

University of Otago, Christchurch

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

Summer Studentship Programme 2018/2019

**Information,
Guidelines and Regulations
Handbook for Students**

Version: November 2018

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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 2018/2019.

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 2017/2018 SUMMER STUDENTSHIP CALENDAR

2 July 2018	Supervisors submit project applications to Research Office
July – August 2018	Applications assessed and sponsorship sought by the Research Office
September 2018	Research Office advises supervisors of the outcome of their applications
September 2018	Research Office begins publicising projects to students
26 October 2018	Final date for appointment of Summer Students
21 November 2018	Research Office welcome to the Summer Students. Information about the requirements of the programme and a chance for students to meet each other (<i>10.30am to 11.30am (Beaven Lecture Theatre)</i>)
December 2018	First Instalment of summer bursary paid to students
3 December 2018	Latest start date for students
3 December 2018	First oral presentations (An introduction to the research projects) (<i>Rolleston Lecture Theatre, 9.00am to 1.00pm approx.</i>)
January 2019	Second instalment of summer bursary paid to students
16 January 2019	‘Presentation Skills & Dealing with the Media’ seminar (<i>10.30am to 11.30am in the Beaven Lecture Theatre</i>)
22 January 2019	PowerPoint slides for final oral presentations due at the Research Office
25 January 2019	Final oral presentations (Summaries of the completed research projects) (<i>Rolleston Lecture Theatre 9.00am to 4.00pm approx.</i>)
28 January 2019	Written lay report due at the Research Office before 5.00pm (<i>Unless by prior arrangement</i>) (with payment authorisation form signed by supervisor)
February 2019	Third instalment of summer bursary paid to students
March 2019	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 (<i>Provisional date, to be confirmed</i>)

3 CONTACTS

For all queries about the Summer Studentship Programme contact:

Fran Cox or Rebecca Coombes

Research Office

Department of the Dean

University of Otago, Christchurch

PO Box 4345

Christchurch 8140

Email: summer.studentship@otago.ac.nz

For further information and forms, refer to the website:

<http://www.otago.ac.nz/christchurch/research/researchoffice/studentships/index.html>

5 GUIDELINES FOR STUDENTS

5.1 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 (eg. 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)

5.2 Student Appointment

Students will be notified about eligible projects from **August/September 2018.**

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 **26 October 2018.** 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 **3 December**.

ALL students MUST ATTEND the final oral presentations on 25 January 2019. Students are expected to stay for the whole event to support their peers and meet their sponsors.

5.3 Ethical Approval

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.

5.4 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.

5.5 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.

5.6 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 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.

5.6.1 Computer Security

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

5.6.2 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:

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 (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.

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

5.7 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 Training: 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 0500 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 had the training they realised they could have searched faster and more thoroughly from the very start if they had timed their training earlier.

5.8 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> 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.

5.9 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

5.10 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 2018** for international orders and **23 November 2018** 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 U.S.A.

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

5.11 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.

5.12 Publicity

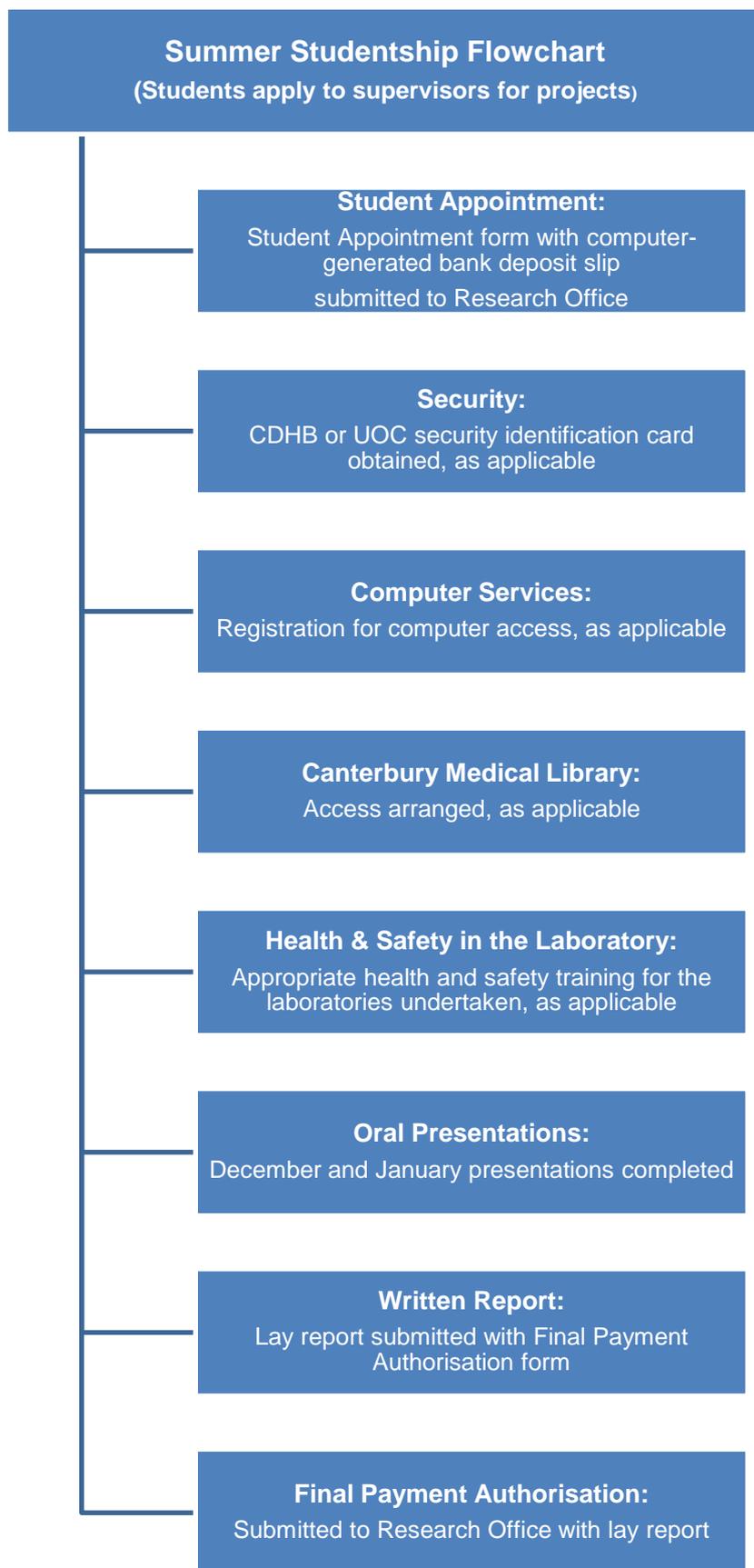
In order to fulfil our public education role, we actively seek publicity with the various media, usually at the time of the students' final oral presentations. **Project lay reports are made available to the media at this time** and reporters may follow up with supervisors and students for further details 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.

5.13 Payments

An amount of \$5,000 is payable to each student as a Summer Student bursary. It is paid in **four** installments (refer to 2018/2019 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 28 January 2019 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.

6 STUDENT APPOINTMENT FLOWCHART



7 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.**

7.1 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.

7.1.1 First Oral Presentations - 21 November 2018

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.

7.1.2 Final Oral Presentations - 25 January 2019

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 **22 January 2019**).
- Please remember to **acknowledge your sponsor** in your presentation both verbally and on your slides.

7.1.3 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". Students should aim to present complex data in a way which is interesting and intelligible to a lay audience.

7.2 Written Report

One written report is required **by 28 January 2019**. A template for the report is available on the website: 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/

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).

7.3 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.