

Postgraduate Rangahau and Research Supervision Policy

Approval details

Category	Academic	Date created	10 th May 2022
Approved by		Date of last review	
Responsibility		Date of next review	
First point of contact		Version	1.0
Key Evaluation Question	4 and 5		

1. Purpose

- 1.1 The purpose of this policy is to ensure appropriate guided supervision for postgraduate ākongā rangahau and research.

2. Audience and scope

- 2.1. This policy applies to postgraduate ākongā and postgraduate supervisors/academic mentors.
 2.2. This policy applies to postgraduate programmes that require rangahau or research outputs including but not limited to theses, dissertations, creative works, and professional practice projects and/or reports.

3. Principles

- 3.1. Ākongā who undertake rangahau or research obtain ethical approval if required.
 3.2. Ākongā are entitled to experienced rangahau or research supervision/academic mentorship that supports them academically, culturally, and pastorally.
 3.3. Ākongā who undertake postgraduate rangahau or research will engage with the consultation process developed by mana whenua during the development phase of their rangahau or research proposal if required.
 3.4. Ākongā own the output and intellectual property arising from their rangahau or research except where noted in the Intellectual Property Framework (under development).

4. Responsibilities

Role	Responsibilities
Postgraduate ākongā	All postgraduate ākongā are responsible for following this policy
Supervisors	All postgraduate supervisors are responsible for following this policy
Academic Mentors	All academic mentors are responsible for following this policy
Manager	All Managers enable both ākongā and postgraduate supervisors in positive outcomes

5. Procedures

5.1 Postgraduate Ākonga

- a. Ākonga undertaking rangahau or research will be supported academically, culturally, and pastorally by at least one supervisor/academic mentor. For outputs of 90+ credits, ākonga will be assigned a Primary Supervisor/Academic Mentor and a Secondary Supervisor/Academic Mentor.
- b. Ākonga Māori undertaking rangahau or research will be supported by Māori academics if this is their preference and whenever practicable.
- c. Details of supervision/academic mentorship meetings will be negotiated between the supervisor/academic mentor and the ākonga and documented according to their agreed Supervision/Academic Mentorship Contract.
- d. Rangahau or research supervision/academic mentorship can take place kanohi ki te kanohi (face-to-face) or online/ at distance, in line with relevant programme approval.
- e. Ākonga must complete a rangahau or research proposal which is approved by the appropriate delegated authority to ensure the rangahau or research is ethically and procedurally sound.
- f. Ākonga will be supported to consult with mana whenua/ relevant local Māori organisations during the development of their rangahau or research proposal to a level agreed in negotiation with mana whenua.
- g. Ākonga undertaking rangahau or research will have access to resources to complete their rangahau or research including library resources, statistical advice, additional specialist software and subject matter expertise as required to support the progression of their rangahau or research.
- h. Requirements for submission and examination will be outlined in the Programme Document relevant to the programme of study.

5.2 Procedures for Postgraduate Supervisors/Academic Mentors:

- a. Supervisors/academic mentors will be appropriately qualified and have subject matter and/or methodological expertise aligned to the ākonga rangahau or research project.
- b. Supervisors/mentors will assist ākonga to identify their rangahau or research-related learning needs and provide information about resources available to ākonga.
- c. Supervisors/mentors will be provided with the appropriate supports to enable them to exercise their responsibilities as supervisors/mentors.
- d. External examiners will be appropriately qualified and remunerated.
- e. Requirements for submission and examination will be outlined in the Programme Document relevant to the ākonga programme of study.

5.3 Procedures for submission and dissemination of Master’s thesis/explanatory document/dissertation:

- a. These procedures are to be read in conjunction with the specific programme requirements set out in programme documentation.
- b. Ākonga must include evidence of ethics approval (if relevant) in both their rangahau or research proposal and final thesis/explanatory document/dissertation.
- c. Ākonga must include a signed declaration in their final thesis/explanatory document/dissertation.
- d. Ākonga who use 3rd party copyrighted work in their final thesis/explanatory document/dissertation must produce evidence of permission to publish.
- e. Ākonga must sign a Consent Form to allow their final thesis/explanatory document/dissertation to be deposited in either a physical library or open access online repository.

6. References

Internal Relevant programme document/regulations
External NZQF Programme Approval and Accreditation Rules 2021

7. Definitions

Term	Means
Postgraduate Supervisor/ Academic Mentor	A Te Pūkenga kaimahi approved by Te Pūkenga to supervise ākonga at level 8 and above.
Primary Supervisor /Academic Mentor	A Te Pūkenga kaimahi approved by Te Pūkenga to supervise ākonga at level 8 and above who takes the majority of the workload
Secondary Supervisor / Academic Mentor	A Te Pūkenga kaimahi approved by Te Pūkenga to supervise ākonga/learners at level 8 and above who takes the lesser of the workload or has specific discipline knowledge.
External Supervisor	An appropriately qualified kaimahi (external to Te Pūkenga) with sufficient professional experience approved by Te Pūkenga to assist in supervision of ākonga at level 8 and above.
Supervision contract	A signed contract between ākonga and supervision team, establishing roles and responsibilities of all parties.
Rangahau or Research output	Academic and applied rangahau or research outcomes including theses, dissertations, creative works, and professional practice projects and/or reports.
Rangahau or Research proposal	A proposal for study at L8 or above approved by the delegated authority.
Declaration	Ākonga statement as to the veracity of work created.

Thesis/Explanatory Document/Dissertation	A sustained academic output at L9 or above
Consent form	Signed approval from ākonga to deposit written output in library or on an open access repository
3 rd Party copyright	Prior written permission from the copyright owners to allow their output to be made publicly available
Ethics statement	If ethics approval is necessary, a statement must be attached to both rangahau or research proposal and final submitted output

8. Records Management

Record	Minimum retention period	Disposal action	GDA Reference #
<i>To be completed prior to approval</i>			

Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	10 May 2022	ARF Learning & Teaching Working Group	First published
1.1	31 August 2022	Rangahau and Research Leads review	Updates based on feedback from Rangahau and Research Leads from across the network