

Te Herenga Waka – Victoria University of Wellington

Summer Research Scholarship Programme Supervisor Guidelines

This document sets out the expectations and responsibilities of supervisors in the Te Herenga Waka—Victoria University of Wellington Summer Research Scholarship Programme.

Guidelines

Supervisors are responsible for the pastoral care of students, including ensuring appropriate health and safety provisions are in place throughout the Summer Research Scholarship Programme period.

The work the student undertakes must be part of a viable research project, whether already in progress or planned.

For externally funded projects, supervisors are expected to meet with any external organisation prior to the commencement of the scholarship to discuss the scope of the project and the expected outcomes for both Victoria University of Wellington and the organisation.

Supervisors are expected to meet with the student before the scholarship commences to confirm expectations, supervision arrangements, project milestones and confirm that all required contracts and agreements have been signed by all parties.

Supervisors must maintain regular and meaningful contact with the student and with the external organisation where applicable, throughout the ten-week programme.

Supervisors are responsible for following all relevant faculty processes, including the timely completion and submission of any required progress reports.

Supervisors must ensure that agreed milestones are met. For externally funded projects, this may include ensuring that a final report or presentation is provided to the external organisation upon completion of the project.

Supervisors are required to inform the Scholarship Office as soon as possible if there is any reason students are not able to complete or continue on with the project.

Things to consider

Supervisors should consider the following prior to and during the scholarship:

- Does the project require ethics approval and if so has this been obtained?
- If the supervisor will be absent for any period during the ten weeks, who will provide appropriate supervision in their absence?
- Are there any health, safety, or wellbeing considerations requiring additional planning (e.g., lone working, extended hours, special access requirements, or research involving sensitive or distressing material)?
- Will the student have adequate facilities to carry out their research (e.g., desk space, computer access)?
- Where possible, supervisors are encouraged to introduce the student to other research students and staff to support their integration into the research environment (e.g., informal meetings or morning tea).
- Students are required to sign an Intellectual Property (IP) Agreement prior to commencing their project. Supervisors should note that where work of publishable quality arises, the IP conditions must be established upfront.