



OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0705.04
Title:	Postgraduate Supervision and Submission of Research Outputs	
Baldrige Criteria:	Customers	
Chief Executive Approval:	Effective Date: 1 Dec 2019	Review Date: 30 April 2022
Previous Policy No:	AP0904, AP0905	Status: Current
Contact Authority:	Deputy Chief Executive: Learning and Teaching Services	

Purpose

This policy applies to postgraduate programmes that require research outputs including but not limited to theses, dissertations, artistic works, and professional practice projects and/or reports for courses delivered by Otago Polytechnic or delivered under the auspices of Otago Polytechnic.

This policy must be read with the accompanying guidelines *AP0705a_Postgraduate Supervision and Submission_Guidelines_001* which have been designed to enable staff and learners to meet the requirements of this policy.

Statutory Compliance

Public Records Act 2005, and all subsequent amendments.

Official Information Act 1982, and all subsequent amendments.

Copyright Act 1994, and all subsequent amendments.

NZQA Degrees and related qualifications: Guidelines for programme approval and accreditation to provide programmes <http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/degree-approval-accreditation-and-monitoring/degree-monitoring/>

Policy

Supervision / mentoring

1. Postgraduate learners will be provided:
 - a. a primary supervisor / academic mentor from the College offering the qualification, at the commencement of their research; and
 - b. where appropriate, a secondary supervisor / professional mentor.
2. Supervisors / mentors shall be appointed by the Head of College after a process of negotiation with Programme Manager, learner, and supervisor(s).
3. Supervisors / mentors are responsible for overseeing learner progress in the research from the time of their appointment until the learner submits their research output.

Submission

4. Learners will notify their supervisor and Programme Manager of their intention to submit their research output. Upon receipt of the notification the Programme Manager will appoint the examination panel and schedule the process.
5. Research outputs are to be submitted in accordance with associated guidelines and to specifications in the relevant programme document.
6. Research outputs shall be submitted accompanied by a declaration signed by learners relating to:
 - a. Authorship;
 - b. Dissemination;
 - c. Reproduction.

Final assessment

7. Final assessments are to be conducted in accordance with specifications in the relevant programme document and policy *AP0900 Assessment, Moderation and Academic Integrity* to ensure academic and research integrity.



8. Grading of assessment will follow the specifications as outlined in the programme document and in policy *AP0903 Grade Tables*.
9. The examination panel will assess the research output in accordance with the criteria specified in the programme document to ensure the output provides evidence of the learner's ability to carry out independent research and produce an original contribution to practice.
10. The research should be at a level which a diligent and competent learner might reasonably be expected to complete within the period of full-time or part-time study as set out in the programme document.
11. Resubmission of a thesis is not permitted except on the recommendation of the examination panel.
12. Where a research output has been rejected the author is not precluded from being a candidate on a future occasion for the degree in which he or she has previously failed.

Dissemination

13. It is expected that learners upon successful completion and final assessment of their research output (thesis or dissertation) will deposit a digital copy in the Otago Polytechnic repository and a hardcopy to the Robertson Library.
14. Candidates may request to limit the access to their research output (in full, in part, or selected sections) if they consider that there may be commercial, intellectual property or confidentiality reasons to delay or withhold scholarly access.
15. Any endorsement of the declaration to restrict access will be permitted only for exceptional reasons and requires the permission of the Supervisor and Head of College.
16. Research outputs may be withdrawn from the archive if the Deputy Chief Executive: Learning and Teaching Services considers it necessary due to one of the following conditions:
 - a. Copyright violation or plagiarism;
 - b. Legal requirements or legal violations;
 - c. National security;
 - d. Falsified research;
 - e. Unethical research.

Referral documents

AP0705a_Postgraduate Supervision and Submission_Guidelines001

AP0501 Recognition of Prior Learning
 AP0600 Academic Appeal Process for Learners
 AP0602 Learner Discipline and Exclusion
 AP0707 Monitoring of Degree and Postgraduate Qualifications
 AP0711 Delivery of Programmes by external contracts
 AP0802 Work Placements and OSH for Learners in the Workplace
 MP1100 Intellectual Property
 MP1103 Intellectual Property Mātauranga Māori
 AP0900 Assessment, Moderation and Academic Integrity
 AP0211 Curriculum Development and Review

Approved by Chief Executive
Date: 1 December 2019


