



School of
Pharmacy
Te Kura Mātauraka Wai - whakaora



Summer Studentship Programme

2019-2020

Student Information Handbook

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Summer Studentships

The School of Pharmacy offers a limited number of summer studentships to support 10 weeks of research during the summer break. These studentships provide an opportunity for students to experience research first-hand and to become better informed about making a decision on a career in research. The studentships are advertised in August/September on the School of Pharmacy website.

Please see the Summer Studentship Coordinator if you wish to learn more about this programme.

The purpose of the summer studentship programme is to encourage undergraduate students into research careers.

It is possible to be involved in a research career with a Bachelor or Master degree, however if you would like to have an independent research career, it is necessary to complete a Doctor of Philosophy (PhD) degree.

Postgraduate Study

Entry into a PhD programme has the following academic requirements:

- Master degree or Bachelor degree (with Honours) including a dissertation component
- Or alternatively, a Bachelor degree (minimum B average) with a Postgraduate Certificate in Pharmacy (one semester research dissertation).

Contacts

For all queries related to the Summer Studentship Programme contact:

Dr Andrea Vernall
Summer Student Coordinator
School of Pharmacy
Room 419, Level 4
Adams Building
18 Frederick Street
Dunedin

Email: andrea.vernall@otago.ac.nz
Phone: 03 479 4518

OR

Pharmacy Secretary

Email: pharmacy.secretary@otago.ac.nz

Important Dates

July 2019	Information given to students informing of opportunities
July 2019	Project information will be advertised on the School of Pharmacy website
1 August 2019	Closing date for applications for the Fred Fastier summer scholarships (current P2s only) AND School of Pharmacy scholarships (current P2 and P3 students)
8-9 August 2019	Interview and outcome of Fred Fastier scholarships communicated to applicants (Fred Fastier Research Fund panel)
Mid-late August 2019	Outcome of School of Pharmacy scholarships applications communicated to applicants (School of Pharmacy panel)
14 September 2019	Contracts due for acceptance of Scholarships
1 November 2019	Summer Studentships commence
November 2019	Compulsory Health and Safety Seminar prior to lab work (date tba)
Third Thursday November	First payment made to students
December 2019	Health Sciences event to welcome all Health Sciences summer studentship recipients (date tba)
Third Thursday December	Second payment made to students
Late December – early January	University's Christmas/New Year break (University closed)
Third Thursday January	Third payment made to students
Mid February 2020	Student symposium presenting your research (date tba)
9 March 2020	Written Final project report due

General Information

The summer research scholarship programme involves a student completing a research project over the summer break in an area of interest such as clinical, social or pharmaceutical sciences. This could also be laboratory-based research.

The School of Pharmacy scholarships sponsored by the Division of Health Sciences are of 10-weeks duration and participating students are paid a tax free educational grant with a **stipend of \$5,000.**

The Fred Fastier Research Fund Summer Scholarships are of 10-weeks duration and participating students are paid a tax free educational grant with a **stipend of \$6,000.**

Other opportunities

The Division of Health Sciences offer summer studentships, as do some research funding bodies, i.e. Health Research Council (HRC). You should look for these opportunities advertised on the Division's website

<http://www.otago.ac.nz/healthsciences/research/summerscholarships/index.html>

The Division of Health Sciences annually holds a welcome event for **all** Divisional summer studentship recipients. Drinks and nibbles will be provided and it will be an opportunity for students to meet each other and the staff members who are involved in the programme. You will be notified by email of the venue, date and time closer to the event.

Guidelines for Students

Timing of the project

The summer studentship should be completed between November and February. This period will be a minimum of 10-weeks and the exact dates are usually negotiated with the supervisor. **Please note:** The University of Otago has an obligatory closure during the Christmas/New Year break.

Students awarded a Summer Studentship should **not** plan any other obligations during the minimum 10-week tenure of the studentships.

If the student is unable to complete his/her project (due to illness, unforeseen event etc.) the Supervisor, in conjunction with the Programme Coordinator shall assess the amount of work completed and the proportion of payment the student is entitled to receive. This may, in some cases, result in a student being required to refund a portion of a payment received.

Contracts

Once students are advised they are the recipient of a summer research scholarship, you will be sent a letter, and a contract, which should be signed and returned to the School by the specified date as your acceptance.

Health and Safety

Prior to starting the research project, ALL students must attend a compulsory* Health and Safety Seminar in the School of Pharmacy. Students undertaking a laboratory-based project will also be required to complete PC2 training. Students will be advised by email of the timing and location of training seminars.

* Even if students have attended this seminar previously, they must still attend.

Ethics Approval

Research involving human or animal participants must be conducted according to the University of Otago's guidelines for ethics. Obtaining ethical approval is usually the responsibility of the Supervisor(s), but students should ensure approval has been obtained for their project. In addition, any summer research students involved in the manipulation of animals **MUST** complete Module I "Ethics and Legislation" of the Animal Welfare Office training programme **BEFORE** commencing animal work.

Payments

Payments are made in three instalments, directly into the bank account nominated by the student.

- First payment in November
- Second payment in December
- Third payment in January

As the scholarship is an educational grant, it is not taxable and the amounts do not need to be disclosed in any tax returns submitted by the student.

Symposium

There will be a Student Symposium held **mid February 2020 (date tba in November 2019)** whereby students will present their work to the faculty of the School of Pharmacy. You will be notified of details of this event closer to the time, it is compulsory that you attend and present at this event.

Submission Details

Due date for ALL reports: 9 March 2020

Please send an electronic copy of your report to pharmacy.secretary@otago.ac.nz

Report Requirements

ALL Report MUST include:

- A cover page with your project title, name and supervisor(s), University logo, and mention of your project sponsor;
- An abstract of 100 words; and
- A contents page
- **PLUS the requirements of your funding provider** (please check following pages for details)

Reports should generally be 8 pages; however your supervisor may wish to have a more extensive report. If this is so, please make a summary report for submission purposes.

Font - 12 point Times or Times New Roman

Double-spaced

Pages must be numbered

An electronic version of the report document will be emailed to you at the start of your studentship.

Additional - Sponsorship Funder Requirements

- **Health Sciences Division funded projects**

- Please see the details below extracted from the 'Divisional Handbook' as some of the requirements are different. This handbook is for the students who are completing a project sponsored by Health Sciences.

Health Sciences Report outline

The report (introduction, Methods, Results and Discussion) should be no more than 8 pages, inclusive of appropriate figures, statistical data and references (font Times or Times New Roman, double space). Please acknowledge any assistance from your supervisor and any others (research or technical) and state any ethical approvals under which the research was conducted.

Also, could you please include an abstract (100 words or less) summarising your research and its practical applications, written in terms understandable to a lay person who is not familiar with your field of study. This abstract must have a lay title and include your name, that of your Supervisor(s) and the associated Department(s). This information may be used by the Division's Publicity officer for dissemination to the media and inclusion in a variety of educational and research publications.

Two copies of the report should be provided by the due date.

- Attached School 2-page report form

- **Fred Fastier Trust funded projects**

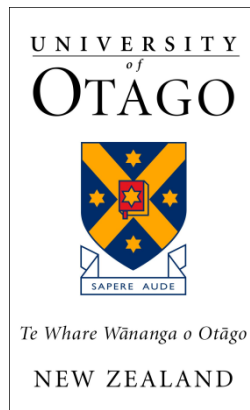
- Attached School 2-page report form

Appendix

1. Cover page
2. Abstract
3. Report
4. School of Pharmacy report summary

TITLE

STUDENT'S NAME



Sponsor

Supervisor(s)

Date

Abstract

Name:

Lay title:

Supervisor(s) name:

Department: School of Pharmacy

Funder:

ABSTRACT

Abstract summary of 100 words should be written in terms understandable to a lay person or non-specialist. (The abstract is not counted as a page in the report).

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Report to start here.

NOTES

Discuss the requirements for the content of the report with your supervisor.

Reports should generally be 8 pages however your supervisor may wish to have a more extensive report. If this is so, please make a summary report for submission purposes.

Font - 12 point Times or Times New Roman

Double-spaced

Pages must be numbered

Hints: All work should be checked for spelling and grammatical errors. Readability and presentation are important! Write in clear English, using complete sentences. Proof-read carefully before submitting your report.

Use these headings as a guide in compiling your report.

Acknowledgements

Introduction

Materials and methods

Results

Discussion

References



Report on School of Pharmacy Summer Studentship
(NB: Please limit reports to a maximum of 2 pages)

Student Name:	
Supervisor:	
Project Title:	
Funding Provider:	

Brief Description of Research:

Significant Outcomes:

Contribution to the research of Supervisor:

Contribution to Student's Personal Goals:

Original signatures please – not electronic ones

Student's Signature: _____	Date:
Supervisor/s Signatures: _____	
_____	Date: