

## CPC Summer Research Scholarships

### Agreement from Project Supervisors

<b>Applicant name</b>	
<b>Proposed Project Title</b>	

By signing this document, I agree to be nominated as a supervisor and support the above-named student's application for a Charles Perkins Centre Summer Research Scholarship.

I confirm that I have read the Guidelines and understand my responsibilities, should the student be successful.

#### Supervisors' signatures:

X

X

Name

Name

Faculty

Faculty

School

School

Date

Date

## Guidelines for Project Supervisors

1. The student will be paid a stipend of \$500 per week, paid in two instalments: following commencement of the Project, and on completion of the Project;
2. The supervisor must notify the [Charles Perkins Centre Research and Education Team \(cpc.re@sydney.edu.au\)](mailto:cpc.re@sydney.edu.au) that the student has officially started the research Project. The CPC Research and Education Team administrative contact is the first point of contact for any problems or issues for both the student and the supervisor;
3. The supervisors should provide a place for the student to work on their Project if they seek this;
4. Projects can only be carried out on a University of Sydney campus, affiliated Institute/Hospital or other facility approved by the delegated Faculty Committee;
5. Building and safety inductions for students must be carried out as required;
6. The scholarships are full-time, which is defined as 35 hours/week for the purpose of this scholarship. The start and end times are to be negotiated between the supervisor and the student prior to commencement;
7. Ensure the Project is completed and that the student prepares a Project Report to your satisfaction for submission according to the deadlines provided by the CPC team;
8. You will support the student in preparing a short presentation (3 minutes, maximum of 4 slides) of their work at an event to be organised by the Charles Perkins Centre in February;
9. You will allow the Charles Perkins Centre to use the student's Project and report in its promotion of the Centre with key internal and external stakeholders;
10. Some projects will require ethics, and students taking part in these projects will be required to be named on ethics approvals. Projects may be delayed if ethics are not suitably in place.
11. **Introduce your student around the lab/office/clinic and make them feel part of the team:** The success of this program relies on building relationships between the supervisor, the team and the student so make them feel welcome;
12. **Provide your student the training they need to complete their Project:** A supervisor who wishes to be involved in the program must be willing to train the student in the techniques required for the project and supervise them throughout. Some departments give group workshops/ inductions which also assist in student training;
13. **Supervise and support your student closely through their Project and help them to get the most out of the experience:** The help and support of the supervisor will enable the student to get the most out of the experience. We want to attract students to return to complete a postgraduate degree;
14. **If there is a problem, notify the Charles Perkins Centre research and education team as soon as possible:** If there is a problem such as illness or poor performance, please notify [cpc.re@sydney.edu.au](mailto:cpc.re@sydney.edu.au) as soon as possible so that appropriate steps can be taken;
15. **All students need to submit a final report:** Students must submit a report no longer than 1000 words to Charles Perkins Centre for our records. The format of the report will depend on the supervisor's expectations. Any layout is acceptable - scientific reports, drafts of journal articles or conference presentations are the most common formats, but please speak to your student early on regarding your expectations;
16. It is important for the supervisor to make their expectations clear to the student at this point to avoid disappointment further into the Project. If the student has special requests such as time-off during the Project, careful consideration should be given to this as disruptions could jeopardise the success of the Project;
17. Supervisors are required to complete a questionnaire at the end of the tenure of the scholarship.