

Unitec

PROFESSIONAL DEVELOPMENT

**Research Workshops,
Courses & Retreats,
and support for
Supervisors
2019**



Tūāpapa Rangahau | Partnering Research and Enterprise
UNITEC INSTITUTE OF TECHNOLOGY



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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.

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, budgeting 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:

Wednesday February 20, 9.30am-12.30pm,
Mt. Albert Campus; 182-1004

Friday February 22, 9.30am-12.30pm,
Mt. Albert Campus; 182-1004

Wednesday November 13, 9.30am-12.30pm,
Mt. Albert Campus; 182-1004

Register online: <https://unitec.wufoo.com/forms/z1b73ta61qn17nq/>

Planning to Publish

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 and Time:

Thursday May 9, 1.30pm-4.30pm

Venue: Unitec Mt Albert Campus, 182-1003

Register online: <https://unitec.wufoo.com/forms/z420r8h13nma13/>

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.

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Date and Time:

Friday May 10, 9.30am-12.30pm

Venue: Unitec Mt Albert Campus, 182-1003

Register online: <https://unitec.wufoo.com/forms/z420r8h13nma13/>

Professional Development for Level 9 & 10 Supervisors

Introduction to Sage Research Methods database

Prerequisite: participants must be research-active Unitec staff members who are tenured or limited tenure at 0.2 FTE or more.

Workshop outline:

Sage Research Methods database is part of an array of databases subscribed to by Unitec Library that supports researchers at all stages of the research process.

This session will introduce the features of the database, including the Methods Map and Project Planner. Books, reference works, journal articles and a few videos are included in the database.

There will be time for discussion about other Library tools related to research and information management, eg. access to SPSS and Nvivo software on campus and the content of the Library's research guide.

Facilitator; Susan Eady and Dipti Vora

Date: Thursday 6th June

Time: 9.30 – 11.00am

Venue: 170 – 1012

To book for the purposes of supervision PD, register via [this link](#).


Using R: An introductory course on statistical analysis and data visualisation.

Prerequisite: participants must be research-active Unitec staff members who are tenured at 0.5 FTE or greater, and who have a good understanding of descriptive statistics.

Workshop outline:

Unitec is intending to phase out SPSS statistical software, probably from 2020 and is replacing it with R software. As part of the phase out plan, Tūāpapa Rangahau is offering a 2 day workshop on R software.

R is a free, open source statistical analysis and visualisation tool which is quickly gaining currency. In this workshop experts in R will provide introductory training in its use. Access to the analytic



power of R requires a face-to-face introduction for the novice, since users must learn to work with a command line rather than a graphic user interface. After taking this workshop, participants will be able to make efficient use of the extensive, existing resources on R that can be found on the internet. Participants will be introduced to R language fundamentals and basic syntax, learn the appropriate data structures for R, extract key statistics out of a data set, conduct simple analyses using appropriate syntax, and visualise data with appropriate graphics.

Facilitator; Arun Deo

Date: Wednesday 3rd July to Thursday 4th July

Time frame: 9.00am – 4.00pm

Venue: 180 - 2048

To book for the purposes of supervision PD, register via [this link](#).

Industry research, staff/student collaboration workshop
(how to integrate teaching, learning, research, industry and get PBRF results)

Prerequisite: participants must be research-active Unitec staff members who are tenured or limited tenure at 0.2 FTE or more. Participants are asked to bring relevant examples of current or potential student research projects, wherever in the process this may be, for discussion and feedback in an interactive session.

Workshop outline:

This workshop outlines a model used in Environmental and Animal Sciences to make optimal use of limited time toward achieving research goals by facilitating projects involving staff and students. The workshop details how nominal funding can be procured to help students implement the projects which ultimately result in industry exposure for them and QA outputs for staff.

Facilitators; Dr Diane Fraser and Associate Professor Dan Blanchon

Date: Tuesday June 11

Time frame: 9.00am – 11.40am

Venue: 112 - 4009

To book for the purposes of supervision PD, register via [this link](#).

Successful Postgraduate Supervision Refresher Course

Prerequisite: Completion of the blended course 'Successful Postgraduate Supervision'

This face-to-face refresher course focuses on peer-to-peer exchange of best practice and problem-solving around challenging circumstances in the supervision space.

Facilitator: Helen Gremillion
Dates: Friday 6 September
Time frame: 9.30 – 11.00am
Venue: 170 – 1008

To book for the purposes of supervision PD, register via [this link](#).

Research Ethics: How to Prepare a Strong Application

Prerequisite: participants must be research-active Unitec staff members who are tenured or limited tenure at 0.2 FTE or more

Workshop outline: This workshop will introduce you to the role and importance of ethics in your research. It outlines Unitec's process for seeking ethical approval of your research project. Please note: all research projects with people as participants must have Unitec Research Ethics Committee (UREC) approval before research can begin. Come along to consider the issues involved and find out how you can prepare your application for approval. Check out the Postgraduate Student Resources pages on Moodle (password: 'Research01') if you would like to look at the general Ethics requirements before the session.

Facilitator: Caroline Malthus
Date: TBC (see registration link)
Time frame: TBC (see registration link)
Venue: TBC (see registration link)

To register go to <http://tpa.unitec.ac.nz/learningcentre/>. (Once you've accessed this site, click 'Booking' and then within the drop-down menu 'topic group', select 'Plan, Implement and Write Up the Research Paper'. Another drop-down menu will appear which lists this ethics workshop).



Kaupapa Māori Research

Prerequisite: participants must be research-active Unitec staff members who are tenured or limited tenure at 0.2 FTE or more

Workshop outline:

This short course will assist your development in Māori success capability. The course offers a basic introduction to knowledge and skills in Kaupapa Māori (KM) Research.

Content:

- What is Kaupapa Māori? Understanding KM terminology, background and contexts
- Kaupapa Māori as a Research Methodology
- Kaupapa Māori in practice

Facilitator: TBC

Date: Thursday 18 July

Time frame: 9am - 12pm

Venue: TBC

To book please use [this link](#) (and scroll down to the last option listed)

Writing a Successful Grant Application


Prerequisite: participants must be research-active Unitec staff members who are tenured or limited tenure at 0.2 FTE or more

Workshop outline:

This course has been developed to support Unitec staff members who are seeking external research funding. It can also be completed for formative learning purposes. The course aims to build the confidence, skills and knowledge of Unitec staff to apply for grant funding for a research project, which could include students as co-researchers or research assistants.

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 & 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.

Facilitator: Helen Gremillion

Date: Ongoing

Time frame: Anytime

Venue: Online

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>

In order to verify course enrolment and completion for supervision PD (online only), be sure to contact Research PD Liaison Helen Gremillion: hgremlion@unitec.ac.nz

Successful Postgraduate Supervision

Workshop Outline:


This blended 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.

The course is open to all staff involved in supervising postgraduate students. Material covered is also relevant for staff supervising undergraduate capstone research projects. Note that any Unitec staff member can self-enrol to access course material in her/his own time.

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>

After self-enrolment, this course will appear under 'My Courses' on your Moodle home page.



To register for the concluding face-to-face session, contact the postgraduate administrator Cynthia Almeida: calmeida@unitec.ac.nz

N.B. a prerequisite for the face-to-face session is the completion of required on-line components (noted in Moodle).

Notes: completing this course, or its earlier equivalent, is required to be listed or to remain on Unitec's supervision register.

One's learning from this course, once applied to supervision practice, can be utilised to obtain a Teacher Capability badge at Unitec. Any teacher wishing to do this would need to enrol in the Feedback for Learning Moodle course and submit their evidence as outlined in Sections D and E. Here is a link to the enrolment form. Completion of the face-to-face session is not required to obtain a badge.

Facilitator: Helen Gremillion

Date: Ongoing (with a scheduled face-to-face component)

Time Frame: Anytime

Venue: Blended course

ONLINE COURSES

Successful Postgraduate Supervision

Note: Online completion of this course can be applied toward a teacher capability badge. Please consult teacher capability resources at Unitec to learn more.

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>

After self-enrolment, this course will appear under 'My Courses' on your Moodle home page.

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 taken 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 outcomes.

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 2019.

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 participation 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.

Eligibility criteria are as follows:

- PBRF eligible (if you are unsure please speak with your Research Leader or Research Partner, or contact Helen Gremillion at hgremlion@unitec.ac.nz)
- Ability to commit to residential retreat for a minimum of three days, from 10am on day 1 through to 2pm on the final day (note: exceptions to arrival and departure times can be negotiated with advanced notice).
- Individual Research Plan (IRP) completed
- Orcid number assigned (If you do not have an Orcid number, please register here <https://orcid.org/>)

In the selection process, priority will be given to those working on a piece of (QA) research that will contribute to one or more of the following: a realistic PBRF portfolio for the 2024 PBRF round; achieving a minimum of 2 disseminated research outputs across any given 2-year period (note: a strong case would need to be put forward here, since normally this goal can be met by other means; please consult your Research Leader); for emerging researchers, launching a research output track record; fulfilling obligations to a funder.

We have a wonderful venue for 2019 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. 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.

To submit an EOI for participating in a writing retreat this year, click on [this link](#).

The next retreats with places available will take place:

16-19 July and 8-11 October.

The EOI submission deadlines are:

July Retreat – 5pm Friday 7th June

October Retreat – 5pm Friday 30th August

Note that it is possible to attend 3 of the 4 days. If you are interested, please complete the EOI form by the submission deadline date above.

Unitec

PROFESSIONAL DEVELOPMENT

Research Workshops 2019 Masterclass Series



Tūāpapa Rangahau | Partnering Research and Enterprise
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Research Skills and Development Course

In 2019 Unitec is offering support for a small number of staff to take an exciting new course, which supports emerging researchers who lack publishing experience to build their research and academic writing skills.

Successful applicants will engage in a series of tailored, online, 1-to-1 tutorials on a negotiated schedule from April through to November – including detailed work shopping of a short piece of writing. Participants will commit to submitting this piece of writing to a peer-reviewed journal by the end of the year.

The course begins with two workshops (up to 2 hours each), then the bulk of it will be delivered 1 on 1 with a Research Professor to guide your independent work, including liaising with (a) content expert/s in your field (on your own) as needed.

This course covers: identification and development of research capabilities, refining a research question, reviewing and critiquing academic literature, identifying an appropriate research methodology, learning to collaborate with others as part of the research process, selecting a publication venue, academic writing for high impact, the journal submission process, and responding to peer reviews.

You will be utilising Unitec-allocated research time and/or available PD leave for this course, which can be listed in your ADEP as a key research 'Develop' (PD) activity. If you meet the criteria listed below and are interested to take up this opportunity, please submit an EOI by 5pm on Monday 11 March.

Participant criteria:

- capability and desire to begin building a track record of research publications
- little to no publishing experience
- never before published a QA journal article in the role of lead author
- availability of allocated research time (and/or PD leave) which
- can be used for this course
- line manager approval of participation in principle (including use of research time).

Note: This course is offered through Nelson Marlborough Institute of Technology, and has the potential to be cross-credited to ARA's Graduate Diploma in Tertiary Teaching and Learning. Unitec's Research and Enterprise Office will cover all course costs for participants.