School of Earth & Environment

Master's Research Proposal

This form is to accompany the candidate's Master's Research Proposal Application Application for Approval of Registration of Master's Research ProposalApplication for Approval of Registration of Master's Research Proposal Form (pdf 270KB). All Master's Candidates must complete a Research Proposal (this form) and the Master's Research Proposal Application form and submit them to the Master's Postgraduate Studies Coordinator (PGC) before commencing their research project.

The proposal should be written so that is understandable to those outside the research discipline. You should consult your supervisor and an Independent Reviewer, and ensure you have completed all the boxes and have all the necessary signatures, prior to submitting this proposal. The proposal needs to be submitted to Turnitin before being sent to the PGC. It will be returned to the candidate if incomplete or if the PGC decides that revisions are required.

If any special supervisory arrangements are required (for example, provision of alternative supervision in the case of a supervisor taking study leave) these details should be provided. Research proposals involving a contract will need to acknowledge the signing of the contract by the Research Office. If the research is dependent on the approval of the University's Human Research Ethics Committee (HREC) or Animal Ethics Committee (AEC), or any other committee or organisation, the approval should normally have been obtained prior to submission 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.

Date:

Course code for proposed research:
(i.e., ANTA691, ANTA692, DRRE690, ENGE690, ENVR690, GEOG695, or GEOL690)

Date of Enrolment for:

Family/Surname:

Given Name:

UC Student Number:

Local Residential Address:

Home Phone:

Cell Phone:

E-mail address:

Research Proposal Title:

EFTS Split – to be completed for all students

- Please complete the table below listing all members of the supervisory team.
- Please indicate, in percentages, the agreed EFTS for all UC members of the supervisory team (no percentage split is needed if supervisors are from outside UC).
- EFTS splits for non-SEE UC-based supervisors must be approved by their HOD/S or nominee.

Senior Supervisor:

Name:	
Affiliation:	
Email Address:	
Supervisory Contributions:	
% EFTS for UC staff only	

Co-Supervisor:

Name:	
Affiliation:	
Email Address:	
Supervisory Contributions:	
% EFTS for UC staff only	

Associate Supervisor(s) (*if applicable*):

Name:	
Affiliation:	
Email Address:	
Supervisory Contributions:	
% EFTS for UC staff only	

Associate Supervisor(s) (*if applicable*):

Name:	
Affiliation:	
Email Address:	
Supervisory Contributions:	
% EFTS for UC staff only	

If members of the supervisory team are in different Departments/Schools of UC, their EFTS split(s) above must be approved by their HOD/S or nominee.

Approval from HOD/S for non-School of Earth & Environment UC-based supervisors

Supervisor's name	Department/School	HOD/S signature
		24-Feb-21

If members of the supervisory team are in different Departments/Schools of UC, their EFTS split(s) above must be approved by their HOD/S or nominee.

Project Objectives:

Outline your key objectives as bullet points.

Rationale for the proposed research and review of current knowledge:

Outline the significance of your objectives and the knowledge gaps that achieving them will address.
- *This section should not exceed 2,000-4,000 words (excluding list of references). It is expected to be appropriately referenced with figures and maps if applicable and should provide the basis for your key research objectives.*
- *You are also expected to put your proposal in the context of current academic literature.*
- *This section should include the following: an introduction in which you present the problem(s) you will be working on; a discussion of the relevant literature and its relation to your objectives; a concluding statement in which you outline the broader impact of your proposed research.*

Methods:

Outline the methods by which you will conduct your research. The Methods should include relevant references, figures and tables and should not exceed 500 – 1,000 words (excluding figures, tables and references).

Location, Equipment, Logistics and Funding:

- *Indicate the practical feasibility of the research project. Where will the research be conducted?*
- *List any major equipment requirements (e.g. analytical, special computing). If the equipment is not available in the School of Earth and Environment, include information on how you will gain access to this equipment.*
- *Estimate the cost of your research including consumables and travel and indicate the sources of funding to be used.*
- **Will you require ethical approval for your work (human or animal)?**   **Yes** ☐   **No** ☐
  If you do, you should have approval from the respective ethics committee already at this stage or be applying for it. If you have not yet been approved, please state when you expect to obtain approval.

Research Timeline:

- *Provide an outline timetable for your research over the entire period allowed for in the relevant regulations. Include fixing dates for a supervisor student expectation meeting within the first month of enrolment (or prior to enrolment); at least three official approximate 3-month, 6-month and 9-month supervisory meetings that includes all supervisors and the student; and other key milestones including a 6-monthly Progress Report. (http://www.canterbury.ac.nz/media/documents/science-documents/-Thesis-Progress-Report-form.pdf)*
- *It is compulsory to give an oral presentation on the progress of your Master's Project. There are usually two rounds of talks each year one in February and one in November.*

Turnitin Check of Proposal

Use Thesis Checking (Turnitin) (http://learn.canterbury.ac.nz/mod/assign/view.php?id=274896) to ensure that there is no significant plagiarism in the proposal, i.e., sections above. (You need to be enrolled on the Thesis Students Learn site. If this is not the case, see the Postgraduate Coordinator.)

Please check the Turnitin website via Learn for updates on the information below.

All files uploaded will be submitted to the plagiarism-detection service Turnitin.
Please follow these guidelines to ensure that your file is uploaded to Turnitin successfully.

- You must save your assignment as one of the **following file formats**.
  Make sure that you include the '.' and the 3- or 4-letter extension.
  - Microsoft Word (.doc, .docx)
  - Plain text (.txt)
  - Rich Text Format (.rtf)
  - PostScript (.ps)
  - HTML (.html, .htm)

- Your file must be **less than 20MB** in size.

- **Open Office** and **Libre Office** users - saving as .doc won't work with Turnitin; please save your file as Rich Text Format (.rtf)

SUPERVISOR TO COMPLETE

The student has submitted their Research Proposal to Turnitin, and we have discussed the concept of plagiarism and there is no significant plagiarism in the proposal   **Yes** ☐   **No** ☐

The proposal has a Turnitin similarity index of

Is the students written and spoken English acceptable to complete a thesis?   **Yes** ☐   **No** ☐

If no, what action will be taken?

Is the student required to complete any courses?   **Yes** ☐   **No** ☐

If so, what courses?

Is Māori consultation appropriate?
(https://intranet.canterbury.ac.nz/research/MaoriResearch/index.shtml)   **Yes** ☐   **No** ☐   **N/A** ☐

If an international student, less than 12 months research will be overseas?   **Yes** ☐   **No** ☐   **N/A** ☐

Geological Sciences Rock Catalogue *(if applicable)*:

The candidate and senior supervisor should reach agreement about access to data, especially where the candidate's research is part of a wider research project. The candidate and supervisor are responsible for detailing and depositing rock and prepared materials into the Geological Sciences Rock Catalogue.
This agreement should be documented if necessary below.

Technical Staff Assistance *(if applicable)*:

- *Indicate clearly what assistance from technical staff you are likely to require, e.g., training in use of equipment; design and building of equipment; field supervision; etc.*
- *Name the technical staff members involved in your project and indicate the level of involvement for all named staff. You must discuss your plans with those staff.*
- *Please ensure that you have discussed your potential needs with all of the relevant staff including the Technical Services Manager. Indicate with whom you have discussed your plans, **before** you submit your proposal. This will speed the approval process.*

Approval of Supervising Team: *All members of the supervisory team should add their signatures below to indicate that they have read and approved the proposal.* **N.B.** *This form should be signed using the 'fill and Sign' feature in Adobe Acrobat.*

Senior Supervisor: **Date:**
Typed name/E-signature:

Co-Supervisor: **Date:**
Typed name/E-signature:

Associate Supervisor: **Date:**
Typed name/E-signature:

Associate Supervisor: **Date:**
Typed name/E-signature:

School Health and Safety induction has been completed   **Yes** ☐   **No** ☐   **N/A** ☐

4-wheel-drive certification required/completed   **Yes** ☐   **No** ☐   **N/A** ☐

Field Activities Plan discussed with Health & Safety Manager **Yes** ☐   **No** ☐   **N/A** ☐

Technical support discussed with Technical Services Manager   **Yes** ☐   **No** ☐   **N/A** ☐

Health & Safety Manager: **Date:**
Typed name/E-signature:

Technical Services Manager   **Date:** .
Typed name/E-signature:

Postgraduate Coordinator: **Date:**

Student Signature: **Date:**

Health and Safety

i.   Where the candidate's research will involve the use of hazardous materials or equipment, or will, be conducted in a dangerous or hazardous environment (e.g. field work in isolated terrains), the candidate has been informed of the risks, provided with appropriate training, and has been informed about any necessary safety procedures or equipment.   Yes ☐   No ☐   n/a ☐

    Where the candidate is undertaking field activity additional health and safety documentation may need to be completed, candidates should seek advice from their supervisor.

Additional health and safety approvals or training are required and will be completed before the student begins their research.   Yes ☐   No ☐

Ethics Requirements

i.   If the research is dependent on the approval from the University's Human Research Ethics Committee or the Animal Ethics Committee, or any other committee or organisation, that approval process should be undertaken as soon as possible after the development of the research proposal. Those aspects of the research that require approval from an Ethics Committee shall not proceed until the approval has been acquired. More information about the UC Ethics Committees and processes can be found at https://intranet.canterbury.ac.nz/research/ethics.shtml

Ethics Approval Required: Yes ☐   No ☐

Approval for this research will be sought from the following ethics committee(s):

Approval granted (*If yes, append approval to Proposal*)**:**   Yes ☐   No ☐   Pending ☐

Data Access, Storage and Data Sharing

Data refers here to any information gained from research participants or through other research activity associated with the thesis. The candidate and Senior Supervisor should reach agreement about access to data.

Data will be collected during the research   Yes ☐ No ☐.

If yes complete the questions below. If no proceed to the next section of this form.

i.   The student will have full access to the data generated by their work during the period of their Masters candidature.

ii.   The student must ensure that all raw data are stored appropriately, and in accord with any specifications from relevant ethics committees.

iii.   The data will be shared with the following individuals during or after the project, subject to ethics and confidentiality requirements. The data type(s) (e.g., raw/processed) to which each person will have access should be specified.

Name	Role	Access to what data type?	Access permitted during and/or after project
		raw ☐ processed ☐	during ☐ after ☐
		raw ☐ processed ☐	during ☐ after ☐
		raw ☐ processed ☐	during ☐ after ☐
		raw ☐ processed ☐	during ☐ after ☐

iv.   The student will ensure that any long-term storage of data is consistent with any specifications from relevant ethics committees and should cover the requirements of journal publishers or other professional bodies concerning the retention of data. The student may pass over responsibility for data storage to supervisors or other persons. Such 'hand-over" of data should be accompanied by an agreement to that effect signed by the student and relevant other parties.

v.   It is the responsibility of the student to comply with any agreements regarding provision of data, or reports, for external bodies (e.g., research sponsor; participants).

Issues of data <u>access</u> during and subsequent to the Masters have been agreed between student and supervisors?
        Yes ☐   No ☐

Raw data will be stored at University of Canterbury under the supervision of

Issues of data <u>storage</u> during and subsequent to the Masters have been agreed between student and supervisors?   Yes ☐   No ☐

Processed data will be stored at University of Canterbury under the supervision of

Consideration may be given to broader data sharing (e.g., National Institute of Health, US; National Health and Medical Research Council, Australia).

Authorship

All theses are required to be deposited in the UC Research Repository and made available for public access.

However, a thesis may be embargoed, for a period of not more than 24 months – for further information see
https://www.canterbury.ac.nz/postgraduate/-study/-thesis-submission/

The candidate and their supervisors should reach agreement about authorship of any published results of the research. *All contributors should be consulted about any planned dissemination in advance.*

Matters to be considered include:

i.   Who should be an author on any publication/presentation, and in what order, and how this is to be determined.

ii. It is expected that a student will be the first author on any publications arising from their research.

iii. It is the student's right to determine the dissemination of their research – unless previously agreed otherwise.

iv. If a student does not want to undertake the work necessary to disseminate the research findings other than in the Masters thesis then they may agree to another person taking the lead on drafting publications. Such a hand-over of responsibility should be documented.

v.   It is recommended that student and supervisor agree on a timeframe post submission of the thesis to discuss a potential hand-over of dissemination responsibility as necessary.

Issues of authorship have been discussed between student and supervisors?   Yes ☐ No ☐

It has been agreed that names and order of authors will be discussed for each publication that arises from the thesis research supervisors?   Yes ☐ No ☐

Where there are conditions restricting the open publication of the research results, the student has signed an agreement confirming their acceptance of those conditions?   Yes ☐ No ☐   n/a ☐

Intellectual Property (IP)

Intellectual property (IP) is a legal term that refers to "creations of the mind". Examples of IP include music, literature, and other artistic works; discoveries and inventions; and words, phrases, symbols, and designs.

Students and supervisors should familiarize themselves with the University's IP Policy.

i.   <u>Thesis students are the owners of the IP created by their research</u> unless otherwise specified.

ii. A supervisor or other person may make a contribution to the work in the thesis, and are entitled to rights to that IP according to the extent of their contribution. That person and the student should reach agreement in writing.

iii. Thesis students are advised to reach agreement with the University over ownership of and rights to IP <u>before</u> commencing their research.

iv. A student may be required to enter into an agreement with the University and/or third parties that includes clauses related to IP rights. In all such cases, advice should be sought from Research & Innovation over the signing of the contract.

An IP agreement with the University and/or third parties is necessary?
                                                                    Yes ☐ No ☐

If yes, the student has signed an IP Agreement with the University and/or third parties?
                                                                    Yes ☐ No ☐

Prior to signing the IP Agreement the reasons for the agreement and its implications were clearly articulated to the student who was given an opportunity to seek legal advice.
                                                                    Yes ☐ No ☐

Any IP, idea, or specific know-how with potential commercial applicability already in existence at the commencement of the student's studies has been identified and documented in a Statement of Intellectual Property through Research & Innovation.   Yes ☐ No ☐ n/a ☐

Copyright

Copyright is a form of intellectual property. Copyright exists only once a work is recorded (in writing or otherwise) and protects the recorded expression of that work.

Students own the copyright to their Masters theses (once written). In writing a thesis it is essential that a student adheres to copyright laws.

If you have any queries please contact the UC Library Research Data Coordinator.

Student and supervisors have discussed issues regarding copyright?   Yes ☐   No ☐

The student agrees to ensure that any necessary copyright approvals are sought prior to submission of the thesis for examination   Yes ☐   No ☐

Sample Only

Health and Safety Forms change regularly, just before you go into the field please visit the School Health and Safety website and follow the most up-to-date procedures and complete the most up-to-date version of this form

Field Activity Plan

Activity Leader

Full Name			
Work Area			
Email		Phone	
Signature		Date	

Deputy Activity Leader *(if required)*

Full Name			
Work Area			
Email		Phone	

Approval to Undertake the Field Activity *(for completion by Manager/Head or delegated authority i.e. Departmental Safety Officer, Academic Supervisor)*

I consent for this Field Activity to be run to the specifications of the plan.

Full Name	
Date	
Signature	

Field Activity Details

Paper/Course	
Purpose of Field Activity	
Start Time and Start Date	
Finish Time and Finish Date	
Return from activity method of notification (who you will notify and how you will notify them)	
Location Contact Address	
Location Contact Phone	
Accommodation	
Map Reference (if no contact address)	

Intended Programme

Provide brief description of the daily field activities, including location of activities, distance from field HQ, planned route and transportation

Emergency Contacts *(please complete Safety Equipment List on page 4 if required)*

Mobile Phone Number	
Field First Aid Kit	☐ Yes ☐ No
List names of qualified First Aiders attending the Field Activity *(if none, consult the Health & Safety Manager)*	
UC Security (anytime)	0800 823 637

UC Emergency Contact	Name	Matt Cockcroft
	Position	Departmental Safety Officer
	Phone	021 126 5057 or 03 369 5901

Field Station Manager *(if relevant)*	Name	**Jenny Ladley**
	Mobile	027 68 67 260
	Office	03 369 5504, Internal ext. 95504

UC Health and Safety Consultant	Name	**Grant Craig** (contact anytime 24/7 re notifiable event or high risk event)
	Mobile	027 809 2379
	Office Phone	DDI 03 369 3244 Internal ext. 93244

Emergency Procedures

What could go wrong despite efforts to control risks? How will you manage the emergency? Consider:
- *prevention of further harm or injury*
- *communication*
- *access to emergency services*
- *emergency equipment*

Participant Health *(group field activities only)*

Attach completed Field Activity Participant Declaration and Consent Forms.

Name	Description of Health Condition	Controls to be applied

Additional Information *(complete the items relevant to your Field Activity)*

Alternative Route/Plans *(for bad weather/emergencies etc)*	
Have you received consent/permit/access permission for the Field Activity locations?	☐ Yes ☐ No
If yes, specify consent/permits obtained	
Are there cultural considerations, e.g. Marae protocol, specimens not to be collected if rahui is in place?	☐ Yes ☐ No ☐ N/A

Accommodation contact person	Name	
	Mobile	
	Office Phone	

Travel arrangements	
Vehicles used for transport	UC vehicles ☐ Yes ☐ No ☐ N/A Rental vehicles ☐ Yes ☐ No ☐ N/A Private vehicles ☐ Yes ☐ No ☐ N/A
Car Rental Company *(if applicable)*	

Vehicle Details *(of private vehicles only)*	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5
Make					
Model					
Year					
Colour					
Current Registration	☐	☐	☐	☐	☐
Current WOF	☐	☐	☐	☐	☐
Vehicle First Aid Kit	☐	☐	☐	☐	☐
Chains	☐	☐	☐	☐	☐

Have all requirements for transportation of hazardous goods been considered? See Land Transport for guidance.	☐ Yes ☐ No ☐ N/A

Expected road conditions	
Contingency plan for adverse conditions, e.g. weather, rockfall	
Catering arrangements, e.g. self-catered	
No. of days extra emergency food	
Do your participants have any special requirements with regards to food or medical requirements?	☐ Yes ☐ No ☐ N/A *If medical/allergy related, list in participant health list above.*
If yes, have these people been appropriately catered for?	☐ Yes ☐ No ☐ N/A
Are you carrying drinking water, purifier or have access to it during the trip? *Please specify*	

Satellite Phone / UC Mobile Phone	☐ Yes ☐ No	Number	
Personal Locator Beacon	☐ Yes ☐ No	Serial Number	

Mountain Radio	☐ Yes ☐ No ☐ N/A
Emergency Shelter	☐ Yes ☐ No ☐ N/A *If yes, describe.*
Wet weather gear and thermal clothing requirements	☐ Yes ☐ No ☐ N/A
Any other personal protective clothing and equipment	
Name(s) of qualified/experienced person accompanying the group	
Mandatory certificates, licences and training are current, e.g. Firearms Licence, First Aid Certificate, Driver Licence	☐ Yes ☐ No ☐ N/A
Overseas travel. See University Travel website for guidance. *(Provide the destination, visa and vaccination requirements, travel insurance, and security arrangements for risk destinations. Attach the travel itinerary to this plan)*	☐ Yes ☐ No ☐ N/A

Safety Equipment List
(complete for safety equipment taken, ensure equipment is maintained and relevant training is received)

Type of Equipment	Checked/Maintained	Quantity	Serial Number *(if relevant)*

Hazard Risk Assessment and Management **Sample Only**

Use this form for Risk assessment of short term work or activity

Work/Activity Details /Risk Assessment

Type of work or activity :		Location		BEIMS No. *(if applicable)*	
Risk assessment conducted by:		Date:		Time:	

Hazard (An actual or potential source of harm, including behaviour)	Consequence If Hazard Not Controlled (i.e. Injury, Illness, Incident, Property Damage, etc)	Likelihood (L value)	Consequence (C value)	Risk Rating (L x C)	Controls (i.e. Eliminate, Substitute, Guarding, Training, Administrative, PPE)	Residual Risk Rating (The remaining level of risk after controls have been implemented)	Hazard Eliminated or Minimised (E or M)

Person in Control of Work/Activity ……………………………………………………… Name ………………………………………………………………

Position ……………………………………………………… Position ………………………………………………………………

Signature ………………………………………………… Date ……………… Signature ……………………………………………………… Date ………………

Hazards not eliminated on completion of work must be recorded on Hazard Register

How to use this form:

1. List all the known or potential hazards associated with the proposed activity.
2. Identify the potential consequences if the hazard(s) are not controlled.
3. Consider the likelihood of it occurring and the consequence rating if it did occur.
4. Use the Risk Rating Matrix below to rate the hazard risk.
5. Identify suitable control options for the hazard that will reduce the risk levels.
6. Use the Risk Rating Matrix to calculate the residual risk.
7. Record the residual risk rating score against the hazard.
8. Determine if the controls eliminate or minimise the hazard.

Hazard Control Key:

E = Eliminate the Hazard

M= Minimise the likelihood the hazard will cause harm

Risk Rating Matrix					
Risk Matrix					
Result / **Likelihood**	Minor (1)	Moderate(2) (first aid only)	Severe (3) (Notifiable Event)	Major (4) (permanent disabling injury)	Catastrophic(5) (Loss of life, > $1m costs)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Moderate (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Critical (20)
Almost certain (5)	Medium (5)	High (10)	High (15)	Critical (20)	Critical (25)
Risk Categories					
Critical & High	Risk treatment strategies to be approved by Supervisor/Manager.				
Medium	Risk treatment strategies to be implemented by Person in Control of Work/Activity and any specialist support as required. Strategies to be approved by persons with specialist knowledge or experience.				
Low	Risk acceptable – to be managed under normal control procedures (e.g. planning, training, information, supervisor and review).				

Risk: the chance of something happening that will impact on your work.

Residual Risk: The levels of risk remaining after all control measures have been implemented.