Guidelines for supervisors

1. The supervisor is responsible for the pastoral care of students, including health and safety.
2. The work the student is undertaking must be part of a viable research project, whether already in progress or planned.
3. For externally funded projects you will be expected to meet with the external organisation prior to commencement of the scholarship to discuss what the project involves and the expected outcomes for the university and the organisation.
4. You will be expected to meet with the student prior to commencement of the scholarship (an opportunity to meet could be set up after the new summer research orientation).
5. You should maintain regular and meaningful contact with the student and external organisation (where applicable) throughout the 10 weeks of the programme. Once weekly is recommended but is to be agreed upon by the student and supervisor before the scholarship commences.
6. Follow all Faculty processes including signing and submitting timely progress reporting.
7. Ensure milestones have been met. For externally funded projects this may include final reports being presented to external organisation upon project completion.

Things to consider

1. Will the project require ethics approval?
2. If you are going to be away for any period of time during the 10 weeks, who have you deputised to supervise the student?
3. Are there any health, safety or support issues that require further consideration? (eg. Will the student be expected to work alone or have long work hours? Is special access required? Is there support for those researching sensitive and/or disturbing subject areas)
4. Will the student have adequate facilities (e.g. desk space, computer) to carry out their research?
5. If possible, introduce the student to other research students (eg a morning tea)
6. Students will be signing an IP Agreement before commencing their project, please be aware that should work of publishable quality arise from the project, the IP conditions are to be established upfront.

Declaration

I have read the above guidelines and am aware of the Summer Research Scholarship student regulations.

SIGNED BY SUPERVISOR: ___________________________ DATE: ___________________________

Please return a signed copy to the summer-research@vuw.ac.nz email address. (only one form required per supervisor)

RETURN TO summer-research@vuw.ac.nz BY October 1st, 2019.

ADDRESS ENQUIRIES OR ISSUES TO:

YOUR ASSOCIATE DEAN OR SCHOLARSHIPS OFFICE

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