

# BAYERBoost Environmental Scholarship Scheme

## GUIDELINES FOR STUDENTS, ACADEMIC SUPERVISORS AND HOST ORGANISATIONS

BAYERBoost is an annual environmental scholarship scheme designed to give senior secondary and undergraduate students work experience in the environmental sciences while at the same time providing financial support to them for further study. It is funded by Bayer New Zealand and administered under contract to Bayer NZ by the Royal Society of New Zealand (RSNZ) according to defined terms of reference. Bayer NZ is the principal sponsor of BAYERBOOST, while the RSNZ is responsible for the scheme's administration. The scheme is open to Year 12 – 13 school students and tertiary undergraduate students from New Zealand academic institutions. Students must be either a New Zealand citizen, a permanent New Zealand resident or have a permanent humanitarian visa, and be aged 24 or under at the time of applying. The objective of the scheme is to foster and support, in young New Zealanders, an understanding and awareness of New Zealand's unique environments and the issues surrounding the environment. It is planned to achieve this objective by enabling young New Zealanders to:

- experience the application and use of science and technology in environmental studies;
  - gain experience in working with an accredited organisation involved in research or action for the environment;
  - recognise environmental studies as rewarding and worthwhile career options;
- and
- enhance understanding of, and positive attitudes to, science and technology.

BAYERBoost scholarships are available for the summer vacation period i.e. from 6 – 12 weeks to enable students to engage in practical work with host organisations in a specific environmental project. Interested students should apply with a proposed host organisation and project to the Royal Society selection panel. Scholarships will be awarded to those applicants and projects deemed to be most worthy.

In the first year of the scheme at least five scholarships will be awarded. Each scholarship will be worth:

- \$6,000 for a tertiary student who will be required to work for 12 weeks over the summer vacation,
- \$5,000 for a Year 13 student who will be required to work for 10 weeks, and
- \$3,000 for a Year 12 student who will be required to work for 6 weeks.

The Royal Society is able to assist in finding suitable Host Organisations. Applicants should email: [BAYERBoost@rsnz.org](mailto:BAYERBoost@rsnz.org) or contact Debbie Woodhall on 04 470 5762.

*It should be noted that the student must apply for the scholarship, not the Host Organisation.*

## DEFINITIONS

In these guidelines unless contrary intention appears:

**Applicant** means a person who applies to become a Recipient of the Scholarship.

**Academic Supervisor** refers to a person who is able to assess the viability of the project proposal, attest to the academic capability of the applicant and monitor the progress of the project.

**Recipients** are those applicants who have been approved by the Selection Panel and have been awarded a Scholarship.

**Scholarship** means the Scholarship awarded to a recipient as per these guidelines.

**Selection Panel** means the panel of qualified persons who have assembled to evaluate applications and select the Scholarship Recipients.

**Host Organisation** means the organisation (Government agency, NGO, or TEO) that agrees to host Scholarship Recipients whilst undertaking their Scholarship project.

**TEO** means Tertiary Education Organisation.

**Proposal** means the Project Proposal which accompanied or formed part of the student's application for the Scholarship.

**Report** means the findings, in written form, of the Scholarship Recipient regarding the Scholarship project in a format approved by RSNZ.

**RSNZ** means the Royal Society of New Zealand.

## THE SCHOLARSHIP AWARD

### Who should apply?

Senior secondary school students who are intending to study environmental sciences at a New Zealand TEO or tertiary undergraduate students currently engaged in environmental related studies in New Zealand.

## ELIGIBILITY CRITERIA

### Scholarship Applicant Eligibility Criteria

Applicants must be:

- either a New Zealand citizen, a permanent New Zealand resident, or have a permanent Humanitarian Visa
- studying at a recognised New Zealand school or TEO
- aged 24 or under at the time of applying

### Host Organisation Eligibility Criteria

The Host Organisation must be able to fulfil all health and safety, insurance and taxation requirements, and be recognised as a suitable organisation for the Scholarship Scheme by the RSNZ.

## TENURE OF SCHOLARSHIPS

The Scholarships will be offered for a continuous **6-12 week** period, commencing at the end of the academic year and terminating before the beginning of the next academic year. Recipients will be expected to undertake the project on a full-time basis, taking only the holidays normally provided during this period to a permanent staff member of the host organisation.

Successful applicants have an obligation to complete the full term of the Scholarship unless there are extenuating circumstances. ***No extensions to the period of the Scholarship will be granted.*** A Scholarship may be terminated by the RSNZ, at any time, at its discretion, by notice in writing, to the Applicant, the Host Organisation

and the academic institution, for unsatisfactory conduct, for breach of any condition of the Scholarship, or for failure to make satisfactory progress in the opinion of the RSNZ.

## AWARD VALUE AND PROCESS FOR PAYMENT

The Scholarship is valued at **\$3,000 to \$6,000** depending on the student's stage of study. In the first year of the scheme at least five scholarships will be awarded. Each scholarship will be worth:

- \$6,000 for a tertiary student who will be required to work for 12 weeks over the summer vacation,
- \$5,000 for a Year 13 student who will be required to work for 10 weeks, and
- \$3,000 for a Year 12 student who will be required to work for 6 weeks.

Recipients will receive payment from the Royal Society in instalments, dependent upon satisfactory work by the student as attested by the Host Organisation and Academic Supervisor. The value of the Scholarship is fixed. ***No additional payments or allowances will be awarded.*** The Applicant or Host Organisation will therefore be responsible for expenses incurred in carrying out the project and any other associated miscellaneous expenses.

## PREREQUISITES FOR SCHOLARSHIP APPLICATIONS

In order for an application to be considered, applicants must complete an **Application Form**, include a **Project Proposal** and provide **certified copies of all the necessary documentation**. As well as general personal and contact details, the application form will ask for evidence of consistent academic performance and commitment to pursuing environmental study. The contact details for two academic referees will also need to be included. The entire application must be submitted by **5.00pm** on the **30th September 2010** to the RSNZ.

## PROJECT PROPOSAL

The project proposal should be a maximum of three pages with an emphasis towards quality rather than quantity. The following headings must all be addressed for the proposal to be considered:

### 1. Introduction

### 2. Nature of Project

An outline defining the nature of the project. Specific objectives of the project should be incorporated.

### 3. Timetable

A timetable highlighting key activities, milestones and resources required for the project. The project must be achievable within the timeframe of the scholarship.

### 4. Potential benefits of the project

#### (a) Benefits to the Host Organisation

An explanation of how the key objectives of the project will benefit the Host Organisation.

#### (b) Benefits to New Zealand

An explanation of how the key objectives of the project will contribute to

the New Zealand environment.

## 5. Conclusion

An outstanding Project Proposal should show evidence of:

- consistent academic performance.
- individual enthusiasm and motivation in the formation of the proposal and liaison with the appropriate organisation.

Typical projects for the proposal could include:

- involvement at any level in environmental research projects with a tertiary education organisation (TEO), a conservancy of the Department of Conservation (DoC), a Crown Research Institute (CRI) or a private research organisation;
- monitoring air, water or soil quality with a Regional Council, CRI, DoC conservancy or TEO;
- working on track and hut development/maintenance with a DoC conservancy;
- involvement in biodiversity restoration;
- assisting in ecological field surveys or other field work.

## SCHOLARSHIP SELECTION PROCESS

An appointed Scholarship Selection Panel, will be responsible for making the final decisions regarding Recipients of the Scholarship. The Scholarship Selection Panel will be comprised of at least four members, including representatives from research organisations, relevant government agencies, and NGOs. All Applicants, associated Host Organisations, Academic Supervisors, Career Counsellors, Heads of Science and TEO Scholarship Managers will be notified as soon as possible after the final decision is made and a formal Agreement will be subsequently developed between the Scholarship Recipient, Host and the RSNZ before the uptake of the scholarship.

## ROLES AND RESPONSIBILITIES

### **Academic Institutions**

The RSNZ will encourage academic institutions to support the Scholarship scheme through:

- Promotion of the scheme to private organisations
- Promotion of the scheme to eligible students
- University newspapers
- Websites
- Posting of flyers on notice boards at campuses
- Asking teachers or lecturers in science or related disciplines to highlight the scheme during lessons or lectures.
- Nomination of a qualified Academic Supervisor.

### **Academic Supervisor**

The Academic Supervisor is responsible for assessing the viability of the project proposal, confirming that the applicant is academically capable of the work proposed, monitoring the progress of the project, at least at mid-point, and attesting to its satisfactory completion.

## **Scholarship Applicants**

It will be the applicant's responsibility to submit their Scholarship Application and associated documentation to the RSNZ by 5.00pm 30<sup>th</sup> September 2010. This should include:

- a completed Application Form (including contact details for two academic referees);
- a letter of approval from parents/caregivers for applicants under the age of 18;
- a three page Project Proposal following the criteria outlined, with emphasis towards quality rather than quantity;
- a certified copy of current academic record or NCEA Record of Achievement;
- a certified copy of: Birth Certificate, New Zealand Citizenship Certificate, Passport, Naturalisation Certificate, or permanent Humanitarian Visa.

Applicants are also responsible for ensuring that their referees send their completed reference forms directly to the RSNZ by the closing date for applications. Reference forms can be downloaded from the BAYERBoost website:

<http://www.BAYERBoost.co.nz>

## **Scholarship Recipients**

- Recipients of the Scholarship will adhere to the conditions of the Scholarship outlined in the formal Agreement between the Recipient, the Host and RSNZ.
- Recipients will abide by the rules and conditions which apply to other staff within the Host Organisation.
- Successful applicants will be required to present a report/summary of work accomplished to the RSNZ, within four weeks of completion of the Scholarship project.
- Whenever any written work is carried out under a Scholarship, acknowledgment of the Scholarship shall be made in the publication of the project.
- Successful applicants will be asked to complete and return a questionnaire at completion of the project.
- Scholarship Recipients must notify their Host Organisation and Academic Supervisor within 48 hours, if for any reason they are unable to complete their Scholarship project.
- Recipients acknowledge that Bayer NZ and the RSNZ may use their projects, photos and BAYERBoost work for publicity.

## **The Royal Society of New Zealand**

- RSNZ will pay the Scholarship Recipient their award in instalments.
- A Selection Panel serviced by the RSNZ, will be responsible for making the final decisions regarding recipients of the Scholarship.
- Awards are made at the discretion of the RSNZ and there will be no right of appeal. The decision of RSNZ will be final and no correspondence will be entered into. No assurance is given that all or any Scholarships will be granted in any year.
- The RSNZ shall not be held responsible for any damage, loss, expense, claims,

suits or negligence associated with a Scholarship Recipient on placement within a Host Organisation.

- The RSNZ waives all rights to Intellectual Property arising from or associated with the Scholarship.
- A register of organisations suitable for participation will be established and maintained by the RSNZ. This register will be updated from time to time; however, applications may be submitted in conjunction with eligible organisations not listed on the register. All information held by RSNZ relating to the Scholarships is subject to the provisions of the Freedom of Information Act.
- Organisations with particular projects, which conform to the conditions of the Scholarship, will have the opportunity to approach the RSNZ and academic institutions and thus link with students who are interested in developing a joint project.
- The RSNZ will monitor and check on the progress of each Scholarship Recipient once they have commenced employment with their Host Organisation.
- The RSNZ will report to Bayer NZ annually on progress and achievement; report due to Bayer by 30 March each year.

## **Host Organisations**

The Host Organisation is responsible for ensuring that:

- There is adequate supervision and assistance provided within the organisation for the Scholarship Recipient.
- The content and structure of the Recipient's project is approved by the RSNZ and the Host Organisation.
- Individuals, whilst completing the Scholarship, do not displace employees within an organisation or occupy a position, which would otherwise have been offered to a new paid employee.
- An agreement regarding Intellectual Property Rights is reached between the Host, the Recipient or other nominee and the academic institution prior to commencement of the Scholarship.
- Access and assistance is provided by the Host to the nominated Academic Supervisor.
- The roles and responsibilities of the Host Organisation with respect to the Scholarship are fully understood by relevant staff engaged with the project.
- Adequate health and safety provisions and proper work practices are maintained in support of the recipient.
- On completion of the project the Host Organisation fills in and returns a questionnaire to the RSNZ.
- All applicable laws including those relating to workplace health and safety, workers compensation and taxation are complied with.
- The Host will arrange adequate insurance, including personal accident cover with the ACC for each of the Scholarship Recipients for the term of their project.
- Host Organisation supervisors notify the recipient's Academic Supervisor if they fail to appear at their place of work without giving prior notice at any time during the term of their Scholarship.

- A Host Organisation wishing to engage in the Scholarship will be accountable to the RSNZ in the work undertaken in relation to the Scholarship.

## FREEDOM OF INFORMATION ACT

Applicants and Host Organisations should be aware that the RSNZ is subject to the NZ Freedom of Information Act, which provides a general right of access to records held by the RSNZ.