

Confirmation of Master's Thesis Research Proposal

Reference: Master's Thesis Policy section 4.3

Sections A and B must be completed by the candidate and the supervisor and attached to the research proposal. The research proposal should not normally exceed 5 pages or 2,500 words and must be submitted to the School Research Committee within one month of a candidate's enrolment in a Master's thesis. For students who are enrolled half-time, this form should be completed within two months. Please note that some Schools may require candidates to submit a research proposal before the end of part one of a Master's programme.

SECTION A

Candidate's last name: _____ Student ID number: _____

First name: _____ Scholarship/external funding: ☐ Yes ☐ No

Degree: _____ Subject: _____

Enrolment status: ☐ Full-time ☐ Half-time

Thesis working title: _____

Supervisor's name: _____

Second or co-supervisor (if applicable): _____

Date of enrolment for the thesis: _____

SECTION B – to be completed by the candidate

1. RESEARCH PROPOSAL

☐ My research proposal is attached.

2. RESEARCH INFORMATION

It is important that you are aware of the University's expectations and understand your responsibilities as a researcher. You need to be familiar with the relevant information noted below and should have discussed with your supervisor how this information applies to you before you submit your research proposal for approval.

I have read and discussed the information at the links below with my supervisor:

[Master's Thesis Policy](#) information

- ☐ Time limits for thesis submission (section 4.9 c)
- ☐ Due dates for progress reports (section 4.8 c)
- ☐ Attendance at the University (section 4.5)
- ☐ Word limits for theses (section 4.9 a & b)

Other relevant information

- ☐ [Academic integrity](#)
- ☐ [Proofreading and Editorial Advice Policy and Guidelines](#)
- ☐ [Recognition of Authorship Policy](#)
- ☐ [Withholding of Theses Procedure](#)

3. ETHICS APPROVAL

3.1 Does your research require [ethics](#) approval?

- ☐ Yes ☐ No (go to question 4)

3.2 Have you applied for ethics approval?

☐ Yes ☐ No

If yes, please enter

Date of application:	Date approved:	Application number:
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If no, please comment:

4. INTELLECTUAL PROPERTY

If your thesis is likely to contain an invention, discovery or creation which may be protected by way of trademark, patent, copyright etc you will need to enter an agreement to protect your intellectual property rights. Refer to the [Intellectual Property Policy](#). Similarly, if you need to obtain access to specific data or other intellectual property, you will need to obtain consent to do so.

4.1 Are you are likely to create intellectual property in association with your thesis that is notifiable in accordance with the University policy?

☐ Yes ☐ No (go to question 4.2)

If yes, please enter date agreement signed:

If an agreement has not been signed, please comment:

4.2 Do you require access to specific data or other intellectual property in association with your thesis?

☐ Yes ☐ No (go to question 5)

If yes, please enter date agreement giving consent signed:

If consent has not been obtained, please comment:

5. EXTERNAL PARTY INVOLVEMENT

Is an external party involved in your thesis work? (See Master's Thesis Policy section 4.6)

☐ Yes ☐ No (go to question 6)

If yes, please enter date memorandum signed:

If a memorandum has not been signed, please comment:

6. ATTENDANCE AT THE UNIVERSITY

If you are going to be away from the University to undertake your research, has your off-campus work been approved by your School? (See Master's Thesis Policy section 4.5)

- ☐ Yes ☐ No (go to question 7) ☐ N/A No off-campus work is anticipated (go to question 7)

If yes, please enter date approval signed:

AND

- ☐ Attach the approval document to your research proposal.

If an approval has not been signed, please comment:

7. ADDITIONAL RESOURCES (see Master's Thesis Policy section 4.4)

If your thesis requires resources in addition to those covered by the [Minimum Resources Agreement](#), details must be provided in the Research Proposal and a resource memorandum negotiated with your School.

Does your thesis require additional resources?

- ☐ Yes ☐ No (go to number 8)

If yes, please enter date resource memorandum signed with the School:

If a resource memorandum has not been signed, please comment:

8. JOINT STATEMENT

We confirm that we have read and discussed the information listed in section B.2 and where necessary approvals have not yet been obtained a plan is in place to obtain them.

**Signed by
Candidate**

Name:

Signature:

Date:

Supervisor

Name:

Signature:

Date:

SECTION C

To be completed by the School Research Committee (SRC) in consultation with the supervisor/s

	N/a	Satisfactory	Reservations (with comment)
Aim of thesis project			
Method of study			
Scope appropriate for the degree			
Ethical considerations			
Resource requirements			
Supervisory arrangements			
External party involvement			
Other			

RECOMMENDATION - The SRC recommends that the research proposal is:

- ☐ Approved
- ☐ Not approved
- ☐ Approved subject to meeting the following conditions:

Enter date for conditions to be met:

Signed by Convener of SRC

Name:

Signature:

Date:

SECTION D - APPROVAL

To be completed by Head of School (or nominee)

The Research Proposal is:

- ☐ Approved
- ☐ Not approved
- ☐ Approved subject to meeting the conditions specified by SRC in section C above
- ☐ Approved subject to other conditions as specified below:

Enter date for other conditions to be met:

Signed by HoS (or nominee)

Name:

Signature:

Date:

SECTION E

To be actioned by the School Office

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Copy to student | Date: |
| <input type="checkbox"/> | Copy to supervisor | Date: |
| <input type="checkbox"/> | Original to Faculty Office | Date: |
| <input type="checkbox"/> | If there are conditions still to be met, send a COPY of this form to the Faculty Office | Date: |
| <input type="checkbox"/> | AND send the original once the conditions have been fulfilled | Date: |
| <input type="checkbox"/> | If the scholarship box in Section A is ticked, copy to Scholarships. | Date: |