

Summer Studentship Supervisors Contract

This contract is an agreement between the Student, the Supervisor, and Taranaki Medical Foundation, which financially supports the summer studentship to complete the submitted and approved research project. It outlines the terms and conditions of the supervisor-student relationship for the duration of the summer student research program.

The purpose of the summer studentship program is to foster medical research and education in Taranaki, to benefit the community.

The contract includes the supervision's purpose, goals, and objectives, the supervision, the context and content of supervision, and the rights and responsibilities of the student, supervisor, and TMF. The supervisor will provide guidance and support to the student, while the student will be responsible for completing tasks and duties assigned by the supervisor. TMF will ensure that the students and supervisors meet the foundation's mission and uphold ethical guidelines and professional standards.

Effective Dates: _____ to _____

Research Project _____

Frequency of Meetings: At least weekly during the research period, either in person or remotely as appropriate to the project, with additional contact available where reasonably required.

1. Purpose, Goals, and Objectives of Summer Student Supervision:

- The purpose of supervision is to support the oversight of an individual summer student to complete the submitted research project titled [Name of Research Project].
- The goals of supervision include promoting the development of the student's professional identity and competence, as well as advancing medical research and education in the community.

2. Context and Content of Supervision:

- The content of supervision will focus on the acquisition of knowledge, conceptualisation, and skills within the defined scope related to the research project.
- The context of supervision will ensure understanding of ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/privacy), and all relevant legislation.

3. Rights and Responsibilities of the Parties:

- i) **Supervisor:** The supervisor will be responsible for providing guidance, supervision, and support to the student to advance the submitted medical research project, as well as evaluating the student's progress and performance.

Supervisor Rights:

- To bring concerns/issues about the student's work to the attention of TMF.

- To question the student about their work and workload.
- To give the student constructive feedback on their work performance.
- To observe the student's practice and initiate supportive/corrective action as required.

Supervisor Responsibilities:

- To notify the TMF executive committee of any changes to the approved research project topic
- To adhere to ethical standards and guidelines, as well as relevant legislation.
- To share their research proposal with students at the start of the scholarship commencement
- To ensure that the student is clear about their role and responsibilities and expectations
- To ensure that supervision sessions happen as agreed and to keep a record of the meetings to track progress
- To monitor the student's performance to reach the expected outcome of the project
- To set standards and assess the student against these.
- To know what the student is doing and how it is being done.
- To deal with problems as they impact on the student's performance.
- To support the student and the agreed personal development plan.
- To maintain appropriate supervision throughout the full studentship period. Where the primary supervisor will be unavailable for any period, this must be discussed with the student in advance and an appropriate alternative supervisor or agreed supervision arrangement must be in place to ensure continuity of support and project oversight.

- ii) **Student:** The student will be responsible for completing the tasks and duties as assigned by the supervisor to advance the medical research project.

Student Rights:

- To bring concerns/issues about the supervision to the attention of the supervisor and TMF.
- To request clarification on any aspect of the supervision.
- To the supervisor's attention, ideas, and guidance.
- To receive feedback.
- To set part of the agenda.
- To ask questions.
- To expect the supervisor to carry out agreed action or provide an appropriate explanation within an agreed time frame.
- To have their development/training needs met.

- To challenge ideas and guidance in a constructive way.

Student Responsibilities:

- To adhere to ethical standards and guidelines, as well as relevant legislation.
- To be prepared to discuss research cases with written case notes and/or video/audio tapes.
- To validate diagnoses, interventions, approaches, and techniques used.
- To be open to change and use alternate practice methods if required.
- To communicate with the supervisor and attend weekly meetings.
- To consult the supervisor or designated contact person in cases of emergency.
- To implement supervisor directives in subsequent sessions.
- To maintain a commitment to ongoing education and professional collegiality.
- To complete all assigned tasks and duties related to the research project.
- To maintain confidentiality and protect the privacy of participants involved in the research project.

- iii) TMF: Members of the executive committee are entrusted with upholding the Foundations mission and ensuring that students and supervisors meet the submitted research project outcomes

TMF Rights

- To ensure that the students and supervisors meet the foundation's mission and uphold ethical guidelines and professional standards
- To bring concerns/issues about the student's work or the supervisor's performance to the attention of the executive committee.
- To monitor the progress of the research project and the performance of the student and supervisor.
- To terminate the contract or suspend funding if either party fails to fulfil their responsibilities.
- To ensure that all research projects conducted within the summer studentship program have received ethics approval prior to commencing.
- To monitor the compliance of the research project with the approved ethics protocol.

TMF Responsibilities

- To provide financial support to the summer studentship to complete the submitted and approved research project.
- To provide a safe and supportive environment for the conduct of medical research.
- To ensure that the summer studentship program is aligned with the foundation's mission and upholds ethical guidelines and professional standards.

- To ensure that the student and supervisor know their rights and responsibilities and understand the program's expectations.
- To monitor the progress of the research project and the performance of the student and supervisor. The monitoring process may include regular check-ins, progress reports, and evaluations to ensure that the student is progressing with the research project and that the supervisor provides adequate guidance and support.
- To ensure that all research projects conducted within the summer studentship program have received ethics approval prior to commencing, and to monitor the compliance of the research project with the approved ethics protocol.
- To take appropriate action if any issues or concerns are brought to the attention of the executive committee.
- To communicate any changes in the project or supervision to the student and supervisor.
- To provide support and resources to the student and supervisor as needed.

4. Ethics Approval Status:

The summer studentship project requires ethics approval prior to commencing. This includes the submission of the protocol and any related documents, such as information sheets for participants, consent forms, questionnaires, and proposed health promotion material.

For supervisor-led projects, it is preferred that ethics approval is in place at the start of the summer studentship period. If the ethics approval process is considered part of the learning goals for a student-led project, then the timeline of the studentship should consider the delay for getting ethics approval. The student can expect to engage in ongoing learning, such as literature review and planning, while the ethics application is pending, but no participant engagement or data collection can occur until ethics approval is granted.

If a student-led project deviates from the approved protocol, the ethics committee may need to sign off again, making supervisor input during the ethics approval process important.

The supervisor remains responsible for guiding the student and addressing any concerns that may arise during the project, while respecting the right of the student to challenge the guidance given.

5. Financial Support:

- i) The student will receive the summer student scholarship [\$8000] for their work and [other costs, if applicable].
- ii) Additional Expenses:

Where approval has been granted for the TMF to fund additional expenses for a research project, this will be monitored closely. The funds will be released on application to the

supervisor only once a quote or receipt is received. The supervisor will endeavour to do this in a timely manner to allow the research project to progress without delay.

The supervisor has the right to revise the content of any material produced which has been funded or partially funded by the TMF.

6. Performance Evaluation:

- The student's progress and performance will be evaluated on a regular basis by the supervisor to ensure the research project objectives are met as determined by the supervisor.
- Issues relating to the student's professional development will be discussed by the supervisor bringing this to the attention of the executive committee.

7. Project Timelines:

- The summer studentship project is expected to run for a duration of 8 weeks. It is crucial for the student and supervisor to work together to establish a clear timeline for the project, including milestones, deadlines, and other key events. This will help to ensure that the project stays on track and meets its objectives within the 8-week time frame. The timeline should be reviewed and approved by the supervisor, taking into account the requirements of the project and any other relevant factors, such as availability of resources, ethics approval status, and the need for interim reports. By establishing a well-defined timeline, the student and supervisor can help to ensure that the project runs smoothly and that it is completed to a high standard within the 8-week timeframe.

8. Termination of Contract:

- The contract may be terminated early by either party for any reason, with 7 days' written notice. In the event of termination, the student will be responsible for completing any outstanding tasks or duties.

9. Confidentiality and Intellectual Property

- The student agrees to maintain the confidentiality of any proprietary information or intellectual property they may encounter during their work.

All parties agree to the terms and conditions outlined in this contract by signing below.

[Signature of Supervisor]

[Date]

[Signature of Student]

[Date]

[Signature of TMF Executive Committee Member]

[Date]