Hātepe Kaimahi

What guides us

Living Te Tiriti o Waitangi
Ensuring ākonga are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture – Include – Engage – Innovate – Lead

RESEARCH – HĀTEPE KAIMAHI

Date of approval	: 1 August 2023
Date first created/This version no.	: 2015/3
Next review date (3 year cycle)	: 2026
Owner	: DCE Curriculum
Who are these procedures for	: All kaimahi, ākonga and any external research requests

These procedures support the People and Wellbeing Governance Policy approved by the Board of Trustees in August 2023.

Scope

This procedure covers the processes and arrangements for approving and supporting research.

It does not cover activities undertaken as part of He Hononga Aho to inform practice and/or study grants under the Collective Agreement. Refer to Professional Learning and Development Hātepe Kaimahi.

Purpose

Research at Te Kura embraces qualitative, quantitative, and action-research methodologies, and includes research undertaken by:

- Kaimahi involved in collaborative research projects with other agencies.
- Kaimahi undertaking personal research, involving Te Kura kaimahi, ākonga, programmes of learning or resources, as part of a course or qualification.
- Kaimahi undertaking action research.
- Ākonga undertaking research that involves other human subjects.

Research at Te Kura is expected to:

- Assist kaimahi to maintain currency in their field of knowledge.
- Contribute, either directly or indirectly, to the identification of best practice in teaching and learning at Te Kura.
- Contribute, either directly or indirectly, to the identification of areas for improvement or further development at Te Kura.
- Be applied to stakeholder activity (ākonga, kaimahi, and the wider community).
- Contribute to the knowledge base of educational practice that is available and relevant to the wider educational community.

Te Tiriti o Waitangi and cultural inclusivity

This Hātepe Kaimahi expects alignment with the People and Wellbeing Governance Policy and Curriculum Delivery Governance Policy statements.

Definitions

Academic Committee: a group of senior Te Kura kaimahi, authorized by SLT, who provide advice and recommendations to the SLT on curriculum matters and the maintenance of curriculum quality at Te Kura. For more on their roles and responsibilities, refer to the Academic Committee Terms of Reference.

Action Research: studies carried out in the course of an activity or occupation, typically in the field of education, to improve the methods and approach of those involved. Includes reflecting on outcomes of an action and then incorporating those into further planning.

Ākonga: student (Māori).

Approval Committee: subcommittee of the Academic Committee.

Kaimahi: worker/staff (Māori).

Research: The systematic process of collecting and analysing information, the outcome of which is the creation and sharing of new knowledge, application and understanding.

Procedures/Process

Submitting Proposals

All research activities are required to have a proposal presented to the Approval Committee before being undertaken. At least 6-12 months prior to the year it is expected to commence if requesting support, see **Support for Research**.

The proposal should include details of:

- research question
- nature and objectives of the research, research methodology, timeframe.
- any ethics approval from the university or learning institution that may be involved (including a copy of confirmation of this).
- description of the sample group (those involved)
- overview of benefits of this research to Te Kura, and to the evidence base of effective teaching and
- estimate of costs, including travel, time in lieu, discretionary leave, consumables, support etc.[1]
- the dissemination of findings

Proposals should be submitted as a document attachment to an email, sent to the DCE Curriculum and DCE Learning Delivery. They will consider the proposal to determine whether it should go forward to the Academic Committee for a decision on approval at their next meeting.

Proposals should be worked through with the Approval Committee, and details agreed before moving to the approval stage. This would include a review of work in the proposed research area to avoid duplication.

All kaimahi research proposals, and related planned activities, must comply with the Professional Standards of Practice for the applicable professional discipline, Te Kura's Code of Conduct, any relevant provisions of the various Te Kura employment agreements and other relevant policies and procedures, as well as applicable legislation. Refer to **Additional Resources** for further information.

---

[1] This will need to have been approved by the Regional Manager before it is submitted as part of the proposal, Refer to **Support for Research**.

All ākonga research proposals and related planned activities must be consistent with any Te Kura policies relating to ākonga participation and assessment and policies and/or contracts with respect to Te Kura technology and resource use.

Approval of Proposals

All research activity at Te Kura must be approved by the Chief Executive (CE), through an accepted approval process managed by the Academic Committee. This includes research conducted by ākonga where the research involves the participation of human subjects. The Academic Committee expect and accept ethics approvals from bodies such as tertiary institutions.

Preference will be given to research that focuses on:

- teaching and learning in a distance education environment, particularly where the use of online learning strategies is involved.

- collaborative approaches involving organisations, agencies and/or schools other than Te Kura, or, across the wāhanga of Te Kura; and

- contributions to the shared knowledge base within the education sector as a whole.

Approval will be subject to all requirements being met and the availability of funding, resources, and appropriate support in any one year.

Support for Research

Applications for support should be made to Regional Managers in the year before to secure funding within the annual budget cycle. Institutional support for kaimahi undertaking research may be provided in the form of discretionary leave, reduced workload and/or contribution to research costs. Any costs or cover required are expected to come from the regional budget. Decisions around any discretionary leave need to be submitted per the Leave process detailed in the Te Kura Leave procedures.

Though it falls outside the scope of this procedure, kaimahi can also investigate any applicable Study Awards and sabbaticals under the various Collective Agreements. Engagement with Regional Management is still required to ensure there is cover for your role should you need to be away.

An internal mentoring and support network will be agreed with the Academic Committee subcommittee to provide advice and guidance to ākonga and kaimahi in preparing and carrying out their research to ensure this conforms to principles of both ethical and effective practice.

Communication

Te Kura will use the following means to promote research it has supported:

- Publication – in appropriate national and international magazines and journals, including refereed and non-refereed publications.

- Conferences – priority will be given to supporting kaimahi to attend conferences where they have the opportunity to present their research-based findings and Te Kura work.

- Internal presentations – regular opportunities will be provided for kaimahi to present their research projects to colleagues in a variety of ways, including the intranet, subject area forums, promoted or advertised forums and Te Kura conferences.

Ownership of Intellectual Property Rights

The intellectual property rights (IP) of research carried out as detailed in this policy are covered by the principles contained in Te Kura's Copyright and Related Rights Policy.

All publications and/or presentations will be presented in accordance with the Copyright and Related Rights Policy, agreed reference and citing requirements, together with meeting requirements of the Copyright Act 1994 and amendments.

External Requests for Research Access

Requests from external third parties wishing to undertake research, either with Te Kura kaimahi or ākonga, will need to be submitted in the same manner as all other research requests. Special reference should be made to the intended value for Te Kura and our ākonga from the outcomes of the research and how Te Kura's voice would be integral to the question being considered.

Evaluation

Te Kura kaimahi can make a meaningful contribution to their respective fields of knowledge, especially in relation to the education sector and teaching and learning in the distance environment.

Research is accepted into appropriate national and international publications and conferences, promoting better practices.

Additional resources

Academic Committee
Academic Committee – Terms of Reference 2023
Te Kura's Code of Conduct
Conflict of Interest Policy
Health and Safety Governance Policy
Te Kura's Copyright and Related Rights Policy
Collective Agreements
Copyright Act 1994
Privacy Act 2020
Privacy Governance Policy
Relevant Professional Standards of Practice (various)
Leave Hātepe Kaimahi

Approved by Te Rina Leonard, Chief Executive, Te Aho o Te Kura Pounamu