Unitec

PROFESSIONAL DEVELOPMENT

Research Workshops, Courses & Retreats 2018

Tūāpapa Rangahau | Partnering Research and Enterprise
UNITEC INSTITUTE OF TECHNOLOGY

WORKSHOPS

Everything the Beginning Researcher Needs at Unitec; General, PBRF and Collaborative Research, Academic Integrity

Lead: Helen Gremillion

Frequency: approx. 6 monthly, 3-hour session.

Audience: Staff new to research, or staff new to Unitec.

Objectives: To provide both the context for research at Unitec and practical information on systems and processes to aid staff members engaging in research.

Prerequisites: All attendees need to have a valid ROMS log on. Also, please BYO device.

Content:

This workshop will cover the framework under which research is conducted at Unitec. We will address TEC requirements surrounding research, and what these mean for academic staff. The workshop will address the PBRF (Performance Based Research Fund), focusing on what this is and who needs to engage with it. Access to both internal and external research funding will be discussed. We will cover basic processes for planning a research project, including ethics, budget- ing and reporting (these topics will be covered in more detail in another venue). Services available to support researchers at Unitec will be introduced, including the library. We will also briefly address aspects of collaborative research, including authorship, copyright and academic integrity. An introduction to Mātauranga Māori will also be provided.

Dates and Times:

Tuesday February 20, 9.30am-12.30pm, Mt. Albert Campus; 55-1004 (CLOSED)

Wednesday February 21, 9.30am-12.30pm, Mt. Albert Campus; 55-1004 (CLOSED)

Thursday February 22, 9.30am-12.30pm, Mt. Albert Campus; 55-1004 (CLOSED)

Monday November 5, 9.30am-12.30pm, Mt. Albert Campus; 55-1004

Register online: https://unitec.wufoo.eu/forms/z1jqvaz30nyp6fv

Planning to Publish

Lead: Hugh Kearns   **http://www.ithinkwell.com.au/**

Audience: Academic staff who are new to research and scholarship

Objectives: To learn how to identify research projects, create outputs, and begin planning a research career.

Prerequisites: None

Content:
This workshop will provide an introduction to the research and publication process. We will examine how to identify research projects and create outputs.

The workshop will provide thinking time and tools to put together a realistic and achievable plan for your research career over the next 3-5 years. We will also work backwards to where you are currently and help you to set goals for shorter term achievements.

About the workshop leader: Hugh Kearns lectures and researches at Flinders University in Adelaide, Australia, and is recognised internationally as a public speaker, educator and researcher. He and his business partner Maria Gardiner have worked with more than three-quarters of Australia's universities and have also published and conducted workshops in the U.S., the UK and Ireland.

Date: Friday May 11, 9.30am-12.30pm

Venue: Tūāpapa Rangahau - Partnering Research and Enterprise, Penman House, 55-1004, Unitec Mt. Albert Campus

Register online:
https://unitec.wufoo.eu/forms/zzmxqwn1qbj0iy/

Turbocharge Your Writing

Lead: Hugh Kearns **http://www.ithinkwell.com.au/**

Audience: All research active staff, at any stage of their careers.

Objectives: To increase writing output.

Prerequisites: None

Content:

What are the secrets to high output, low stress scholarly writing? In academia it is often assumed that writing comes naturally. However, an overwhelming body of research shows that there are very clear and practical strategies that can greatly increase writing productivity. This workshop will help participants to understand: why it is difficult to get started; how we deliberately use distractions to slow down writing; the principles of quick starting; how to deal with destructive internal beliefs; and how to set a writing plan and stick to it.

About the workshop leader: Hugh Kearns lectures and researches at Flinders University in Adelaide, Australia, and is recognised internationally as a public speaker, educator and researcher. He and his business partner Maria Gardiner have worked with more than three-quarters of Australia's universities and have also published and conducted workshops in the U.S., the UK and Ireland.

Date: Friday May 11, 1.30pm-4.30pm

Venue: Tūāpapa Rangahau - Partnering Research and Enterprise, Penman House, 55-1004, Unitec Mt. Albert Campus

Register online:

https://unitec.wufoo.eu/forms/zzmxqwn1qbj0iy/

BLENDED AND
ONLINE COURSES

Successful Postgraduate Supervision

Audience:
All staff involved in supervising postgraduate students. Material covered is also relevant for staff supervising undergraduate capstone research projects. This course accommodates approaches to supervision across a range of disciplines. All new applicants for the supervisor's register must complete this course within 12 months of admission to the register. All staff currently on the supervisor's register must complete the course (or its earlier equivalent), or they will be removed from the register. Note that any Unitec staff member can self-enrol to access course material in her/his own time.

Objectives:
To provide staff with the information and skills they need to supervise research students successfully.

- Supervision skills: providing feedback, offering support, and time management
- Structures, processes, and regulations at Unitec
- Expectations of supervisors and students

This course provides the information and skills staff need to engage in research supervision, from candidature through to working with students on theses. It addresses the candidature process, including research processes, regulations, and ethics at Unitec. You will be armed with the skills you need to manage the supervisory relationship effectively, including giving feedback, mentoring, time management, and motivating students.

To enrol in this course, click the following link, login to Moodle, then click 'Enrol me':

https://moodle.unitec.ac.nz/course/view.php?id=4573

N.B. enrolled staff members who are required to complete this course will be advised of the date, time and venue for a concluding face-to-face session.

Writing a Successful Grant Application

Audience:

This course has been developed to support Unitec staff members who are seeking external research funding. There is an assumption that the participants will have already identified a funder, but the course can also be taken with a learning lens in mind. It is expected that participants liaise with the Senior Grants Advisor to ensure that appropriate steps are taken with a given funder. For some course participants, the face-to-face session (date and time TBC) will be required or strongly advised. Note that any Unitec staff member can self-enrol to access course material in her/his own time.

Objectives:

The course aims to build the confidence, skills and knowledge of Unitec staff to apply for grant funding for a research project. It adopts a blended approach, with a face-to-face session to provide expert and peer support so that by the end of the course participants will have completed a draft of a grant application. This work can be submitted for an actual application or will contain enough details to use as a template for cutting and pasting into other applications.

Content:

- Steps towards a grant application
- Structures, policies and procedures at Unitec
- Checklist and tips on best practice for grant applications
- Collaboration with the Research and Enterprise office
- Formulating research ideas and goals
- Understanding the structure of applications and how to write them to fit funder requirements
- Handling the project and resource planning requirements of a grant application
- Learning from the process and its outcomes.

To enrol in this course, click the following link, login to Moodle, then click 'Enrol me':

https://moodle.unitec.ac.nz/course/view.php?id=4574

Managing a Research Contract

Audience:

This course is designed for Unitec staff members who have tak- en on a lead role to deliver on a contract to carry out a research project. It contains information to support management of the contract, and provides directions and tools to help deliver the out- comes.

Objectives:

This is a self-directed online course, aimed at exploring the knowledge and skills needed to lead a team successfully, to deliver on a research contract.

The course also aims to prepare the lead researcher for the required partnership with the Unitec Research and Enterprise Office (REO). REO staff members are available to help contract researchers fulfil their obligations, carry out some required tasks, set up systems and processes, and identify risk areas and needs.

Content:

- How the partnership with the Research and Enterprise Office works
- Fundamental understanding of research agreements
- Responsibilities of the project manager/lead researcher role
- Stakeholder relationships
- Expectation management of team members
- Anticipating and handling team conflicts
- Team motivation
- Project planning and reporting
- Monitoring timelines and budgets
- Intellectual property and publishing rights in a research contract agreement

There are no face-to-face sessions to accompany this course, but you will collaborate with the Research and Enterprise office to manage your contract.

To enrol in this course, click the following link, login to Moodle, then click 'Enrol me':

https://moodle.unitec.ac.nz/course/view.php?id=4772

WRITING RETREATS

Research and Enterprise - Tūāpapa Rangahau, is pleased to offer Unitec staff members the opportunity to participate in a writing retreat during 2018.

The aim of the writing retreats is to allow researchers dedicated time away from their busy office (and phone and email) to work solely on a piece of academic writing.

Applicants can be at any point within their current research project, but do need to provide a clear statement of the immediate, anticipated outcome of participa- tion in a retreat, whether it be reviewing literature, analysing data, or drafting a research output. Information about timing for the submission of a clearly identified QA output is also required.

In the selection process, priority will be given to those working on a piece of research that will be peer reviewed (QA) and will contribute to 1) a competitive 2024 PBRF portfolio; 2) the research productivity traffic light (in the event outputs are needed to achieve a minimum of 2 outputs across 2017-2018 for the staff member, for the 2019 assessment); 3) initiating a new and emerging researcher dissemination trajectory; or 4) an externally funded research project or an industry/community engaged project (particularly if it has the potential to be externally funded).

We have a wonderful venue for 2018 retreats located on the North Shore at the Vaughan Park Retreat Centre. The retreats will include full catering and single-room accommodation.

Numbers are limited for each retreat; note that there is more space available for the June retreat. Please note that line-manager approval for PD leave to attend a retreat is required.

Note that the EOI form will ask you to identify the relevant journal, book, or other venue of publication/dissemination, and the anticipated submission date.

The next retreats with places available will take place **Monday-Thursday 18-21 June 2018 and Monday-Thursday 12-15 November 2018**. The EOI submission deadlines are:

June Retreat – 23rd April 2018
November Retreat – 17th September 2018
Note that is it possible to attend 3 of the 4 days

If you are interested, please complete the EOI form by the submission deadline date above **https://unitec.wufoo.eu/forms/zeceore153c2ph/**

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RESEARCH WORKSHOPS 2018

Masterclass Series

Grant-writing workshop

In this workshop, Dr. Martin Tolich (Otago Uni) will facilitate a process to help demystify and unpack what is required for effective grant-writing. We will focus on projects that have a strong social component, and endeavour to produce text which will go into actual grant applications. Further details to be advised. Note that staff members who are interested in this masterclass will submit brief expressions of interest to ensure suitability.

Martin Tolich is an Associate Professor in Sociology at the University of Otago and has three books coming out in early 2018. They are the Sage Handbook for Ethics in Qualitative Research, a 4th edition of Social Science Research in New Zealand with AUP, and a sole authored monograph with Routledge – Public Sociology Capstones: Non-neoliberal alternatives to Internships. These books and three others resulted from the momentum derived from gaining in 2012 a Marsden Fund Research Grant to examine tensions in the ethical review process.

Workshop/s in the use of 'R'

R is a free, open source statistical analysis and visualisation tool that is increasingly used within fields such as the natural sciences and computing. In 2018 Unitec will offer (an) externally facilitated workshop/s (by an expert in R), focussing on specific applications of the tool. Details to be advised.