



# agenda

## Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	<b>2024-11-14</b>
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

### SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

1. Karakia Tīmatanga | Opening Prayer
2. Mihi Whakatau | Welcome from the Chair
3. Membership
4. Terms of Reference

### SECTION 2 STANDING ITEMS

1. Ngā Whakapāha | Attendance, Apologies & Quorate Status
2. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings
3. Mahia Atu | Matters Arising

### SECTION 3 MEA HEI WHAKAAE | ITEMS TO APPROVE

1. 2025 URC Work Plan

### SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

1. Unitec Scholarly Communication Guidelines Update
2. 2025 URC Membership

### SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

1. 2025 URC Meeting Dates
2. Classification of 2024 URC Agenda Items

### SECTION 6 KUPU WHAKAMUTUNGA | CLOSING

1. Ētahi Kaupapa Anō | Any Other Business

2. Komiti Self-Assessment
3. Karakia Whakamutunga | Closing Karakia

## SECTION 1      NGĀ KUPU ARATAKI | PRELIMINARIES

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### **Item 1.1                      Karakia Tīmatanga | Opening Prayer**

<b>KARAKIA TĪMATANGA</b>	<b>OPENING PRAYER</b>
<i>Manawa mai te mauri nuku</i>	<i>Embrace the power of the earth</i>
<i>Manawa mai te mauri rangi</i>	<i>Embrace the power of the sky</i>
<i>Ko te mauri kai au</i>	<i>The power I have</i>
<i>He mauri tipua</i>	<i>Is mystical</i>
<i>Ka pakaru mai te pō</i>	<i>And shatters all darkness</i>
<i>Tau mai te mauri</i>	<i>Cometh the light</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>Join it, gather it, it is done!</i>

### **Item 1.2                      Mihi Whakatau | Welcome from the Chair**

### **Item 1.3                      Te Komiti Rangahau o Unitec Membership**

Hadley Brown (Chair)	Nominee of Director Research & Enterprise
Daisy Bentley-Gray (Emerging)	Nominee of Interim Manager Pacific Success
Tanya White (Early Career)	Nominee of Taharangi   Director Māori Success
Dr Helen Gremillion (Professor)	Healthcare and Social Practice
Xinxin Wang	Architecture
Kambiz Borna	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Professor)	Computing, Electrical and Applied Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Associate Professor/ Early Career)	Environmental & Animal Sciences
Khaled Ibrahim	Applied Business
Vacant	Bridgepoint
Dr Norasieh Md Amin (Subject Librarian)	Library
Christine Fusio (Student President)	Nominee of Student Council
Arun Deo (Research Advisor)	Tūāpapa Rangahau
<b>In attendance:</b> Brenda Massey (Acting Secretary)	Tūāpapa Rangahau
Up to two members from the MIT Research Committee	MIT

## **Item 1.4                      Te Komiti Rangahau o Unitec Terms of Reference**

The powers and functions of Te Komiti Rangahau o Unitec (URC) shall be to:

- a. Foster the conduct of research, and support the achievement of Unitec’s strategic research, enterprise and innovation priorities.
- b. Propose and advise on strategic directions and priorities for research, enterprise, and innovation.
- c. Provide expert advice on institutional policy.
- d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise, and innovation.
- e. Oversee the Grants Advisory Committee and the reporting of funded projects.
- f. Encourage and enhance the development of the research, enterprise, and innovation culture along with student and staff research capability, with emphasis on the development of Māori and Pacific research capability.
- g. Oversee the monitoring of research outputs and research reporting.
- h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise, and innovation.

## **SECTION 2                      STANDING ITEMS**

### **Section 2.1                      Ngā Whakapāha | Attendance, Apologies & Quorate Status**

#### **RECOMMENDATION**

That the committee accepts the apologies of today’s meeting.

### **Section 2.2                      Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings**

*refer to [pg5](#)*

#### **RECOMMENDATION**

That the committee approves the minutes of the meeting of 2024-10-10.

### **Section 2.3                      Mahia Atu | Matters Arising**

*refer to [pg11](#)*

## **SECTION 3                      MEI HEI WHAKAAE | ITEMS TO APPROVE**

### **Section 3.1                      2025 URC Work Plan**

*refer to [pg12](#)*

## **SECTION 4                      WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION**

**Section 4.1                      Unitec Scholarly Communication Guidelines Update**  
*refer to [pg14](#)*

**Section 4.2                      2025 URC Membership**  
*refer to [pg26](#)*

**SECTION 5                      NGĀ TUKUNGA | ITEMS TO RECEIVE**

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**Section 5.1                      2025 URC Meeting Dates**  
*refer to [pg28](#)*

**Section 5.2                      Classification of URC 2024 Agenda Items**  
*refer to [pg30](#)*

**SECTION 6                      KUPU WHAKAMUTUNGA | CLOSING**

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**Section 6.1                      Ētahi Kaupapa Anō | Any Other Business**

**Section 6.2                      Komiti Self-Assessment**  
*refer to [pg33](#)*

**Section 6.3                      Karakia Whakamutunga | Closing Karakia**

TE KARAKIA WHAKAMUTUNGA	CLOSING PRAYER
<i>Ka wehe atu tātou</i>	<i>We are departing</i>
<i>I raro i te rangimārie</i>	<i>Peacefully</i>
<i>Te harikoa</i>	<i>Joyfully</i>
<i>Me te manawanui</i>	<i>And resolute</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>We are united, progressing forward!</i>



# minutes

## Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2024-10-10
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

<b>MEETING OPENED:</b>	1300h
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### SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

#### Item 1.1 Karakia Tīmatanga | Opening Prayer

#### Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting.

### SECTION 2 – STANDING ITEMS

#### Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

##### Members Present

1. Hadley Brown (Chair)
2. Kristie Cameron
3. Nora Md Amin
4. Irene Wu (proxy for Christine Fusio)
5. Kambiz Borna
6. Xinxin Wang
7. Arun Deo
8. Helen Gremillion
9. Daisy Bentley-Gray

Total members represented: 9 members

##### Apologies

1. Hamid Sharifzadeh
2. Tanya White
3. Christine Fusio

4. Leon Tan (for lateness; arrived at 1.30pm however meeting had concluded)
5. Khaled Ibrahim (for lateness; arrived at 1.30pm however meeting had concluded)

Total apologies: 5 members

#### Absent

1. Lian Wu

Total absent: 1 member

#### MOTION

**That the committee accepts the apologies for today's meeting.**

**Moved: Kristie Cameron**

**Seconded: Nora Md Amin**

**MOTION CARRIED**

#### Quorate Status

A minimum of seven representatives is required; the meeting was quorate.

#### Hunga Mahi | Staff in Attendance

1. Brenda Massey, Acting Secretary
2. Mel Wong, MIT Committee Representative

#### Item 2.2 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

#### MOTION

**That the committee approves the minutes of the 2024-09-12 meeting as a true and accurate record.**

**Moved: Arun Deo**

**Seconded: Mel Wong**

**MOTION CARRIED**

#### Item 2.3 Mahia Atu | Matters Arising

Agenda Item(s)	Action	Responsible	Outcome
2.3	Provide an update to the committee on the submission to TKM on the difficulties Unitec's IT policies and procedures are posing to teaching and research endeavours.	Leon Tan / Hadley Brown	A memo was submitted to TKM's Sept meeting. Prof Martin Carroll, Chair of TKM, invited James Meyer, Digital Operations Lead, Rohe 1, Te Pūkenga to attend the TKM meeting during the discussion of this agenda item to respond to the concerns expressed in the memo. James articulated the challenges he has faced in his role in navigating the regulatory framework around software licenses within Te Pūkenga, within which we remain implicated, and strongly expressed a willingness to co-design some solutions,

			especially now that Te Pūkenga is being devolved. James has been invited to attend a future URC hui for this purpose.
3.1 & 3.2	Advise A/P Laura Harvey and A/P Leon Tan of the approval of the appointment of their nominees for Honorary Research Fellows.	Brenda Massey	Complete
4.1	Appraise Marcus Williams of the committee's discussions around URC representation on the MIT Research Committee.	Brenda Massey	Complete. Marcus has been provided with the names of those committee members who have expressed an interest in attending MIT meetings.
5.1	Change the recommendation in the covering memo on the outcome of the review of the Unitec Research Strategy Action Plan from "...all but one of the research strategy action plan improvements have been fully implemented" to "...all but one of the research strategy action plan improvements have been adopted".	Brenda Massey	Complete
5.1	Obtain further details from A/P Marcus Williams, Director Research and Enterprise, on the rationale for the amendment to the recommended change to the Actions under Action Summary 'Review capability and plan for institutional research co-governance and leadership' of the Research Strategy Action Plan.	Brenda Massey / Hadley Brown	In progress. Hadley Brown will seek a response at his next face-to-face meeting with Marcus Williams.
5.2	Write to all the 2024 ECR Funding PIs thanking them for their reports.	Brenda Massey	Complete
5.3	Write to Madhu Vyas thanking him for his final 2023 ECR Funding report.	Brenda Massey	Complete

### SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

#### **Section 3.1                      2025 URC Terms of Reference**

The committee approved a roll-over of its current Terms of Reference into 2025.

#### **MOTION**

**That the committee approves the roll-over of its current Terms of Reference into 2025.**

**Moved: Daisy Bentley-Gray**

**Seconded: Nora Md Amin**

**MOTION CARRIED**

**Action:** Brenda Massey to provide Te Komiti Mātauranga with a copy of its confirmed 2025 Terms of Reference.

### **Section 3.2                      2025 ECR Contestable Fund Grants Advisory Committee Membership**

The committee approved the membership of the 2025 Early Career Researcher Fund Grants Advisory Committee as follows:

GAC membership who will consider every application:

A/P Marcus Williams, Director Research and Enterprise  
 Jamie Smiler, National Research Director, Te Pūkenga  
 Dr Evangelia Papoutsaki, Tūāpapa Rangahau

GAC membership who will consider specific applications:

2 x academics specifically selected for each applicant, chosen from outside of the applicant's school where possible, but with relevant discipline or transdisciplinary expertise. Bespoke members will be selected by Tūāpapa Rangahau.

#### **MOTION**

**That the committee approves the membership of the 2025 Early Career Researcher Fund Grants Advisory Committee.**

**Moved: Xinxin Wang**

**Seconded: Daisy Bentley-Gray**

**MOTION CARRIED**

**Action:** Brenda Massey to advise the Chair of the Grants Advisory Committee, A/P Marcus Williams, Director Research and Enterprise, of this approval.

### **SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION**

There were no items to discuss this month.

### **SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE**

#### **Section 5.1                      2024-2025 School Research Plans**

The committee received updated School Research Plans for the period 2024-2025, along with a visual schematic of School Research Groups at Unitec.

With the PBRF reforms, there is speculation that in the future, funding will be linked to thematic research groups within schools as opposed to being linked to individual researchers. It is timely for schools to start thinking about thematic coalitions.

A move towards Group Based Research Dissemination Funding was discussed at the last Research Leader's hui. Research Leaders are in the process of reviewing their existing School Research Groups, their leadership, membership, relevance, and efficacy. This exercise will inform the allocation of research dissemination funding next year.



An observation was made that while some School Research Groups may include elements of Māori and Pacific research, and there is an 'Indigenous Studies' Research Group (in Healthcare and Social Practice) and a 'Te Hononga & Māori Housing' Research Group (in Architecture), there are no Research Groups listed with titles that indicate a specific focus on rangahau Māori and/or Pacific research.

The current review of School Research Groups represents a good opportunity to raise this issue, i.e., the importance of ensuring explicit visibility around Pacific and Māori research. While schools are directed to address how they are incorporating mātauranga Māori and rangahau Māori in their mahi, their focus on Indigenous research won't necessarily be encapsulated in the titles of specific research groups. This is a timely issue to consider since groups are going to be redefined and perhaps renamed.

Arun Deo thanked Research Leaders for the mahi associated with updating their School Research Plans.

The Chair acknowledged the tremendous amount of work that has gone into the plans and thanked Arun for pulling all the documents together. The visual schematic is particularly useful in the context of potential cross-disciplinary research, and as Tūāpapa Rangahau often gets asked about who has expertise in a particular area.

**Action:** Arun Deo and Hadley Brown to discuss with Marcus Williams how Pacific and Māori research can be emphasised within School Research Group planning and given visibility within the School Research Group visual schematic.

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## SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

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### **Section 6.1                      Ētahi Kaupapa Anō | Any Other Business**

The Library is looking at updating the [Unitec Scholarly Communication Guidelines](#). Nora Md Amin and her team will submit an agenda item on this topic for discussion at the November meeting.

On Wednesday, 13 November there will be a joint MIT/Unitec Research Lunch hosted by Tūāpapa Rangahau to celebrate the end of 2024 and to connect our Unitec and MIT research communities. This will be a great opportunity to see each other face-to-face and to enjoy each other's company. It is hoped that everyone can attend.

### **Section 6.2                      Komiti Self-Assessment**

An opportunity was given for the committee to reflect on their self-assessment provocations. The committee is reminded that feedback on any aspect of the committee's operation can be emailed to the Chair or the Secretary at any time (in confidence if requested).

### **Section 6.3                      Karakia Whakamutunga | Closing Karakia**

<b>MEETING CLOSED:</b>	1330 h
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## SUMMARY OF ACTIONS

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<b>Agenda Item(s)</b>	<b>Action</b>	<b>Responsible</b>	<b>Outcome</b>
2.3	Keep the committee updated on the submission to TKM on the difficulties Unitec's IT policies and procedures are posing to teaching and research endeavours.	Leon Tan / Hadley Brown	
2.3	Obtain further details from A/P Marcus Williams, Director Research and Enterprise, on the rationale for the amendment to the recommended change to the Actions under Action Summary 'Review capability and plan for institutional research co-governance and leadership' of the Research Strategy Action Plan.	Hadley Brown	.
3.1	Provide Te Komiti Mātauranga with a copy of the committee's confirmed 2025 Terms of Reference.	Brenda Massey	
3.2	Advise the Chair of the 2025 ECR Contestable Funding Grants Advisory Committee, A/P Marcus Williams, Director Research and Enterprise, that the membership of the GAC has been approved by the committee.	Brenda Massey	
5.1	Discuss with Marcus Williams how Pacific and Māori research can be emphasised within School Research Group planning and given visibility within the School Research Group visual schematic.	Arun Deo / Hadley Brown	

### MATTERS ARISING

Agenda Item(s)	Action	Responsible	Outcome
2.3	Keep the committee updated on the submission to TKM on the difficulties Unitec's IT policies and procedures are posing to teaching and research endeavours.	Leon Tan / Hadley Brown	A memo was submitted to TKM's Sept meeting. Prof Martin Carroll, Chair of TKM, invited James Meyer, Digital Operations Lead, Rohe 1, Te Pūkenga to attend the TKM meeting during the discussion of this agenda item to respond to the concerns expressed in the memo. James articulated the challenges he has faced in his role in navigating the regulatory framework around software licenses within Te Pūkenga, within which we remain implicated, and strongly expressed a willingness to co-design some solutions, especially now that Te Pūkenga is being devolved. James has been invited to attend a future URC hui for this purpose.
2.3	Obtain further details from A/P Marcus Williams, Director Research and Enterprise, on the rationale for the amendment to the recommended change to the Actions under Action Summary 'Review capability and plan for institutional research co-governance and leadership' of the Research Strategy Action Plan.	Hadley Brown	Hadley discussed this matter with Marcus, i.e., that the URC understood his rationale for the amendment, but that the revised Action statement didn't seem to align with his intent. Marcus agreed that the Action could be amended and it will now read "Ngā Wai a Te Tūi leads the development of a research governance model in line with Te Tiriti o Waitangi for consideration and approval by the Academic Committee and Unitec ELT".
3.1	Provide Te Komiti Mātauranga with a copy of the committee's confirmed 2025 Terms of Reference.	Brenda Massey	In progress. The confirmed ToR will be provided to TKM in December along with the URC's confirmed 2025 membership list, Work Plan and meeting dates, which are on this agenda for approval.
3.2	Advise the Chair of the 2025 ECR Contestable Funding Grants Advisory Committee, A/P Marcus Williams, Director Research and Enterprise, that the membership of the GAC has been approved by the committee.	Brenda Massey	Completed
5.1	Discuss with Marcus Williams how Pacific and Māori research can be emphasised within School Research Group planning and given visibility within the School Research Group visual schematic.	Arun Deo / Hadley Brown	In progress

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 November 2024

<b>Title</b>	2025 URC Work Plan
<b>Provided by:</b>	Hadley Brown, Chair Unitec Research Committee
<b>For:</b>	<b>Approval</b>

### Recommendation

That the committee reviews and approves the attached 2025 Work Plan.

### Purpose

The Work Plan will prioritise and schedule the committee's activities for the year ahead.

### Next Steps

The finalised Work Plan will be presented to Te Komiti Mātauranga | Academic Committee.

### Contributors

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Brenda Massey, Acting Unitec Research Committee Secretary

### Attachments

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2025 URC Work Plan



## Unitec New Zealand Limited

Meeting of Te Komiti Mātauranga | Academic Committee

Date of Meeting: 2024-11-14

<b>Title</b>	Unitec Scholarly Communication Guidelines update
<b>Provided by:</b>	Unitec Library (submitted by Norasieh Md Amin, Subject Librarian and Anna Wheeler, Manager, Library)
<b>Authored by:</b>	Norasieh Md Amin, David Church & Adrian Jenkins
<b>For:</b>	<b>DISCUSSION</b>

### Recommendation/s

*That the Committee discuss the need to update Unitec's Scholarly Communication Guidelines and agree to the formation of a Working Group to update Unitec's Scholarly Communication Guidelines with a view to updating the current guidelines document by the end of May 2025.*

### Purpose

The purpose of this paper is to raise with URC the need to update Unitec's Scholarly Communication Guidelines originally approved in March 2014 (located on Te Aka here:

[https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2018/02/Guidelines-on-Scholarly-Communication\\_v1\\_8-April-2014-Final.pdf](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2018/02/Guidelines-on-Scholarly-Communication_v1_8-April-2014-Final.pdf) )

### Justification

1. The current guidelines may not represent current scholarly communication practices.
2. The current guidelines do not refer to the most recent Unitec documents/guidelines.
3. Improvement in the readability of the guidelines is needed.

### Background

The current guidelines were written in partnership between the Library and Tūāpapa Rangahau - approved in March 2014 and updated in March 2016.

A Library project team has begun work looking at the document in 2024 and confirms it requires updating.

### Next Steps

1. Initiate discussions between the Library team and Tūāpapa Rangahau representatives.

2. Form a working group (approved by Manager Library and Manager Tūāpapa Rangahau) to recommend changes to the guidelines document.
3. Working party to submit changes to URC in April before mid-semester break. It is proposed that the updated guidelines be finalised and approved by URC by the end of April 2025.
4. Publish updated document on Te Aka by end of May 2025 and communicate to Unitec stakeholders.

## **Contributors**

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- Anna Wheeler - Manager, Unitec Library
- Project team: Norasieh Md Amin (Subject Librarian & URC member); David Church (Resources Specialist – Metadata & Research Bank Administrator) and Adrian Jenkins (Subject Librarian)

## **Attachments**

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Unitec's Scholarly Communication Guidelines as of March 2016



## Scholarly Communication Guidelines

### Table of Contents

1.	PURPOSE.....	2
2.	APPLICATION AND SCOPE .....	2
3.	DEFINITIONS .....	2
4.	GUIDELINES .....	3
4.1.	OVERVIEW.....	3
4.2.	SCHOLARLY COMMUNICATION .....	3
4.3.	RESPONSIBILITIES.....	3
4.4.	AUTHORSHIP AND PUBLICATION PRACTICE.....	4
4.4.1.	ADVICE ABOUT AUTHORSHIP AND PUBLICATION .....	4
4.4.2.	SOLICITATIONS TO PUBLISH / PAYING TO PUBLISH .....	5
4.5.	OWNERSHIP AND COPYRIGHT .....	5
4.6.	ASSIGNING COPYRIGHT .....	6
4.7.	MAORI CULTURE AND IDENTITY .....	6
4.8.	OPEN ACCESS.....	6
4.8.1.	OPEN EDUCATIONAL RESOURCES.....	7
4.9.	CREATIVE COMMONS.....	7
4.10.	DOCUMENTING RESEARCH OUTPUTS.....	8
4.11.	STORING AND PRESERVING RESEARCH OUTPUTS .....	8
4.12.	ACADEMIC INTEGRITY .....	8
4.13.	THESES .....	9
4.14.	REFERENCES .....	9
	REFERENCE DOCUMENTS.....	10
	DOCUMENT DETAILS .....	10
	AMENDMENT HISTORY.....	10



## 1. PURPOSE

These guidelines inform Unitec staff and students about the meanings and processes of Scholarly Communication and dissemination and about how and when to make research and teaching materials available, including open and free access on the web. They provide the framework for a number of Unitec's policies and guidelines, in particular the Conduct of Research, Conduct of Student Research, Documenting Research Outputs, Intellectual Property and Research Outputs policies. These policies should be consulted along with the guidelines and links to them are provided throughout.

## 2. APPLICATION AND SCOPE

These guidelines apply to all Unitec staff and students. They focus on the formal, public examples of Scholarly Communication and not informal and private examples, such as blogs. Examples are wide ranging and include books, chapters in books, conference presentations, musical compositions, creative works (e.g. dance performance), exhibitions, films and videos. Unitec's Guidelines for Documenting Research Outputs provides a good list of 'output categories' considered to be Scholarly Communications. Most often they are journal articles, whether in print or electronic format. Research shows that published journal articles remain the preferred way for researchers to disseminate their research and that peer-review retains a 'central' role in both communication and research practice (Spezi, Fry, Creaser, Proberts, & White, 2013).

## 3. DEFINITIONS

<b>Article Processing Charge (APC)</b>	Means a charge paid by an author to a publisher enabling research (usually a journal article) to be made available to all without subscription of charge barriers. Also called "author pays".
<b>Creative Commons</b>	Means the non-profit organisation devoted to expanding the range of creative works available for others to build upon legally and to share. The organisation has released several copyright licenses free of charge to the public (Creative Commons, 2013)
<b>Open Access</b>	Means "the practice of providing unrestricted access via the internet to peer-reviewed scholarly research (Open Access, 2013)
<b>Open Educational Resources (OER)</b>	Means "freely accessible, usually open licensed documents and media that are useful for teaching, learning, educational, assessment and research purposes" (Open educational resources, 2013)
<b>Research Output(s)</b>	Means outputs included in and defined by Unitec's Guidelines for Documenting Research Outputs.
<b>Scholarly Communication</b>	Means knowledge transmission: it is about creating, disseminating and preserving scholarly research. Scholarly communication covers the full spectrum of communicative practices, from 'traditional' publication to newer internet-mediated forms, for example, digital media. Scholarly publishing is a subset of scholarly communication and is mediated through the use of a durable medium to fix knowledge.

## 4. GUIDELINES

### 4.1. Overview

The creation and dissemination of scholarly research “is an important part of academic work, passing on the knowledge and benefits to other scholars, professional practitioners and the wider community” (Australian National University, 2010). There are strong community calls that publicly-funded research is made accessible for the public good.

These guidelines recognise that researchers are authors (or creators) as well as readers (or users) of knowledge; and that attitudes towards communication may vary depending on whether they are author or reader.

### 4.2. Scholarly Communication

Scholarly communication is about creating, advancing, disseminating and preserving knowledge. Scholarly communications processes see scholars communicating in a range of ways, using practices that vary within and across disciplines and that include formal and informal modes of communications (Mabe, 2010). In the past, formal communication usually meant publication in peer-reviewed journals or books, conference papers and proceedings, reports and creative works of art. Today, scholarly communication practices have been transformed by the internet, enabling “unprecedented possibilities for dissemination...[that] affect scholarly publishing by enabling new publishing models”, such as open access: “These models usually are ‘new’ because they offer a new genre (or form) of presentation, a new mode for interaction (between authors, between readers, or between authors and readers), a new business model, a new approach to peer review, or some combination of these” (Hahn, 2008). These forms of dissemination do not replace traditional scholarly publications, but supplement them.

### 4.3. Responsibilities

Unitec will seek to facilitate these guidelines by:

- 1) Contributing to government strategy and policy frameworks to improve access to scholarly information;
- 2) Incorporating scholarly dissemination and community access to scholarly work into Unitec strategic plans;
- 3) Advocating and implementing policies to ensure fair use of copyrighted information for educational and research purposes;
- 4) Staffing the repository to identify and abide by publishers’ policies relating to copyright.

Unitec staff will seek to facilitate these guidelines by:

- 5) Promoting dissemination of scholarly findings through Faculty Research Committees to staff and postgraduate students;
- 6) Ensuring that mentoring and training of research students incorporates discussions about scholarly dissemination;
- 7) Recognising the increasing availability of parallel dissemination options when publishing scholarly work in order to reach the widest audience;

- 8) Collaborating with other researchers, research institutions and publishers to raise awareness of scholarly communication principles and practice, including the benefits of open access publishing;
- 9) Working with researchers to enable appropriate open access to both their published works and their primary research data;
- 10) Applying a Creative Commons licence to open access materials, when appropriate, to determine how materials may be used, reused or repurposed;
- 11) Retaining and filing their final post-peer reviewed and corrected version of articles sent for publication;
- 12) Considering the outcomes of the Treaty of Waitangi claim WAI 262 of 2011, affecting Maori culture and identity (Waitangi Tribunal, 2011).

Unitec Research Office staff will seek to facilitate these guidelines by:

- 13) Ensuring Unitec's research community is familiar with relevant policies;
- 14) Ensuring research students and academic staff are aware of current issues in scholarly publication and dissemination;
- 15) Developing infrastructure within Unitec, including ePress, that will facilitate access to scholarly information;
- 16) Providing a consistent form of institutional affiliation and address for author/s when submitting work for publication, so that Unitec's outputs will be able to be easily identified and retrieved.

Unitec Library staff will seek to facilitate these guidelines by:

- 17) Developing infrastructure within Unitec, Research Bank, that will facilitate access to scholarly information;
- 18) Providing a sustainable repository for the deposit and dissemination of scholarly work;
- 19) Maintaining and retaining content submitted to the repository.

#### **4.4. Authorship and publication practice**

Unitec's Conduct of Research Policy, Conduct of Student Research Policy, Intellectual Property Policy and Guidelines and Guidelines for Documenting Research Outputs discuss authorship and publication practice, including dissemination.

##### **4.4.1. Advice about authorship and publication**

One aspect of professional development in scholarship is mentoring and advice in respect of publishing and disseminating scholarly research.

The Chairs of the Faculty Research Committees and staff of the Research Office and Postgraduate Centre will lead in providing this mentoring and advice. Members of Unitec's ePress Advisory Committee, Faculty Research Committees and Departmental Research Committees are able to advise on researchers publishing options.

Mentoring and advice includes:

- 1) Recommending the choice of publication outlet (journal, conference, web-site etc);

- 2) Reviewing the implications of certain choices, for example journal impact factors, or being aware of the relatively scholarly prestige of conferences or journals;
- 3) Assisting with the development, structure and writing of an article, paper or presentation;
- 4) Advising on approaches to dealing with the editors and assessors of scholarly work;
- 5) Providing support in the face of rejection and critical attacks in the discipline.

As well, supervisors of undergraduate and postgraduate research students have a responsibility to inform them about the meanings and processes of Scholarly Communication and dissemination. These are outlined in Unitec's Conduct of Student Research Policy, particularly Guideline 12/10 'Guidelines for publication from a thesis or dissertation or research project.'

#### **4.4.2. Solicitations to publish / Paying to publish**

Staff may receive emails from journals or book publishing houses soliciting their publications. They need to assess the validity of these offers as the quality and legitimacy of these publications can often be questionable. For example, predatory publishers - those who lack transparency, deceive or otherwise fail to follow industry standards - publish substandard and often disputable research, in order to exploit the open-access, author-pays model. Other publishers scam researching staff by soliciting their work and invoicing them only after publication. The credibility of a journal soliciting publication should be assessed by reviewing previous publications, assessing membership of editorial committees and discussing the request with colleagues.

Unitec recommends staff and students resist the temptation to publish quickly and to use scholarly social networks to identify and share information on predatory publishers. A blog maintained by Jeffrey Beall, University of Colorado, Denver '*Scholarly Open Access: critical analysis of scholarly open-access publishing*' provides information about predatory publishers (Beall, 2013).

There are some reputable journal or book publishing houses that require payment for publication. The most common requirement is an Article Processing Charge (or APC), in which the publisher requires payment by the author to publish: this is an integral element of 'Gold Open Access' publishing. See section 4.8 on Open Access publishing for more information. At Unitec the Faculty of Social and Health Sciences introduced a faculty policy concerning APC's in 2013, and staff in this faculty should refer to this when faced with APC's. Staff should discuss possible APC's with their departments and faculties before committing to paying the charges as reimbursement by Unitec is not guaranteed.

#### **4.5. Ownership and Copyright**

Copyright is a part of an area of the law known as intellectual property (IP). Copyright is "a set of exclusive property rights given to owners in relation to their creations ... Copyright protection is automatic ... there is no formal system for copyright registration ... You don't need to put a copyright notice on your work, publish it, or do anything else for your work to be protected ... it is protected from the time it is first recorded, either in writing or in some way" (Copyright Council of New Zealand, 2009).

Thus the ownership and copyright of Scholarly Communications, Research Outputs and research data, is held by the author / creator unless it has been signed over to a third party (for example, a journal publisher).

Ownership of work created by a Unitec staff member, in the course of their employment with Unitec, is retained by the individual, except in situations where it is agreed that commercialisation of that material should be pursued as detailed out in Unitec's Intellectual Property Policy.

#### **4.6. Assigning copyright**

When an author sends their final peer reviewed corrected version of a paper (referred to as the 'accepted version') to a journal publisher, they commonly assign their copyright to that publisher. Most publishers, including Elsevier and Springer, allow authors to deposit the accepted version in open access repositories (such as Unitec's Research Bank). Others, such as Wiley-Blackwell, allow authors to deposit the original (pre-peer review) version they sent to the publisher (the 'submitted version'). Some outlets embargo open publication before critical dates.

Unitec recommends authors retain copyright of their work where possible by not assigning copyright to a publisher. While many publishers' agreements request transfer of copyright, authors can attach an addendum which modifies the publisher's agreement and allows authors to keep key rights to their works, including placement into Unitec's Research Bank, a form of self-archiving. The *Scholar's Copyright Addendum Engine* ([HTTP://SCIENCECOMMONS.ORG/PROJECTS/PUBLISHING/SCAE](http://sciencecommons.org/projects/publishing/scae)) will help you generate a PDF form that you can attach to a journal publisher's copyright agreement to ensure that you retain certain rights.

Unitec supports publishing and copyright agreements that allow authors to retain copyright by only taking a licence to publish or by allowing authors to self-archive in Research Bank.

Unitec accepts responsibility for managing the copyrights of deposited work in Research Bank. Wherever possible, an item in the Research bank will have a link to the published edition.

#### **4.7. Maori culture and identity**

*KO AOTEAROA TENEI* is the Waitangi Tribunal's report into the claim known as Wai 262 and concerns the place of Maori culture, identity and traditional knowledge in New Zealand's law, and in government policies and practices. It reports on the control of Maori traditional knowledge, who controls artistic and cultural works such as haka and waiata, and who controls the environment that created Maori culture. Wai 262 contains definitions of 'taonga works' and 'taonga-derived works' and recommends how these works may be used. We need to take into account the intellectual property in 'taonga works' and the role of *kaitiaki* (cultural guardians).

The dissemination and use of Indigenous Knowledge should be discussed at consultation stage, particularly with reference to digital dissemination. For more see the Guidelines for Maori and Community Social and Cultural Responsiveness.

#### **4.8. Open access**

Open Access means that “the full text results of scholarly research are made promptly, freely and permanently available to anyone with access to the internet” (Australian National University. 2010). An overview of Open access is at [HTTP://LIBGUIDES.UNITEC.AC.NZ/OPENACCESS](http://libguides.unitec.ac.nz/openaccess).

These guidelines endorse the principle of Open Access and Unitec recommends researchers make their work available in Open Access format. To this end Unitec has established the [RESEARCH BANK](#) and encourages researchers to submit their work to it.

This does not mean that researchers have to make their work available in an open access format. Unitec recognises that researchers are best placed to choose the publication and dissemination option of their choice and that there will be circumstances when it would be inappropriate to make research or other content openly accessible. When considering open access publishing researchers also need to be aware of ‘predatory publishers’. See section 4.4.2 for more information.

“Most discussion of Open Access recognises the two main mechanisms to achieving open access. The gold route, often referred to as the “author pays” route, involves payment of an article processing charge to publishers enabling the article to be made available to all without subscription or charge barriers. The alternative green route, often referred to as the “self-archiving” route, entails authors submitting manuscripts to traditional journals but maintaining the right to mount a version of their work on an open access repository. Much debate has focussed on the most effective way to achieve Open Access” (Spezi, Fry, Creaser, Proberts, & White, 2013). Unitec currently follows the ‘green route’ of open access publishing.

#### **4.8.1. Open Educational Resources**

Open Education Resources (OER) are “digitised materials offered freely and openly for educators, students and self-learners to use and reuse for teaching, learning, and research. OER includes learning content, software tools to develop, use and distribute content, and implementation resources such as open licenses” (Centre for Educational Research and Innovation, 2007).

Creative Commons Aotearoa New Zealand works with the Open Educational Resources (OER) movement. By applying Creative Commons licenses, teachers can reuse, remix and share their own lesson plans, courses, textbooks and a growing range of digital and print resources.

The [OPEN EDUCATION RESOURCE FOUNDATION](#), based at Otago Polytechnic, is an independent, not-for-profit organisation that provides leadership, international networking and support for educators and educational institutions to achieve their objectives through Open Education.

In 2013 Unitec became an OERu Anchor partner and Unitec will support staff who want to make their teaching materials OER.

#### **4.9. Creative Commons**

The Creative Commons ([WWW.CREATIVECOMMONS.ORG.NZ/](http://www.creativecommons.org.nz/)) provide free licences and tools that copyright owners can use to allow others to share, reuse and remix their material, legally. The licenses give everyone from individual creators to large companies and institutions a simple, standardised way to grant copyright

permissions to their creative work resulting in a vast and growing digital commons (Creative Commons, 2013).

There are six types of licence. See website for more details.

Unitec staff should be aware of the different types of Creative Commons licences and apply them to their work then making that material freely available on the internet. The Unitec Library and Research Office staff will assist in this if required.

#### **4.10. Documenting research outputs**

Unitec takes responsibility for ensuring accuracy in reporting research activity and the resulting outputs undertaken at Unitec. To this end Unitec will provide a comprehensive list of research and academic output types in order to categorise and report on this activity. This will be managed through a centralised database (ROMS), in which staff are required to record all research related outputs. This database will be regularly checked in order to ensure information provided to the public domain is complete and accurate. For more information see Documenting Research Outputs Policy and Guidelines.

#### **4.11. Storing and preserving research outputs**

Unitec's Research Bank is the digital repository in which research carried out at Unitec is stored and made available to the world. The purpose of the Research Bank is to make Unitec research as widely available as possible, by providing free access to it over the Internet, and making it easily found by Internet search engines.

The repository was developed using DSpace, an open source software platform, as part of a Library Consortium of New Zealand (LCoNZ) project. The contents of the repository are listed on the National Library of New Zealand's Kiwi Research Information Service (KRIS).

The Research Bank is administered by staff in Unitec library. To access Research Bank go to [unitec.researchbank.ac.nz](http://unitec.researchbank.ac.nz). The Research Office and Library staff work together to make information recorded in ROMS available in open access format within Research Bank where possible. Copyright restrictions may limit the availability of material held in ROMS and Research Bank. Staff should contact the library and provide copies of articles recently published directly to the Research Bank as copyright allows.

Digital preservation is a significant problem facing institutional repositories such as Research Bank and at Unitec we have yet to determine the intent and methodology of a digital preservation programme for research outputs. The uncertain timeframes around the deterioration of digital storage media and technological obsolescence are examples of issues common to all preservation agencies that deal with digital formats. How we define adequate access and preserve commonly-supported text, image and audio file formats (such as .pdf, .xml, .jpg, .wav, .tiff or .avi) are questions a preservation programme will need to address. Conversations around digital preservation and the role Unitec's digital repository will take regarding this are on-going.

#### **4.12. Academic integrity**

A draft policy on academic integrity is currently being circulated for feedback. Its approach is to promote a culture at Unitec based on the values of honesty, integrity and respect. With regard to scholarly communication the policy requires all students and staff “to undertake their academic work with academic integrity”, which is defined as “intellectual honesty with regard to the use of information and in the pursuit of knowledge and understanding”. Using information would also mean its publication and dissemination.

#### 4.13. Theses

Part of the requirements of many levels of postgraduate study is the completion of a research thesis. At Unitec it is a requirement of completion for students to provide a digital copy of their thesis in addition to their final bound printed copies, one of which will be deposited in the library. Unitec will then deposit the thesis into the Research Bank for public access, unless restricted by an embargo. Theses completed by Unitec staff at other academic institutions may also be deposited in the Research Bank, unless copyright has been assigned to another institution. Unitec encourages depositing full, electronic copies of theses in open access repositories.

#### 4.14. References

Australian National University. (2010). *Code of practice for scholarly publication and dissemination at ANU*. Retrieved from

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Waitangi Tribunal. (2011). *Ko Aotearoa tēnei: A report into claims concerning New Zealand law and policy affecting Māori culture and identity*. (Wai 262). Retrieved from [HTTP://WWW.WAITANGI-TRIBUNAL.GOV.T.NZ/REPORTS/DOWNLOADPDF.ASP?REPORTID=BF981901-5B55-441C-A93E-8E84B67B76E9.PDF](http://www.waitangi-tribunal.govt.nz/reports/downloadpdf.asp?reportid=BF981901-5B55-441C-A93E-8E84B67B76E9.PDF)

## REFERENCE DOCUMENTS

- [1] Conduct of Research Policy
- [2] Copyright Procedures for Staff
- [3] Copying of Copyright Works for Educational Purposes
- [4] Documenting Research Outputs
- [5] Intellectual Property Policy
- [6] Guidelines for Maori and Community Social and Cultural Responsiveness

## DOCUMENT DETAILS

<b>Version:</b>	1	<b>Issue Date this Version:</b>	April 2014
<b>This Version Approved by:</b>	Unitec Research Committee	<b>Date of Approval:</b>	4 March 2014
<b>Document Owner:</b>	Library / Research Office and Postgraduate Centre	<b>Document Sponsor:</b>	Unitec Research Committee
<b>Date of Next Review:</b>	April 2015		
<b>Date first version issued:</b>	4 March 2014	<b>Original Approval Body:</b>	Unitec Research Committee

## AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
2	March 2016	Small amendment Maori Culture & Identity section	Dean Research and Enterprise

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 November 2024

<b>Title</b>	2025 URC membership
<b>Provided by:</b>	Hadley Brown, Chair Unitec Research Committee
<b>For:</b>	<b>Discussion</b>

### Recommendation

That the committee reviews and confirms its membership for 2025.

### Purpose

As per the Conduct of Research Policy the membership of the committee shall be outlined to Te Komiti Mātauranga | Academic Committee each year.

### Information/Background

The composition requirements of the committee are as follows:

- Director of Research and Enterprise (Chair)
- Secretary
- Māori representation
- Pacific representation
- Subject Librarian
- Representation from all schools with degrees
- Research Advisor

The above representation must in sum comprise the following:

- 2 x Emerging Researchers
- 2 x Early Career Researchers
- 2 x Professoriate

### Attachments

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Current list of members

### Unitec Research Committee | Te Komiti Rangahau o Unitec Membership

Hadley Brown (Chair)	Nominee of Director Research and Enterprise
Daisy Bentley-Gray (Emerging)	Nominee of Interim Manager Pacific Success
Tanya White (Early Career)	Taharangi   Director - Māori Success
Dr Helen Gremillion (Professor)	Healthcare and Social Practice
Xinxin Wang	Architecture
Kambiz Bornha	Building Construction
Dr Lian Wu (Associate Professor)	Healthcare and Social Practice
Dr Hamid Sharifzadeh (Professor)	Computing, Electrical and Applied Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Associate Professor/ Early Career)	Environmental & Animal Sciences
Khaled Ibrahim	Applied Business
Vacant	Bridgepoint
Dr Norasieh Md Amin (Subject Librarian)	Library
Christine Fusio (Student President)	Nominee of Student Council
Arun Deo (Research Advisor)	Tūāpapa Rangahau
<b>In attendance:</b> Brenda Massey (Acting Secretary)	Tūāpapa Rangahau
Up to two members of the MIT Research Committee	MIT

The composition requirements of the committee are as follows:

- Nominee of the Director of Research and Enterprise (Chair)
- Secretary
- Nominee of Taharangi | Director – Māori Success
- Nominee of Interim Manager – Pacific Success
- Subject Librarian
- Representation from all schools with degrees
- Research Advisor

The above representation must in sum comprise the following:

- 2 x Emerging Researchers
- 2 x Early Career Researchers
- 2 x Professoriate

## Unitec New Zealand Limited

### Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 November 2024

<b>Title</b>	2025 URC Schedule of Meetings
<b>Provided by:</b>	Brenda Massey, Acting URC Secretary
<b>For:</b>	Information

### Recommendation

That committee members note the scheduled dates of 2025 meetings and the associated deadlines for agenda items.

### Key Points

As in previous years, all meetings are scheduled to take place on the second Thursday of each month from 13:00 to 15:00. These dates have been selected so as not to clash with Academic Committee meetings and other Academic Governance Committee meetings.

Meetings will generally be held online, at the discretion of the Chair, unless there is a compelling reason to meet face to face. For example, face-to-face meetings might be held when presentations to the committee have been scheduled, when the committee invites a guest speaker to attend, or when complex or nuanced conversations need to be had.

Members who are unable to attend face-to-face meetings will be provided with the option to attend virtually.

### Attachments

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2025 URC Schedule of Meetings



## Te Komiti Rangahau | Unitec Research Committee Schedule of Meetings for 2025

Meetings are generally held on the second Thursday of each month\* from 13:00 to 15:00. Meetings will be held online unless there is a compelling reason to meet face to face.

Meeting Date	Deadline Date for Papers for Agenda	Meeting Venue
30 January	17 January	Online via Microsoft Teams
13 March	28 February	Online via Microsoft Teams
10 April	28 March	Online via Microsoft Teams
1 May	17 April	Online via Microsoft Teams
12 June	30 May	Online via Microsoft Teams
10 July	27 June	Online via Microsoft Teams
14 August	25 July	Online via Microsoft Teams
11 September	29 August	Online via Microsoft Teams
9 October	26 September	Online via Microsoft Teams
13 November	31 October	Online via Microsoft Teams

\* The January and May meetings have been scheduled so as not to clash with meetings of Te Komiti Mātauranga. There will be no meetings in February or December.

## Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 14 November 2024

<b>Title</b>	Classification of the URC's 2024 Agenda Items
<b>Provided by:</b>	Brenda Massey, Acting Secretary
<b>For:</b>	<b>Information</b>

### Recommendation

That the Committee notes the classifications assigned to its 2024 agenda items.

### Purpose

To understand whether the Committee operated according to its Terms of Reference in 2024.

To understand the balance between strategic and compliance-oriented initiatives and discussions.

### Information/Background

An exercise has been undertaken to classify all 2024 agenda items according to:

- Which of the Committee's Terms of Reference they correspond to.
- Whether they are Strategically Orientated.
- Whether they are Review Orientated (i.e., to do with compliance).

### Key Points

In 2024 the Committee approved, received and/or discussed 39 agenda items (excluding items of general business, matters arising and standing items such as monthly self-assessment).

- 27 (69%) of these items were Strategically Orientated, e.g., responding to the TEC's consultations on the 2026 PBRF Quality Evaluation.
- 12 (31%) of these items were Review Orientated, e.g., receiving reports on internally funded research projects.

The table below summarises the findings of the classification exercise. A spreadsheet is attached which shows how each individual agenda item was classified.

Terms of Reference	No. of Items	Strategically Oriented	Review Oriented
<b>a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;</b>	2	0	2
<b>b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;</b>	7	7	0
<b>c. Provide expert advice on institutional policy;</b>	1	1	0
<b>d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;</b>	6	5	1
<b>e. Oversee the Grants Advisory Committee and the reporting of funded projects;</b>	6	1	5
<b>f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability, with emphasis on the development of Māori and Pacific research capability;</b>	6	6	0
<b>g. Oversee the monitoring of research outputs and research reporting; and,</b>	3	0	3
<b>h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.</b>	2	2	0
<b>All</b>	6	5	1
<b>N/A</b>	0	0	0
<b>Total</b>	<b>39</b>	<b>27</b>	<b>12</b>

## Attachments

Categorisation of 2024 URC agenda items spreadsheet

Categorisation of 2024 URC Agenda Items				
Month	Item Title	ToR Item Reponds To	Strategically Orientated	Review Orientated
Nov	Classification of 2024 URC Agenda Items	All	✓	✓
Mar	Verbal update on Te Pūkenga research from the Director Research and Enterprise	All	✓	
Oct	2025 URC Terms of Reference	All	✓	
Nov	2025 URC Work Plan	All	✓	
Nov	2025 URC Membership	All	✓	
Nov	2025 URC Meeting Dates	All	✓	
Feb	Research Centres Update – Centre of Research in Education for Healthcare Professionals and Environmental Solutions Research Centre	a. Foster the conduct of research		✓
Jun	Research Centre Update – Cybersecurity Research Centre	a. Foster the conduct of research		✓
Jun	Review of the Unitec Research Strategy Action Plan	b. Propose and advise on strategic directions and priorities for research, enterprise and innovation	✓	
Sep	Outcome of Review of Unitec Research Strategy Action Plan	b. Propose and advise on strategic directions and priorities for research, enterprise and innovation	✓	
Apr	University and Science Advisory Groups and PBRF Quality Evaluation 2026 Cancellation	b. Propose and advise on strategic directions and priorities for research, enterprise and innovation	✓	
May	Science System Advisory Group: Submissions Sought for Phase 1	b. Propose and advise on strategic directions and priorities for research, enterprise and innovation	✓	
Jun	Update on SSAG and UAG Consultations	b. Propose and advise on strategic directions and priorities for research, enterprise and innovation	✓	
Aug	University Advisory Group: Submissions Sought for Phase 2	b. Propose and advise on strategic directions and priorities for research, enterprise and innovation	✓	
Sep	Feedback from the VET Reform Unitec Kaimahi Workshop	b. Propose and advise on strategic directions and priorities for research, enterprise and innovation	✓	
Jul	Review of the exclusion criteria for Research Productivity Traffic Light (RPTL)	c. Provide expert advice on institutional policy	✓	
Feb	Update on Unitec Research Ethics Committee	d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation		✓
Mar	Conference Seed Funding	d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation	✓	
May	IT Policy Changes Impacting on Research	d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation	✓	
May	Emerging Researcher Start Up Fund	d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation	✓	
Sep	2025 MBIE Endeavour Fund Smart Ideas – Internal Triaging Process	d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation	✓	
Nov	Unitec Scholarly Communication Guidelines update	d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation	✓	
Feb	2024 Unitec Early Career Researcher Contestable Fund Outcomes	e. Oversee the Grants Advisory Committee and the reporting of funded projects		✓
Apr	2023 ECR Contestable Funding Final Reports	e. Oversee the Grants Advisory Committee and the reporting of funded projects		✓
May	2023 ECR Contestable Funding Final Report	e. Oversee the Grants Advisory Committee and the reporting of funded projects		✓
Sep	2024 Early Career Researcher Funding Progress Reports	e. Oversee the Grants Advisory Committee and the reporting of funded projects		✓
Sep	2023 Early Career Researcher Funding Final Reporting	e. Oversee the Grants Advisory Committee and the reporting of funded projects		✓
Oct	2025 ECR Contestable Fund Grants Advisory Committee (GAC) Membership	e. Oversee the Grants Advisory Committee and the reporting of funded projects	✓	
Feb	Nomination for Appointment of an Honorary Research Fellow – Joanne Low, School of Environmental and Animal Sciences	f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability	✓	
Feb	Nomination for Appointment of an Honorary Research Fellow – Shannon Wallis, School of Environmental and Animal Sciences	f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability	✓	
Sep	Nomination for Appointment of an Honorary Research Fellow – Joanne Aley, Environmental & Animal Sciences	f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability	✓	
Sep	Nomination for Appointment of an Honorary Research Fellow - Dr Pouroto Ngaropo, Creative Industries	f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability	✓	
Oct	2024-2025 School Research Plans	f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability	✓	
Sep	URC Representation on the MIT Research Committee	f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability	✓	
Jun	2023 Research Centre Reports	g. Oversee the monitoring of research outputs and research reporting		✓
Jul	2024 Research Productivity Traffic Light (RPTL) Report	g. Oversee the monitoring of research outputs and research reporting		✓
Aug	2023 Unitec Research Report	g. Oversee the monitoring of research outputs and research reporting		✓
Aug	2024 ITP Research Symposium	h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.	✓	
Jun	Sector-wide Research Awards	h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.	✓	

## Key

All
a. Foster the conduct of research, and support the achievement of Unitec's strategic research, enterprise and innovation priorities;
b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;
c. Provide expert advice on institutional policy;
d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation
e. Oversee the Grants Advisory Committee and the reporting of funded projects;
f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability;
g. Oversee the monitoring of research outputs and research reporting
h. Foster Māori and Pacific, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.



## Te Komiti Rangahau o Unitec | Unitec Research Committee Self-Assessment

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**Purpose:** NZQA requires the Committees of Unitec's Academic Board to provide evidence of self-assessment.

### Te Komiti Rangahau o Unitec Self-Assessment Provocations

- Can we improve the way the committee is run?
- Is time well managed?
- Are issues under discussion well-handled and resolved?
- Are the agenda and minutes well handled?
- Are the perspectives of committee members respected and heard?
- Are actions completed and accounted for?
- Were there matters raised and dealt with in the meeting that were particularly helpful or unhelpful?
- Does the committee oversee and ensure compliance within its mandate?
- Does the committee show foresight and proactively engage in continuous improvement?
- Does the committee review and improve the relevant policies, guidelines and regulations?