

Dunedin-Based Summer Research Scholarships

Guidelines for all supervisors

All supervisors based in the Division of Health Sciences, Dunedin Campus who wish to have a summer student funded from any source (SRS Programme, Departmental funds, Research Centres and Themes, Lab funds, Grants...) must read these guidelines to ascertain and comply with the rules and obligations.

Important Information:

All projects must go through scientific assessment before being funded. Scientific assessment of summer projects outside of the SRS Programme falls under the responsibility of the Schools and Departments. Summer projects that are listed in the budgets of externally assessed grants (e.g. HRC, Marsden) do not require additional scientific assessment. In order to be eligible for tax-free summer scholarships:

1. Students must be intending to enrol at any University in the following year, and
2. Students must provide a final report following SRS Programme Guidelines and deadline.

The purpose of the summer research scholarship is to provide research experience to **undergraduate students** and therefore is not designed for Master students and PhD candidates. Any undergraduate, honours, or PGDip student currently enrolled at the University of Otago and **intending to enrol at any University in the following year** is eligible for a summer scholarship. If the student does not return to study in 2024, they will be required to pay withholding tax by the Inland Revenue Department (IRD). Students can get guidance on the IRD website on how to do this. The University of Otago requires all summer students to sign a contract stating that they are intending to enrol for University study in 2024.

Students must be based in Dunedin over the summer period to undertake the project and be supervised by Dunedin-based staff* of the University of Otago or Te Whatu Ora-Southern. Any field work / data collection outside of Dunedin must be made explicit as well as details on how appropriate supervision will be provided while the student is off campus.

The summer scholarship must be the student's only academic obligation during the 10 weeks of its tenure. E.g., students cannot enrol in Summer School papers.

Any conflict of interest should be fully disclosed on the cover sheet. E.g., supervisor sitting in the scientific assessment committee or supervisor funding a student with commercial money from a company in which they have a financial interest.

**Includes staff from Dunedin-based Schools who are permanently based outside of Dunedin.*

Supervisor eligibility:

- * Project supervisors must be academic staff of the University of Otago or health professional staff of Te Whatu Ora-Southern. If the primary supervisor is solely employed by Te Whatu Ora then the project must have a University staff member as a secondary supervisor (all Te Whatu Ora staff should discuss this with Health Research South).
- * Staff of other institutions will be accepted as secondary supervisors where it is clear that the project represents a genuine collaboration between the external supervisor(s) and supervisor(s) from the University.
- * Supervisors should supervise a maximum of two summer students as primary supervisor. For supervisors applying for a scholarship through the Summer Research Scholarship Programme the limit is one summer student per primary supervisor (see the one exception in handbook). This is to ensure summer students receive the best research experience possible.
- * Research Fellows are eligible to be primary supervisors.
- * Postdoctoral Fellows can be primary supervisors if they have a senior academic as a mentor.
 - One mentee per mentor
 - Mentoring a PDF is equivalent to being a primary supervisor i.e.: a mentor can be a primary supervisor to only one other student
- * A project cannot not be funded if the supervisor has a family or personal relationship with the student. This is in line with the University's Ethical Behaviour Policy (see below) which states that members of staff should not be involved in the supervision or assessment of students with whom they have a family, or personal relationship.
Please check: <https://www.otago.ac.nz/administration/policies/otago003161.html>

Supervisor's responsibilities:

Supervisors must be available to the student during the scholarship period or provide suitable cover (i.e. a secondary supervisor) if they are to be absent for short durations (limited to no more than 30% of the duration of the scholarship). Any secondary supervisors should be named on the cover sheet.

Ethical approval

It is an essential requirement that ethics and compliance approvals, including Te Whatu Ora locality approvals, are in place prior to the commencement of the project. Please check:

<https://www.otago.ac.nz/council/committees/committees/HumanEthicsCommittees.html>

<https://www.otago.ac.nz/research/proposals/otago004486.html>

IMPORTANT:

- **Projects that fail to receive all appropriate approvals by 8 December will be reviewed by the PVC Health Sciences with possibility of cancelling the summer scholarship.**

It is the primary supervisor's responsibility to obtain all necessary approvals so that the student can commence their Summer Scholarship on time. **Ethics approval (and Te Whatu Ora or other locality approvals, if relevant) must be in place before the start of the scholarship.** Please be aware that some projects have been delayed considerably by supervisors leaving these permit applications to the last minute or designing projects that are too ambitious.

All work involving animals requires approval of the University of Otago's Animal Ethics Committee. Work involving human subjects requires approval of the Health and Disability Ethics Committee or the University of Otago Human Ethics Committee. Work involving any Te Whatu Ora patients, medical records, Te Whatu Ora staff time or resources requires Locality approval from Health Research South.

EPA approval

Work involving genetically-modified organisms requires approval from the EPA or the University of Otago's Institutional Biological Safety Committee (IBSC). Once again it is the primary supervisor's responsibility to ensure these approvals are in place before the start of the summer scholarship.

Health and safety training

It is important for the primary supervisor to be aware that they are responsible for ensuring that their students receive appropriate health and safety training for the particular techniques and materials that they will be using during their project.

Start Date

Students should aim to start their summer project by mid-November to allow for 10 weeks of work and a summer break before they return to study in 2024. Please note, therefore, projects must commence no later than the 20th of November 2023*.

** Please email summer.research.scholarship@otago.ac.nz if special circumstances might require your student to start later. Requests received after the 20th of November will not be considered.*

Important Dates:

10 August 2023, 5.00pm	Closing date for applications to the Summer Research Scholarship Programme
Early November 2023	Payment form due to Scholarship Office Cover Sheet due to Health Sciences Divisional Office
20 November 2023	Latest start date for summer scholarship projects
22 February 2024, 5.00pm	Final reports* due to Health Sciences Divisional Office

*The final report template can be downloaded from the website - bit.ly/summer_scholarships

If you have any questions regarding the guidelines please email summer.research.scholarship@otago.ac.nz