



Te Kura Toi Whakaari o Aotearoa

New Zealand Drama School

Policy Document Name	Rangahau and Research Policy
Policy Document Description	This policy frames the environment within which staff and students undertake rangahau and research at the kura.
Policy Applies to	☐ Trustees ☒ Kaimahi ☒ Taura ☐ Manuhiri

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Governing Authority	Te Pae Rangahau, Research Committee
Responsible Officer	Poukōkiri Mātauranga
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Relevant legislation, policies, procedures, forms, guidelines and protocols	• Education and Training Act 2020 • Terms of Reference – Te Pae Rangahau, Research Committee • Staff Position Descriptions
Important notes	• It is acknowledged that at no time should any Toi Whakaari policy document contravene: ◦ Te Tiriti o Waitangi; and/or ◦ Central and local government laws and common law; and/or ◦ The Trust Deed of Te Kura Toi Whakaari o Aotearoa. • Policies and Procedures continue in force until such time as they are replaced or rescinded. • Feedback on policy and procedure is welcomed and can be submitted by email to policy.review@toiwhakaari.ac.nz

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Introduction

The Education and Training Act 2020 proposes a tertiary education system that can, among other priorities,

"Support excellent research and the contribution of innovative approaches to solving economic, social and environmental challenges ... collaborate and connect across disciplines and institutions to help solve local and global challenges"

The Act also stipulates that degrees are to be taught primarily by people engaged in research. It is required of an institution that teaching and research be closely interdependent and performed to a high standard.

It is incumbent on tertiary education providers to maintain academic freedom to question and test received wisdom, to put forward new ideas, to state controversial opinions, and to create and disseminate knowledge that enhances and innovates progress. This freedom carries with it ethical responsibilities and the need for openness to rigorous review.

Te Kura Toi Whakaari o Aotearoa New Zealand Drama School promotes the development of an environment for staff rangahau and research that is aligned to the strategic direction of the kura and that encourages the development of varieties of rangahau and research, which in content and form, express and advance the purpose and vision of the kura.

Rangahau and research at Toi Whakaari will be conducted in compliance with government legislation, including the conditions of TEC, NZQA and those requirements tied to accessing government funding.

The Strategic Plan 2022-2027 states the School's purpose is to "reveal and connect Aotearoa story-makers: hei whakanui i ō tātou ao", recognising that rangahau and research are key strategies in realising this purpose.

Purpose

This policy frames the environment at Toi Whakaari within which staff and taura undertake rangahau and research. It outlines the development and implementation of research management at the kura.

Rangahau and Research at Toi Whakaari

Toi Whakaari recognises the need for staff to be actively engaged in rangahau and research, and staff are encouraged to be leaders and innovators of practice based research that is original, aspirational and pursues new knowledge. Staff rangahau and research practices include academic writing, post graduate study and creative practice such as published work, scripts, live performance, festivals, and film.

Toi Whakaari is committed to designing and delivering programmes that are aligned to our Decolonisation Agenda.

Professor Linda Tuhiwai Smith writes that "research is implicated in the production of western knowledge, in the nature of academic work, in the production of theories that have dehumanised Māori and in practices that have continued to privilege western ways of

knowing, while denying the validity for Māori or Māori knowledge, language and culture” (Smith, 2017, p.11¹).

It follows then, that at Toi Whakaari, we understand that:

- the word “research” privileges western culture and ideology and reinforces (often) invisible world views while silently suppressing others;
- trauma and harm have been inflicted on indigenous peoples in the guise of “research”;
- Māori and Pacific communities are ‘mined’ for “research” with increasing frequency, often to determine why they are failing, underperforming, or creating other problems for society at large;
- research is often conducted “without and about”, rather than with Māori and Pacific peoples and communities;
- sometimes this “research” is conducted with the best of intentions, by people who intend nothing but positive outcomes;
- “research” can be skewed to present, represent and reinforce deficit storytelling of people, schools, neighbourhoods and communities who are already systemically oppressed.

Through our work, we actively seek to decolonise research at Toi Whakaari and this is embedded in this programme.

Rangahau

At Toi Whakaari, we understand that “rangahau” is not a translation of the word “research”. Rangahau is grounded in tikanga Māori and ahuatanga Māori. Rangahau is embedded in Kaupapa Māori, defined at its simplest as “a Māori way of doing things” (Durie, Hoskins & Jones 2017, p.3 ²) and draws on the dynamic nature of Mātauranga Māori, as “an always-evolving, underlying body of knowledge that can guide practice and understanding” (Durie, Hoskins & Jones, 2017, p.4). Rangahau may be concerned with, or explored through the lenses of identity, power, privilege, equity, social justice, resistance, oppression, emancipation, struggle, history, politics, context and agency. Rangahau draws on tino rangatiratanga (relative autonomy/self-determination), cultural aspirations and includes the involvement and counsel of whānau (extended family).

Rangahau serves to uphold Māori views, possible solutions and indigenous ways of knowing. Graham Smith, the architect of Kaupapa Māori Research, states that Kaupapa Māori Research:

1. Is related to ‘being Māori’;
2. is connected to Māori philosophy and principles;
3. takes for granted the validity and legitimacy of Māori, the importance of Māori language and culture; and
4. is concerned with ‘the struggle for autonomy over our own cultural wellbeing’.

¹ Smith, L. T. (2017). Towards developing indigenous methodologies: Kaupapa Māori research. *Critical Conversations in Kaupapa Maori*.

² Durie, M., Hoskins, T. K., & Jones, A. (2017). Kaupapa Māori: Indigenising New Zealand. *Critical Conversations in Kaupapa Maori*, 1-10.

(Smith, G., 1990, cited in Smith, L. T., 2017, p.13-14)

Often at odds with Western scholarship, indigenous ways of being determine that subject matter is inseparable from the author and that “the constructed nature of knowledge, highlight[s] multiple truths and realities and prove[s] that the researcher is not neutral or objective” (Te Wānanga o Aotearoa, 2021³). We are committed to understanding our individual and collective positionality, our whakapapa and our relationality on any given story or project. One of the possible responses to the question “Can a non-indigenous researcher carry out Kaupapa Māori Research?” explored by Linda Tuhiwai Smith is that “a non-indigenous, non-Māori person can be involved in Kaupapa Māori Research, but not on their own; and if they were involved in such research, they would have ways of positioning themselves as a non-indigenous person” (Smith, 2017, p.12). At Toi Whakaari, we acknowledge that not all our research will be Kaupapa Māori Research or Rangahau. We also acknowledge that regardless of what research framework we use, positionality is important.

Research

At Toi Whakaari, we are committed to growing a culture of rangahau and research, and developing our staff members and taura to be able to engage with this in the ways that are right for them, aligned with our kaupapa. Research at Toi Whakaari is understood broadly and includes multi-, inter-, trans- disciplinary research modes and practice.

We acknowledge a broad spectrum of rangahau and research approaches and methodologies with the focus on the ones most useful and appropriate to learners within the performing arts disciplines.

Practice-led, practice-based, action or performance research are particular foci for the kura. This may incorporate the production of creative outputs in the form of designs, digital media, performances and exhibitions.

Policy Approach

Requirement to Undertake Rangahau and Research

All academic staff who are involved in teaching degree programmes are expected to conduct rangahau and research and disseminate the outcomes to a suitable audience. Part of this expectation includes the preparation and submission of a Rangahau and Research Plan which indicates how the staff member will use their Research Release.

The requirement to undertake research is a career expectation which will be balanced with the recognised obligations of academic staff, including but not exclusive of teaching and administrative responsibilities.

This policy does not exclude or discourage diploma staff or non-tutorial staff from undertaking rangahau and research, rather it is encouraged but is not an expectation.

³ Te Wānanga o Aotearoa (2021). *Understanding Rangahau*. Te Wānanga o Aotearoa – Hononga.
<https://www.twoa.ac.nz/hononga-stay-connected/news-events/2017/11/21/understanding%20rangahau>

Research Release and Research Plans

Academic Staff will have their Research Release (also referred to as 'research time') confirmed in their individual employment agreements. All research-active staff are required to complete a Rangahau and Research Plan and have it approved by Te Pae Rangahau in order to activate their Research Release. Rangahau and Research Plans will be shared with Te Pae Rangahau, the Research Committee (hereinafter referred to as 'Te Pae Rangahau') and will form part of the application process for Research Leave and Research Funding.

If an Academic Staff member does not complete a satisfactory Rangahau and Research Plan, their Research Release will be redistributed to fill the needs of the kura (e.g. an unused Research Release of 6 hours a week may be converted into teaching hours).

Statutory and Ethics Obligations

Staff and taura are required to conduct research in compliance with all obligations of the kura, under legislation and any ethical and contractual obligations.

Rangahau and Research projects that involve human subjects or the use of personal information, including research undertaken as part of a teaching programme, must be approved in advance by Te Pae Rangahau. The Ethics Application and Approval process will be accessible to all staff.

Research Management by Te Pae Rangahau

Te Pae Rangahau supports the rangahau and research activities of staff and taura. Its purpose is to comply with and oversee the implementation of the Research Policy of the kura.

Te Pae Rangahau Composition and Appointment

Te Pae Rangahau will consist of up to 7 members and will include the Poukōkiri Mātauranga, Academic Director and the Manutaki Tohu Paerunga, Postgraduate Studies Lead.

The majority of members of the group will be expected to have postgraduate research experience and an expressed interest in developing a research culture within the kura.

Members will be invited to join the group for a term of three (3) years with no limit to the number of terms.

Te Pae Rangahau Authority and Areas of Responsibility

Te Pae Rangahau will have the authority to:

- Recommend bi-annually, in an unbiased and equitable manner, the allocation of the research funding of the kura, subject to the guidelines and criteria outlined in this policy. Tira Mana Kōkiri will hold the final authority for funding approval.
- Establish and grow a research culture within the kura, in particular research that, in content and form progresses the direction of the kura
- Regulate its own procedure.

The responsibilities of Te Pae Rangahau include but is not limited to:

- Advising on the granting of research leave and the distribution of kura research funds or other support.
- Monitoring staff research to ensure that the output of research generated is consistent with the development and maintenance of high quality research and contributes to a persisting research culture at the kura.
- Preparing an annual budget proposal and recommendation for inclusion in the annual budget estimates submitted to the Board of Trustees for approval.
- Maintaining an awareness of sources of external research funding from the public and private sectors.
- Monitoring and reporting on internally and externally funded research grants.
- Reviewing all research proposals that involve human subjects with respect to seeing that they comply with accepted ethical principles (see below).
- Providing professional development opportunities for staff to enhance their research performance and outputs.
- Instigating and organising various research-based activities such as seminars, conferences, presentations, forums, round-tables etc., both internally for staff and taura as well as externally for peers and colleagues interested in our disciplines and pedagogy.
- Reporting to the Academic Board twice yearly on the state of research at the kura.
- Reviewing and updating Research Policy at no greater than three yearly intervals and submitting reviewed or updated policy to the Academic Board for approval.

Guiding Principles for Ethical Approval

Ethical principles are by their nature general. Such principles are context-sensitive and their proper interpretation and application invariably requires the good judgement of Te Pae Rangahau in approvals

Te Pae Rangahau will be guided by the following principles, as described by Professor Linda Tuhiwai-Smith:

- **Aroha ki te tangata (Respect for people):** Allowing participants to define their own space and engage on their own terms.
- **He kanohi kitea (Being a seen face):** Taking the time to build trust and familiarity within the community so you are known personally.
- **Titiro, whakarongo... kōrero (Look, listen, and speak):** Taking the time to look, listen, and understand a community's daily realities before offering your own voice or asking questions.
- **Manaaki ki te tangata (Looking after people):** Sharing generously, hosting, and treating participants with hospitality.
- **Kia tupato (Being cautious):** Being politically astute, reflective about your insider/outsider status, and ensuring cultural safety.
- **Kaua e takahia te mana o te tangata (Do not trample on people's mana):** Respecting the dignity of participants and acknowledging them as experts in their own lives.
- **Kia mahaki (Being humble):** Sharing knowledge without arrogance and avoiding exploiting the community's trust for personal academic gain.

In addition, staff and taura engaged in rangahau and research will be guided by respect and care for te taiao, the natural environment, AND will avoid, or mitigate against, conflicts of interest.

Rangahau & Research Form and Directions

The developing rangahau culture within the kura embraces and supports all forms of rangahau and research, from academic to collaborative, cross-disciplinary and innovative arts and practice-based approaches and methods.

Rangahau is unrestrictive in its thematic range and options. It can include specialist areas of the performing arts that are of significant importance to the work, profile, development and practice of individual staff. Alternatively, it can address pedagogical themes and directions to do with both the unique teaching culture and aims of the kura, or issues and innovations in the wider teaching community and educational field.

Rangahau and Research Funding Applications

The Rangahau and Research Fund

The Toi Whakaari Rangahau and Research Fund, allocated annually from kura funds by the Board of Trustees, has been established to encourage and support staff undertaking rangahau and research in their fields of expertise and interest as it relates to their position at the kura and its purpose and strategic direction. The Fund, administered by the Pouhāpai Ahurea on behalf of Tira Mana Kōkiri, is limited and contestable.

Timeline for Rangahau and Research Funding Application Submissions

Applications for the allocation of rangahau and research funding will be considered twice yearly.

- For the funding period 1st January through to 30th June applications must be received by Te Pae Rangahau by 30th November the previous year.
- For the funding period 1st July through to 31st December application must be received by 31st May.

Funding Decisions

Te Pae Rangahau may recommend the funding of all or part of a rangahau and research project. Where a project is not recommended for funding or recommended for partial funding the staff member may be encouraged to re-structure and re-submit a proposal taking into account suggested modifications.

Where a proposal is declined or partially declined for funding, full disclosure of the reasons for this decision will be communicated to the applicant.

Successful Applications

The results of successful applications will be communicated to all staff by Te Pae Rangahau at the completion of each funding round.

Funding Exclusions

Although Te Pae Rangahau may make recommendations to Tira Mana Kōkiri about Research Leave, any funding granted to applicants will not include contributions to salary during the research project.

Funding Request Applications Guidelines

All applications for rangahau and research funding must be submitted as part of the staff member's Rangahau and Research Plan.

Letter of Agreement

Staff receiving funding assistance will be required to sign a letter of agreement concerning their obligation to spend received money as per their application.

Changes to Approved Application

Te Pae Rangahau must be informed immediately of any changes to the original application. These changes must be submitted, in writing, to Te Pae Rangahau for re-approval.

Return of Funds if Conditions of Application are not met

Approved funds must be returned if the conditions of the application cannot or have not been met as stated and approved.

Sequential Funding Allocations

Te Pae Rangahau may recommend that funding be released in sequential allocations with subsequent release of funds being contingent on interim goals or markers being achieved.

Proof of Spending

A proof of spending reconciliation will be required at the end of the proposed project. This must be submitted to the Pouhāpai Ahurea no later than six (6) weeks after the completion of the funded component of the research.

Failure to provide a report and proof of spending at the conclusion of the funded project may disqualify the staff member from access to future funds.

Acknowledgement of Funding

Acknowledgement must be made of Toi Whakaari, wherever and whenever possible by researchers, of the financial contribution and support for their research outcomes and projects.

Research Leave

Research Leave and Employment Contracts

Research Leave refers specifically to relief from teaching and administrative duties, which may be granted to members of staff so that they can pursue the outcomes of their approved Rangahau and Research Plans. It can be used for research activities that happen on-site, or off-site including conferences, symposiums, and artistic collaborations with external groups. Research Leave is subtracted from Research Release. *I.e. A full-time research-active staff member has 49 days of Research Release, subject to Rangahau and Research Plan approval. They may choose to 'spend' this as a day a week for half a semester, and then a three week block of Research Leave for the other half. 49 days is the total Research Release time.* Fractional staff allocations will vary.

After one year of employment, a permanent staff member will be eligible to apply for paid Research Leave. In general, full-time research-active staff have access to 49 days of Research Release per annum. Fractional staff entitlements will vary. Research Leave is to be included in the Rangahau and Research Plan of individual staff members. Any Research Leave taken during teaching terms must be approved by the appropriate Manutaki and must be included in an approved Rangahau and Research Plan.

Staff who are not active researchers, or who have no Rangahau and Research Plan for a particular year will be expected to include the 49 day allowance into their teaching, preparation and assessment workload for the year.

Within three months of using their Research Leave, or at the conclusion of the research activity, staff are required to submit to Te Pae Rangahau a brief but reasonably detailed report that may serve as a first draft of their formal Research Contribution/Output.

Research Leave may not be accumulated beyond a calendar year.

Discipline responsibilities

Within each teaching discipline only one staff member at any one time should be engaged in Research Leave that involves absence from the kura. This is monitored by the Manutaki. Satisfactory arrangements must be made for maintaining teaching and administrative functions during any absence. This is the responsibility of the Manutaki.

Research Leave Applications

Staff applying for Research Leave must include this in their Rangahau and Research Plan. Applications for Research Leave must include:

- Documentation of how the Research Leave will be spent, including specific days and hours;
- Confirmation that the Research Leave has been agreed upon with the appropriate Manutaki; and
- A plan for how the teaching and assessment responsibilities will be covered in the absence.

Application for leave may accompany an application for research funding.

Te Pae Rangahau will consider the application and make a recommendation to Tira Mana Kōkiri, which has final approval.

Approval is not automatically granted. Where an application is declined full disclosure of the reasons for this decision will be communicated to the applicant.

Factors which may affect the granting of leave include:

- the nature of the proposed research; and
- the timing of the request in relation to arranging for cover for any absence.