UNIVERSITY OF OTAGO, CHRISTCHURCH

SUMMER STUDENTSHIP PROGRAMME
2019/2020

INFORMATION, GUIDELINES AND REGULATIONS

HANDBOOK FOR SUPERVISORS
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Welcome to the University of Otago, Christchurch (UOC) Summer Studentship Programme for 2019/2020.

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)
### 2019/2020 SUMMER STUDENTSHIP CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 July 2019</td>
<td>Supervisors submit project applications to Research Office</td>
</tr>
<tr>
<td>July – August 2019</td>
<td>Applications assessed and sponsorship sought by the Research Office</td>
</tr>
<tr>
<td>September 2019</td>
<td>Research Office advises supervisors of the outcome of their applications</td>
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<tr>
<td>September 2019</td>
<td>Research Office begins publicising projects to students</td>
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<tr>
<td>11 October 2019</td>
<td>Student appointment forms due for option one payment schedule*</td>
</tr>
<tr>
<td>25 October 2019</td>
<td><strong>Final date for appointment</strong> of Summer Students</td>
</tr>
<tr>
<td>21 November 2019</td>
<td><strong>Research Office welcome to the Summer Students.</strong> Information about the requirements of the programme and a chance for students to meet each other. <strong>10.30am to 11.30am (Beaven Lecture Theatre)</strong></td>
</tr>
<tr>
<td>2 December 2019</td>
<td><strong>Latest start date</strong> for students</td>
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<tr>
<td>2 December 2019</td>
<td><strong>First oral presentations</strong> (An introduction to the research projects) (<strong>Rolleston Lecture Theatre, 9.00am to 1.00pm approx.</strong>)</td>
</tr>
<tr>
<td>12 December 2019</td>
<td>First Instalment of summer bursary paid to students</td>
</tr>
<tr>
<td>9 January 2020</td>
<td>Second instalment of summer bursary paid to students</td>
</tr>
<tr>
<td>14 January 2020</td>
<td>‘Presentation Skills &amp; Dealing with the Media’ seminar (10.30am to 11.30am in the Beaven Lecture Theatre)</td>
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<tr>
<td>21 January 2020</td>
<td>PowerPoint slides for final oral presentations due at the Research Office</td>
</tr>
<tr>
<td>24 January 2020</td>
<td><strong>Final oral presentations</strong> (Summaries of the completed research projects) (<strong>Rolleston Lecture Theatre 9.00am to 4.00pm approx.</strong>)</td>
</tr>
<tr>
<td>31 January 2020</td>
<td><strong>Written lay report</strong> due to Fran Cox before 5.00pm (<strong>with payment authorisation form signed by supervisor</strong>)</td>
</tr>
<tr>
<td>13 February 2020</td>
<td>Third instalment of summer bursary paid to students</td>
</tr>
<tr>
<td>March 2020</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 (<strong>Provisional date, to be confirmed</strong>)</td>
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CONTACTS

For all queries about the Summer Studentship Programme contact:

Rebecca Coombes
Research Office
Department of the Dean
University of Otago, Christchurch
PO Box 4345
Christchurch 8140
OR
Fran Cox
Department of Pathology and Biomedical Science
University of Otago, Christchurch
PO Box 4345
Christchurch 8140

Email: summer.studentship@otago.ac.nz
Phone: 03 378 6381

For further information and forms, refer to the website:

otago.ac.nz/christchurch/research/researchoffice/studentships/index.html
GUIDELINES FOR SUPERVISORS

Applications for the 2019/2020 Summer Studentship Programme are invited from supervisors. An electronic form is available on our website:

otago.ac.nz/christchurch/research/researchoffice/studentships/otago074003.html

The form should be completed and submitted (hardcopy and emailed ‘word’ version) to the Research Office (contact details on previous page) by no later than Monday 1 July 2019. 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.

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 collaborations 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 in September 2019.

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 (eg. partners, children) for their project, as this may give rise to a conflict of interest.

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 (Introduction, Aim, Method, Possible Impact).

• 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.

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. For further information, please contact our Media Communications Advisor – Kim Thomas on kim.thomas@otago.ac.nz

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.

ETHICAL APPROVAL

a) Human

Please refer to the information on the Research Office ethics web page at: 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.

**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.**

**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.

- 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 via email:**

anthony.mitchell@otago.ac.nz
HEALTH AND SAFETY IN THE LABORATORY

The University of Otago is a PCBU – person conducting a business or undertaking under the Health Safety at Work Act 2015, with the primary duty to ensure the health and safety of students. The principle investigator or supervisor in charge of students in the lab, are required to comply with this Act and while they may delegate this task, they cannot delegate the responsibility. 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 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

APPOINTING A STUDENT

Students may contact supervisors after supervisors have been advised if their project has been funded, when the projects have been advertised to students via the website.

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 may make the following accommodations for the right students:

The student may start at a later date if agreed upon by the research office. The student must complete the 10 weeks of the studentship. They may complete their ten weeks after the presentation day. The final report must be submitted by the 1 March. Final payment will be withheld until the report is accepted by the supervisor.

Double student projects (shared projects). Where logistically possible, projects may be assigned to two students who will share the 10 weeks funding and time allocation (e.g. two students complete 5 weeks each). They must both write part of the final report and both present the findings 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 not appoint students with whom they have a personal relationship (eg. 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 **25 October 2019**. An electronic version of the form may be downloaded from the web at:  
[otago.ac.nz/christchurch/research/researchoffice/studentships/](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 **2 December 2019** and finish date no later than **31 January 2020** (unless otherwise arranged with the research office).

Projects MUST be finished by **31 January 2020**. ALL students MUST ATTEND the final oral presentations on **24 January 2020**. Students are expected to stay for the whole event to support their peers and meet their sponsors.

**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.

**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.
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 **1 November 2019** for international orders and **23 November 2019** 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.

Purchasing Office hours are 8:30am to 1.00pm - for placement of orders, uplifting orders, goods ex UOC Store and all queries.

Please also ensure that all requisitions for orders include the following information;

- Suppliers name
- Catalogue numbers
- Description of Item
- Full account code including dissection

If you do not have delegated authority to purchase on an account, please ensure that you obtain a signature from an authorised person or Departmental Head before sending the requisition through.

Failure to comply could result in the requisition being returned for completion and this will incur delays with the processing of the order.

All requisitions are to be sent to the Purchasing Office email address - purchasing.uoc@otago.ac.nz

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, Team Leader IT Support Services, (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 IT Support 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.

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

INTERNET AND COSTS

Summer Students who are current Otago University students automatically have internet access on the student computers.

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:

External Username/ID Card/Library Access: [otago.ac.nz/its/forms/otago022515.html](http://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 (please provide an explanation)**
Explanation: **Requires access to Christchurch Staff Desktop**

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.

NB: Since 2016 the University network and internet charging structure has changed so departments are charged on an FTE basis. The number of devices connected on the network no longer affects the charge.