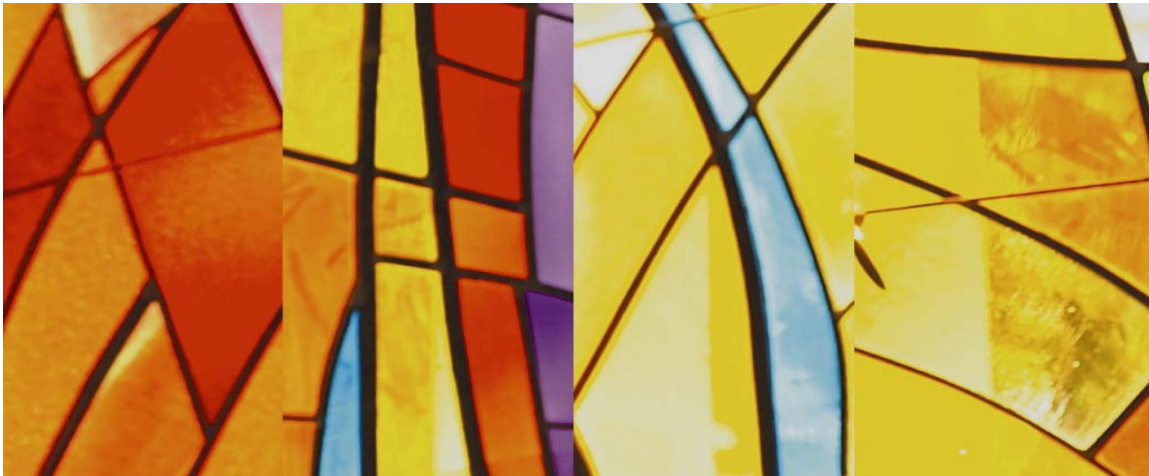




College of Education



Research Handbook

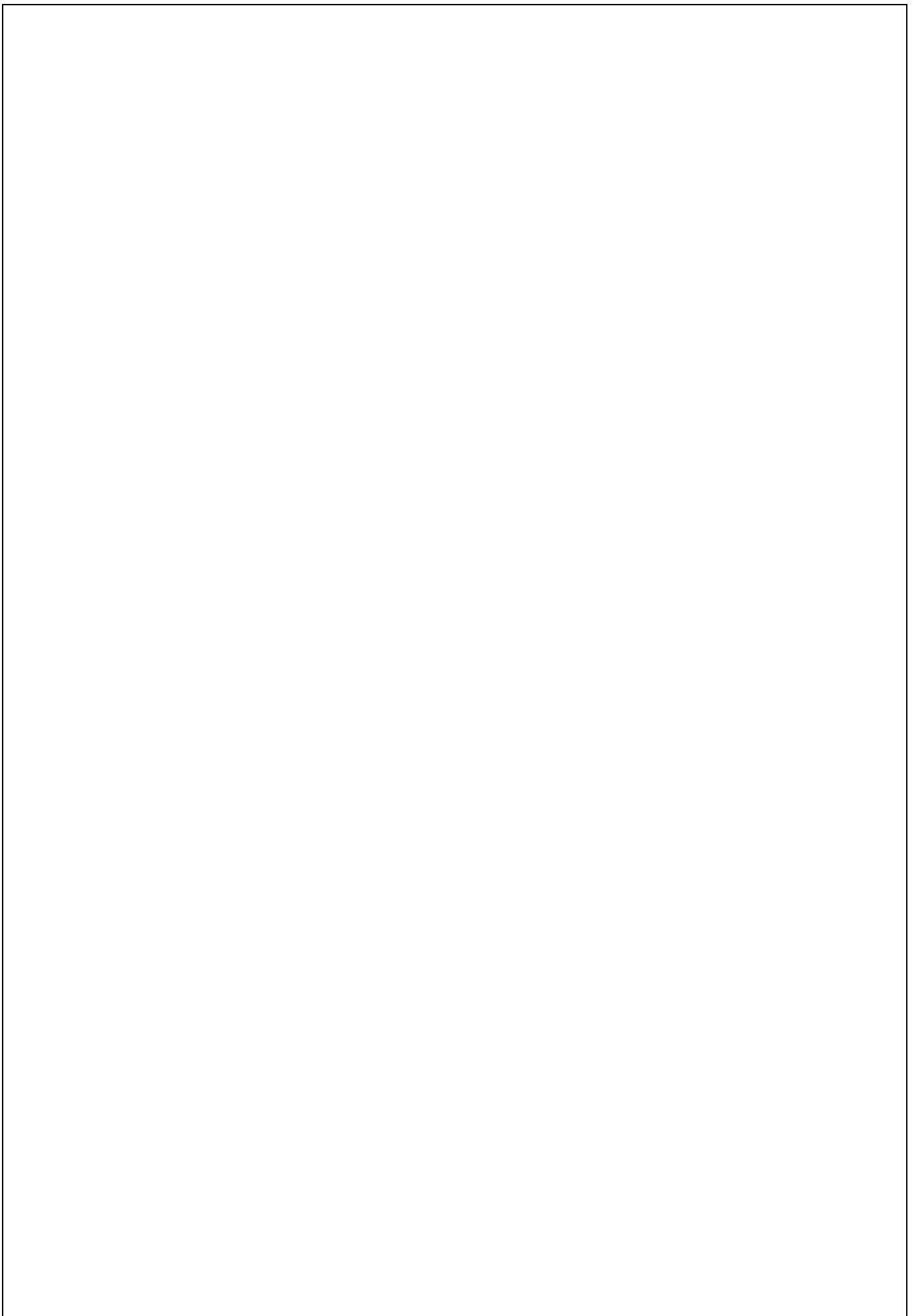


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INTRODUCTION

This publication was designed to inform and assist staff in the University of Otago College of Education with regard to upgrading their qualifications and building their research capabilities.

The College of Education is committed to increasing its research profile in the wider education community, both nationally and internationally, and to the fostering of a research culture within the College that enhances the knowledge and practice of education. It is the view of the College that, as papers offered within the College are research based, it is important that staff keep current with their fields through being research active.

The College is committed to supporting research involving Māori as research partners and Māori interests in education. All research proposals will be required to conduct Māori Consultations in accordance with University policy, to ensure that the research questions, data collection and analyses are inclusive and that the results recognise and inform our bicultural heritage in a mutually beneficial relationship.

This handbook is intended as a guide. Please contact the Professor of Education – Research and Development for additional information.

MĀORI CONSULTATION

The College of Education has a commitment to partnership with Māori that is consistent with the Treaty of Waitangi and the stated objectives of the University of Otago. A Memorandum of Understanding between Te Rūnanga o Ngāi Tahu and the University of Otago recognises that both partners will work together to realise each others' aspirations and obligations. All research undertaken in the College of Education takes place in the context of this overarching relationship.

The Māori Consultation Policy provides the framework that all researchers should follow to make certain that appropriate and mandated research consultation process with Māori occurs. This process ensures and acknowledges the needs and aspirations of Ngāi Tahu for Māori development and benefit as expressed in Ngāi Tahu Vision 2025.

Additional information about the Māori Consultation Policy may be found at:

<http://www.otago.ac.nz/research/maoriconsultation/>

The research consultation form may be found at:

<http://oupolicy.otago.ac.nz/maoriconsultation/index.html>

An online example of a completed Māori Consultation form may be found at:

<http://www.otago.ac.nz/research/maoriconsultation/sampleconsultationform.html>

COLLEGE OF EDUCATION RESEARCH COMMITTEE

The College of Education Research Committee is responsible for providing leadership in research activity for the College, by promoting, fostering, and facilitating research for staff of the College of Education. This committee has the responsibility of ensuring that projects comply with ethical guidelines as outlined by the University of Otago.

TERMS OF REFERENCE

- 1 Provide leadership in research activity for the College, by promoting, fostering, and facilitating research
- 2 Review and approve Internal Ethics Applications
- 3 Manage Conference Leave Applications for presentations at conferences *
- 4 Manage the process for upgrading qualifications for academic staff for study in PG Diploma, Masters and PhD study staff – PG Diploma, Masters, EdD, and PhD Study**
- 5 Seek and disseminate information on research opportunities, arrangement of programmes to facilitate conducting research
- 6 Advise the Dean and Heads of Departments on strategic planning for research in the UCOE, along with any matters pertaining to research that are referred to the Research Committee.

* A subgroup will be formed from among the committee members

** A subgroup will be formed and will include the Heads of Departments in addition to the selected committee members.

MEMBERS

The composition of the Research Committee is:

1. The Professor of Education – Research and Development, as chair
2. Two representatives from the Department of Curriculum Studies
3. Two representatives from the Department of Educational Studies and Professional Practice
4. One representative from the Southland Campus
5. One representative from the Children's Issues Centre

Committee members are appointed in consultation with the Heads of Departments and serve for two years.

ETHICAL GUIDELINES FOR CONDUCTING RESEARCH

It is the responsibility of all staff conducting research or supervising students who are conducting to ensure that projects comply with ethical guidelines. The Professor of Education – Research and Development is available to provide advice to ensure ethical practice and to assist with the completion of forms related to obtaining ethical approval for research.

All research undertaken with funding from the College, or under the umbrella of the College, must submit appropriate ethics approval forms and Māori consultation forms. Research may not commence until approval has been received in writing from the University of Otago Human Ethics Committee for Category A Proposals or the College of Education Research Committee for Category B Proposals.

Full information regarding ethical guidelines and procedures may be found on the University website at:

http://www.otago.ac.nz/administration/committees/human_ethics_cmmttee.html

The following descriptions are taken directly from that website and were accurate at the time this booklet was printed. It should be noted that the information on the University website in all cases informs and supersedes that contained in this booklet.

Category A Proposals

Proposals in this category require approval from the University Human Ethics Committee.

Any proposal that involves any of the following matters or issues may not commence without approval from the University of Otago Human Ethics Committee, unless another ethics committee accredited by the HRC or the Director-General of Health has already approved the proposal. In such a case, the researcher or teacher must provide the University Ethics Committee with a copy of the approval given by that other committee before the project commences.

A research or teaching proposal is within Category A if it involves:

- Personal information - any information about an individual who may be identifiable from the data once it has been recorded in some lasting and usable format, or from any completed research (Note: this does not

include information such as names, addresses, telephone numbers, or other contact details needed for a limited time for practical purposes but which is unlinked from research data and destroyed once the details are no longer needed);

- The taking or handling of any form of tissue or fluid sample from humans or cadavers;
- Any form of physical or psychological stress;
- Situations which might place the safety of participants or researchers at any risk;
- The administration or restriction of food, fluid or a drug to a participant;
- A potential conflict between the applicant's activities as a researcher, clinician or teacher and their interests as a professional or private individual;
- The participation of minors or other vulnerable individuals;
- Any form of deception that threatens an individual's emotional or psychological well-being.

Additional information about Category A proposals may be found at:

<http://www.otago.ac.nz/acadcomm/policyethicalpractices.html>

A Category A application form is available at:

<http://www.otago.ac.nz/acadcomm/categorya.html>

An example of an applications for ethics approvals for a Category A research project will be available in the office of the secretary for the Research Committee.

Category B Proposals

The College of Education Research Committee are permitted to approve proposals in this category.

Category B proposals may be used only if the research does not involve any of the issues raised in Category A. Upon approval by the Professor of Education – Research and Development, all Category B proposals are forwarded to the University Human Ethics Committee, which may require additional information.

A proposal can only be classified as Category B if NONE of the following is involved:

- Personal information - any information about an individual who may be identifiable from the data once it has been recorded in some lasting and usable format, or from any completed research;
- The taking or handling of any form of tissue or fluid sample from humans or cadavers;
- Any form of physical or psychological stress;
- Situations which might place the safety of participants or researchers at any risk;
- The administration or restriction of food, fluid or a drug to a participant;
- A potential conflict between the applicant's activities as a researcher, clinician or teacher and their interests as a professional or private individual;
- The participation of minors or other vulnerable individuals;
- Any form of deception which might threaten an individual's emotional or psychological well-being;
- The researcher is carrying out the research overseas.

Additional information about Category B proposals and the Category B form may be found at:

<http://www.otago.ac.nz/acadcomm/categoryb.html>

An example of an applications for ethics approvals for a Category B research project will be available in the office of the secretary for the Research Committee.

Ethical Proposals Related to Teaching Activities

Activities that are routinely undertaken on an annual or more frequent basis with classes enrolled for specific papers require approval under whichever category above is appropriate. A further approval is required every three years from the date the activity first received approval or if the procedures change from those originally approved.

In cases where the requirements of a taught paper require each of the students to undertake a project of a particular generic type that involves human participants, and which falls within the criteria of Category A, a single proposal seeking ethical approval for the generic project should be submitted to the University Human Ethics Committee. For those proposals that fall within the criteria of Category B, a single proposal should be submitted to the College of Education Research Committee.

Once approved, such generic projects are regarded as repeated teaching activities and the approval is for three years providing no substantive change is made to the protocol in the interim.

Individual student examples of the generic project may be considered and approved by the College of Education Research Committee during the three year period, providing they fall clearly within the parameters of the generic approval and are reported to the University Human Ethics Committee using the standard Reporting Sheet.

Exempt Proposals

Proposals involving existing publicly available documents or data (for example, analysis of archival records that are publicly available) do not require approval under this policy, unless they otherwise fall within Category A.

An example of an applications for ethics approvals for a Generic Teaching Activities Proposal will be available in the office of the secretary for the Research Committee.

CONFERENCE LEAVE

The following outlines the College of Education Policy on the Allocation of Conference Funds:

1. From 2008 onward the College of Education will administer its own conference funds. Applications from all academic staff should be submitted to the Conference Funds Committee.
2. The Committee will follow the Division of Humanities policy closely in allocating conference funds to staff Please refer to:
<http://www.otago.ac.nz/humanities/policies/index.html>
3. The Division of Humanities policy stipulates that to be eligible for funding support, applicants must provide evidence that: (a) they are research-active; (b) have a paper accepted for presentation at a conference; (c) the presentation is likely to result in a publication; and (d) previous conference attendance has resulted in publications.
4. While a good publication track record is an important consideration for allocating conference funds, emerging researchers and staff pursuing postgraduate studies are encouraged to submit applications to present papers at conferences.
5. While applications may be submitted at any time, there will be one application round in the beginning of each year with deadline for applications on February 15. Applications can be submitted after this date but there is no guarantee that funding will be available to support these later applications.
6. Applications should be submitted using the 'Conference Leave Form' available on the College of Education website at:
<http://www.otago.ac.nz/education/staff/index.html>
or by contacting the Secretary of the Committee.
7. The Committee may give approval for funding in anticipation of acceptance of a paper but no funding can be released until acceptance is verified.
8. If only leave but not funding support is requested, staff should seek approval through their Head of Department, using the same application form.
9. If budget allows, academic staff are eligible for funding support of up to \$4,500 per year. The Committee will give priority to staff presenting papers at major or prestigious international conferences.

10. After an application has been approved, the applicant should get an account code and order number from his/her departmental administrator to arrange for travel-related payments. Online registrations and payments can also be done using the departmental purchasing credit card. Staff are reminded that Orbit Corporate Travel and Brooker Travel are the only two authorised travel agents that can be used.
11. Receipts are required for reimbursement of all travel-related expenses.
12. Insurance for international travel on University business is mandatory. Please contact Geoffrey Miller at geoffrey.miller@otago.ac.nz or on extension 8175 and refer to:

**[http://www.otago.ac.nz/humanresources/staffbenefits/#
TravellInsurance](http://www.otago.ac.nz/humanresources/staffbenefits/#TravellInsurance)**

13. Upon returning from a College-funded conference, staff should provide a one-page report to their Head of Department on the outcomes of the conference presentation. A copy of the conference paper/presentation should also be given to the Academic Support Officer (Postgraduate & Research), to be recorded in the PBRF database.

Guidelines for applying for Conference Leave

Please follow these guidelines when applying for conference leave to ensure a smooth processing of your request:

1. Remember, consultation and agreement with your HoD is necessary before making any application for conference leave.
2. Check registration fees taking advantage of Early bird registrations whenever possible.
3. Submit your application to the Conference Leave Committee with all estimated costs, including quotes for travel and accommodation.
4. Applicants will be notified by email of the need for additional information and/or approval of costs.

Conference Leave Committee

This will be the central committee in the University of Otago College of Education responsible for granting leave and funding associated with presenting at conferences.

The terms of reference for the Conference Leave Committee are:

1. To review and make recommendations to the Dean with regard to Conference Leave Applications for staff making presentations at conferences;
2. To disseminate information in the College that is related to conference leave policy; and,
3. To provide information regarding Conference Leave Applications on the College website.

The composition of the Conference Leave Committee will be:

1. The Professor of Education – Research and Development, as chair
2. The Associate Dean – Academic
3. The HoD – Educational Studies and Professional Practice
4. The HoD – Curriculum Development and Teaching

Secretary to the Committee - Academic Support Officer (Postgraduate and Research)

Meetings of the Conference Leave Committee will be:

1. Once per year to make determinations with regard to Conference Leave Applications.
2. In years in which a second round of applications are deemed necessary, an additional meeting will be scheduled.

College of Education Application for Conference Leave

(please download original from website at
<http://www.otago.ac.nz/education/staff/index.html>)

February 2008



College of Education APPLICATION FOR CONFERENCE LEAVE

- Application for FUNDING and LEAVE (Submitted at least 6 weeks prior to conference)
 Application for LEAVE only

Name: _____

Department: _____ Conference Dates: _____

Conference Name: _____

Location: _____ : _____
(City) (Country)

Proposed Dates of Absence: From _____ To _____

Planned Annual Leave Days: _____

Note: If you are taking annual leave in conjunction with this conference you will need to apply for the annual leave through the web kiosk.

Please familiarise yourself with the University of Otago Policy on Conference Leave available at:
www.otago.ac.nz/personnel/services/Policies/ConferenceLeavePolicy.html

Form of Participation: e.g., Presenting Paper, Chair of Session, etc. Please attach evidence of conference involvement in the form of the acceptance and title of paper, or letter of invitation, whichever is applicable.

Details of additional visits: Below, or on a separate page, please provide a detailed itinerary of organisations and/or institutions to be visited in conjunction with the proposed conference attendance.

Outputs from previous conferences: Please list outputs that resulted from conferences attended in the past 2-3 years.

Other Financial Assistance: Details of any travelling grant or other assistance that the applicant has already been offered, has applied for, or intends to apply for, including the amount, e.g., Summer School, PBRF funds, external research funds.

Teaching Duties: If you would usually have teaching duties during your period of absence please state the arrangements you have made to cover these.

Contacts: Please give contact names/phone/email/fax/addresses where you can be contacted while you are away. This will only be used if absolutely necessary.

2008 conf_leave_fm.doc

COST: (To be completed when applying to the College for funding)

Cost of Airfares: (Attach a quotation from either Brooker Travel or Orbit Corporate Travel covering the itinerary submitted and any special conditions that apply to the fares).		NZ\$ _____
Accommodation : (Attach evidence of costs of accommodation)	No. of Days []	NZ\$ _____
Travel Insurance: ¹ (contact Geoff Miller Extn. 8175 or go to http://telperion.otago.ac.nz/fsdwww/policymanual/16Insurance.htm#travel)	[]	NZ\$ _____
Conference Registration Fee: (Attach evidence of level of Registration Fee)	[]	NZ\$ _____
Other Costs: (please specify - air taxes and levies, transport etc)		NZ\$ _____
TOTAL COST		NZ\$ _____

Note: ¹ University Travel insurance is **MANDATORY** while travelling on University business. Insurance for private travel can be arranged through Geoff Miller (x 8175) and be billed directly to you. You must contact Geoff to arrange private insurance.

Applicant's Signature: _____ Date: _____

HoD's Comments:

HoD's Signature: _____ Date: _____

Office use only

Dean's Signature: _____ Date: _____

The conference leave requested above has been:

Approved **Declined**

Funding awarded \$ _____ Account Code to be charged: _____

UOCE RESEARCH SUPPORT

Research Costs for Staff Doing Theses

Policy on the Allocation of Funds

As part of the Endowment Fund, and when such monies are available in the budget, the College of Education offer grants to support masters and doctoral theses. These grants may be up to \$1,000 per staff member for requests such as collecting data, transcribing, and support for marking. It is hoped that this support will be able to continue annually; however, staff may not expect to receive funding on an ongoing basis. Limits for the number of grants for any given staff member will be based on the qualification being sought.

Who Can Apply?

To be eligible for funds, applicants must be currently working on a masters or doctoral thesis and be permanent full- or part-time staff holding academic or Support Services positions.

What Can Be Funded?

This funding will only be provided after all eligible funds from the Division of Humanities and/or other University sources – either at the University of Otago or wherever the thesis is being completed – have been obtained and expended.

General categories that will be considered for funding include, but are not limited to the following:

- Costs associated with collecting data.
- Costs associated with inputting or transcribing data.
- Support for marking assignments.
- Items essential for conducting research and not covered elsewhere.

What Cannot Be Funded?

The following categories are **not** eligible for funding:

- Basic costs of the copying, printing, computer use, library interloans, and communications that are provided for in Departmental allocations.
- Library purchases that are covered by Departmental Library allocations.
- Equipment, including computer equipment, which is normally purchased through Divisional or University Equipment funds.
- Conference travel.
- Research and Study Leave Support – the cost of travel and accommodation for RSL is covered by other funding.
- Other costs that can be covered from other funds from the College or the University.

What is the Application Process?

- Applications will be processed *once* in any given year.
- The deadline for application will be at the end of March.
- All applications should be submitted to the Academic Support Officer (Postgraduate and Research), using the appropriate form.
- The Research Committee will review applications; notification of awards and release of funding will be made by the end of April in any given year.
- After an application has been approved, the applicant is expected to get an account code from his/her departmental administrator.
- Receipt of funding requires evidence of ethical approval for the research being conducted.
- Receipt of funding requires evidence of the expenditure of other potential sources for funding.
- Receipts are required for reimbursements.
- All monies must be used by 31 March of the year following the award.

This information and the application form may be found on the College of Education website at:

<http://www.otago.ac.nz/education/staff/index.html>

For Completion by Research and Development Office

Name of Staff Member (please print): _____

Approval in the amount of: _____ Declined

Name of Chair, Research Committee (please print): _____

Signature of Chair, Research Committee: _____ Date: _____

Approval of Dean, UOCE

Approved Declined

Name of Dean, UOCE (please print): _____

Signature of Dean, UOCE: _____ Date: _____

Approval of Decision by Applicant

I accept the decision as described in this application and acknowledge that evidence of completion of work outlined must be provided prior to the approval of any additional assistance.

I understand that funding is only up to the limits provided for by the University of Otago College of Education.

Signature: _____ Date: _____

Please return completed form to Julie Farquhar.

Post Qualification Research Support for Staff

Policy on the Allocation of Funds

As part of the Endowment Fund, and when such monies are available in the budget, the College of Education will have available grants for staff who have attained their qualifications. These grants may be up to approximately \$2,500 per project, for requests related to research not eligible for funding from other sources and for research that includes new and emerging researchers in collaborative endeavours. It is hoped that this support will be able to continue annually; however, staff may not expect to receive funding on an ongoing basis.

Who Can Apply?

- To be eligible for funds, the principal investigator for the request must have attained his or her terminal degree; that is, the highest degree that may be earned in a given field. Alternatively, the principal investigator may have a masters degree with research experience, and is not undertaking doctoral study.
- Co-Principal Investigators may be staff who have their qualifications and/or are considered new and emerging researchers.
- This funding is in addition to the UORG and HRG awards; funds requested may augment but may not duplicate funding received from those programmes. It is expected that applications to those sources will be made in the first instance.
- All applicants must be permanent full- or part-time staff holding academic or Support Services positions.

What Can Be Funded?

General categories that will be considered for funding include, but are not limited to the following:

- Costs associated with collecting data.
- Costs associated with inputting or transcribing data.
- Support for marking assignments.
- Funding for a research assistant to complete routine tasks such as collating, copying, or doing mailing. Intellectual, evaluative work is expected to be conducted by the staff member and will not be eligible for funding.
- Items essential for conducting research and not covered elsewhere.

What Cannot Be Funded?

The following categories are **not** eligible for funding:

- Basic costs of the copying, printing, computer use, library interloans, and communications that are provided for in Departmental allocations.
- Library purchases that are covered by Departmental Library allocations.
- Equipment, including computer equipment, which is normally purchased through Divisional or University Equipment funds.
- Conference travel.
- Research and Study Leave Support – the cost of travel and accommodation for RSL is covered by other funding.
- Other costs that can be covered from other funds from the College or the University.

What is the Application Process?

- Applications will be processed *once* in a given year.
- The deadline for application will be at the end of March.
- All applications should be submitted to the Academic Support Officer (Postgraduate and Research), using the appropriate form.
- The Research Committee will review applications; notification of awards and release of funding will be made by the end of April in any given year.
- After an application has been approved, the applicant is expected to get an account code from his/her departmental administrator.
- Receipt of funding requires evidence of ethical approval for the research being conducted.
- Receipt of funding requires evidence of the expenditure of other potential sources for funding.
- Receipt of funding requires evidence of completion of the University's Māori Consultation process.
- Receipts are required for reimbursements.
- All monies must be used by 31 March of the following year.
- A brief report (no more than one page) must be submitted to the Research Office by the end of April of the following year, detailing the outcomes of the project. No future funding will be considered until this report has been received.

This information and the application form may be found on the College of Education website at:

<http://www.otago.ac.nz/education/staff/index.html>

Application for Post Qualification Research Support for Staff

(Please download the most recent form from the website at <http://www.otago.ac.nz/education/staff/index.html>)



University of Otago College of Education Application for Post Qualification Research Support for Staff 2008

Closing Date is 5:00pm, Friday, 28 March 2008

Name of Principal Investigator (please print): _____

Department: _____

Name of Co-Principal Investigator (please print): _____

Department: _____

Name of Co-Principal Investigator (please print): _____

Department: _____

Title of Research Project: _____

Amount Requested: _____

Using a separate page, please complete the following, adhering strictly to any word limits.

1. A description of project (250 words maximum describing background and aims, hypotheses, or research questions).
2. Proposed methodology (250 words maximum describing the anticipated participants, materials, and procedure).
3. Listing of expected outputs (e.g., conference presentations, manuscripts, exhibitions).
4. Listing of any current funding for this project (e.g., HRG, UORG, TLR).

Budget For Funding – Complete (please print)

Description of Item for Funding	Amount
TOTAL	

Signatures for Application

Ethical Approval has been obtained: Yes (If yes, please attach evidence) No
Māori Consultation has been completed: Yes (If yes, please attach evidence) No
Other funding has been/will be received for this project: Yes (If yes, please attach evidence) No

Signature of Applicant: _____ Date: _____

This project can be managed within this staff member's workload.

Name of HoD (please print): _____

Signature of HoD: _____ Date: _____

For Completion by Research and Development Office

Name of Staff Member (please print): _____

Approval in the amount of: _____ Declined

Name of Chair, Research Committee (please print): _____

Signature of Chair, Research Committee: _____ Date: _____

Approval of Dean, UOCE

Approved Declined

Name of Dean, UOCE (please print): _____

Signature of Dean, UOCE: _____ Date: _____

Approval of Decision by Applicant

I accept the decision as described in this application and acknowledge that evidence of completion of work outlined must be provided prior to the approval of any additional assistance.

I understand that funding is only up to the limits provided for by the University of Otago College of Education.

Signature: _____ Date: _____

Please return completed form to Julie Farquhar.

WORKLOAD/LEAVE/FEE SUPPORT FOR QUALIFICATION UPGRADES FOR PERMANENT ACADEMIC TEACHING STAFF

Policy

Effective 1 January 2008

This document applies to those staff who were employed at the point of the merger as permanent academic teaching staff of the former Dunedin College of Education or the former University of Otago Faculty of Education, and follows the policy specified in the merger agreement document: 'Policy for Upgrading Qualifications Assistance for Academic Staff – Postgraduate Diploma, Masters and PhD Study'.

It is acknowledged that permanent academic teaching staff of the UOCE who were employed as such at the point of the merger are encouraged to upgrade their qualifications and become increasingly research active. As such, the UOCE is dedicated to assisting staff who are full- or half-time permanent appointees to increase their qualifications, whether employed under ASTE or AUS Collective Agreements or on Individual Employment Agreements. It is understood that the qualification applied for must be relevant to the role of the staff member and must represent an upgrade from the staff member's current qualification level. There are currently 2.4 FTE additional positions set aside for the support of workload reduction/leave for qualification upgrades.

This document is intended to delineate the process for making application for assistance related to qualification upgrades.

A) Tuition fee assistance

Application for tuition fee assistance is to be made on the appropriate University Study Assistance Application, which can be found at:

<http://www.otago.ac.nz/humanresources/policies/StudyAssistance/>

Application for tuition fee assistance *for work that will be completed at the University of Otago* should be made at the time of enrolment in the paper(s).

Application for new students enrolling in an *external degree programme and/or paper(s) that will commence in the beginning of any given year* should

be submitted by the stated deadline that will be sent to all staff, along with a clear rationale for the necessity for study external to the University of Otago.

Please note that applications for fee assistance for qualifications taken at external institutions will only be considered if a rationale is supplied that clearly demonstrates why the qualification cannot be undertaken at the University of Otago. Such reimbursement for fees will be considered *only up to the limits provided for the University of Otago*.

B) Workload reduction for undertaking courses

University of Otago Policy will be adhered to in terms of the number of papers eligible for support and for fee reimbursements. For the most recent information on this, please see the University website:

<http://www.otago.ac.nz/humanresources/policies/StudyAssistance/>

Details for making application for workload reduction related to upgrading qualifications for academic staff who are pursuing Postgraduate Diploma, Masters, and Doctoral qualifications are outlined below. They also may be found on the UOCE website in the 'Policy for Upgrading Qualifications Assistance for Academic Staff – Postgraduate Diploma, Masters and PhD Study'.

Application for workload reduction is to be made by supplying the following information, using the appropriate form:

- i) Study being undertaken, qualification to be earned, and location of study.
- ii) Amount of workload applied for.
- iii) A transcript of past grades, if applicable. *Note that workload approval is subject to satisfactory completion of previous and/or current papers.*
- iv) Listing of all support received to date for this qualification, whether from the former DCE or the University.
- v) A plan for completing the immediate study/thesis that sets out the objectives intended to be achieved (e.g., data collection, literature search, thesis writing). These objectives need to be both informative and specific.
- vi) A plan for covering your teaching, marking, visiting, and administrative responsibilities that a reduction in workload might entail that meets the approval of your HoD.
- vii) A letter of support signed by your HoD, indicating that you are making satisfactory progress toward the completion of your qualification (if already begun) and describing the possibilities, problems, and costs of

covering your workload. Your HoD must also indicate whether this assistance is timely and will not cause a burden in the department.

C) Workload and leave assistance for completion of a thesis

University of Otago Policy will be adhered to for support for workload and leave assistance for the completion of a thesis. For the most recent information, please refer to the University website:

<http://www.otago.ac.nz/humanresources/policies/StudyAssistance/>

The details of the UOCE policy for making application for workload and leave assistance for the completion of a thesis are outlined below and may be found on the UOCE website under 'Policy for Upgrading Qualifications Assistance for Academic Staff – Postgraduate Diploma, Masters and PhD Study'.

Application is to be made by supplying the following information, using the form at the end of this document:

- i) Study being undertaken, qualification to be earned, and location of study.
- ii) Amount of workload and/or leave applied for, noting that a proportion of any workload reduction may be used to support a block of leave.
- iii) Listing of all workload support and funding amounts received to date for this qualification, whether from the former DCE or the University.
- iv) A copy of your thesis proposal.
- v) Your most recent thesis supervision report, or as an alternative, a statement of progress from your thesis supervisor.
- vi) A plan for completing the thesis that sets out the objectives intended to be achieved (e.g., data collection, literature search, thesis writing). These objectives need to be both informative and specific.
- vi) A preferred timeframe and plan that meets the approval of your HoD for covering your teaching, marking, visiting, supervisory, writing, and administrative responsibilities that a reduction in workload might entail. It is important to choose a period of time that causes the least disruption.
- vii) A letter of support signed by your HoD, specifying that this leave is timely, the tasks are manageable, and your leave will not cause a burden in the department.

- viii) If your application includes a block of leave, include a specific proposal detailing what will be accomplished, acknowledging your understanding that the work proposed must be completed before any additional leave will be granted.
- ix) Documentation for fees.

NOTE: Periods of time granted will vary from year to year, typically ranging from 1-3 months.

D) Notes

- i) All applications will need final approval by the Dean and the Pro Vice Chancellor Humanities.
- ii) Where leave or assistance was granted in a previous year, evidence of completion of work outlined must be provided prior to the approval of any additional leave or assistance.

Application deadlines will be during October of any given year.

Procedure for Staff Awarded Internal Study Assistance

1. Please complete the study assistance application form.
2. Obtain the code that you will need from the Secretary for the Research Committee.
3. The form can then be forwarded on to the Secretary for the Research Committee for processing.

Procedure for Staff Awarded External Study Assistance

1. Please pay your fees directly to the external institution where you intend to study.
2. Complete the Reimbursement Claim Form – Staff and attach your receipted invoice
3. Obtain the code that you will need from the Secretary for the Research Committee.
4. Ask your HoD to sign the Reimbursement Claim Form.
5. Return the Reimbursement Claim Form to the Secretary for the Research Committee. At this point, the administration process follows this process:
 - Signed by the Dean, College of Education.
 - Sign by the Pro Vice Chancellor, Humanities Division, for the exact amount of claim.
 - Claim form and with all supporting materials are sent to the Accounts Office, Financial Services Division.

Please be aware that this process may take up to one to two months to complete.

Application for Workload/Leave/Fee Support for Qualification Upgrades for Permanent Academic Teaching Staff of UOCE

(Please download the most recent form from the website at <http://www.otago.ac.nz/education/staff/index.html>)



Approval No. _____

UOCE Academic Staff Application For Workload/Leave/Fee Support For Qualification Upgrades For Permanent Academic Teaching Staff Of UOCE*

Effective 1 January 2008

**This document applies to those staff who were employed at the point of the merger as permanent academic teaching staff of the former Dunedin College of Education or the former University of Otago Faculty of Education, and follows the policy specified in the merger agreement document: 'Policy for Upgrading Qualifications Assistance for Academic Staff – Postgraduate Diploma, Masters and PhD Study'.*

Closing Date is 5:00pm, Friday, 19 October 2007

Name _____ Department _____

SECTION 1: Details of Application

- a. Qualification to be Earned: _____
- b. Papers (*maximum of two*) to be Taken or Title of Thesis: _____

- c. Name and Location of University/Institution Where Study Will Take Place: _____

- d. Semester/Dates Applied For: _____
- e. Amount of Workload Reduction/Leave: _____

SECTION 2: Details/Estimates of Total Costs (<i>Indicate if not in NZ\$</i>)		Office Use GST excl.
Tuition fees	\$ _____	_____
Levies, welfare services, recreation fees, administration fees, etc.	\$ _____	_____
Total cost	\$ _____	_____
Total amount approved by Committee		\$ _____

SECTION 3: Documentation

A. Workload Reduction For Undertaking Courses

Please Attach:

- Transcript of past grades, as applicable
- Listing of all support received to date for this qualification from all sources, as applicable
- Timeline and study plan specifying in detail the objectives to be achieved
- Plan for covering all teaching, marking, visiting, and administrative responsibilities
- Letter of support signed by your HoD addressing possibilities, problems, and costs of covering your workload, and indicating whether assistance is timely and will not cause an undue burden in the department.
- Documentation for all costs listed in Section 2

B. Workload And Leave Assistance For Completion Of A Thesis

Please Attach:

- Listing of all support received to date for this qualification from all sources, as applicable
- Copy of your thesis proposal and latest thesis supervision report
- Timeline and plan for completing your thesis, specifying in detail the objectives to be achieved
- A preferred time frame and plan that meets the approval of your HoD for covering all teaching, marking, visiting, supervisory, writing, and administrative responsibilities
- Letter of support signed by your HoD specifying that this leave is timely, the tasks are manageable, and this will not cause an undue burden in the department.
- Documentation for all costs listed in Section 2

NOTE: Periods of time granted for 2008 will range from 1-3 months

SECTION 4: For Completion by Head of Department

1 Is the development activity in an area of need and priority for your Department?

Yes No

2 Can the development activity be undertaken without additional staffing requirements?

Yes No

If NO, what extra staffing would be required? _____

3 What is your recommendation, given budget parameters and priorities for your Department?

Recommended Not Recommended

4 Please comment on your decision _____

Name of HoD (please print): _____

Signature of HoD: _____ Date: _____

Section 5: For Completion by Research and Development Office

Approved as recorded in Section 2 to total amount not to exceed \$ _____(NZ\$)

Declined

Name of Chair of Committee (please print): _____

Signature of Chair of Committee: _____ Date: _____

Section 6: Approval of Decision by Applicant

I accept the decision specified as described in this application and acknowledge that evidence of completion of work outlined must be provided prior to the approval of any additional leave or assistance.

I understand that funding is only up to the limits provided for by the University of Otago.

I agree that if requested by the College, I will undertake future duties related to the knowledge, skills or experience gained through this development, within agreed workload parameters. I will also report on the Development activities as required.

Signature: _____ Date: _____

***Please initial and date each page and return completed form to Julie Farquhar.
All forms must be received by 5:00pm, Friday, 19 October 2007***

UNIVERSITY GRANTS

Grants are offered within both the University and the Humanities Division of the University of Otago. These are made available from funds allocated each year. Please refer to the University Research website for additional information at: <http://www.otago.ac.nz/research/>

Committee for the Advancement of Learning and Teaching (CALT)

Clusters and Networks

Humanities Research Grant (HRG)

Innovation in Teaching Grant

Internationalisation of the Curriculum Initiative Grants

Research into University Teaching Grant Applications

University of Otago Research Grant (UORG)

EXTERNAL GRANTS

There are annual calls for applications for these grants; please refer to their individual websites for more detail and deadlines.

New Zealand Council for Educational Research (NZCER)
<http://www.nzcer.org.nz/>

Teaching and Learning Research Initiative (TLRI)
<http://www.tlri.org.nz/>

The Royal Society of New Zealand (Marsden Fund)
<http://marsden.rsnz.org/>

The Royal Society of New Zealand (ISAT Linkages Fund)
(International Science and Technology) for travel only to meet collaborators.
<http://www.rsnz.org/funding/isat/>

Fulbright-Cognition Education Research Trust Scholar Award in Education
Research www.fulbright.org.nz

This fund is new in 2008 and offers an exciting opportunity to researchers in all areas of education. It supports a person involved in practice, policy, or research in schooling in Aotearoa New Zealand to spend from 3 to 5 months in the United States conducting research and establishing professional contacts there.

PBRF FUNDING FOR THE UOCE FOR 2008

In addition to the Endowment Fund of the College, the College was granted some funding by the Division to support research activities in 2008 **that will lead to PBRF outputs**. These are:

1. Funding for editorial assistance for staff in the form of two editors contracted to help with preparing conference papers, turning conference presentations into manuscripts for submission to journals, and working with staff who have to "revise and resubmit" manuscripts for journals. The amount allocated to us for editorial assistance in 2008 is \$7,500.
2. We also have a small amount of money available - \$3,750 in total for 2008 - for staff needing assistance with their research for transcription services, data entry, collating, preparing mailings, and/or organising protocols, where such assistance is *not covered by other funding*. It is expected that the research project *will lead to a PBRF-eligible output*.

All requests for research assistance funding should be sent in writing to Lisa Smith. To facilitate processing, please send all requests as a Word attachment to an email.

In your request, please include the following:

1. The title and a brief explanation (250 words maximum) of the research project.
2. The names of all staff associated with this project.
3. Amount requested.
4. How the money will be used.
5. The expected outputs for this project that will be PBRF-eligible.
6. A statement indicating that there is no other funding for this request available.
7. Signature of the principal researcher for the project with the date of the request
8. Signature of your HoD

The Research Committee may reduce the amount of a request depending upon how many requests are received and/or how much funding is left for research assistance from the total allocation. It is expected that a copy of the completed PBRF-eligible output will be forwarded to Julie Farquhar, as the Academic Support Officer – Research and Development.

Please note that there is no deadline for requests; they will be processed as they are received until the funding is exhausted.

A small amount of money from this PBRF funding will be used for other activities through the year, including some workshops for staff to facilitate their research endeavours.

Please note that this funding is for 2008 only!

TRANSCRIBING AND RECORDING EQUIPMENT

Transcribing and recording equipment can be obtained for short-term loan at the College of Education Reception.

The College of Education ITS department can download research data for staff.

CONTACTS

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Administration
Postgraduate Studies and Research
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