



# agenda

## Unitec Postgraduate Research and Scholarships Committee (PGRSC)

Tuesday, 12th of February 2019, at 2.00 pm, at Penman House (B.55)

### 1. KARAKIA

#### KARAKIA TO OPEN MEETING

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
he mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, hui e, taiki e!



### 2. TERMS OF REFERENCES

- a) Approve proposals for Level 10 theses;
- b) Oversee the processes of the approval of proposals for Level 9 research having 90 or more credits and confirmation of supervisory arrangements (including replacement supervisors);
- c) Approve registration of supervisors;
- d) Appoint examiners, conveners and adjudicators for Level 9 research having 90 or more credits and Level 10 research, on the recommendation of the Academic Leader;
- e) Consider the reports of examiners and declare and approve the final grade for a Level 9 research having 90 or more credits and Level 10 research;
- f) Award and oversee the administration of Postgraduate Scholarships; and,
- g) Make recommendations to the Academic Board on changes to the Generic Regulations affecting Postgraduate Programmes as necessary.

### 3. APOLOGIES

- a) Prof. Carol Cardno
- b) Hayley Spark
- c) Dr Hallen Gremillion
- d) Dr Geoff Bridgeman

### 4. APPROVAL OF PREVIOUS MINUTES

- Minute of the Unitec postgraduate research and scholarships committee meeting dated 11th December 2018 is put forward for approval

Sr No	Action	Responsibility	Due Date	Progress
1	To do a review of the best practices at Level 9 and 10 student study facilities in various polytechnic institutes of New Zealand, like Otago Polytechnic Institute, Waikato University, Wintec and AUT. Hamza Qazi to assist Dr James Prescott in this study and then present the analysis in the first PGRSC meeting next year. Hamza Qazi to start by drafting the terms of Reference for the study, and work on gathering the data after finalisation of the TOR.	Dr James Prescott  And  Hamza Qazi	February 2019	No More Required  See Note 1
2	To review recent Ethics application data and present the analysis in the next year PGRSC, after which the committee can decide the future actions for the UREC. Hamza Qazi to work with Dr James Prescott to draft the Terms of references for the study and share it with the PGRSC committee in the next meeting.	Dr James Prescott  And  Hamza Qazi	February 2019	Completed  See Agenda Item 09
3	To collate feedback from PGRSC members about the review and improvement of 'Research Guidelines for Māori and Community Social and Cultural Responsiveness' and 'Template for Approaching Kaihautū for Cultural Advice About a Research Ethics Application'.	Hamza Qazi	February 2019	Completed  See Agenda Item 12
4	To draft a paragraph and present it to the next PGRSC meeting about closing the research loop by communicating back the knowledge gained through research related to Mātauranga Maori.	Dr James Prescott	February 2019	Completed  See Note 2

Sr No	Action	Responsibility	Due Date	Progress
5	To share the Research Proposal approval form with the members, collate their feedback and then present it in the next PGRSC meeting.	Hamza Qazi	February 2019	Completed See Agenda Item 14
6	To collate reviews and responses from PGRSC Members about the various outcomes from Research Approval Committees, especially the outcome of approvals, subject to amendments.	Hamza Qazi	February 2019	Completed See Agenda Item 13
7	To familiarise with the administration of PGRSC Dynamic Spreadsheet to take it forward next year.	Cynthia Almeida	February 2019	Completed See Note 3
8	To email, all the supervisors on the supervisor register to request the research interests of the supervisors, which can then be shared with Unitec Staff.	Cynthia Almeida	February 2019	Ongoing
9	To remind Annabel Pretty to contact TTK and check if the Programme Regulations for MARCH (Professional) has been updated.	Hamza Qazi	February 2019	Completed See Note 4
10	To discuss with Cynthia Almeida regarding the task for updating the research interest of the supervisors and link it to her ADEP.	Assoc Prof Marcus Williams	February 2019	
11	To share with the members in next PGRSC the process of their research proposal approval process detailing the ease in administration needs.	Sue Palfreyman	February 2019	Completed See Agenda Item 10
12	To ask Simon Tries for the consistency of Academic Support for Level 9 and Level 10 postgraduate programmes.	Assoc Prof Marcus Williams	February 2019	Completed See Agenda Item 06
13	To arrange a visit to Room 2010 and 2011 for PGRSC members to view the future postgraduate student research spaces.	Assoc Prof Marcus Williams	February 2019	Completed See Note 5
14	To send Associate Professor Helen Gremillion an email on behalf of the committee conveying special thanks for her work.	Hamza Qazi	February 2019	Completed See Note 6
15	To ask the PGRSC membership to share the work plan for the year 2019.	Hamza Qazi	February 2019	Completed See Agenda Item 11
16	To work with ALs to update the PGRSC Dynamic Spreadsheet. The ALs to reply after updating the PGRSC dynamic spreadsheet with any new students and deleting all the students who had graduated or completed their research thesis.	Hamza Qazi	February 2019	In Progress

Sr No	Action	Responsibility	Due Date	Progress
17	To share the research project grades summary with the Academic leaders annually for the academic leaders to reflect on the achievement of their respective PEPs.	Cynthia Almeida	February 2019	Completed

#### NOTES:

1. After the decision taken by the chief executive regarding the development of the state of the art Post graduate Study space / Lounge, the review task is no more required.
2. Paragraph from Dr James Prescott: "The ultimate goal of research is to increase or enhance knowledge. It is important that this knowledge is shared and used to benefit those connected to the research both directly and indirectly. To this end. It is encouraged that the outcomes and or findings from the research is collated and shared with relevant stakeholders, community and participants in a manner that fulfills the principle of Wakaritenga and the objectives of the research."
3. Hamza Qazi and Cynthia Almendia met on Tuesday 22nd of January 2019 to discuss on the administration of PGRSC meetings and the placement of the documents in H: Drive.
4. Reminder email was sent on Monday 14th January 2019.
5. Visit to the bulding 112, Room 2010 and 2011 was arranged in the month of December for the PGRSC members to view the future postgraduate space.
6. The email was sent on 8th January 2019.

#### 6. POSTGRADUATE ADMINISTRATION SUPPORT FOR RESEARCH PROPOSAL COMMITTEES,

- Simon Tries will be joining the meeting to disscuss the issue with the PGRSC membership.

#### 7. RENDERING UNITEC'S SUPERVISION COURSE INTO A BADGE-ABLE COURSE

- Memo\_Rendering Unitec's Supervision Course into a Badge-able Course(Refer Appendix A)



Memo\_Rendering  
Unitec's Supervision C



GF Rubric Dec  
2018.pdf

#### 8. ARCHIVING 60 CREDIT DISSERTATIONS TO UNITEC RESEARCH BANK

- Marcus Williams and Cynthia Almeida will breif the committe

#### 9. PURPOSE AND TOR FOR UREC REVIEW

- Draft\_Purpose and TOR for Unitec Research Ethics Committee Review is presented for the review of the committee. (Refer Appendix B)



Draft\_Purpose and  
TOR for UREC Review

## 10. UNITEC MASTER OF OSTEOPATHY (MOST) RESEARCH PROPOSALS – PROCESS FOR SUBMISSION, REVIEW AND APPROVAL

- Memo\_Unitec Master of Osteopathy (MOst) Research Proposals – Process for submission, review and approval (**Refer Appendix C**)



PGRSC MOst  
research proposal pro

## 11. SUMMARY OF RESPONSE - PGRSC WORKPLAN FOR 2019

- Following proposed topics has been received from the committee
  - A. Scholarship process
  - B. Proposal structure
  - C. Reflection of research on PBRF

## 12. SUMMARY OF RESPONSE - MAORI RESEARCH GUIDELINES AND TEMPLATE

- Summary of response from the committee members on 'Maori research guidelines' and 'Template for Maori Consultation' is provided here. (**Refer Appendix D**)



Summary of  
Response-Maori Res (

## 13. SUMMARY OF RESPONSE - RESEARCH APPROVAL COMMITTEES OUTCOMES

- Summary of response from the committee members on 'Research Approval Committees Outcomes' is provided here. (**Refer Appendix E**)



Summary of  
ResponseRes Apr Out

## 14. SUMMARY OF RESPONSE - RESEARCH APPROVAL FORM

- Summary of response from the committee members on 'Research Approval Form' is provided here. (**Refer Appendix F**)



Summary of  
Response-Res Apr For

## 15. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- PGRSC Dynamic Spreadsheet.

## 16. GENERAL BUSINESS

1. Membership for the year 2019 ((Refer Appendix G)



PGRSC Membership  
for year 2019.pdf

2. Meeting dates for the year 2019

## 17. KARAKIA

### KARAKIA TO CLOSE MEETING

Ka wehe atu tātou  
I raro i te rangimārie,  
te harikoa, me te manawanui  
Haumi ē! Hui ē! Taiki ē!

