

AUT UNIVERSITY SUMMER RESEARCH ASSISTANT AWARDS 2010/2011

TERMS OF REFERENCE

PURPOSE

The purpose of the AUT University Summer Research Assistant Awards 2010/2011 is to develop postgraduate students' research skills, support staff already engaged in research, and to provide the opportunity for advanced students to assist with current University research projects over the summer break.

AMOUNT AND TYPE OF AWARD

AUT University Summer Research Assistant Awards will be offered on a contestable basis over the 2010-2011 summer break. Graduate students who are currently enrolled (or intending to enrol) full-time in a doctoral or master's thesis will be eligible to apply.

The award consists of \$6,000 which will be paid as follows:

- \$3,000 on signing of the agreement.
- \$3,000 on approval of the final report by the Pro Vice-Chancellor (Research).

The total number of awards offered by each Faculty is:

- Applied Humanities 8
- Business & Law 8
- Design & Creative Technologies 10
- Health & Environmental Sciences 10
- Te Ara Poutama 3

If a Faculty is not able to fill all awards offered, they may be reallocated at the discretion of the Director of Planning, the Director of Postgraduate Studies and the Assistant Director, University Research Office.

APPLICATION REQUIREMENTS

Applicants will be invited to apply by their supervisor or project leader. Interested students may approach their supervisors to discuss potential projects. Applications should be submitted to the Faculty Research Office for selection. Applications should include the following:

- AUT University Summer Research Assistant Award application form.
- Confirmation that the project has prior ethics approval (if applicable).
- Academic transcripts.
- Evidence of current enrolment in a thesis; or, where an applicant is at the stage between the end of their master's degree but has not yet enrolled in a doctorate or the end of master's coursework and is not yet enrolled in the master's thesis, a statement from the proposed supervisor confirming the applicant's intention to enrol in a thesis in 2011 should be provided.
- Statements from supervisor and project leader:
 - outlining the proposed timetable, student responsibilities, and the identification of potential research outcomes (not more than two pages); and
 - indicating any special qualities of the student or research project and the ways in which the student will benefit from the award (not more than half a page).
 - Where the supervisor and project leader are the same person, only one statement is required.
- Applications must reach the Faculty Research Office no later than close of business on Friday 12th November, 2010.

SELECTION CRITERIA

- Recipients will be selected by a Faculty Selection Panel including the Associate Dean Research (ADR), at least one other senior academic as appropriate and a representative of the University Research Office (URO).
- Eligibility for the AUT University Summer Research Assistant Awards is conditional on an AUT student being enrolled, or about to enrol, in a master's or doctoral thesis.
- The final decision for the AUT University Summer Research Assistant Awards is made by the Faculty Selection Panel. Should the Panel be of the opinion that there are no suitable applicants, no award will be made. Unused awards may be reallocated to other faculties as described above.
- The proposed project must support the staff member's current research programme and be directed towards the completion of a specified research output.
- The applicant's academic history will be taken into account as well as the supporting statements from the supervisors in conjunction with the project suitability (size, nature) and alignment with the Faculty's overall research strategy.

CONDITIONS OF ACCEPTANCE

- The Award does not preclude recipients from holding other awards or scholarships, although applicants should confirm that existing awards or scholarships allow for this.
- Recipients will be expected to be available for a minimum of 10 weeks full-time engagement working as a research assistant to a senior researcher on an existing research project.
- Projects must be completed by **25 February 2011**.
- If a recipient does not complete the project for any reason, the University is entitled to seek a reimbursement of all or part of the monies paid.
- Recipients will be expected to write a short reflective report, outlining progress made & identification of outcomes upon completion (no more than 2 pages).
- The report should be co-signed by student's supervisor and project leader and forwarded to the Associate Dean (Research) by **4 March 2011**. Students are encouraged to submit their reports earlier than this date. The Associate Dean (Research) will assess the report and forward to the PVC (Research) no later than **14 March 2011** for approval.
- Final payment will only be made once the report has been approved.