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# CONDUCT OF STUDENT RESEARCH POLICY

## 1 Purpose

This document sets out policy for the conduct of student research and responsibilities for each of the stages of the postgraduate student research 'lifecycle'.

## 2 Scope

This policy and its guidelines apply to all Unitec students and staff involved in student research activities.

## 3 Policy statements

Students will be supported, through robust academic processes and a collegial academic environment, to achieve high standards in their research. To this end:

- staff will be active in guiding the development of research proposals;
- the research proposal approval process will be rigorous and supportive;
- students will, via supervision, have access to the methodological expertise, discipline-specific expertise, and the practical wisdom necessary to facilitate completion of research;
- completed research will be presented in keeping with Unitec's and the academic discipline's standards;
- the research examination process will be independent and robust; and
- students will be encouraged to publish their work, and will be supported in publishing quality-assured research outputs.

## 4 Process

This policy will be implemented in a way that honours the principles of *Te Noho Kotahitanga*, Unitec's declaration of its commitment to the *Treaty of Waitangi/te Tiriti o Waitangi*.

The Director: Research and Enterprise may allow variations to the procedures set out in this document if those variations will lead to the same outcomes as those intended by this policy.

### 4.1 Supervising student research

#### 4.1.1 Supervisor/Advisor appointment

1. Supervisors are appointed to a student conducting postgraduate research according to:

   a. the needs of the student;

   b. the requirements of the research; and

   c. supervisors' expertise, experience, and other commitments.

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2. In some programmes, a supervisor and/or an advisor may be appointed to help guide the student's research.

3. Throughout this document, the term "supervisor" refers to both academic supervisors and advisors, and should be considered to refer to both.

4. Postgraduate research academic supervisors are appointed from Unitec's Register of Supervisors.

   a. Criteria for inclusion on the register are set out in the *Supervision and Advisement of Student Research Guidelines*.

5. The Postgraduate Research and Scholarships Committee (PRSC) approve inclusion on the supervisor register and the processes for supervisor appointment. This includes delegating responsibility for supervisor appointment as appropriate.

### 4.1.2 Supervision of students undertaking research

1. Supervision and Advisement of Student Research Guidelines govern the relationship between the students undertaking postgraduate research and supervisors.

2. Supervision Advisement of Student Research Guidelines governs the relationship between the students undertaking Undergraduate research and supervisors.

## 4.2 Research proposal development and approval

1. Student research proposals are developed with guidance from academic staff and supervisor(s) in accordance with the *Proposal Approval of Student Research Guidelines*.

   a. Academic Programme Managers~~Leaders~~ and/or H~~ead of School~~o~~PPs~~ may apply for programme-specific requirements.

2. The PRSC oversees the approval of research proposals.

   a. This includes delegating responsibility for the approval of Level 9 research proposals to other committees as appropriate.

   b. The PRSC retains responsibility for the approval of Level 10 research proposals.

   c. Where required, appropriate software for checking for plagiarism may be employed to ensure originality of research proposals.

## 4.3 Presenting and publishing postgraduate student research

1. Tuapapa Rangahau:Partnering Research and Enterprise ~~Research and Enterprise Office (REO)~~ ~~are~~is responsible for the *Presentation and Publication of Student Research Guidelines* and provide support and guidance around these processes.

   a. ~~Practice Pathways~~Schools may have additional programme-specific requirements and, if so, will make them available to students.

   b. Guidelines will include information on the extent of third-party editorial assistance students may seek.

## 4.4 Examining postgraduate student research

1. ~~The~~ Tuapapa Rangahau:Partnering Research and Enterprise ~~REO~~ administers the examination process on behalf of the PRSC. This includes liaising with examiners and providing examiners with relevant information and guidance.

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2. The PRSC appoints examiners on the recommendation of the PAQC and awards a grade based on examiners' recommendations.

3. Mandatory procedures for the conduct of examination processes are provided in the *Generic Regulations* and in the *Programme Regulations* for the respective programme.

## 5 Responsibilities/Delegations

| Role | Responsibilities |
|------|------------------|
| Postgraduate Research and Scholarships Committee (PRSC) | • Oversees this policy and associated procedures and guidelines, including devolving responsibility to accredited committees, and for approving amendments (or delegating such approval) to those procedures and guidelines.<br>• Approve individuals' inclusion on the *Register of Supervisors*.<br>• Delegate responsibility for the appointment of supervisors.<br>• Oversees approval of research approvals.<br>• Appoints examiners. |
| Tuapapa Rangahau: Partnering Research and Enterprise Research and Enterprise Office (REO) | • Maintain and publish the *Presentation and Publication of Student Research Guidelines*.<br>• Administers the examination process for student research. |
| Teaching staff involved in student research | • Actively guide the development of research proposals.<br>• Provide access to the expertise needed to facilitate research-completion. |
| Director: Research and Enterprise | • Approves variations to the processes and procedures set out in this policy. |
| Supervisors | • Support and guide students through the research process, in accordance with this policy and associated guidelines and procedures. |

## 6 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

## 7 Reference documents

- *Supervision of Student Research Guidelines*;
- *Proposal Approval of Student Research Guidelines*;
- *Presentation and Publication of Student Research Guidelines*;
- *Generic Regulations*; and
- *Specific Programme Regulations*.

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