

This Agreement should be read in conjunction with:

- [University of Waikato Summer Research Scholarship regulations](#); and the
- [University of Waikato Scholarship Policy](#);

The University of Waikato Summer Research Scholarship Programme is subject to the following conditions:

(Supervisor/s and/or Divisions/Faculties/External Sponsors may have requirements additional to those outlined in this document and these need to be discussed and agreed among these parties)

Summer Research Agreement – SCHOLAR

I have accepted the University's offer of a University of Waikato Summer Research Scholarship via MyWaikato, and understand that it includes placement on the University of Waikato Summer Research Scholarship Programme (Programme).

I agree and acknowledge the following:

1. I have read and understand the [University of Waikato Summer Research Scholarship Regulations](#) and [Scholarship Policy](#).
 - a. Any questions I have about the scholarship, programme and/or policy have been raised with the School of Graduate Research (scholarships@waikato.ac.nz) **and** my academic supervisor and have been answered to my satisfaction.
2. I have noted the **key dates of the Programme** and understand my obligations in regards to these dates and other items as outlined below under point 6.
3. I understand that the research project is aligned with the start and end dates of C Trimester (See [Key University Dates](#)).
 - a. The start date of the research project may be varied +/- two weeks either side of the quoted date above without the need to formally vary this agreement.
 - b. The School of Graduate Research should be informed of your intended start date if not as above.
 - c. Start dates outside of this period will not be permitted.
4. The Scholarship payments are contingent on clauses outlined clearly in the regulations and I have read and understand these requirements.
5. I understand that I have been offered the scholarship to obtain experience in academic research at a tertiary education institution.
6. I understand that I am required to:
 - a. Attend either the Hamilton or Virtual Summer Research Induction Session (held in November);
 - b. Attend or watch the research poster workshop (held in December; available online);
 - c. Attend the Summer Research Closing Function to be held in February on the Hamilton Campus;
 - d. Submit a research poster by the date indicated in Moodle, unless an extension has been approved by my supervisor and the School of Graduate Research;
 - e. Agree to present all outputs to my supervisor(s) and any external parties for consideration, feedback, and (where applicable) approval.

Summer Research Agreement – SCHOLAR AND ACADEMIC SUPERVISOR

Scholarship Payments

1. We understand that the scholarship will have a total value of \$8,000 and will be paid in four instalments as outlined in the scholarship regulations to the Scholar as outlined below:
 - a) **\$2,000** on commencement of the project and only after submission of this completed Agreement;
 - b) **\$2,000** four weeks through the term of the scholarship;
 - c) **\$2,000** eight weeks through the term of the scholarship (conditional on a positive interim report from the supervisor); and
 - d) **\$2,000** on submission of the final research poster which must be received by the poster due date provided through Moodle.
2. We understand that the scholarship is to support a ten-week period of full-time during C Trimester (up to a maximum of 400 hours).

Paper Enrolment

1. I understand that:
 - a. enrolment in a Summer Research Scholarship paper will not normally incur any cost to the student; and
 - b. enrolment in a paper other than a Summer Research Scholarship paper (by agreement with supervisor and specified in project description) will incur the full cost of tuition fees and Student Services Fee to be paid by the student; and
 - c. confirmation of the paper code will be confirmed prior to the student commencing on the programme and will be at the discretion of the University.

Confidentiality:

1. "Confidential Information" shall mean all know-how, financial information or other commercially valuable or sensitive information in whatever form (including all information relating to the Research Project undertaken by us as part of the scholarship) that the University or the external sponsor designates as confidential, which a reasonable person would regard as confidential, or which the parties ought to regard as confidential.

The following will **not** constitute confidential Information:

- (i) information which is substantially in the public domain prior to its disclosure by the University to me, or which substantially enters the public domain after its disclosure otherwise than as a result of an unauthorised disclosure by me; and
 - (ii) Information which is rightfully known by me (as shown by written record) prior to the date of disclosure where I have the lawful power to disclose such information on a non-confidential basis.
2. I will not disclose any confidential information of either the University or the external sponsor to any third party at any time without the university's prior written consent.

Intellectual Property:

1. "Intellectual Property" shall mean any discovery, innovation, invention, form, shape, sound image, expression, technique or process which is the product of skill, effort or intellect, including (but not limited to) copyright works, inventions (patentable or not), designs (registered or unregistered), trademarks, (registered or unregistered), circuit layout rights, plant variety rights, and confidential information.

2. All Intellectual Property owned or created by me as at the start of the Scholarship Term shall remain my property and nothing within these conditions shall give the University any interest in such Intellectual Property.
3. All Intellectual Property arising from or relating to the Scholarship will be the property of the University (and may be transferred to the external sponsor if that is agreed by separate arrangement between the University and the external sponsor). I will execute all documents and do all things reasonably necessary to transfer ownership of such Intellectual Property to the University.

Health & Safety:

1. I am required to comply with relevant University of Waikato regulations and policies. This includes the Health and Safety at Work Act 2015 and the University's Health and Safety Policy. I am required to take all practicable steps to ensure our own safety at work and for ensuring that no action or inaction by me causes harm to any other person.
2. When **undertaking the Research Project on the premises of an external organisation** the Scholar is required to ask about Health and Safety protocols, and to comply with the external organisation's relevant policies and statutes and New Zealand legislation. This includes the Health and Safety at Work Act 2015. The Scholar is required to take all practicable steps to ensure their own safety and for ensuring that no action or inaction by them causes harm to any other person.

Publications:

1. The Scholar agrees to, in the first instance, present all outputs to their supervisor(s) and any external parties for which a signed collaboration agreement exists for consideration, feedback, and (where applicable) approval.
 - a. Some external parties will have confidentiality clauses and will require approval of any outputs.
2. The Academic Supervisor(s) shall have the ability to publish the results from, or any part of the data collected during, the Research Project or give addresses or present papers based on the Research at professional meetings, after:
 - a. Gaining agreement from any external parties; and
 - b. Discussing authorship or appropriate acknowledgement with the Scholar