Unitec
Institute of Technology
TE WHARE WĀNANGA O WAIRAKA

TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)

MEETING AGENDA

Tuesday
12th November 2019

TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)

Date:	**2019-11-12**
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	**Building 115-1030**

1. OPENING KARAKIA

KARAKIA TIMATANGA	BEGINNING PRAYER
Manawa mai te mauri nuku	Embrace the power of the earth
Manawa mai te mauri rangi	Embrace the power of the sky
Ko te mauri kai au	The power I have
He mauri tipua	Is mystical
Ka pakaru mai te pō	And shatters all darkness
Tau mai te mauri	Cometh the light
Haumi ē, Hui ē, Tāiki ē!	Join it, gather it, it is done!

2. KUPU WHAKATAU | WELCOME FROM CHAIR

3. PGRSC-TERMS OF REFERENCES-2019

a) <u>Purpose</u>

To oversee the institute's postgraduate Level 9 and 10 quality systems, to identify areas of good practice and areas for improvement and monitor academic quality issues and trends.

b) <u>Kaupapa</u>

The Postgraduate Research and Scholarships Committee is framed within the values of Kaitiakitanga for the Academic Portfolio and Academic Quality and Mahi Kotahitanga and Ngākau Māhaki for its support of the Level 9 and 10 programmes. The Postgraduate Research and Scholarships Committee is accountable to the Academic Board for ensuring appropriate standards and quality are maintained at Level 9 and 10.

c) <u>Membership</u>

Membership of the Postgraduate Research and Scholarships Committee shall comprise:

- Director, Research and Enterprise
- The Academic Leader of each Postgraduate Programme;
- General Manager, Student Success or nominee;
- The Director, Teaching and Learning (Mātauranga Māori) or nominee;
- The Director, Pacific Success or nominee;
- One member of the Student Council nominated by the Student Council
- Members, mostly drawn from the academic community, co-opted by the Sub-Committee for a term as required; and
- Members co-opted by the Academic Board for a term as required.

The term of office of appointed members shall be one year.
Appointments shall be made to the Committee at or before the February meeting of the Academic Board each year.
The Chair of the Committee shall be the Director, Research and Enterprise.

d) Terms of Reference
The Postgraduate Research and Scholarships Committee (PGRSC) is a subcommittee of the Academic Board and has the following powers and functions in relation to Level 9 and 10 Masters and Doctoral programmes:

- Approve proposals for Level 10 theses;
- 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);
- Approve registration of supervisors;
- 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;
- 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;
- Award and oversee the administration of Postgraduate Scholarships; and,
- Make recommendations to the Academic Board on changes to the Generic Regulations affecting Postgraduate Programmes as necessary.

e) Reporting
The Postgraduate Research and Scholarships Committee shall report to the Academic Board following each meeting.

f) Document Management and Control

Academic Board Approval	25th September 2018
Academic Board Minute Reference	Item no 6
Effective Date	25th September 2018
Version	1

4. PGRSC-MEMBERSHIP-2019

Committee Role	Member Name
Chair (Director, Research and Enterprise)	Assoc Prof Marcus Williams
Doctor of Computing Master of Computing	Assoc Prof Iman Ardekani
Master of Osteopathy	Rob Moran
Master of Creative Practice Master of Design	Assoc Prof Leon Tan
Master of Architecture (Professional)	Annabel Pretty
Master of Architecture (Research), Master of Landscape Architecture	Assoc Prof Matthew Bradbury
Masters of Business Master of International Communication, Master of Applied Practice (Professional Accountancy)	Assoc Prof Liz Rainsbury
Master of Applied Practice (Social Practice)	Assoc Prof Helen Gremillion
Master of Applied Practice (Generic)	Prof Hayo Reinders – Associate Members
Master of Educational Leadership and Management	Professor Carol Cardno – Associate Members
Research Professional Development Liaison - Tuapapa Rangahau - Research and Postgraduate Office	Assoc Prof Helen Gremillion
Director, Teaching and Learning (Mātauranga Māori) or nominee	Victor Grbic (Nominee)
Director, Pacific Success or nominee	Dr James Prescott (Nominee)
Director, Student Success or nominee	Caroline Malthus (Nominee)
One member of the Student Council nominated by the Student Council	Helen Vea (Student President, Student Council)

Staff in Attendance (Frequent)
- Hamza Qazi – Secretary
- Cynthia Almeida – Postgraduate Academic Administrator
- Maria Humphries-Kil – Chair Unitec Research Ethics Committee

5. PGRSC-WORK PLAN-2019

Review Conduct of Student Research Policy	
Item	*Timeline*
1 - Initial reading by PGRSC, identifying key areas of concern and opportunity for improvement. Identify key staff from the Supervision Register who can provide useful feedback	August
2 – Facilitated session on key areas and concern in the policy with identified members of the Supervision Register, open to all.	September
3 – Circulate draft changes to PGRSC and members of the Supervision Register	October
4 – Integration of feedback	November
5 – Reviewed document ready for Academic Board	December

Review-research ethics application quality	
Item	*Timeline*
1 – Brainstorm ideas for supervisor professional development	March
2 – Incorporate feedback from brainstorm and present a draft programme to PGRSC.	April
3 – Brainstorm ideas for PG student support toward improving ethics applications.	May
4 – Facilitate ideas for PG student support. Circulate final programme of supervisor support. Undertake a review of the quality of applications over a period of six months and share outcomes with UREC and PGRSC.	June

Review-UREC processes	
Item	*Timeline*
1 – Work with UREC to review two case studies of research ethics applications which took extensive time to review, were complex and were the source of some concern between UREC readers, students and/or supervisors	March
2 – Develop recommendations for UREC and PGRSC from the learnings coming out of this review	April
3 – Receive feedback from recommendations UREC and PGRSC and implement the recommendations	August

Research Ethics Policy	
Item	*Timeline*
1 – Initiate initial reading of the policy by PGRSC and UREC, identifying key areas of concern and opportunity. Identify key staff from the Supervision Register, PGRSC and UREC who would be available to interrogate these further and make recommendations	August
2 – Facilitated session on key areas and concerns in the policy with identified staff as above, open to all.	September
3 – Draft changes to PGRSC, UREC and members of the Supervision Register	October
4 – Integration of feedback	November
5 – Reviewed document ready for Academic Board	December

SECTION 2
STANDING ITEMS

6. NGĀ WHAKAPĀHA | APOLOGIES

At the time of printing, no apologies were received 💬

7. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

Minutes for the PGRSC meeting dated 1st October 2019 is put forward for approval

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PGRSC-Minutes-Oct
.pdf

RECOMMENDATION
That the Committee approves the minutes of the meeting of 2019-10-01.

8. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	To check whether international students can be allocated scholarship from PGRSC. The decision will be applicable to the 2021 scholarships.	Assoc Prof Marcus Willaims	01 / 11 / 2019	Completed See agenda item 14
2	To inquire Dr Geoff Bridgman regarding his plans to continue PGRSC membership.	Hamza Qazi	01 / 11 / 2019	Completed See note 1 after the action table
3	To ask Asma Munir, Research Administrator regarding the status of Programme fund allocation plan received from all the APMs and send a reminder if there are some remaining.	Hamza Qazi	01 / 11 / 2019	Completed See note 2 after the action table
4	To table the memo for the next PGRSC meeting to discuss the process of allocating scholarships and the scholarship evaluation mechanism.	Dr James Prescott	01 / 11 / 2019	
5	To invite the Director Māori Success and the Director Pacific Success to talk about the scholarship dispersion process with the committee.	Hamza Qazi	01 / 11 / 2019	Completed
6	To inform the supervisor of the student submitting the last IBM Scholarship about the concerned raised by the Representative of Pacifica regarding the application.	Assoc Prof Marcus Williams	01 / 11 / 2019	Completed
7	To table the recommendations made by the PGRSC at the academic board regarding the changes in the membership of the PAQCs.	Assoc Prof Marcus Williams	01 / 11 / 2019	Completed See note 3 after the action table

Sr No	Action	Responsibility	Due Date	Progress
8	To table the recommendations made by the PGRSC at the Academic Board regarding the minor amendments to the conduct of student research policy.	Assoc Prof Marcus Williams	01 / 11 / 2019	Completed
9	To send an email to the chairs of the PAQCs informing them about the terms of references of PGRSC and asking them to refer to the PGRSC committee where the task related to these terms is tabled at the PAQC meetings.	Assoc Prof Marcus Williams	01 / 11 / 2019	Completed See note 4 after the action table
10	To merge the 'Postgraduate research risk assessment form' and the 'research proposal submission form' as discussed in the meeting and work with Cynthia Almeida to upload it on the Moodle site. The link to the Moodle site will then be shared with the members of the committee.	Hamza Qazi and Cynthia Almeida	01 / 11 / 2019	Completed
11	To amend the supervisor /student contract as discussed in the meeting and then work with Cynthia Almeida to upload it on the Moodle site. The link to the Moodle site will then be shared with the members of the committee.	Hamza Qazi and Cynthia Almeida	01 / 11 / 2019	Completed
12	To send out the new research proposal submission form and supervisor /student contract to all the supervisor in the supervisor register, with the link to the Moodle site.	Assoc Prof Marcus Williams	01 / 11 / 2019	Completed
13	To include another column in the dynamic spreadsheet with the heading 'Supervisor / student contract provided?'.	Hamza Qazi	01 / 11 / 2019	Completed
14	To table an agenda item with the relevant PAQCs. The memo should be detailing the following; • the decision made at this PGRSC meeting with regards to the mandatory use of the standard Unitec wide amended research proposal submission form. • the mandatory use of the supervisor/student contract • Both forms need to be signed manually or digitally • The forms need to be saved in the respective school folder in the H: Drive. • There will be a process audit in the year 2020 to verify whether the research proposal submission form and supervisor / student contract are used, duly signed and recorded in the H: drive. The memo should append the following; • The amended research proposal submission form • The supervisor/student contract The Moodle link for Postgraduate Student Resources.	All members representing master programmes	01 / 11 / 2019	

NOTES:
1. The email was sent to Dr Geoff Bridgman. Assoc Prof Helen Gremillion will be representing MAP-SP from now on.
2. The email was sent to Asma Munir. Scholarship plans have been received from all the programmes.
3. The motion at the QAB was carried.

> **MOTION**
>
> **That the Committee endorse that PAQCs which have Level 9 and / or 10 programmes in their jurisdiction shall CO-OPT a member who is nominated by the leader of the relevant programme/s for the purpose of expressly representing the Postgraduate Research and Scholarships Committee (PGRSC).**
>
> Moved: ST
> Seconded: FT
>
> **MOTION CARRIED**

4. Email to the chairs of the PAQCs having Level 9 or 10 programme in their portfolio was sent on 29th October 2019.

9. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

PGRSC dynamic spreadsheet is put forward for approval.

Dynamic Research
Proposal Tracker-Ma

RECOMMENDATION
That the Committee approves the PGRSC dynamic spreadsheet as being an accurate record of student data at this point in time.

SECTION 3
ITEMS TO DISCUSS / APPROVE

10. MEETING WITH DIRECTOR—MAORI SUCCESS AND DIRECTOR—PACIFIC SUCCESS

The 30 minutes time slot is kept for the members to meet and discuss matters related to Maori and Pacific student success. Directors are expected to arrive after 3:00 PM.

11. GUIDELINES FOR THE ALLOCATION OF LEVEL 9&10 SUPERVISION HOURS

The guideline for the allocation of level 9 and 10 supervision hours is provided for the information and reminding purposes of the members.

Guidelines for the
Allocation of Level 9

RECOMMENDATION

That the committee notes the guidelines.

12. RESEARCH CLUSTER SCHOLARSHIPS - MARCH PROF./MARCP FOR 2020

The Research Cluster Scholarship guideline for the biddable contestable fund for the seven research clusters in the School of Architecture for MArch Prof Students and supervisors is put forward for approval.

Guidelines MARCP
scholarships researc

2019 MARCP
research clusters SEI

RECOMMENDATION

That the committee approves the guidelines.

13. PROPOSAL ASSESSMENT, BEST PRACTICE WITH EXEMPLAR FROM SOCIAL PRACTICE

Proposal assessment template used by the social practice is shared with the committee for feedback and discussion

Research Proposal
Template 2019.pdf

RECOMMENDATION

That the committee discusses and provides feedback for future actions.

14. INTERNATIONAL STUDENTS ELIGIBILITY FOR LEVEL 9 SCHOLARSHIPS

The memo to discuss the eligibility for Level 9 International students Scholarships is shared with the committee by Director Research and Enterprise

International
students' eligibility 1

RECOMMENDATION

That the committee reviews and provides feedback for future actions.

15. SELF EVALUATION

The Committee to discuss the effectiveness of the business and how we can improve on its usefulness in future.

SECTION 4
ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

16. GENERAL BUSINESS

17. DETAILS OF NEXT MEETING

The next meeting is scheduled for <u>Tuesday the 3rd December 2019</u> from 2:00 to 4:00 pm at Building 115, room 1030.

Schedule of Meeting Details		
Date	**Time**	**Venue**
3rd December 2019	2:00 to 4:00 pm	Building 115, Room 1030

18. CLOSING KARAKIA

TE KARAKIA WHAKAMUTUNGA	**ENDING PRAYER**
Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē, Hui ē, Tāiki ē!	*We are united, progressing forward!*