

Unitec

PROFESSIONAL DEVELOPMENT

Research

Workshops, Courses & Retreats, and Support for Supervisors 2021



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

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 24 February, 9.30am - 12.30pm, Mt. Albert Campus, 183-1003

Friday 26 November, 9.30am - 12.30, Mt Albert Campus, 183-1003

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

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: Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher.

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 US, the UK and Ireland.

Date and Time:

Thursday July 1, 9.30am - 12.30pm

Venue: Zoom

Register online: <https://unitec.wufoo.com/forms/z1yae9te0rmii15/>



Using R: An Introductory Course on Statistical Analysis and Data Visualisation

Lead: Arun Deo (Unitec's Research Advisor) & Jeremy Greenbrook-Held (external)

Audience: Research-active Unitec staff members who want to learn the basics of R.

Objectives: Introductory training in the use of R.

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

Content:

Unitec is intending to phase out SPSS statistical software, and is replacing it with R software. As part of the phase out-plan, Tūāpapa Rangahau is offering a two-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.

Dates and Times:

There will be two offerings: A two-day course for beginners, and a one-day refresher for experienced users.

Workshop for beginner users:

Date: Tuesday 6 July 2021 to Wednesday 7 July 2021

Time frame: 9.00am – 4.00pm

Venue: 183 - 1003

Workshop for advanced users (refresher):

Date: Thursday 8th July 2021

Time frame: 9.00am – 4.00pm

Venue: 183 - 1003

To book, register [via this link](#).



Professional Development for Level 9 & 10 Supervisors

Successful Postgraduate Supervision

Lead: Helen Gremillion (Unitec's Research Professional Development Liaison)

Audience: Unitec staff members involved in supervising postgraduate students.

Objectives: To cover the basics of postgraduate supervision at Unitec.

Content:

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.

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.

Notes: completing this course, or its earlier equivalent, is required to be listed or to remain on Unitec's supervision register. The concluding face-to-face session is compulsory for this purpose.

Please note that Te Puna Ako is currently developing a teacher capability badge that can be completed by applying learnings from this workshop to supervision practice. Completion of the face-to-face session will not be required to obtain this badge. Details will be released later this year.

Dates and Times:

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

Time Frame: Anytime for online component. 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 online components (noted in Moodle).

Research Supervision Refresher Course

Lead: Hugh Kearns <http://www.ithinkwell.com.au/>

Audience: Experienced postgraduate supervisors on Unitec's supervision register who want to update their practice and share supervisory approaches.

Objectives: To refresh supervision practice.

Prerequisites: Successful completion of Unitec's blended course, 'Successful Postgraduate Supervision', and minimum one year's Level 9 and/or 10 supervision experience.

Content:

This workshop will look at how to help both the supervisor and the student get the most out of the postgraduate research experience. It draws on the facilitator's experience of working with thousands of research students and research supervisors across the world and there is also the opportunity for supervisors to share their experiences of what works and what does not work.

It will cover issues such as:

- Dealing with different types of students
- Getting students to write
- Getting students to show you their writing
- Giving constructive feedback
- Students who write too much
- Students for whom English is not their first language
- Motivating stalled students
- Problem situations

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 US, the UK and Ireland.

Date and Time:

Thursday 18 November, 1.00pm - 4.00pm

Venue: Zoom

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



Introduction to Sage Research Methods Database

Leads: Susan Eady and Dipti Vora (Unitec Library)

Audience: Interested Unitec staff members.

Objectives: To introduce the Sage Research Methods database resources.

Prerequisites: Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher.

Content:

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, e.g. access to SPSS and NVivo software on campus and the content of the Library's research guide.

Date and Time:

Monday 19 April, 10.00am – 11.00 am, Unitec Mt Albert Campus, 182-1001

Tuesday 20 April, 2.00pm - 3.00pm, Unitec Waitakere Campus, 510-B003

Please register [via this link](#).



Industry Research, Staff/Student Collaboration Workshop

(How to integrate teaching, learning, research, industry and get PBRF results)

Leads: Dr. Diane Fraser and Associate Professor Dan Blanchon

Audience: For research teams (Unitec staff members) wishing to engage students in their industry-engaged research projects,

Objectives: See 'Content' section below.

Prerequisites: Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher. They must be part of a staff team or researchers, and their Research Leader and Research Partner must work together to approve and arrange the session.


Content:

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.

Date and Time: By appointment.

Contact Helen Gremillion, Unitec's Research PD

Liaison: hgremillion@unitec.a.cnz



Research Ethics: How to Prepare a Strong Application

Please note - we hope to offer this workshop, however dates are not yet confirmed

Lead: Caroline Malthus (Learning & Achievement)

Audience: Unitec staff members who will be submitting an ethics application, either for their own research or for that of a student they are supervising.

Objective: To support the preparation of a strong ethics application for submission to Unitec's Research Ethics Committee (UREC).

Prerequisites: Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher.

Content:

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.

Dates and Times:

Date: TBC

Time frame: TBC

Venue: TBC

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

Lead: Helen Gremillion (Unitec's Research Professional Development Liaison)

Audience: Unitec staff members wishing to develop grant-writing skills

Objectives: See 'Content' section below.

Prerequisites: Participants must be research-active staff members who are tenured or limited tenure at 0.2 FTE or higher.

Content:

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.

Dates and Times:

Date: Ongoing (with a scheduled face-to-face component if desired/appropriate, as noted in the introductory section of the course)

Time Frame: Anytime for online component.

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: hgremillion@unitec.ac.nz

ONLINE COURSES

Successful Postgraduate Supervision

Lead: Helen Gremillion (Unitec's Research Professional Development Liaison)

Audience: Unitec staff members involved in supervising postgraduate students.

Objectives: To cover the basics of postgraduate supervision at Unitec.

Content:

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.

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.

Notes: completing this course, or its earlier equivalent, is required to be listed or to remain on Unitec's supervision register. The concluding face-to-face session is compulsory for this purpose.

Please note that Te Puna Ako is currently developing a teacher capability badge that can be completed by applying learnings from this workshop to supervision practice. Completion of the face-to-face session will not be required to obtain this badge. Details will be released later this year.

Dates and Times:

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

Time Frame: Anytime for online component. 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).

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 Tūāpapa Rangahau Research & Enterprise (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 Tūāpapa Rangahau Research & Enterprise 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 Tūāpapa Rangahau Research & 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

Tūāpapa Rangahau Research & Enterprise, is pleased to offer Unitec staff members the opportunity to participate in a writing retreat during 2021.

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 hgremillion@unitec.ac.nz)
- Ability to commit to residential retreat for a minimum of three days (normally requiring a 10am start on day 1, and a 2pm finish on the final day, with the option to stay until 5pm to conclude)
- 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 2025 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 2021 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 (and/or use of allocated research time) 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:

19 - 22 July and 22 - 25 November.

The EOI submission deadlines are:

July Retreat – 5pm Thursday 10 June

November Retreat – 5pm Thursday 14 October

Note that it is possible to attend three of the four 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

**Please Note - Applications for this course are now closed.
We hope to run this opportunity again in 2022.**

In 2021 Unitec is offering support for a small number of staff to take an exciting course, which supports emerging researchers who lack publishing experience to build their research and academic writing skills. This course was run very successfully in 2019 and received excellent evaluations from participants. The course is a year long (it is in fact two courses that are linked).

Successful applicants will engage in a series of tailored, online, 1-to-1 tutorials on a negotiated schedule from mid-March through late 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. Submission is required to pass the course, but the piece does not need to be accepted. In most cases, publication does occur, but the key learnings come from experiencing the entire submission process.

The course begins with (a) group workshop/s, 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. Participants can receive support refining their topic/s as part of the course.

The instructor works with participants on the entire process of generating a quality-assured research output from idea to managing responses to reviewers/editors. The 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. The course also involves the creation of a research statement/plan.

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 eligibility criteria listed below and are interested to take up this opportunity, [please submit an EOI here by 5pm on Wednesday 24 February 2021.](#)

Eligibility criteria:

- Capability and desire to begin building a track record of research publications
- Little to no publishing experience
- Never before published, in the role of lead author, a significant QA journal article (15+ pages and not an in-house publication)
- 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)
- Individual Research Plan (IRP) completed
- ORCID number assigned (go to <https://orcid.org> to register for an ORCID ID#)

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.

Selection criteria:

- Strength of applicant's research potential and commitment
- Strength and quality of IRP
- Overall presentation/quality of the EOI

In addition, in the selection of participants, the following will be considered if/as appropriate:

- Strength of any recommendation from referees, who are contacted in cases where applicants' qualifications and/or eligibility is in doubt, or when there are difficult choices to be made amongst applicants
- Amongst equally qualified candidates, preference will be given to final selections which, as much as possible, allow for distribution across Unitec schools/units.