Summer Studentship Programme
2015/2016

Information, Guidelines and Regulations Handbook
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1. WELCOME

Rau Rangatira ma, tena koutou, tena koutou, tena koutou katoa. Nau mai, haere mai Te Whare Wananga o Otago ki Otautahi. Piki mai kaki mai.

Welcome to the University of Otago, Christchurch (UOC) Summer Studentship Programme for 2015/2016.

This programme is aimed at Medical and Science/Social Science students from New Zealand tertiary institutions. Projects are supervised by staff from the University of Otago, Christchurch and the Canterbury District Health Board.

The main objective of the Summer Studentship Programme is to give undergraduate medical and science students an introduction to research. The programme provides students with the opportunity to work within an excellent research environment and to mix with researchers and post-graduate students who are working at the forefront of their fields. Students will become familiar with a complete research experience, from project planning and data collection through to reporting results in a public forum.

Research is the fundamental cornerstone of all aspects of clinical medicine. Many of our students eventually go on to take up a career in research (some of our most senior researchers gained their first taste of research as Summer Students), whilst others acknowledge that their exposure to the rigors of research enriches their degree and hones their critical thinking ability.

The Summer Studentship Programme is sponsored by a large number of organisations for whom health is a priority area. We hope that this experience will result in many students being sufficiently excited by research to make it an important part of their careers.

Professor Margreet Vissers
Associate Dean (Research)
### 2. 2015/2016 SUMMER STUDENTSHIP CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 July 2015</td>
<td>Supervisors submit project applications to Research Office</td>
</tr>
<tr>
<td>July – August 2015</td>
<td>Applications assessed and sponsorship sought by the Research Office</td>
</tr>
<tr>
<td>24 August 2015</td>
<td>Research Office advises supervisors of the outcome of their applications</td>
</tr>
<tr>
<td>28 August 2015</td>
<td>Research Office begins publicising projects to students</td>
</tr>
<tr>
<td>2 October 2015</td>
<td>Final date for appointment of Summer Students</td>
</tr>
<tr>
<td>9 November 2015</td>
<td>Latest start date for students</td>
</tr>
<tr>
<td>10 November 2015</td>
<td>Research Office welcome to the Summer Students. Information about the requirements of the programme and a chance for students to meet each other. 10am (Venue to be advised)</td>
</tr>
<tr>
<td>19 November 2015</td>
<td>First instalment of summer bursary ($1,500) paid to students</td>
</tr>
<tr>
<td>23 November 2015</td>
<td>First oral presentations (An introduction to the research projects) (Rolleston Lecture Theatre, 9am to 1.00pm approx.)</td>
</tr>
<tr>
<td>10 December 2015</td>
<td>Second instalment of summer bursary ($1,500) paid to students</td>
</tr>
<tr>
<td>14 January 2016</td>
<td>Third instalment of summer bursary ($1,500) paid to students</td>
</tr>
<tr>
<td>20 January 2016</td>
<td>‘Presentation Skills &amp; Dealing with the Media’ seminar (10.30am to 11.30am in the Beaven Lecture Theatre)</td>
</tr>
<tr>
<td>22 January 2016</td>
<td>Projects must be finished by this date</td>
</tr>
<tr>
<td>26 January 2016</td>
<td>PowerPoint slides for final oral presentations due at the Research Office</td>
</tr>
<tr>
<td>29 January 2016</td>
<td>Final oral presentations (Summaries of the completed research projects) (Rolleston Lecture Theatre 9.00am to 4.00pm approx.)</td>
</tr>
<tr>
<td>1 February 2016</td>
<td>Written lay report due at the Research Office before 5pm (with payment authorisation form signed by supervisor)</td>
</tr>
<tr>
<td>4 February 2016</td>
<td>Fourth and final of instalment of summer bursary ($500) paid to students, providing the written lay report and the payment authorisation forms from supervisors have been submitted (Provisional date, to be confirmed)</td>
</tr>
<tr>
<td>13 February 2016</td>
<td>UOC inauguration and prize giving. Prizes for best oral presentations awarded to students (Provisional date, to be confirmed)</td>
</tr>
</tbody>
</table>

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_13 February 2016_ **TBC** UOC inauguration and prize giving. Prizes for best oral presentations awarded to students (Provisional date, to be confirmed)
CONTACTS

For all queries about the Summer Studentship Programme contact:

Jacqui Birchall or Rebecca Coombes
Research Office
Department of the Dean
University of Otago, Christchurch
PO Box 4345
Christchurch 8140

Email: research.uoc@otago.ac.nz

For further information and forms, refer to the website:

http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/
3. GUIDELINES FOR SUPERVISORS

Applications for the 2015/2016 Summer Studentship Programme are invited from supervisors. An electronic form is available on our website:

http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/.

The form should be completed and submitted to the Research Office (contact details on previous page) by no later than Friday 3 July 2015. All applications are assessed by a subcommittee of the Research Committee.

Supervisors who have obtained funding for a project that has not been submitted to and approved by the assessing subcommittee, should administer their own projects and should not use the term 'Summer Studentship' but choose another term, such as 'Departmental Studentship', to differentiate it from the UOC Summer Studentships. These projects will not be included in the UOC Summer Studentship Programme.

3.1. Supervisor Eligibility

Project supervisors must be staff of the University of Otago, Christchurch or of the Canterbury District Health Board. If PhD students wish to supervise projects they should have their supervisor as a co-supervisor on the Summer Studentship project.

Applications are accepted from staff of other institutions only where it is clear that the project represents a genuine collaboration between the external supervisor/s and supervisor/s from the University of Otago, Christchurch and/or Canterbury District Health Board. Such collaboration must be made explicit in the application.

If the project is accepted, the Research Office undertakes to administer the studentship and to provide an educational grant to the student. Outcomes will be notified to the Project Supervisors on or before 24 August 2015.

3.2. Supervisors’ Responsibilities

Supervisors must be available to the student during the studentship period or provide suitable cover if they are to be absent. The supervisors must ensure that they are available for the last two weeks of the studentship so that the lay report and Powerpoint slides can be finished on time.

Supervisors should not appoint students with whom they have a personal relationship (e.g. partners, children) for their project, as this may give rise to a conflict of interest.

3.3. Project Guidelines

The Research Office will administer only projects that have been submitted to and approved by the assessing subcommittee.

- Scientific excellence will be the main consideration in the assessment of the project applications.
• The project should aim to provide **ten weeks full time work** for a student on a clearly defined project in a health-related field.

• The project application should be sufficiently clear to assess what is to be done and why. Standard headings should be used (Aims, Method, Significance).

• The scientific method should be detailed. The application should provide evidence that the **student will be exposed to the scientific method**.

• There should be evidence that the project provides sufficient work for the student for ten weeks and that the project will not exceed ten weeks.

• Where volunteers are to be recruited, the number of volunteers should be sufficient to form a conclusion. For clinical projects, please be aware of the **difficulty of recruiting patient participants over the extended Christmas period** due to the closure of clinics.

• Research involving human volunteers or animal subjects must have documentary evidence of ethics committee approval prior to appointing a student (see the relevant section on ethics for details on ethical approval for projects). **Projects will not be advertised to students until the Research Office has received a copy of the approval**.

• Only **ONE** project per supervisor will be considered. You can however be a co-supervisor on other projects.

• Projects requiring more than one student will be considered under exceptional circumstances.

**3.4. Publicity**

In order to fulfil our public education role, we actively seek publicity with the various media, usually at the time of the students' final oral presentations. **Project lay reports are made available to the media at this time** and reporters may follow up with supervisors and students for further details on projects of particular public interest. Participants are asked to co-operate fully with reporters at this time, which is a prime opportunity for the campus to enhance its research and education role.

**3.5. Biostatistical Advice**

Supervisors are requested to ensure that the project’s biostatistical needs are addressed as early as possible in the project and that students are briefed adequately on the process.

**3.6. Ethical Approval**

a) **Human**

Please refer to the information on the Research Office ethics web page at: [http://www.otago.ac.nz/christchurch/research/researchoffice/ethics/](http://www.otago.ac.nz/christchurch/research/researchoffice/ethics/)

It is requested that supervisors seek ethical approval **when they submit their project application to the Research Office**.
b) Animal
All work involving animals requires the approval of the University of Otago, Animal Ethics Committee.

3.7. Concerto/Éclair (CDHB)
Clinical supervisors who need their students to have access to the CDHB Concerto/Éclair systems should complete the ‘Network User Setup Form’ available on the CDHB Intranet at: http://nwuserform/ and forward it to the Service Desk.

Queries about this process should be referred to the CDHB Service Desk on 364 0999 (x80999).

Please be aware that this process can be lengthy so the application should be made as soon as a student is appointed for the project.

3.8. Biological Compliance
As a result of the provisions of the Biosecurity Act (1993) and the Hazardous Substances and New Organisms (HSNO) Act (1996), supervisors of projects within UOC are responsible for ensuring that:

- Research has approval from the Environmental Protection Authority (EPA- previously ERMA) or its delegated authority, the University of Otago Institutional Biological Safety Committee, for all projects that involve the importation or development of new organisms (including genetically modified organisms); or to import or manufacture hazardous substances (IBSC doesn't do this). The HSNO Act requires that before such approval can be granted, a risk assessment of the new organism must be carried out and controls to contain the organism must be imposed for laboratory research or field-testing.

- All biological products are imported using a specific protocol. Lists of products on all Ministry of Primary Industries (MPI - previously MAF) permits have been provided to each group. Supervisors should contact the Laboratory Manager regarding the importation of any biological products listed on MPI permits. Supervisors are then required to ensure that records are kept for the use and disposal of restricted biological products and for the importation or development of new organisms in their research group. These records must be submitted to the Laboratory Manager at the end of each month.

- Operating procedures used in the facility sector for which they have supervisory responsibility must be technically appropriate for the containment of any species of micro-organism being held and comply with the requirements of any import health standard issued by MPI and containment controls imposed by EPA.

- All people that work in the group must be familiar with the principles of containment and the procedures of the facility which ensure containment and have appropriate training for handling any micro-organisms used. Training records for staff and students must be maintained as well as copies of any containment controls specified by EPA, import health standards, release approvals, biosecurity clearances and biosecurity directions relating to organisms held in the Group.
Enquiries on MPI and EPA should be made to the Laboratory Manager email: anthony.mitchell@otago.ac.nz

3.9. Health and Safety in the Laboratory
It is important for supervisors of Summer Students to be aware that they are responsible for ensuring their students receive appropriate health and safety training for the particular techniques and materials that they will be using for their project.

The UOC Laboratory Manager is responsible for ensuring that general health and safety training is given to staff and students working in the laboratories. **Supervisors of laboratory based students should contact the Laboratory Manager once projects have been decided to determine what training is necessary.** The training will be a condensed version of that which permanent staff receive but is nevertheless considered essential. The University has a responsibility to ensure that laboratory staff and students work in a safe manner. This includes staff of the Canterbury District Health Board and students working in University of Otago, Christchurch buildings.

The Laboratory Manager is also responsible for the UOC shared facilities equipment and can organise instruction for students on the correct operation of this equipment on request. Each laboratory based student will receive a tour of the laboratory floors, where they will be shown the location of the various pieces of shared equipment as part of their induction.

**The Laboratory Manager’s contact details are email:** anthony.mitchell@otago.ac.nz

3.10. Appointing a Student
Students may contact supervisors after 28 August 2015, once the projects have been advertised to students.

Projects will not be advertised to students until the Research Office has received a copy of the ethics letter of approval (if applicable).

**The supervisor should select a student according to his or her preferred method and notify the Research Office as soon as a selection has been made, so that other students may be advised that the project is no longer available.**

Supervisors should not appoint students with whom they have a personal relationship (e.g. partners, children) for their project, as this may give rise to a conflict of interest.

The studentship will run for 10 weeks from the nominated start date, allowing for vacation time over Christmas.

Once a supervisor has made an offer of appointment, they must advise the Research Office. The Research Office will email the student with a Student Appointment form. The Student Appointment form must be signed by both the student and the supervisor and returned to the Research Office by 2 October 2015. An electronic version of the form may be downloaded from the web at: [www.otago.ac.nz/christchurch/research/researchoffice/studentships/](http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/)
Supervisors should note the three reporting requirements for Summer Students (two oral presentations and one written lay report) and ensure that their students will be able to meet all these requirements before signing the appointment form.

The student and supervisor should together decide on a definite start date for the project. Start date must be no later than 9 November 2015 and finish date no later than 29 January 2016 (excluding the final oral presentation).

Projects MUST be finished by 22 January 2016. ALL students MUST ATTEND the final oral presentations on 29 January 2016. Students are expected to stay for the whole event to support their peers and meet their sponsors.

3.11. Funding
The Research Office undertakes to procure funding for successful projects. Funding is limited to the provision of an educational grant of $5,000, which is paid directly to the student and is limited to ONE student per project. Host departments are responsible for all other costs associated with the projects, including working expenses, the provision of identity cards and other incidental costs.

In some instances, the Research Office may administer submitted projects that are approved but which fall below the funding threshold, where funding from an external source has been obtained by the supervisor. The Research Office will administer these projects provided that:

(a) The project meets the scientific acceptability criteria and (b) A written statement from the funder which details its agreement to fund the project and which contains full payment details is provided to the Research Office. The Research Office will not administer working expenses.

Note: Supervisors who have obtained funding for a project that has not been approved by the assessing subcommittee, should administer their own projects and should not use the term 'Summer Studentship' but choose another term, such as 'departmental studentship', to differentiate it from the UOC Summer Studentships. These projects will not be included in the UOC Summer Studentship Programme.

3.12. Changes to Projects
Approval for projects is acquired on the basis that the project undertaken is the same as the project application submitted to the assessing subcommittee. Additionally, sponsorship is sought for particular projects according to the information provided on the project application form. Accordingly, supervisors and students may not make changes to the title and/or project, once it has been approved.

3.13. Purchasing Supplies
Any orders that need to be placed through the University of Otago, Christchurch Purchasing Office for the use of students who will be working over the Christmas holiday period, must be with the Purchasing Officer no later than the 2 November 2015 for international orders and 25 November 2015 for domestic orders. Otherwise there is no guarantee that goods will be supplied in time for the student to have access to them during January, as most companies are closed.
If purchases are to be obtained from overseas sources, please allow extra time to the above for the importation time (travel) and procedures (through Customs and MAF) that are required for imported items. Some chemicals/antibodies/peptides can take 4-6 weeks to arrive, especially from the USA.

3.14. Computer Services
Some students will have access to computers in the departments in which they will be working. Others will be able to use the student computers in the University of Otago, Christchurch building.

Supervisors are requested to consult Tim Young, Technology Services Manager, (email: tim.young@otago.ac.nz), as soon as the project has been advised as successful, about their student's computing needs. Please also register your Summer Students promptly using the Computer Services web page:

http://intranet.chmeds.ac.nz/intranet/departments/computerservices/services/NewUserAccountSummerStudent.htm (UOC Intranet site - can only be accessed from University computers)

This is essential to enable Technology Services staff to plan for your needs, to avoid delay after the students start work. Each student will be given information on how to log on to the computer network and how to access email when projects begin.

3.15. Computer Security
Under no circumstances may any staff member or student lend their username and password to any other person. This includes Summer Students.

3.16. Internet and Costs
Summer Students who are current Otago University students automatically have internet access on the student computers. If they need access to staff computers, they will need to fill out the online External Username form on ITS website (see below).

Summer Students who are not current Otago University students can only be given access to the student or staff computers after filling out the online External Username form on the ITS website here:


The supervisor should probably fill out the form, as it requires entering authorisation details (including Head of Department or delegated authority and university account code). Once entered, ITS will send an email to the entered HOD/delegated authority for confirmation before they action the request.

In the Application Type section, the recommended option to select is:

Type: Other Non-OU Student (please provide an explanation)
Explanation: Summer Student, University of Otago, Christchurch (or similar)
NB: Please fill out the External Username form at least 1 week before the student is due to start (the form states “Please allow 5 working days for this request to be completed.”)

Internet access on student computers does not incur on-going internet traffic costs.

Students needing to use the Internet for their projects should consult their supervisor to ascertain the use of departmental computers to access the Internet.

Since 2012 the University network and internet charging structure has changed completely. Internet traffic is no longer charged separately on staff computers. There is only a yearly fixed charge for each registered network computer.

Students can be given an email address if they need one, or they can use their existing email.
4. GUIDELINES FOR STUDENTS

4.1. Student Eligibility
Any student who is enrolled at a New Zealand tertiary academic institution, at a pre doctoral level is eligible to apply for the studentships.

Supervisors should not appoint students with whom they have a personal relationship (e.g. partners, children) for their project, as this may give rise to a conflict of interest.

Students who have been appointed to studentships should familiarise themselves with all sections of this booklet and ensure the requisite documents are completed and submitted on time. (See page 4 for the programme calendar)

4.2. Student Appointment
Students will be notified about eligible projects from 28 August 2015.

Students should select the projects they are interested in applying for and approach the relevant supervisor/s directly, by telephone or email initially. Note that each supervisor will have different methods of selecting a student - there is no fixed process. Students are advised to have on hand an up-to-date curriculum vitae as some supervisors will wish to see one. Students are advised to apply early as latecomers will often miss out on getting a project.

The studentship will run for 10 weeks from the nominated start date, allowing for vacation time over Christmas and finishing at the end of January.

The supervisor should select a student according to his or her preferred method and notify the Research Office as soon as a selection has been made, so that other students may be advised that the project is no longer available. Supervisors should note the three reporting requirements for Summer Students (two oral presentations and one written lay report) and ensure that their students will be able to meet all these requirements before signing the appointment form.

If a student does not comply with the regulations and requirements of the UOC Summer Studentship programme their emoluments will be withheld and payments already released must be refunded to the University of Otago.

Once a supervisor has made an offer of appointment and advised the Research Office, the Research Office will email the student a Student Appointment form. The Student Appointment form needs to be signed by both the student and the supervisor and returned to the Research Office by 2 October 2015. An electronic version of the form may be downloaded from the web at: http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/

The form should be accompanied by a computer-generated bank deposit slip or bank statement for account verification. A hand written bank account verification will not be accepted. A copy of your on-line bank statement clearly stating your bank account number will be accepted.
When this form has been submitted, the student will be issued with a Statement of Appointment which students may use to gain access to library services and for verification required by Work and Income New Zealand and other bodies where required.

The student and supervisor should together decide on a definite start date for the project, taking into consideration the reporting requirements (i.e. oral presentations and written lay report). Start date must be no later than 9 November 2015 and finish date no later than 22 January 2016 (excluding the final oral presentation).

Projects MUST be finished by 22 January 2016. ALL students MUST ATTEND the final oral presentations on 29 January 2016. Students are expected to stay for the whole event to support their peers and meet their sponsors.

4.3. Ethical Approval
(Supervisors please refer to the information on page 6.)

a) Human
It is requested that supervisors seek ethical approval when they submit their project application. Full ethical approval must be obtained before the project is advertised to students.

b) Animal
All work involving animals requires the approval of the University of Otago Animal Ethics Committee.

4.4. Changes to Projects
Approval for projects is acquired on the basis that the project undertaken is the same as the project application submitted to the assessing subcommittee. Additionally, sponsorship is sought for particular projects according to the information provided on the project application form. Accordingly, supervisors and students may not make changes to the title and/or project, once it has been approved.

4.5. Security
 Provision of security identification cards for students

Students who will be working in UOC buildings or in Christchurch Hospital must be provided with either a Canterbury District Health Board (CDHB) or UOC security identification card where appropriate.

If students do not already have an ID card their supervisor should fill in the form Cardax Access Card Request (download from the Summer Studentship website http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/index.html or collect from UOC Reception), nominating the areas of the building to which access is requested. The students should take the signed form along with their Statement of Appointment to UOC Reception to have their photograph taken and an ID card issued. Please phone reception first to book a time to have this done.
NB: ACCESS TO THE LABORATORY FLOORS NEEDS TO BE APPROVED BY THE LABORATORY MANAGER ANTHONY MITCHELL BEFORE ACCESS WILL BE GIVEN. THIS IS USUALLY GIVEN AFTER STUDENTS HAVE RECEIVED THEIR LABORATORY INDUCTION.

NB: ID CARDS WILL NOT BE ISSUED UNLESS THE SUPERVISOR HAS COMPLETED AND SIGNED THE CARD ACCESS FORM.

Where the cards are temporary ones (i.e., not issued to continuing medical students), a fully refundable deposit of $20 is payable by the student to UOC Reception before the card is loaded onto the security system. At the end of the studentship the student should return the card to UOC Reception, where the deposit will be refunded in full.

If students already have a UOC or CDHB ID card but require access to additional areas, they should also take their cards to UOC Reception along with the Cardax Access Card Request (download from the Summer Studentship website) and their Statement of Appointment signed by their supervisor. Please note that in some cases the areas of access requested may not be granted.

4.6. Computer Services
Some students will have access to computers in the departments in which they will be working. Others will be able to use the student computers in University of Otago, Christchurch building.

Supervisors are requested to consult Tim Young, Technology Services Manager, (email: tim.young@otago.ac.nz), as soon as the project has been advised as successful, about their student’s computing needs. Please also register your Summer Students promptly using the Computer Services web page:

http://intranet.chmeds.ac.nz/intranet/departments/computerservices/services/NewUserAccount SummerStudent.htm (UOC Intranet site - can only be accessed from University computers)

This is essential to enable Technology Services staff to plan for your needs and to avoid delay after the students start work. Each student will be given information on how to log on to the computer network and how to access email when projects begin.

4.7. Computer Security
Under no circumstances may any staff member or student lend their username and password to any other person. This includes Summer Students.

4.8. Internet and Costs
Summer Students who are current Otago University students automatically have internet access on the student computers. If they need access to staff computers, they will need to fill out the online External Username on the ITS website (see below).

Summer Students who are not current Otago University students can only be given access to student or staff computers after filling out the online External Username form on the ITS website here:
External Username/ID Card/Library Access:
http://www.otago.ac.nz/its/forms/otago022515.html

The supervisor should probably fill out the form, as it requires entering authorisation details (including Head of Department or delegated authority and university account code).

Once entered, ITS will send an email to the entered HOD/delegated authority for confirmation before they action the request.

In the Application Type section, the recommended option to select is:

Type: Other Non-OU Student (please provide an explanation)
Explanation: Summer Student, University of Otago, Christchurch (or similar)

NB: Please fill out the External Username form at least 1 week before the student is due to start (the form states “Please allow 5 working days for this request to be completed.”)

Internet access on student computers does not incur on-going internet traffic costs.

Students needing to use the Internet for their projects should consult their supervisor to ascertain the use of departmental computers to access the Internet.

Since 2012 the University network and internet charging structure has changed completely. Internet traffic is no longer charged separately on staff computers. There is only a yearly fixed charge for each registered network computer.

Students can be given an email address if they need one, or they can use their existing email.

4.9. Library Access

The Canterbury Medical Library is located on the 6th Floor of the University of Otago, Christchurch building. Information about the library may be viewed on the web at:
http://www.otago.ac.nz/christchurch/library/

Library staff can be contacted on 364 0500. All Summer Students appointed through the Research Office are eligible to use the library.

When students have submitted their appointment form to the Research Office they will be issued with a Statement of Appointment, which should then be taken to the Library. Library staff will use this form to check whether or not a student is currently listed as a member of the library. If not, you will be asked to fill in a library membership form as a Summer Student. (Note: Students should keep the Statement of Appointment for the whole duration of their studentship.)

To access the library’s online database, journal and book resources:

- existing UOC students can use their student ID and student password to use computers in the student laboratory or to use off-campus access to get to these resources
- Summer Students from other institutions must arrange access to the online resources through their supervisor or administrator. The user ID and password supplied will then
allow a summer student to log on to a UOC staff computer directly on the UOC network. Off-campus access to online resources will only be supplied if specifically requested.

Library staff are happy to provide training on the use of the library’s online resources, including searching the library databases for articles for your project, using the electronic journals list and the library catalogue. The library also offers training in EndNote, a program used for storing references for your literature review. For further details contact library staff on 364 0504 or visit the library Information Desk. Also, look out for information in mid-late October on group training sessions that will be offered by the library to all summer students.

For any training, we recommend that you make an appointment earlier, rather than later in your studentship. Feedback received from previous Summer Students who left training until several weeks into their studentship, was that after they’d had the training they realised they could have searched faster and more thoroughly from the very start if they’d timed their training earlier.

4.10. Literature Reviews

Many of the research projects will require students to perform a literature review. The University of Otago Library has an online subject guide on “Thesis information” [http://otago.libguides.com/thesisinformation](http://otago.libguides.com/thesisinformation) in which there is a section on “Reviewing literature”. This section looks at different aspects of literature reviews. It explains exactly what a literature review is, along with types of reviews and gives you guidelines on how to write a review.

4.11. Health and Safety in the Laboratory

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

The UOC Laboratory Manager is responsible for ensuring that general health and safety training is given to staff and students working in the laboratories. **Supervisors of laboratory based students should contact the Laboratory Manager once projects have been approved to determine what training is necessary.** The training will be a condensed version of that which permanent staff receive but is nevertheless considered essential. The University has a responsibility to ensure that laboratory staff and students work in a safe manner. This includes staff of the Canterbury District Health Board and students working in all University of Otago, Christchurch buildings.

The Laboratory Manager is also responsible for the UOC shared facilities equipment and can organise instruction for students on the correct operation of this equipment on request. Each laboratory based student will receive a tour of the laboratory floors, where they will be shown the location of the various pieces of shared equipment as part of their induction. The Laboratory Manager is Anthony Mitchell and he can be contacted by email: anthony.mitchell@otago.ac.nz
4.12. Purchasing Supplies
Any orders that need to be placed through the University of Otago, Christchurch Purchasing Office for the use of students who will be working over the Christmas holiday period, must be with the Purchasing Officer by no later than 2 November 2015 for international orders and 25 November 2015 for domestic orders. Otherwise there is no guarantee that goods will be supplied in time for the student to have access to them during January, as most companies are closed during this time. If purchases are to be obtained from overseas sources, please allow extra time to the above for the importation time (travel) and procedures (through Customs and MAF) that are required for imported items. Some chemicals/antibodies/peptides can take 4-6 weeks to arrive, especially from the USA.

4.13. Sponsorship
The success of the Summer Studentship Programme rests on the School's ability to attract sponsorship for the individual projects within the programme. Sponsors often stretch very thin resources in order to provide an educational grant to a Summer student or students.

As a mark of gratitude for their support, we request that students write a letter of thanks to their sponsors and that supervisors and students name the sponsor in any publicity that the project may generate. Students and supervisors will be notified of the name of their sponsor as soon as it has been confirmed.

4.14. Publicity
In order to fulfil our public education role, we actively seek publicity with the various media, usually at the time of the students’ final oral presentations. Project lay reports are made available to the media at this time and reporters may follow up with supervisors and students for further details on projects of particular public interest. Participants are asked to co-operate fully with reporters at this time, which is a prime opportunity for the campus to enhance its research and education role. Students should ensure they do not release information about their project without their supervisor’s approval.

4.15. Payments
An amount of $5,000 is payable to each student as a Summer Student bursary. It is paid in four installments (refer to 2015/2016 Summer Studentship Calendar for dates and amounts), directly into the bank account nominated by the student on the appointment form. The student must supply an official printout of their bank account details. A handwritten deposit slip is not acceptable. Since it is an educational grant, it is not taxable. The final payment is made contingent upon the submission of a written lay report to the Research Office by 1 February 2016 and attendance at both the oral presentations, along with an authorisation form signed by the supervisor to release the final payment. This authorisation is the supervisor’s statement that he or she has read and approved the student's final report and that their work overall has been satisfactory. The final payment authorisation form also states that the supervisor approves the lay report for release to the local media for publicity purposes.
Student Appointment flowchart

Summer Studentship Flowchart
(Students apply to supervisors for projects)

Student Appointment:
Student Appointment form with computer-generated bank deposit slip submitted to Research Office

Security:
CDHB or UOC security identification card obtained, as applicable

Computer Services:
Registration for computer access, as applicable

Canterbury Medical Library:
Access arranged, as applicable

Health & Safety in the Laboratory:
Appropriate health and safety training for the laboratories undertaken, as applicable

Oral Presentations:
November and January presentations completed

Written Report:
Lay report submitted with Final Payment Authorisation form

Final Payment Authorisation:
Submitted to Research Office with lay report
5. STUDENT REPORTING REQUIREMENTS

Supervisors are requested to ensure that the project’s biostatistical needs are addressed as early as possible in the project and that students are briefed adequately on the process.

There are three main reporting requirements for Summer Students, two oral presentations and one written lay report. If a student does not comply with the regulations and requirements of the UOC Summer Studentship scheme, their emoluments will be withheld and payments already received must be refunded to the University of Otago.

5.1. Oral Presentations

The oral presentations are regarded as an important part of the reporting process and all students are expected to participate. Waivers will only be granted for compelling reasons. Where a student is expected to be unable to attend, notice must be given in writing to the Research Manager at least one full week prior to the event. Students are expected to keep the two presentation dates clear of experiments, interviews or other project-related work so that they may not only present their work, but also attend for the duration of the presentations in support of their peers. Programmes will be sent to sponsors several weeks before the presentations.

Students are encouraged to practice their presentation to ensure that the main points are all covered in the time allocated. It is most important that presentations do not run over time. Presentations that run over time risk being interrupted by the Chair.

5.1.1. First Oral Presentations, 23 November 2015

As an introduction and a chance for students to meet each other, students will present a brief synopsis of their project.

The following structure applies:

- Students will have 3 minutes to speak.
- The presentation should include a brief synopsis of the project and its aim/s with a plan of how the project is expected to proceed.
- No more than two A4 sheets should be used (no PowerPoint). Landscape view looks best.
- The main aim of these presentations is for Summer Students to get an overview of the range of projects and gain experience in speaking to time.

Students are expected to stay for the whole event to support their peers and meet their sponsors.

5.1.2. Final Oral Presentations, 29 January 2016

At the end of the studentship programme, students present an abstract of their work to an audience of their peers, supervisors, sponsors and staff of UOC and CDHB. The various news media are invited to this event, where journalists may wish to interview students and supervisors of particular projects.
Students should put aside the whole day for the oral presentations and **be prepared to stay for the whole event to support their peers and to meet their sponsors.** Supervisors are encouraged to attend. Students are also welcome to invite family, friends and colleagues to hear the presentations.

The following structure applies:

- Students are to speak for no more than **5 minutes**.
- PowerPoint slides should be used (**5 slides maximum including the title page**) with **NO animation or transitions**.
- Students will need to provide the Research Office with the **PowerPoint presentation** at least **three days** before the presentations (due on **26 January 2016**).
- Please remember to **acknowledge your sponsor** in your presentation both verbally and on your slides.
- There will be a practice session in the Rolleston Lecture Theatre the day prior to the final presentations. Students are encouraged to attend to become familiar with the venue and the equipment. This will also be a good opportunity to make sure that your power point presentation translates onto the big screen ie. you can check the font size, colours, pictures etc are all visible for the audience. This will be your last opportunity to make changes to your slides.

**5.1.3. Final Oral Presentations: Prizes**

A prize of $500 will be awarded to the best presenter within each of the following three categories: Community, Clinical and Laboratory. A prize of $500 will also be awarded for the “Best Overall Project”. The prizes will be presented at the UOC inauguration ceremony in February 2016. The judging panel is made up of a combination of scientists and lay people. Students should keep in mind the composition of the panel when preparing their presentation, which should aim to present complex data in a way which is interesting and intelligible to a lay audience.

**5.2. Written Report**

One written report is required by **1 February 2016**. A template for the report is available on the website: [www.otago.ac.nz/christchurch/research/researchoffice/studentships/](http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/).

- The **Lay Report** is a brief report (**2 pages maximum**) that summarises the project in lay language. Assume that your reading audience has no scientific knowledge. This report must be limited to 2 pages with a font size no smaller than **12 point, in single spacing**. Use the following heading when writing your report; Introduction, Aim/s, Method/s, Results and Conclusion.

- Text only: **no graphs, tables or pictures and references are not necessary.** The lay reports are compiled into a book that is **used for publicity and for fundraising** for the following year's Summer Studentship Programme. Please use the template which can be downloaded from: [www.otago.ac.nz/christchurch/research/researchoffice/studentships/](http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/).
Please note:

- Supervisors **must approve** the reports before they are submitted to the Research Office.
- The report **must have the same title as the original project title**.
- Students are responsible for ensuring that their report is submitted to the Research Office electronically (via email).

5.3. Extra Reporting Requirements

Each project is individually sponsored by a charitable organisation or business. Depending on which sponsor your project has been allocated to, there may be some specific reporting mechanism required by your sponsor. You will be informed as soon as it is known if your project has any extra reporting requirements. These requirements could range from an oral presentation to the Board of the organisation, to a longer written report, or simply attendance at a function to meet your sponsors. Please note however, that these requirements are rare.
## 2015/2016 Summer Studentship Appointment Form

Submit to the Research Office, PO Box 4345, Christchurch 8140, by 5pm on 2 October 2015

### Student Information – ALL SECTIONS MUST BE COMPLETED

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Student ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(At time of application) Course:</td>
<td>Year ie.3rd:</td>
</tr>
</tbody>
</table>

If Otago student – User name (e.g. doeja123):

<table>
<thead>
<tr>
<th>Usual address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>Postcode:</td>
</tr>
<tr>
<td>Phone</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Address during studentship:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Postcode:</td>
</tr>
</tbody>
</table>

### Supervisor Information

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Department:</td>
<td>Institution:</td>
</tr>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

### Physical location for project work:

### Project Title

#### Summer Studentship Start Date

A summer studentship start date **must** be nominated and must be no later than **9 November 2015**

Nominated Start Date:

### Student’s Agreement

- I accept a 2015/2016 University of Otago, Christchurch (UOC) Summer Studentship and undertake to provide all required reports within the set deadlines.
- I have read the UOC Summer Studentship handbook and understand my obligations under the UOC Summer Studentship scheme.
- **I consent to my submitted report being edited for publication.**
- I understand that funds will not be released if my supervisor does not provide documentary evidence of ethical approval having been obtained, where required.
- I understand that if I do not comply with the regulations and requirements of the UOC Summer Studentship scheme my emoluments will be withheld and payments already released must be refunded to the University of Otago.
- I authorise direct credit of all payments (4 installments) for my studentship to my bank account:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branch</th>
<th>Customer Code</th>
<th>Suffix</th>
</tr>
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</table>

(Attach an online bank statement or printed bank deposit slip for verification to authenticate your bank account number – payments will not be made without the verification)

<table>
<thead>
<tr>
<th>Signature of Student:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Supervisor:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
**2015/2016 Summer Studentship Final Payment Authorisation**

Submit to the Research Office, PO Box 4345, Christchurch 8140, by **5pm on 1 February 2016**

<table>
<thead>
<tr>
<th>To:</th>
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</thead>
<tbody>
<tr>
<td>Research Office</td>
</tr>
<tr>
<td>University of Otago, Christchurch</td>
</tr>
<tr>
<td>PO Box 4345</td>
</tr>
<tr>
<td>Christchurch 8140</td>
</tr>
</tbody>
</table>

**Students:** please have your supervisor sign this form and return it when you submit your written report to the Research Office, on or before 1 February 2016

**Name of student:**

**Supervisor’s statement:**

- I have read the report provided by my student and I am satisfied with the quality of the report.
- My student’s work overall has been satisfactory.
- I agree that the project report may be made available to local media for publicity purposes.
- I hereby authorise the final payment to this student.

**Name of Supervisor (print):**

**Signature of Supervisor:**

**Date:**
Supervisor’s Feedback Form

You are invited to provide any feedback you wish on your experience as a Supervisor in the Summer Studentship Programme. Your comments will be most useful in helping us to plan the programme for next year. Your comments will be anonymous, and will remain confidential.

Indicate in the space below any comments you wish to make on the programme. We are particularly interested in hearing of any difficulties you may have encountered, any areas you feel could be improved (with constructive suggestions), or any features you feel were particularly successful and would like to see retained.

Please return to:
Research Office, UOC, 5th Floor, 2 Riccarton Avenue or PO Box 4345, Christchurch
Student's Feedback Form

This questionnaire aims to collect your opinion on the Summer Studentship Programme. Your comments will be most useful in helping us to plan the programme for next year. Please consider each question on its own and try not to let your responses to the other questions influence this. This is so that both strengths and weaknesses can be identified. Circle the ONE number which best indicates your opinion. Unless it is clear which SINGLE number is circled the response will be invalid. If not applicable please leave blank.

1  Did you enjoy the Summer Studentship?  Yes, greatly 1 2 3 4 5  No, not at all
2  The Summer Studentship Information, Guidelines and Regulations Handbook was:  More than adequate 1 2 3 4 5  Inadequate
3  Was your supervisor helpful and approachable?  Yes, greatly 1 2 3 4 5  No, not at all
4  Did you have a clear understanding of what was required of you?  Very clear 1 2 3 4 5  Not clear
5  How much opportunity were you given to work on your own?  Too much 1 2 3 4 5  Too little
6  The amount of feedback on your progress during the Summer Studentship was:  More than adequate 1 2 3 4 5  Inadequate
7  Could you see the relevance of your project?  Yes, greatly 1 2 3 4 5  No, not at all
8  To what extent did the Summer Studentship develop your interest in research?  Greatly 1 2 3 4 5  Not at all
9  Did the Summer Studentship improve your understanding of research methods?  Yes, greatly 1 2 3 4 5  No, not at all
10  How much did the Summer Studentship challenge you to think?  A great deal 1 2 3 4 5  Very little
11  Did you improve your ability to communicate clearly?  Yes, greatly 1 2 3 4 5  No, not at all

12  Please comment on the advantages/disadvantages of the oral presentations format:

13  The change you would most like to see in the Summer Studentship Programme is:

14  For you, the best aspect of the Summer Studentship was:

15  Any other comments (use back of the page if more space needed):