APPENDIX\textsuperscript{1}

DOCUMENT TEMPLATES USED FOR THE CASE STUDIES

\textsuperscript{1} \textbf{NOTE:} There are some minor formatting alterations in these samples, and the letterhead is not shown. The template used for the interviews has not been included, as it is clearly displayed in all of the case studies.
Dear ...........

Mapping the Building of Capacity and Capability within the Educational Research Community

The Ministry has commissioned a project with the support of the NZARE (New Zealand Association of Research in Education), He Panui o Te Hunga Rangahau Mātauranga o Aotearoa, to more accurately map the building of capacity and capability within the educational research community. The Ministry has contracted a combined team from Massey and the University of Auckland to carry out the project. The team will be conducting a survey of institutions that undertake and provide training in educational research.

The key personnel are:

Project managers:
Dr Brian Findsen, School of Education, The University of Auckland;
Professor Richard Harker, Massey University College of Education.

Project consultants:
Dr Carol MacDonald, independent consultant, of Masterton.
Associate Professor Roger Peddie, School of Education, the University of Auckland
Ms Hine Waitere-Ang, Department of Maori and Multicultural Education, College of Education, Massey University.

The data collection will involve:
- Perusal of publicly-available data sources on educational research capacity (e.g. institutional calendars)
- Analysis of aggregate data available through the Ministry of Education database
- Interviews with nominated representatives from Departments/Schools of Education on programmes available to postgraduate students, completion data for such students, research cultures, support for educational research and staff research output.

This research is important in furthering the sustainability of an educational research community in New Zealand. We are really pleased to be working with the New Zealand Association of Research in Education with this project and hope that your institution can participate in this work. The Ministry will make the final report of this project available to participating institutions, and to the general public on request.

Please feel free to contact me on 04 463 9294 if you have further questions about this research.

Jacky Burgon
Manager, Contract Research Unit,
Ministry of Education
Participant Information Sheet

Title: Mapping the Building of Capacity and Capability within the Educational Research Community

To: The Vice-Chancellor, the University of (New Zealand institution)

My name is Brian Findsen. I am a staff member at the School of Education, The University of Auckland conducting research on contract to the Ministry of Education in collaboration with the College of Education, Massey University of Palmerston North. We are conducting this research to help the Ministry of Education ascertain the educational research capacity and capability of tertiary education institutions in New Zealand. This information will help the Ministry understand what is happening in postgraduate educational research among senior students and academic staff.

Your institution and your department, in particular, is invited to participate in this research. We wish to invite your head of Department/School (or a nominee) to provide the project team with data on research capacity in conjunction with information already gained through publicly-available sources. Our objective is to gain as accurate a picture as possible of your institution’s educational research capacity.

One of our research project team (probably Dr Carol MacDonald and/or Dr Brian Findsen) would like to interview the Head of Department/School, or a nominated person in charge of research, to gain further information across a number of areas. We envisage that the interview may take up to two hours but you may also need to spend some time to prepare for the interview in terms of acquiring information. It is not intended to tape record the interview which will be based solely around research-related issues. The interviews will probably take place in late October and in November.

If you consent to be interviewed, please complete the accompanying consent form. Information gained from the interview will be collated and presented to the Ministry as part of a report which subsequently will become available to all participants. The name of your respondent will not be mentioned but your institution will be identifiable. We believe your participation in this project will provide valuable information to the Ministry about this country’s educational research capacity as well as providing your department with the opportunity to reflect on its own research priorities.
Thank you for your consideration of this matter. If you have any queries or wish to know more detail please contact the nominated person(s) below:

Dr Brian Findsen  
School of Education  
The University of Auckland  
Private Bag 92019  
Auckland  
Ph (09) 373-7599, ext.7623  
E-mail: bc.findsen@auckland.ac.nz

The Head of School is:  
Professor John Hattie  
School of Education  
The University of Auckland  
Private Bag 92019  
Auckland  
Ph (09) 373-7599, ext. 2496  
E-mail: j.hattie@auckland.ac.nz

The Ministry of Education liaison person is:  
Jacky Burgon  
Manager, Contract Research Unit  
Research Division  
Level 4, 45-47 Pipitea Street  
Ministry of Education  
Private Bag 1666  
Wellington  
Ph (04) 496-1323  
E-mail: jacky.burgon@minedu.govt.nz

For any queries regarding ethical concerns please contact:  
The Chair  
The University of Auckland Human Subjects Ethics Committee  
The University of Auckland  
Research Office  
Office of the Vice-Chancellor  
Private Bag 92019  
Auckland.  
Ph 373-799, ext. 7830.

Approved by the University of Auckland Human Subjects Ethics Committee on........for a period of....years, from ....../...../.....  
Reference:....../.....
Consent Form

This consent form will be held for a period of six years

Title: Mapping the Building of Capacity and Capability within the Educational Research Community

Principal Researchers: Dr Brian Findsen and Professor Richard Harker (on contract to the Ministry of Education)

I have been given and have understood an explanation of this research project. I have had an opportunity to ask questions and have them answered.

I understand that I may withdraw myself or any information traceable to me or the institution at any time up to Friday 15 December, 2000.

I agree to this institution’s participation in this research. Yes/No

Signed: ………………………………………………………………………

Name: ………………………………………………………………………

Institution: …………………………………………………………………

Date: ……………………………

Approved by the University of Auckland Human Subjects Ethics Committee on………for a period of….years, from …./…./…..
Reference:…../……
Participant Information Sheet

**Title:** Mapping the Building Capacity and Capability within the Educational Research Community

**To:** Head of Department/School of Education

My name is Brian Findsen. I am a staff member at the School of Education, The University of Auckland conducting research on contract to the Ministry of Education in collaboration with the College of Education, Massey University of Palmerston North. We are conducting this research to help the Ministry of Education ascertain the educational research capacity and capability of tertiary education institutions in New Zealand. This information will help the Ministry understand what is happening in postgraduate educational research among senior students and academic staff.

Your institution and your Department/School of Education, in particular, is invited to participate in this research. We invite you to provide the project team with data on research capacity in conjunction with information already gained through publicly-available sources. Our objective is to gain as accurate a picture as possible of your institution’s educational research capacity.

One of our research project team (probably Dr Carol MacDonald and/or Dr Brian Findsen) would like to interview you or a nominated person in charge of research to gain further information across a number of areas. We envisage that the interview may take up to two hours but you may also need to spend some time to prepare for the interview in terms of acquiring information. It is not intended to tape record the interview which will be based solely around research-related issues. The interviews will probably take place in late October and in November.

If you agree to be interviewed, please complete the accompanying consent form. If another person is to be interviewed, please copy the consent form and each of you should signal the appropriate consents. Information gained from the interview will be collated and presented to the Ministry as part of a report which subsequently will become available to all participants. The name of the interviewee will not be mentioned but your institution will be identifiable. We believe your participation in this project will provide valuable information to the Ministry about this country’s educational research capacity as well as providing your department with the opportunity to reflect on its own research priorities.
Thank you for your consideration of this matter. If you have any queries or wish to know more detail please contact the nominated person(s) below:

Dr Brian Findsen
School of Education
The University of Auckland
Private Bag 92019
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E-mail: bc.findsen@auckland.ac.nz

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E-mail: jacky.burgon@minedu.govt.nz

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The Chair
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The University of Auckland
Research Office
Office of the Vice-Chancellor
Private Bag 92019
Auckland.
Ph 373-799, ext. 7830.

Approved by the University of Auckland Human Subjects Ethics Committee on..........for a period of....years, from ....../..../.....
Reference:...../......
Consent Form

This consent form will be held for a period of six years

To: The Vice-Chancellor, University of (New Zealand institution)

Title: Mapping the Building of Capacity and Capability within the Educational Research Community

Principal Researchers: Dr Brian Findsen and Professor Richard Harker (on contract to the Ministry of Education)

I have been given and have understood an explanation of this research project. I have had an opportunity to ask questions and have them answered.

I understand that I may withdraw myself or any information traceable to me or the institution at any time up to Friday 15 December, 2000.

I agree to this institution’s participation in this project. Yes/No

The Department/School of Education agrees to participate under the outlined conditions. Yes/No

Signed: ……………………………………………………………………………

Name: ……………………………………………………………………………

Institution: ………………………………………………………………………

Date: …………………

Approved by the University of Auckland Human Subjects Ethics Committee on………..for a period of….years, from …./…./…….
Reference:…../……