



agenda

Te Komiti Rangahau o Unitec | Unitec Research Committee

Date:	2025-03-13
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. Nomination for Unitec Honorary Research Fellow - Artem Tolstykh, School of Computing, Electrical and Applied Technology

SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

1. Unitec Research Groups
2. Māori and Pacific Research in Schools
3. Supporting Research at Unitec – Jamie Smiler, Pounuku Rangahau | Director Rangahau and Research, Te Pūkenga

SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

1. Prohibition of the use of AI to Assist with Research Interview Transcription
2. GenAI Features Added to Scholarly Databases
3. Minimum Criteria of a Presentation (non-conference)
4. 2024 Unitec Early Career Researcher Forum Annual Report

5. 2024 Early Career Researcher Fellowship Final Report – A/P Kristie Cameron
6. Reminder of Responsibilities of Academic Governance Committees (AGCs)

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

Item 1.1 Karakia Tīmatanga | Opening Prayer

KARAKIA TĪMATANGA	OPENING PRAYER
<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
Hinewaimarama Reihana-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
Dr Norasieh Md Amin (Subject Librarian)	Library
Vacant	Nominee of Student Council
Arun Deo (Research Advisor)	Tūāpapa Rangahau

In attendance: 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 2025-01-30.

Section 2.3 Mahia Atu | Matters Arising

refer to [pg14](#)

SECTION 3 MEI HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 Nomination for Unitec Honorary Research Fellow – Artem Tolstykh, School of Computing, Electrical and Applied Technology

refer to [pg15](#)

SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 Unitec Research Groups

refer to [pg21](#)

Section 4.2 Māori and Pacific Research in Schools

refer to [pg24](#)

Section 4.3 Supporting Research at Unitec – Jamie Smiler, Pounuku Rangahau | Director Rangahau and Research, Te Pūkenga

refer to [pg27](#)

SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 Prohibition of the use of AI to assist with research interview transcription

refer to [pg28](#)

Section 5.2 GenAI Features Added to Scholarly Databases

refer to [pg30](#)

Section 5.3 Minimum criteria of a Presentation (non-conference)

refer to [pg32](#)

Section 5.4 2024 Early Career Researcher Forum Annual Report

refer to [pg34](#)

Section 5.5 2024 Early Career Researcher Fellowship Final Report – A/P Kristie Cameron

refer to [pg35](#)

Section 5.6 Reminder of Responsibilities of Academic Governance Committees (AGCs)

refer to [pg39](#)

SECTION 6 KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

Section 6.2 Komiti Self-Assessment

refer to [pg43](#)

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:	2025-01-30
Scheduled Start:	1300h
Scheduled End:	1500h
Location:	Microsoft Teams

MEETING OPENED:	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.

Hinewaimarama Reihana-White updated the committee on her recent name change (from Tanya White). Hinewaimarama (Hinewai) is Tanya's tūpuna name (Ngāti Maniapoto).

Action: Brenda Massey to update all committee documentation to reflect Hinewai's new name.

It was noted that the committee's membership has not changed from the end of last year, however a new student rep needs to be recruited (discussed further in Section 6.1 below).

The Chair thanked Leon Tan for so ably chairing the November meeting in his absence.

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. Hadley Brown (Chair)
2. Arun Deo
3. Hinewaimarama Reihana-White
4. Norasieh Md Amin
5. Kristie Cameron (until 2pm)
6. Xinxin Wang
7. Leon Tan

8. Hamid Sharifzadeh
9. Lian Wu
10. Daisy Bentley-Gray (from 1.15pm)
11. Khaled Ibrahim (from 1.20pm)

Total members represented: 11 members

Apologies

1. Helen Gremillion
2. Kristie Cameron (for early departure)
3. Daisy Bentley-Gray (for late arrival)
4. Khaled Ibrahim (for late arrival)
5. Mel Wong (MIT)

Total apologies: 4 members + 1 invited guest

Absent

1. Kambiz Borna

Total absent: 1 member

MOTION

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

Moved: Kristie Cameron

Seconded: Aiono Manu Fa'aea

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. Aiono Manu Fa'aea, MIT

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

MOTION

That the committee approves the minutes of the 2024-11-14 meeting as a true and accurate record.

Moved: Hamid Sharifzadeh

Seconded: Lian Wu

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

Agenda Item(s)	Action	Responsible	Outcome
2.3	Seek James Meyer's (Digital Operations Lead – Region 1)	Brenda Massey /	Brenda Massey emailed James Meyer on 23 Sept and 15 Oct requesting him to attend a

	input on how the difficulties Unitec's IT policies and procedures are posing to teaching and research endeavours could be navigated.	Hadley Brown	<p>future meeting of the URC, but no reply was received. Brenda then emailed Kellie Stansfield (IT Infrastructure and End User Support Manager) on 18 Dec to see if she could attend either this or the next meeting. On 21 Jan Kellie responded as follows "I understand James Meyer is talking to Martin Carroll about our policies, amongst other items".</p> <p>The committee agreed not to pursue this item any further on the understanding that the kōrero between James and Martin will occur.</p>
2.3	Provide Te Komiti Mātauranga (TKM) with a copy of the committee's confirmed 2025 Terms of Reference.	Brenda Massey	Complete
2.3	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	<p>Complete. Since 2022, updating the school research plan has required schools to "Describe how School Research is aligned with Te Tiriti o Waitangi." For each research group, schools were also required to provide a statement of purpose. This statement should address the general purpose of Unitec Research Groups, as well as points specific to the groups' activities:</p> <ul style="list-style-type: none"> • Promote Te Tiriti alignment • Promote Pacific research, diversity, and inclusiveness • Promote collaborative research • Assist with the alignment of learning and research • Increase student-integrated research • Increase industry and community partnerships • Focus research (potentially toward Research Centres) • Increase research impact • Increase benefit to society and the environment <p>Please refer to the attached school research plan review guidelines for further details. Additionally, under the goals for each research group, one key goal is "Demonstrating Vision Mātauranga." For this goal, schools are required to specify actions, responsibilities, deadlines, required resources, and desired results.</p> <p>Some schools did not clearly emphasise Pacific and Māori research in their plans. In the next review, later this year, we will work closely with schools to ensure that Pacific and Māori research are more clearly emphasised in both the school research plan and research groups.</p>
	Request RLs give Pacific and Māori research visibility within	Arun Deo	Complete. Following discussions with Marcus Williams, it was agreed that during the 2025

	School Research Groups' visual schematics while they are in the process of updating their School Research Plans to align with the move towards group-based research dissemination.		school research plan review, schools will be asked to identify Māori and Pacific research groups, where possible. Additionally, collaboration across schools may be encouraged, as some schools already have similar research groups, such as "Indigenous Studies – School of Health Care and Social Practice," "Te Hononga – School of Architecture," and "Moananui – Pacific Cultures – School of Architecture."
3.1	Provide a copy of the committee's confirmed 2025 Work Plan to TKM.	Brenda Massey	Complete
4.1	Establish a working group to scope the mahi required to update the current Unitec Scholarly Communication Guidelines. Present the results of the scoping work to the committee in early 2025.	Nora Md Amin / Arun Deo / Hamid Sharifzadeh	In progress. Arun and Nora have already briefly discussed this mahi. The working group expects to be in a position to feed back the results of the scoping exercise to the committee mid-year.
4.2	Provide the committee's feedback on Phase 3 of the University Advisory Group's consultation to Prof Martin Carroll, DCE Academic, Unitec and MIT and Jamie Smiler, National Research Director, Te Pūkenga.	Brenda Massey	Complete.
4.3	Provide TKM with a copy of the committee's confirmed 2025 membership and composition requirements.	Brenda Massey	Complete
5.1	Provide TKM with a copy of the committee's confirmed 2025 schedule of meetings and send calendar invites to all committee members.	Brenda Massey	Complete

Hadley Brown caught up with Marcus Williams, Director Research and Enterprise, Unitec & MIT, and Jamie Smiler, National Research Director, Te Pūkenga, yesterday. Jamie's role has not been disestablished, and he is seeking feedback on how he can best support research at Unitec and MIT in 2025 (in an advocacy, rather than an operational capacity). Because his is a national role, Jamie has oversight of all ITP research. The committee felt it would be a good idea to ask Jamie what support he feels he could provide, and to seek an update from him on Te Pūkenga's research strategy.

Action: Brenda Massey to invite Jamie Smiler to the next meeting.

It was noted that the current Unitec Research Strategy has reached the end of its tenure. To manage this, agenda item 3.4 proposes to roll over the strategy into 2025. The rationale being that Marcus Williams is stepping down as Director Research and Enterprise this year, and it will be important that the new Director has an opportunity to input into a new strategy. If there is interest from the committee to form a one-year interim plan, or to review the current action plan and add a few initiatives, this could be considered.

Marcus Williams will attend a future meeting to update the committee on the transition to a new Director.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

Section 3.1 Honorary Research Fellowship Nomination – Dr Mary Yan, School of Healthcare & Social Practice

The nomination for the appointment of Dr Mary Yan as an Honorary Research Fellow was approved.

MOTION

That the committee approves the appointment of Dr Mary Yan as an Honorary Research Fellow within the School of Healthcare & Social Practice.

Moved: Daisy Bentley-Gray

Seconded: Xinxin Wang

MOTION CARRIED

Action: Brenda Massey to advise the nominator, Linda Aumua, of this outcome.

Section 3.2 Honorary Research Fellowship Nomination – Dr Jacques de Satge, School of Environmental & Animal Sciences

The nomination for the appointment of Dr Jacques de Satge as an Honorary Research Fellow was approved.

MOTION

That the committee approves the appointment of Dr Jacques de Satge as an Honorary Research Fellow within the School of Environmental & Animal Sciences.

Moved: Nora Md Amin

Seconded: Kristie Cameron

MOTION CARRIED

Action: Brenda Massey to advise the nominator, A/P Laura Harvey, of this outcome.

Section 3.3 Minimum Criteria of a Presentation (non-conference)

The committee reviewed the proposed definition of a Presentation (non-conference) for the purposes of verification in Unitec's Research Output Management System (ROMS).

Arun Deo clarified that the definition under discussion only applies to events held at Unitec, not events that are held offsite.

The rationale for stipulating that at least 50% of the presenters should be from Unitec was queried. If a Unitec researcher takes part in a Presentation (non-conference) event, and it so happens that additional presenters are not Unitec staff, it is unclear how that diminishes the status of the associated output. The committee requested that this criterion be removed.

It was queried how the figure of “a minimum of 15 attendees” was arrived at. Arun Deo responded that 15 is a suggestion for the committee to discuss.

A case was made that sometimes, in the case of wānanga for example, there might be a limit on the number of attendees, perhaps due to the mode of delivery (e.g., one to one ratios of knowledge holders to participants). Perhaps it would be more appropriate to specify a range when talking about a minimum number of attendees, e.g., 12-15.

The committee agreed that there should be a minimum standard for the composition of the audience, and one third of the audience being external is a good place to land.

If was queried why we want to count internal presentations as outputs in the first place. Arun Deo responded that schools often organise presentation (non-conferences) in order for staff to generate outputs that contribute towards the Research Productivity Traffic Light (RPTL). Such outputs will count for the RPTL if there are 12-15 attendees, and one-third of them are external. Outputs that contribute to the RPTL do not have to be quality assured.

It was queried how you would verify the number of attendees and the number of external attendees. Arun Deo responded that you must provide a conference programme/timetable of who is presenting, a copy of your PowerPoint presentation, and an attendance sheet which clearly clarifies who is external (i.e., a list of attendees’ names and organisations).

The committee asked whether attendees from other ITPs, e.g., MIT, count as ‘external’. Arun Deo responded that currently Unitec and MIT are still part of Te Pūkenga, so if you invite someone from MIT they do not currently count as external.

MOTION

That the committee approves the definition of a Presentation (non-conference) for the purposes of verification in Unitec’s Research Output Management System (ROMS) as presented, subject to removing the requirement that at least 50% of the presenters should be from Unitec and changing the minimum number of attendees from 15 to 12-15.

Moved: Aiono Manu Fa’aea

Seconded: Hinewai Reihana-White

MOTION CARRIED

Action: Arun Deo to present the finalised definition of a Presentation (non-conference) at the committee’s next meeting ‘for information’.

Section 3.4 Unitec Research Strategy 2020-2024

The committee discussed the recommendation that it approves the roll-over of the Unitec Research Strategy 2020-2024 into 2025.

It was queried whether the recommendation should be that the committee approves the roll-over of the Unitec Research Strategy 2020-2024 *from* 2025. The Chair responded that with a new Director Research and Enterprise coming onboard in 2025, that person may want to revise the current strategy or develop a new one, so the word ‘into’ ensures flexibility.

The committee agreed that it doesn’t make sense to put anything new in place at this time. The 2020-2024 Strategy is still very relevant.

MOTION

That the committee approves the roll-over of the Unitec Research Strategy 2020-2024 into 2025.

Moved: Aiono Manu Fa'aea

Seconded: Khaled Ibrahim

MOTION CARRIED

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 Science System Advisory Group Report

The committee discussed the report from the Science System Advisory Group (SSAG) and the changes the Government has subsequently announced to Aotearoa/New Zealand's science, innovation and technology system.

An infographic in the report shows a National Research Council (NRC) with a solid line to the universities, but only a dotted line to ITPs. It was queried whether this means we risk being excluded from the externally funded research ecosystem. What kind of research will we be restricted to in the future? Will we be restricted to research that just accompanies postgraduate studies? Or will we still be allowed to do industry and community relevant research that has impact? Is there an agenda to simplify the whole science ecosystem and have fewer players so that there are more funds available to go amongst fewer research providers?

There is also only a dotted line from the NRC to the Royal Society. Kristie Cameron is the Co-Chair of the Royal Society's ECR Forum Committee. The Royal Society is working hard to advocate for ECRs, and indeed all researchers. However, they have had to respond to the government's directive that 50% of grants from the Marsden Fund must now have the potential for economic benefit. The new Marsden Fund Investment Plan focuses on sciences such as physics, chemistry, maths, engineering, and biomedical sciences, with the disestablishment of panels which assess proposals on social sciences and humanities. Research in the social sciences and humanities disciplines is vital, however. Expertise based on the social sciences and humanities is needed to guide the direction of scientific research to meet the needs of consumers and end-users.

It was also noted that the infographic groups ITPs with wānanga. Like Unitec, wānanga have their own research units, e.g., Te Wānanga o Aotearoa has Te Manawahoukura, and they secured a Marsden Fund grant in 2024.

In terms of the infographic, it is perhaps unsurprising that ITPs' position in the system architecture is unclear, as the consultation undertaken by the SSAG was very much pitched at seeking opinion and feedback from the university sector.

The committee queried whether there is a role for Jamie Smiler and/or Te Pūkenga to further communicate the committee's concerns to the Minister. There are also wider equity issues that should be addressed. E.g., the new Tāwhia te Mana Research Fellowship opportunity. The vast majority of the fellowships awarded went to university researchers, why was this the case? It does seem that ITP research is poorly understood and/or is not valued.

Section 4.2 Changes to the Marsden and Catalyst Funds

This item was discussed in section 4.1.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 2025 Unitec Early Career Researcher Contestable Fund Outcomes

Brenda Massey updated the committee on the outcomes of the 2025 Unitec Early Career Researcher (ECR) Fund.

The committee commented that it is good to see such wide-ranging research subjects, and that it is fantastic to have an internal product that incentivises ECRs.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

The committee is required to include a student rep. The committee has had quite patchy attendance from student reps in the past. The Chair would welcome nominations for a student rep from the committee. Ideally the committee's student rep would be a student who has engaged in, e.g., a summer internship or some sort of supervised research activity. This type of prior experience will make the committee's discussions a lot more relevant to them.

Action: Brenda Massey to call for nominations from the committee for a student rep.

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

MEETING CLOSED: 1415 h

SUMMARY OF ACTIONS

Agenda Item(s)	Action	Responsible	Outcome
1.2	Update all URC documentation to reflect Hinewaimarama Reihana-White's new name.	Brenda Massey	

2.3	Establish a working group to scope the mahi required to update the current Unitec Scholarly Communication Guidelines. Present the results of the scoping work to the committee mid-2025.	Nora Md Amin / Arun Deo / Hamid Sharifzadeh	
2.3	Invite Jamie Smiler, National Research Director, to attend the URC's next meeting.	Hadley Brown / Brenda Massey	
3.1	Advise the nominators of the approval of Dr Mary Yan and Dr Jacques de Satge as Unitec Honorary Research Fellows.	Brenda Massey	
3.3	Present the finalised definition of a Presentation (non-conference) at the committee's next meeting 'for information'.	Arun Deo	
6.1	Call for nominations from the committee for a student rep.	Brenda Massey	

MATTERS ARISING

Agenda Item(s)	Action	Responsible	Outcome
1.2	Update all URC documentation to reflect Hinewaimarama Reihana-White's new name.	Brenda Massey	Complete
2.3	Establish a working group to scope the mahi required to update the current Unitec Scholarly Communication Guidelines. Present the results of the scoping work to the committee mid-2025.	Nora Md Amin / Arun Deo / Hamid Sharifzadeh	In progress. The results of the scoping work will be presented to the committee mid-2025.
2.3	Invite Jamie Smiler, National Research Director, to attend the URC's next meeting.	Hadley Brown / Brenda Massey	Complete
3.1	Advise the nominators of the approval of Dr Mary Yan and Dr Jacques de Satge as Unitec Honorary Research Fellows.	Brenda Massey	Complete
3.3	Present the finalised definition of a Presentation (non-conference) at the committee's next meeting 'for information'.	Arun Deo	Complete, refer to section 5.3
6.1	Call for nominations from the committee for a student rep.	Brenda Massey	Complete



memo

Tūāpapa Rangahau, partnering research and enterprise

To	Associate Professor Marcus Williams, Director of Research and Enterprise	Date	07 Feb 2025
CC	Unitec Research Committee		
From	Masoud Shakiba Senior Lecturer Computing, Electrical & Applied Technology	Phone No.	7616
Subject	Application for Honorary Research Fellows – Artem Tolstykh		

Dear Marcus,

I am writing to formally request support for the appointment of Artem Tolstykh as a Unitec Honorary Research Fellow for the period of February 2025 to December 2025 (10 months). This application has received the endorsement of Susan Bennett, Head of the School of Computing, Electrical, and Applied Engineering, as well as Dr Bashar Barmada, the School Research Leader. I have attached Artem's CV for your review.

Artem Tolstykh, a New Zealand citizen, has an extensive background in IoT, Autonomous Systems, Cloud Computing, and research supervision, with expertise dating back to 2012. He holds an AWS Solution Architect – Professional certification and will oversee the management of our AWS credits. Artem has actively participated in several research projects, including two ongoing Unitec research initiatives: KiwiNet and the Early Career Researcher (ECR) fund. Additionally, he has supervised multiple Unitec capstone research projects in related fields.

Artem is also an alumnus of our school, having graduated with a Postgraduate Diploma in Computing in July 2016. His academic qualifications include a Master of Computer Science (2012) and a Bachelor of Software Engineering (2010).

During his tenure as an Honorary Research Fellow, Artem will continue supervising capstone projects, co-supervising master's and postgraduate students, and contributing as a Principal Researcher² for the KiwiNet project (Project Code: UT002962). He will also play a crucial role in the execution of two ECR-funded projects (Project Codes: RI25003 and RI25004). Furthermore, upon approval of his appointment, Artem will join the IoT/AI Impact Lab and collaborate with me in promoting the lab's activities and pursuing additional external funding opportunities.

In summary, these are the benefits for Unitec:

1. **Delivery of the KiwiNet Tier 1 Project** – Artem's expertise will ensure the effective implementation of this research initiative, strengthening Unitec's engagement with KiwiNet and reinforcing our reputation for delivering high-impact research.

2. **Application for KiwiNet Tier 2 Funding** – Artem will contribute to the preparation and submission of an application for KiwiNet Tier 2 funding, expanding our research capabilities and increasing funding opportunities for the institution.
3. **Supervision and Sponsorship of Capstone Projects** – His involvement in capstone projects will provide students with industry-aligned guidance, improving project quality and fostering a stronger link between academic learning and practical application.
4. **Co-Supervision of Postgraduate and Master's Research Projects and Theses** – Artem's experience in research supervision will support postgraduate students in refining their research methodologies, strengthening Unitec's academic research output.
5. **AWS Account and Academic Credit Fund Management** – Given that Unitec has received AWS academic credit funding from AWS Australia, Artem will oversee the effective allocation and utilisation of these resources, optimising cloud infrastructure support for ongoing research projects.
6. **Contribution to IoT/AI Impact Lab Activities** – As a member of the IoT/AI Impact Lab, Artem will actively support its research initiatives, help in organising workshops, and contribute to strengthening collaborations with industry and academic partners.
7. **Collaborative Efforts to Secure Additional External Funding** – Artem will assist in identifying and applying for additional external funding sources, supporting the sustainability and expansion of Unitec's research initiatives.

Please let me know if you require any further information regarding this application. I appreciate your consideration and look forward to your support in approving this appointment.

Best regards,

Dr Masoud Shakiba

Senior Lecturer | Industry Champion | IoT/AI Impact Lab Founder

School of Computing, Electrical, and Applied Technology

Unitec Institute of Technology

Artem Tolstykh

Researcher in Cloud and Autonomous Systems



(64) 273660978



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Research & Academic Experience

Principal Researcher

Cloud-Based Autonomous AgriTech Vehicle

- KiwiNet Pre-Seed Commercialisation Fund, NZD 40,000 – Project Code: UT002962
Leading the development of a cloud-based autonomous AgriTech vehicle with real-time data processing. Research focuses on integrating IoT, AI, and cloud infrastructure to optimize efficiency and scalability in precision agriculture.

Key Individual

Cloud-Based Autonomous AgriTech Vehicle

- Unitec Early Career Fund, NZD 2,000 – Project Code: RI25003
Contributed to early-stage research, working with students to develop cloud and AI-based vehicle control frameworks for agricultural automation.

Capstone Project Researcher & Supervisor

- Mentored multiple student teams across two semesters, guiding research and development of a cloud-connected autonomous AgriTech vehicle. Focused on real-time data processing, GPS RTK precision navigation, and remote monitoring via AWS cloud services.

Research Outreach & Conferences

- **AWS Cloud Days (2024)** – Represented Unitec research on cloud-based autonomous vehicles, engaging with industry professionals and researchers.
- **IoT Days at Unitec (2024)** – Showcased advancements in IoT integrations for AgriTech and autonomous systems.

- **Indigitech Education Program (2024)** – Engaged with Māori and Pasifika students in STEM education to promote diversity in NZ Tech.

Skills & Expertise

- **Cloud Computing:** AWS Cloud, GCP Cloud
- **IoT & Autonomous Systems:** AI-driven automation, robotics, real-time cloud data processing
- **Software Development:** Python, SQL, Power BI, Microsoft Office
- **Research & Academic Leadership:** Grant-funded projects, student mentorship, conference presentations

Certifications & Professional Development

- **AWS Certified Solutions Architect – Professional** Acquired to support research in cloud-based AI and IoT integrations for autonomous vehicles.
- **AWS Certified Solutions Architect – Associate**
- **AWS Cloud Practitioner**
- **Google Cloud Professional Architect Professional**

Education

- **Postgraduate Diploma of Computing**

Unitec, Auckland, New Zealand

July 2015 – July 2016

- **Master of Computer Science**

Don State Technical University, Rostov-on-Don, Russia

August 2010 – August 2012

- **Bachelor of Software Engineering**

Don State Technical University, Rostov-on-Don, Russia

August 2007 – August 2010

From: [Masoud Shakiba](#)
To: [Bashar Barmada](#); [Brenda Massey](#); [Penny Thomson](#)
Subject: FW: Research Fellow Position for Artem
Date: Friday, 21 February 2025 11:35:46 am
Attachments: [Memo Artem Research Office-ITA.DOCX](#)
[Research CV Artem Tolstykh-1.pdf](#)

Kia ora team,

I hope you are doing great.

Attached is the completed memo for application for Honorary Research Fellows – Artem Tolstykh, with content I drafted as the hosting faculty member. Could you please include this application in the agenda for the next URC meeting?
 Following this email, you can see Susan's approval.

Please let me know if you need any further information.

Regards,

Ngā mihi

Dr Masoud Shakiba

Ph.D. (Eng.), MSc, B. Eng, SnrMIEEE

Senior Lecturer | Industry Engagement Champion | Capstone Project Coordinator

Founder of AIoT Impact Lab

School of Computing, Electrical and Applied Technology

Phone +64 9-892 7616



Te Whare Wānanga o Wairaka

unitec.ac.nz

Unitec is a business division of Te Pūkenga – New Zealand Institute of Skills and Technology.

From: Susan Bennett <sbennett2@unitec.ac.nz>
Sent: Friday, 21 February 2025 11:23 AM
To: Iman Ardekani <iardekani@unitec.ac.nz>
Cc: Masoud Shakiba <mshakiba@unitec.ac.nz>
Subject: RE: Research Fellow Position for Artem

Kia ora Iman and Masoud

Thank you for your patience. I have reviewed the letter and CV and I am happy for these to be submitted to the URC for consideration.

Please forward to the appropriate person – Brenda? Penny?

Ngā mihi


Susan Bennett
Head of School
School of Computing, Electrical and Applied Technology

From: Iman Ardekani <iardekani@unitec.ac.nz>
Sent: Friday, 7 February 2025 2:05 PM
To: Susan Bennett <sbennett2@unitec.ac.nz>
Cc: Masoud Shakiba <mshakiba@unitec.ac.nz>
Subject: Re: Research Fellow Position for Artem

Kia ora Susan,

Attached is the completed memo, with content drafted by Masoud as the hosting faculty member. It should be included in the next URC meeting agenda through Brenda. I can send it to Brenda if you're happy with the memo.

Kind regards,
Iman

 [Memo Artem_Research Office-ITA.DOCX](#)
 [Research CV Artem Tolstykh-1.pdf](#)

From: Iman Ardekani <iardekani@unitec.ac.nz>
Sent: Friday, February 7, 2025 8:37:44 AM
To: Susan Bennett <sbennett2@unitec.ac.nz>
Subject: Re: Research Fellow Position for Artem

I will get the memo from Asma.
Kind regards
Iman

From: Susan Bennett <sbennett2@unitec.ac.nz>
Sent: Friday, February 7, 2025 8:35:00 AM
To: Iman Ardekani <iardekani@unitec.ac.nz>
Subject: RE: Research Fellow Position for Artem

Sorry to ask you, there is a memo they use.
I was hoping you had a copy of a previous one to work with.

Ngā mihi
Susan Bennett
Head of School

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 13 March 2025

Title	Unitec Research Groups
Provided by:	A/P Marcus Williams, Director Research & Enterprise Arun Deo, Research Advisor
For:	DISCUSSION

Recommendation

That the committee discusses and provides feedback on the matter of Research Groups, their role in the Unitec research ecosystem, and how they can be better supported to improve overall performance toward the Unitec Research Strategy 2020-2024's goals and Unitec's priorities.

Purpose

Tūāpapa Rangahau is seeking to consult with the committee on the role of Research Groups at Unitec and would like the committee's input into how Research Groups can be better supported to improve their performance.

Information/Background

A Research Group at Unitec is defined as an informal group of researchers collaborating around a theme identified in School Research Plans¹. A schematic of current Research Groups at Unitec is appended to this memo.

An Action associated with Goal Two of the Unitec Research Strategy 2020-2024, is to "Develop Research Groups in every School offering degree programmes".

Some initiatives to develop Research Groups include the funding of retreats in order to strategise, write funding proposals, co-author papers etc; provide an online space for Unitec Research Groups so that they have an external presence; ask applicants to articulate how their projects will bring benefit to their Research Group in internal contestable funding rounds; and develop leadership for Research Groups through Unitec's Research Professional Development Suite.

¹ Unitec Research Strategy 2020-2024 Glossary, pg. 5.

Justification

Research Groups have been a requirement in School Research Plans for some years at Unitec, however, for a significant part they exist in name only, not having been prioritised for development in the period of disruption we have experienced in our sector. Nonetheless, these structures have significant potential for the following reasons:

- Research Groups can be seeding grounds for future Research Centres.
- Research Groups provide supportive environments for Emerging and Early Career Researchers.
- Research Groups facilitate a critical mass of productivity and networks with greater potential for research impact.
- A future tertiary education research funding system is likely to shift to a group-based assessment model.
- Unitec has limited funds to support research and Research Groups can make better use of what resources do exist.

Attachments

- Unitec Research Groups 2025-2026 Schematic

Unitec Research Groups by School - 2025

School of Building Construction

Construction Industry Education and Professional Development

Engineering Education

Environmental Engineering

Geotechnic and Traffic Engineering

Digital Technologies

Procurement, Productivity and Prefabrication

Structural Engineering

Sustainable Design, Construction and Urban Development in the Architectural, Engineering, Construction sector

School of Healthcare & Social Practice

Nurse Education and Future Workforce Development

Medical Imaging Practice

Indigenous Studies

Developing Social Practice Education

Wellbeing in Community and Institutional Contexts

School of Creative Industries

Design and Contemporary Arts

Performing and Screen Arts

School of Community Studies

Student ECE Kaiako Hauora Collaborative Research Project

Culturally Inclusive Pedagogy and Equity in Early Childhood

Using GenAI for learning and teaching

School of Computing, Electrical & Applied Technology

Cybersecurity, IoT, Sensors, and Networking

Transport Technologies

Power Systems

Intelligent Systems and Data Science

Software Engineering

Education and Educational Technologies

School of Architecture

Art & Representation

Climate & Resilience

History , Conservation & Heritage

Construction Technologies - Production & Performance

Housing & Urbanism

Te Hononga

Moananui - Pacific Cultures

Practice & Pedagogy

School of Applied Business

Applied Learning

Accounting

Supply chain

Marketing, Consumer Behaviour, and Tourism

Governance/Leadership/HRM

School of Environmental & Animal Sciences

Animal Behaviour and Welfare

Biodiversity, Applied Ecology and Taxonomy

Veterinary Nursing

Applied Molecular Solutions Research Centre

Unitec New Zealand Limited

Meeting of URC – Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 2025-03-13

Title	Māori and Pacific research are more clearly emphasized in both the school research plan and research groups
Provided by:	Marcus Williams, Director, Tūāpapa Rangahau
Authored by:	Arun Deo & Marcus Williams
For:	DISCUSSION

Recommendation

That the committee provides feedback on the proposal for addressing the URC action regarding Māori and Pacific research, within the Group Based Research initiative.

Purpose

To clearly provide space for Māori and Pacific research perspectives within emerging Research Group structures, through the annual School Research Plan review process.

Key Points

In the 2025 review of the School Research Plans, the following prompt will be put for the Research Leaders, under the Research Groups Section:

“At Unitec, our teaching and support efforts are strategically aligned and focused priority groups for Māori and Pacific communities. In line with this commitment, we would like to ensure that our research initiatives are similarly aligned, with a focus on these cohorts.

In reviewing the school research plans, we request that you clearly identify specific research groups within your school where researchers can be involved where their focus is on Māori and Pacific communities. This approach will also foster greater collaboration across research groups within various schools.

As an example, the School of Health Care and Social Practice has a research group titled "Indigenous Studies," while the School of Architecture has a research group named "Moananui – Pacific Cultures." These groups have already seen successful collaboration, with researchers from other schools expressing interest in joining.

You might also consider establishing dedicated research groups focused on Māori and Pacific communities at your school level. This would provide substantial benefits to both the school and the wider Unitec community. It would further support your researchers, enhance cross-disciplinary collaboration, and contribute to the overall strategic goals of Unitec.”

Information/Background

As identified in the November/December/February Hui, some schools did not explicitly identify Pacific and Māori research in their plans or in their proposed Research Groups. In the next review, later this year, we will work closely with schools to ensure that Pacific and Māori research are more clearly emphasised in both the School Research Plan and in Research Groups.

Following discussions with the Director Research and Enterprise, it was agreed that during the 2025 School Research Plan review, schools will be asked to identify Māori and Pacific research groups, where possible. Additionally, collaboration across schools may be encouraged, as some schools already have similar research groups, such as “Indigenous Studies – School of Health Care and Social Practice,” “Te Hononga – School of Architecture,” and “Moananui – Pacific Cultures – School of Architecture.”

Contributors

- » Arun Deo – Research Advisor, Tūāpapa Rangahau.
- » Marcus Williams – Director, Tūāpapa Rangahau

Attachments

Unitec Research Group – visual schematic

Unitec Research Groups by School - 2025

School of Building Construction

Construction Industry Education and Professional Development

Engineering Education

Environmental Engineering

Geotechnic and Traffic Engineering

Digital Technologies

Procurement, Productivity and Prefabrication

Structural Engineering

Sustainable Design, Construction and Urban Development in the Architectural, Engineering, Construction sector

School of Healthcare & Social Practice

Nurse Education and Future Workforce Development

Medical Imaging Practice

Indigenous Studies

Developing Social Practice Education

Wellbeing in Community and Institutional Contexts

School of Creative Industries

Design and Contemporary Arts

Performing and Screen Arts

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Student ECE Kaiako Hauora Collaborative Research Project

Culturally Inclusive Pedagogy and Equity in Early Childhood

Using GenAI for learning and teaching

School of Computing, Electrical & Applied Technology

Cybersecurity, IoT, Sensors, and Networking

Transport Technologies

Power Systems

Intelligent Systems and Data Science

Software Engineering

Education and Educational Technologies

School of Architecture

Art & Representation

Climate & Resilience

History , Conservation & Heritage

Construction Technologies - Production & Performance

Housing & Urbanism

Te Hononga

Moananui - Pacific Cultures

Practice & Pedagogy

School of Applied Business

Applied Learning

Accounting

Supply chain

Marketing, Consumer Behaviour, and Tourism

Governance/Leadership/HRM

School of Environmental & Animal Sciences

Animal Behaviour and Welfare

Biodiversity, Applied Ecology and Taxonomy

Veterinary Nursing

Applied Molecular Solutions Research Centre

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 13 March 2025

Title	Supporting Research at Unitec – Jamie Smiler, Pounuku Rangahau Director Rangahau and Research, Te Pūkenga
Provided by:	Hadley Brown, Chair
Authored by:	Jamie Smiler, Pounuku Rangahau Director Rangahau and Research, Te Pūkenga Brenda Massey, Secretary
For:	DISCUSSION

Recommendation

That the committee discusses with Jamie Smiler, Pounuku Rangahau | Director Rangahau and Research, Te Pūkenga, what support Unitec would benefit from in the research space and how Jamie could work directly or co-ordinate that to happen, as Unitec moves towards becoming a standalone entity.

Purpose

Te Pūkenga is moving towards disestablishment. The purpose of today's discussion is to understand what support Unitec might need in the research space in order to put its best foot forward as a standalone entity.

Key Points

Jamie recently met with some staff in Tūāpapa Rangahau. The purpose of the hui was to discuss three main things:

- (1) What are Unitec's research goals for 2025?
- (2) What is standing in the way of us achieving them?
- (3) What are the areas that we require support to achieve them?

These questions were framed within the context of Jamie supporting business divisions to prepare for disestablishment and for them to put their best foot forward to be standalone entities.

Rather than Jamie saying what support he can provide, he is keen to hear from the committee about what support Unitec would benefit from and how he could work directly or coordinate that to happen, noting that any support requested should be of a strategic rather than operational nature.

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 13 March 2025

Title	Prohibition of the use of AI to assist with research interview transcription
Provided by:	A/P Marcus Williams, Director Research & Enterprise
Authored by:	Brenda Massey, URC Secretary
For:	INFORMATION

Recommendation

That the committee notes that Unitec and MIT have prohibited the use of AI to assist with research interview transcription.

Key Points

Unitec and MIT have prohibited the use of AI to assist with research interview transcription.

The exception is Teams, or an approval from UREC (the Unitec Research Ethics Committee) to do so, subsequent to a review of details involved.

The reason revolves primarily around the safe management of confidential data and information.

The all-organisation announcement from Prof Martin Carroll, Deputy Chief Executive Academic, confirming this position is reproduced in the section below.

Background/Information

AI Committee

Artificial Intelligence is having a profound impact on a rapidly expanding scope of areas in vocational education and training. It is necessary to take an informed and considered approach to how we deal with this phenomenon, which is likely to only grow in scale, scope, complexity and pace of change.

Therefore, the Artificial Intelligence Committee (AIC) has been established as a standing committee of the Senior Leadership Team (SLT) of Unitec & MIT. Its purpose is to provide high-level oversight and guidance on our use of AI and the impact of AI on our activities. The AIC will also take instructions from and report when and as appropriate to the Academic Committees of Unitec & MIT in relation to our use of AI and the impact of AI in relation to academic activities (including, but not limited to research, curriculum, teaching, learning, assessment and evaluation).

For information about the Terms of Reference and Membership see [Te Aka](#).

Use of AI in Courses (for academic staff)

Kaiako are reminded that your course outlines (including where information is repeated on Moodle and assessment instruction sheets) need to be very clear for ākonga about how they may or may not use AI in relation to each and every piece of assessable work. If you have not yet added this in, it is not too late – but please do so as soon as possible. There is also a general set of helpful guidelines [here](#).

There is no “default” position – it is for each School to determine what is appropriate in the context of its own discipline, courses and assessments. I encourage you to take as permissive an approach as is possible, whilst ensuring academic integrity and learner authentication is maintained.

AI Literacy for Learners Module

Te Puna Ako team have been hard at work creating a module designed to support our ākonga in developing a better understanding of AI, particularly Generative AI, also known as AI Literacy. The module supports ākonga to understand what it is, how to use it effectively, responsibly and how to consider its outputs critically. The module has been shared with a number of kaimahi to be refined through their feedback and Te Puna Ako is in the process of making it available to teaching teams to share with their ākonga. More to come on this soon.

Use of AI for generating Transcripts (for all staff)

SLT has imposed a temporary restriction on the use of GenAI – other than MS Teams accessed through your Unitec login – for capturing and preparing draft transcripts of any meeting that may be bound by personal privacy, commercial confidentiality or other sensitivity concerns. Such meetings may include (and are not limited to) the following:

- Committee hui (including Programme Academic Quality Committee hui)
- Complaints and Appeals hui (of kaimahi and/or ākonga)
- Investigation or Disciplinary meetings (of kaimahi and/or ākonga)
- Interviews for Research purposes (unless an Ethics Approval has been provided which specifically allowed use of such technology)

This restriction is effective immediately. It builds upon Te Pūkenga-imposed ban on the use of OtterAI, which has been in place for over a year.

SLT recognises the potential benefits (particularly time- and cost-savings) from using GenAI for transcript purposes. However, at present the risks associated with such use are not yet able to be sufficiently managed. These risks include (and are not limited to) the following:

- transcripts being automatically disseminated to unauthorised persons
- inability to fully delete data from the system, depending upon the nature of its storage
- transcription mistakes that have the potential to be damaging before they are corrected.

Work is progressing on developing mitigations that may enable lifting this restriction, but please note this may take some time.

In the interim, if you do wish to use MS Teams via your Unitec login for this purpose, please be careful to ensure Transcripts are checked before you disseminate them.

Unitec memorandum

Meeting of Unitec Research Committee (URC)

Date of Meeting: 2025-03-13

Title	GenAI features added to scholarly databases
Provided by:	Unitec Library
Authored by:	Anna Wheeler
For:	INFORMATION

Recommendation

That the Committee receives this memorandum for information.

Purpose

The purpose of this paper is to provide information to the Committee on GenAI features recently added to scholarly databases and invite participation in assessing the usefulness of these features

Key Points

- Two database providers have recently developed GenAI features within their database platforms which we subscribe to:
 - **ProQuest Research Assistant** – try it here: <https://guides.unitec.ac.nz/databases/PC>.
- simply do a search and view an article to see the features listed above.
 - **Ebsco AI Insights** - contact the library for a demo
- To provide feedback or learn more about these features for your research or teaching, please contact us via email (libinfo@unitec.ac.nz).

Information/Background

Two database providers (Ebsco and Proquest) have recently developed GenAI features within their scholarly database platforms which we subscribe to.

ProQuest Research Assistant

The ProQuest Research Assistant is currently live by default. We need to assess it and then recommend to the new AI Committee if we should leave it 'on' or 'switch it off'.

ProQuest Research Assistant includes several new AI powered features when an article is displayed, such as:

- Key takeaways
- Important concepts
- Suggestions for related research topics

It also includes a note to check accuracy and a link to a disclaimer.

Please try it out and let us know your thoughts: <https://guides.unitec.ac.nz/databases/PC>. Simply do a search and view an article to see the features listed above.

- [More information on how these features are generated and other FAQs](#)
- Blog post: [ProQuest puts AI in the researcher's journey for enriched insights...](#)

Ebsco AI Insights

Ebsco AI Insights is a similar feature in the Ebsco platform. This feature is not yet live for Unitec users, but we can login to a beta test site and see it. We need to assess it and then recommend to the AI Committee if we should switch it on. If you would like a demo, please contact us at libinfo@unitec.ac.nz

Ebsco describes their AI Insights as “a Generative AI feature that summarizes 3-5 key points of an article, helping users quickly assess its relevance. Accessible via a button on EBSCO’s interface it complements abstracts and subject headings. Insights are marked as AI-generated, with a disclaimer urging users to verify their accuracy before use. “

See more information from Ebsco here:

- Blog Post: [Findings from EBSCO's Recent Beta Release](#)
- AI at Ebsco: <https://www.ebsco.com/technology/artificial-intelligence-ai>

Contact us

If you are interested in providing feedback or learning more about these features for your research or teaching, please contact us via email (libinfo@unitec.ac.nz).

We look forward to learning with you 😊

Contributors

- Anna Wheeler (Manager, Library)
- Unitec Subject Librarians

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 13 March 2025

Title	Minimum criteria of a Presentation (non-conference)
Provided by:	A/P Marcus Williams, Gregor Steinhorn, Penny Thomson, Hadley Brown, Arun Deo
Authored by:	A/P Marcus Williams, Director Research & Enterprise
For:	TO RECEIVE

Recommendation

That the committee receives the approved definition of a Presentation (non-conference) Research Output for the purposes of verification in Unitec's Research Output Management System (ROMS).

Purpose

At its January meeting, the committee reviewed and approved the definition of a Presentation (non-conference) Research Output for the purposes of verification in Unitec's Research Output Management System (ROMS) that was presented, subject to removing the requirement that at least 50% of the presenters should be from Unitec and changing the minimum number of attendees from 15 to 12-15.

This amendment has been made and the approved definition is outlined below.

Presentation (non-conference):

Prepared, formal oral presentations of original research, for the first time, to an external audience such as peer groups in 'non-traditional' research forums (e.g. hui, industry settings, forums, webinars, colloquia at other tertiary institutions). The event where presented must have been arranged for dissemination of academic research or discussion.

1. Definition of Non-Conference or Symposium vs. Meeting

For an event to meet the criteria of a **Presentation (non-conference)**, there should be a minimum of 12-15 attendees.

2. TEC Definition of Research Output Type "Presentation (Non-Conference)"

According to TEC's definition, there is no explicit requirement for the number of external audience members. However, we agreed that the external audience should make up at least one-third (33%) of the total audience.

Clearly sharing research amongst ourselves is highly productive as it encourages others and promotes collaboration. However, this is NOT disseminating research, which is what a "Research Output" is.

NB - when a non-conference presentation is commissioned, on letterhead of a professional body, learned society or government department, and on the basis of research expertise, that fact can be entered as a Research Contribution item in ROMS. Such commissioning does not render a non-

conference presentation quality assured. In the event that robust peer review of the presentation can be demonstrated, the output may then count as quality assured.

Includes:

- Invited lecture in a named series that is prestigious within the discipline.
- Whaikōrero, presentations at hui, wānanga.
- Webinars which meet the definition of research (original investigation undertaken in order to contribute to knowledge and understanding and, in the case of some disciplines, cultural innovation or aesthetic refinement).

Exclusions:

- Presentations of research proposals at Level 9 (master's level) or less
- Educational or training presentations to internal or external groups (e.g. teacher- student type relationships)
- Information or unprepared presentations to any groups
- Presentations at Unitec for an internal Unitec audience only such as the Unitec Research or Teaching and Learning Symposiums.

Justification

Schools are effectively utilising colloquia, seminar or small symposia to encourage the sharing of research amongst staff, something we wish to encourage. In some instances, Research Leaders wish to claim a research output for presentations made by staff in these fora, asserting that they are disseminating research. TEC have a definition for outputs relevant to such events, for them to be acknowledged as research dissemination. However, it is up to the individual institution to prescribe the parameters of this definition.

Next Steps

These parameters will be added to Unitec's Scholarly Communication Guidelines and distributed to Research Leaders.

Contributors

A/P Marcus Williams, Gregor Steinhorn, Penny Thomson, Hadley Brown, Arun Deo

2024 UNITEC EARLY CAREER RESEARCHER (ECR) FORUM ANNUAL REPORT

Executive Summary

In 2024 the ECR forum at Unitec engaged with ECRs in three coffee mornings, held a well-attended annual 'Spiel' competition and had eight ECRs win contestable funding for the 2025 year. In addition, one ECR Fellowship was awarded.

3-minute Research Spiel

The Unitec ECR forum and Tūāpapa Rangahau held the third 3-minute Research Spiel in June 2024. It was the first time that Emerging Researchers were invited to present alongside Early Career Researchers. The theme was "Making an Impact!" There were eight competitors from a range of schools across Unitec. These speakers included Laura Harvey, Kate Harder and Chloe McMenamin and Caralyn Kemp from Environmental and Animal Sciences; Hinewaimarama Reihana-White Kaitiaki Taiao from the Maia Māori Centre, Dr Sameh Shamout from Architecture, Peeti Lamwilai from Creative Industries, Zhi Chen from Social Practice, and Sharon Sitters from Healthcare. The judges were Gregor Steinhorn from Tūāpapa Rangahau, Daisy Bentley-Grey from Pacific Success and Kristie Cameron as the Unitec ECR forum convenor. The winners were those that conveyed considerable impact to a range of industries and communities. Prof Martin Carroll, Deputy Chief Executive Academic awarded the prizes. The recipient of the overall award was Sameh Shamout speaking about his poetry and architecture in his Window of Palestine. The Early Career winner was Hinewaimarama Reihana-White speaking about Toitū te Whenua: Sustaining the Wāhi Tapu of Te Noho Kotahitanga Marae. The Emerging Career Researcher was too close to pick so was split between Chloe McMenamin talking about the environmental effect of parasite treatment on crickets as a wētā proxy, and Peeti Lamwilai who spoke about his project Puna Kōrero.

2025 Early Career Researcher Contestable Funding

Eight ECRs were awarded contestable funding in 2024 with funding ranging between \$2,500 and \$15,000 including three in Environmental and Animal Sciences, two in Computing, two in Healthcare and Social Practice, and one in Architecture. A number of the recipients had won ECR grants before signalling the value of the grant to ECRs. However, there needs to be push in 2025 for new ECRs to engage with funding - particularly because the EOI process is supportive and facilitates development of the full proposal with help from Tūāpapa Rangahau on offer.

2024 Early Career Researcher Fellowship

An ECR Fellowship was also awarded in 2024 to Kristie Cameron in Environmental and Animal Sciences to support building a strong portfolio, writing MBIE and Marsden grant applications and providing scope for Kristie to continue her role in the Royal Society Te Apārangi ECR committee as the co-chair. Kristie also attended the ITP symposium 'OPSITARA' to discuss the development of an ITP ECR committee to increase our voice as we navigate the changing science system.

A/P Kristie Cameron
Unitec ECR Forum Chair

2024 EARLY CAREER RESEARCH FELLOWSHIP Final Report

Email your completed report to bmassey@unitec.ac.nz before **5pm on Friday, 28 March 2025**. Instructions in red italics may be removed before submission.

Researcher:	A/P Kristie Cameron
Fellowship Type:	ECR Leadership Development
Amount of Grant:	\$15,000

Executive Summary

Summarise what your fellowship was allocated for and what it enabled you to achieve.

I would like to thank Tūāpapa Rangahau for the opportunity that this fellowship has given me. In 2024 I was able to publish five papers and make significant headway on the publications 2025 - which already number two *in press* papers in prestigious behaviour analysis journals. This fellowship has allowed me to continue to build a strong PBRF portfolio, hence my clear publication strategy of internal funded projects involving ECRs and students, and external projects.

I am also proud to say that I have successfully mentored a junior member of staff to teach a Bachelor of Applied Science level paper. This was not easy, but I am grateful that both myself and my colleague gained leadership in teaching experience as part of this process. I am now mentoring my colleague to produce her first published paper as part of the 2024 External Research Voucher which has provided a second opportunity to gather data, foster relationships with the community and solidify Unitec's as reliable, innovative and productive researchers.

As part of the fellowship, I was also able to attend a conference where my PhD student presented her research. I also attended the Australia and New Zealand Council for the Care of Animals in Research and Teaching conference where I need it worked with other institutions to ensure that Unitec remains relevant in the animal science space. I was able to build on the relationship I have with the SPCA which has also resulted in an invitation to work with SPCA education and the science officers in formulating data-driven information regarding Guinea pig housing and husbandry. This is off the back of a paper I wrote with colleagues from the SPCA regarding greyhound racing in New Zealand that was heavily impactful to the recent announcement that greyhound racing in New Zealand will be banned from 2026. A huge success.

I was able to spend Fellowship time developing grant applications for MBIE (2024) and Marsden (2025) which included massive improvements by being able to content with stakeholders in Rotorua as partners in the grant. This was invaluable. I was also able to co-lead the Royal Society Te Apārangi ECR forum and lead the creation of a white paper for the NZ Science review and contribute to a response to the Marsden fund changes.

Achievement of Expected Outcomes

Achievement	Agreed Date due	Status (Completed, in progress or ceased)	Revised Due Date (if still in progress)

Digital Learning in Vet Nurses – mentor of early career researcher	April 2024	Completed & Published 2024 Also presented at the ITP symposium 2024	
Guinea pig food preferences – NR student	Apr/May 2024	Completed & Published 2024 https://escholarship.org/uc/item/14g712hx	
Cat litter project with Research Voucher – NR student	May 2024	Completed and published 2024 https://www.unitec.ac.nz/epress/index.php/perspectives-in-animal-health-and-welfare-2024-volume-3-issue-1-litter/	Unplanned Exp 2 being written up currently. Mentoring ECR in EAS.
Guinea Pig behaviour in the ramp	Sem 2 2024	Completed and Accepted to Behavioural Processes 2025 2 nd revision sent February 12 th to journal.	Soon.
Collab with Robyn doing DA for perspectives of Vets	Sem 2 2024	In progress – only doing results.	2025 hopefully
Vet nursing perspectives with NR student	Sem 2 2024	In progress – non urgent	End 2025 – 2026
Guinea pig housing paper (big one)	Sem 2 2024	Data collection complete. Data analysis complete but massive. Reached out to computing to streamline analysis and now have a collaboration with Computing and a Master's student working on AI software to identify behaviour (huge in terms of commercialization!) Also SPCA Education interested in this data as the first systematic study of housing in guinea pigs.	End 2025
Kahoot paper (with Sofia)	Sem 2 2024	In progress – non urgent	End 2025
Dog interaction paper (with SPCA Jess Walker/Anja Dale) and graduate	Sem 2 2024	In progress – non urgent	Maybe 2026?

Freya
Newstubb

See additional papers below.

Please List any Publications Produced with the Support of the Fellowship:

- Cameron, K. E., Houlst, C., & Walker, T. W. (2025). The role of line-of-sight in operant experiments using food reinforcers in guinea pigs. *Behavioural Processes*, in press.
Research funded by 2023 ECR grant
- Cameron, K. E., Muzumdar, A., Bridan, K., & Starkey, N. J. (2025). Trained number discrimination in the dog (*Canis lupus familiaris*). *Journal of the Experimental Analysis of Behaviour*, in press.
Research funded by 2022 ECR grant
- **Cameron, K. E.**, Johnson, R. & Harvey, L. (2024). Ornamental Fish Ownership in New Zealand: Attitudes Toward Veterinary Care and Welfare Considerations. *Perspectives of Animal Health and Welfare*.
<https://www.unitec.ac.nz/eypress/index.php/perspectives-in-animal-health-and-welfare-2024-volume-3-issue-1-litter/>
- **Cameron, K. E.**, & Mitchell, B. (2024). Testing a sustainable Coconut Coir cat litter: Cat versus owner. *Perspectives of Animal Health and Welfare*. <https://www.unitec.ac.nz/eypress/index.php/perspectives-in-animal-health-and-welfare-2024-volume-3-issue-1-litter/>
- Walker, T. W., Houlst, C., & **Cameron, K. E.** (2024). Food Preference and Demand in a Ramp Task in Guinea Pigs (*Cavia porcellus*). *International Journal of Comparative Psychology*, 37.
<http://dx.doi.org/10.46867/ijcp.19475> Retrieved from <https://escholarship.org/uc/item/14g712hx>
Research funded by 2023 ECR grant
- McMenamin, C. & **Cameron K. E.** (2024). The use of digital tools for learning by neurotypical and neurodiverse animal science students. *In Scopes Learning and Teaching*, 13,
doi.org/10.34074/scop4013018 <https://thescope.org/journal/learning-and-teaching/learning-and-teaching-13/the-use-of-digital-tools-for-learning-by-neurotypical-and-neurodiverse-animal-science-student>
- McMenamin, C., Goodwin, B., Marsh, M. & **Cameron K. E.** (2024). *Preliminary findings of weta susceptibility to fluralaner, a common antiparasitic treatment for pets*. Paper presented at the New Zealand Ecological Society conference. Rotorua, New Zealand.

Conferences:

- **Cameron, K.E.**, & Mitchell, B. (2024, November). *The Litterbox: The smelly war no one signed up for*. Paper presented at the EAS Research Symposium, Auckland New Zealand.
- Naden, K., & **Cameron, K. E.** (2024, November). *Thematic analysis of horse use by New Zealand Riding for the Disabled Association*. Paper presented at the EAS Research Symposium, Auckland New Zealand.
- Naden, K., & **Cameron, K.E.** (2024, September). *Assessment of affective state for horses engaged in therapeutic riding*. Paper presented at the New Zealand Applied Behaviour Analysis conference, AUT, Auckland, NZ.
- McMenamin, C., Goodwin, B., Marsh, M. & **Cameron, K. E.** (November, 2024). *Preliminary findings of wētā susceptibility to fluralaner, a common antiparasitic treatment for pets*. Paper presented at the New Zealand Ecological Society Conference, Rotorua, New Zealand.
- Flower, R. & **Cameron, K.E.** (November, 2024). *Guinea Pig Housing & Welfare*. Poster presented at the EAS Research Symposium, Auckland, New Zealand.
- Goodwin, B., Marsh, M., **Cameron, K. E.** & Mc Menamin, C. (November, 2024). *Preliminary results on the susceptibility of adult Teleogryllus commodus (field crickets) used as model organisms in place of Hemianthus spp (New Zealand ground wētā) to Fluralaner, a commonly used anti-parasitic used in companion animal veterinary medicine*. Poster presented at the EAS Research Symposium, Auckland, New Zealand.

- McMenamin, C., Goodwin, B., Miller, L. & **Cameron, K. E.** (November, 2024). *Impacts of commonly used anti-parasitic treatment - fluralaner - in companion animal species on non-target invertebrate populations.* Poster presented at the EAS Research Symposium, Auckland, New Zealand.

Reminders:

- You must ensure publications and research outputs are entered into ROMS when they occur.
- Please keep in mind that in addition to Tūāpapa Rangahau your report will be reviewed by the Unitec Research Committee.
- Any problems or issues that you would prefer not to highlight in this report can be discussed, in confidence if requested, with the Director Research and Enterprise and/or with Brenda Massey, Senior Grants Advisor.

Unitec New Zealand Limited

Meeting of Te Komiti Rangahau o Unitec | Unitec Research Committee

Date of Meeting: 13 March 2025

Title	Reminder of Responsibilities of Academic Governance Committees (AGCs)
Provided by:	Hadley Brown, URC Chair
Authored by:	Brenda Massey, URC Secretary
For:	REVIEW

Recommendation

That the committee receives this reminder of the protocols and conventions by which Academic Governance Committees (AGCs), including the Unitec Research Committee, operate and the scope and nature of their responsibilities as committee members.

Purpose

The purpose of this paper is to remind committee members of the responsibilities of AGCs and their members.

Key Points

Responsibilities of the Chair include:

- Set and manage the business, activities and operation of the AGC and any of its subcommittees (e.g., Grants Advisory Committees);
- Ensure the AGC meets its responsibilities, accountabilities and functions as set out in its Terms of Reference;
- Promote the AGC as a collegial body that encourages open exchange of ideas and views on matters of academic importance within its Terms of Reference;
- Ensure relevant staff are kept informed of major academic issues addressed by the AGC;
- Represent the views of the AGC to meetings of other committees, bodies and authorities.

Responsibilities of Committee Members include:

- Act in the best interests of the AGC, Te Komiti Mātauranga (TKM) and the Institute;
- Actively contribute their unique talents, capabilities, insights and interests to business considered by the AGC;
- Be a point of contact between the AGC and other members of staff, meaning that they shall:
 - Promote the business of the AGC widely,

- Seek feedback, and communicate decisions and outcomes of AGC meetings;
- Actively participate in the decision-making process, including contributing time and expertise for reviews commissioned and working groups appointed by the AGC;
- Maintain the confidentiality of any information noted as such.

Responsibilities of the Secretary include:

- Collate, produce and manage the agenda and minutes documentation for each meeting;
- Develop and publish the meeting schedule for the coming year;
- Maintain the documentation for the Terms of Reference, Work Plan, Membership and specific AGC trackers (e.g. Attendance, Work Plan, Actions);
- Provide the AGC with high level governance and operational advice, and administrative support;

The Secretary may provide document proofreading, review and editing services. Services such as drafting memorandums, reports or letters may be negotiated according to the needs, capability and capacity of the Secretary, Chair and other stakeholders.

Responsibilities of the Committee Collective include:

- An AGC may establish such subcommittees as it deems necessary for efficient and effective operation.
- Where an AGC establishes a sub-committee, the AGC must formally approve the terms of reference and membership of that subcommittee.
- An AGC, its subcommittees and working groups may undertake deeper work and analysis on behalf of their authoritative bodies and report their finding back up with recommendations on for next steps of action. In some cases, they may hold delegated authority to make decisions on particular matters.
- The Terms of Reference and Membership of an AGC are to be reviewed and approved by TKM each year. Membership may be drawn from across the Institute, and include members of staff and students. Membership may be based on a model of capability or representation, or a hybrid of the two as needed to fulfill the Terms of Reference.
- The Work Plan of an AGC shall be reviewed annually and submitted for approval to TKM.

Agenda Items ('Papers')

- Ahead of each meeting, the Secretary shall remind Members and routine submission authors of the due date for submissions to the next meeting agenda.
- To submit an agenda item, the item must be emailed to the individual email accounts of the Secretary and the Chair.
- In general, agenda items are to be submitted, in full, at least ten working days prior to the meeting. Late submissions should be accompanied by written reasons for lateness and rationale for disruption to regular flow of operations; responsibility for this decision and its impact on the ability of AGC Members and the Institute to meet obligations lies with the Chair.
- In general, agenda items are to include a cover memo written using the templates for memos provided on The Nest. Some special items (e.g. trackers) may not be required to

have an accompanying memo; responsibility for this decision and its impact on the ability of AGC Members and the Institute to meet obligations lies with the Chair.

- The agenda shall be compiled by the Secretary, reviewed and approved for release by the Chair and released to Members five working days or one week (generally) prior to the meeting.

Staff ‘in attendance’

Meetings are able to be attended by any member of staff at Unitec, or non-staff guests invited at the discretion of the Chair. Only committee members can vote on motions and move and second motions.

Attendance, Quorum, Motions and Voting

- Records of attendance are kept for every formal meeting of the AGC and recorded in the minutes of the meeting.
- Members should advise the Secretary at least 24 hours in advance of the meeting if they are unable to attend. Apologies and absences will be recorded in the minutes.
- Members who cannot attend a meeting are expected to send a proxy in their place and notify the Secretary of the name of the proxy. The nominated proxy shall have full speaking and voting rights at meetings, just as the Member would if they were present. One person cannot act as proxy for two or more members simultaneously.
- The quorum for meetings is a majority (i.e. greater than 50%) of members holding office at that time. No official business, i.e. Motions, may be carried unless quorum is present during the entirety of the time the business is being transacted.
- Every Motion put to the meeting must have a mover and seconder present at the meeting. The names of the mover and seconder shall be recorded in the minutes.
- In general, a voting motion is carried by voice. Where the outcome of a vote is not conclusive, a division may be called and each member will be asked to vote either yes or no, and their vote will be recorded in the minutes.
- All questions before the AGC are decided at the meeting by the majority of votes cast by members present. The Chair has a deliberative vote and, where the votes are equal, also holds a casting vote. Members may abstain from voting.
- No question may be voted on or decided in the “Any Other Business” section of the meeting.

Participation

- Members are expected to prepare for meetings by reading the agenda and papers, and preparing relevant questions and should offer their full attention during all proceedings. Members are encouraged to contact either the Chair or Secretary if they have any questions or wish to seek clarification regarding items on the agenda.
- All members have an equal right to participate and to be heard at meetings.
- Meetings are a formal function of the Institute. Members are expected to display good manners and respect at all times.
- Members should speak only to the matter at hand to ensure there is sufficient time at the formal meeting to deal with all items on the agenda. Members who have a topic they wish

to have discussed should ensure the item is placed on the agenda for a future meeting or raised under the “Any Other Business” section.

Information/Background

Unitec has a system of AGCs which oversee all its programmes, effectively fulfilling the functions of Te Komiti Mātauranga | Academic Committee. The AGCs compose a structured system of rangatiratanga and kaitiakitanga which ensures good governance and oversight of matters related to academic quality and research at Unitec, especially in terms of overseeing the Quality Management System (QMS). All policies, strategies and major decisions related to academic matters are approved by the AGCs. That makes this system a very important part of decision-making at Unitec.

‘Governance’ is the responsibility of academic committees, while ‘management’ of the Unitec business is the responsibility of ELT. While this is generally a cooperative relationship between ELT and the AGCs, it also has important tensions because decisions about academic quality need to be achievable within the resources available to Unitec.

Reference

[Draft Handbook for Academic Governance Committees](#), version 0.03, updated 6 December 2021.

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

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?