation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a means of backing up your data?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please give brief details of other preparations you have made.

SCHOLARSHIPS

Are you a recipient of a scholarship paid through the Victoria Scholarships Office? <i>If you indicate 'YES', a copy of this form will be forwarded to the Scholarships Office for their approval.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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CANDIDATE'S SIGNATURE

	Date:	
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SUPERVISORS' STATEMENT

I support the candidate's request to conduct research away from Victoria. I have discussed with the candidate how they will be supervised during their absence, and I agree with the arrangements outlined in the Supervision section above.

Name of primary supervisor:			
Signature:		Date:	
Name of secondary supervisor:			
Signature:		Date:	

Comments:

Please send this application to your School Research Committee.

APPROVAL – HEAD OF SCHOOL RESEARCH COMMITTEE

Request to work away from Victoria approved

Request declined

Conditions and comments:

Signature:		Date:	
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APPROVAL OF ASSOCIATE DEAN (PGR), HOME FACULTY

Signature:		Date:	
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