



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

MEETING MINUTES

**Tuesday
12th November 2019**



minutes

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 |

| | |
|---|-----------|
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SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

MEETING OPENED: 02:02 PM

1. KARAKIA TIMATANGA | OPENING KARAKIA

- The meeting was started with the Karakia.

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!

Embrace the power of the earth
Embrace the power of the sky
The power I have
Is mystical
And shatters all darkness
Cometh the light
Join it, gather it, it is done!

2. KUPU WHAKATAU | WELCOME FROM CHAIR

- The chair welcomed the new Academic Programme Manager – Susan Bennett – from the school of Computing and Information Technology. The committee members provided the self-introduction to the new members.
- **ACTION:** Hamza Qazi to share Conduct of Student Research Policy, Doctoral and Master's Generic Regulations, Programme Specific Regulations for DComp and MComp, and Supervision and Advisement of Student Research Guidelines with Susan Bennett.

3. PGRSC-TERMS OF REFERENCES-2019

- The committee noted the Terms of references.

4. PGRSC-MEMBERSHIP-2019

- The membership for the remainder of 2019 has been changed for
 1. MAP-Social Practice, from Dr Geoffrey Bridgman to Assoc Prof Helen Gremillion
 2. DComp and MComp, from Assoc Prof Iman Ardekani to Susan Bennett

5. PGRSC-WORK PLAN-2019

- The committee noted the work plan.

SECTION 2

STANDING ITEMS

6. NGĀ WHAKAPĀHA | ATTENDANCE, APOLOGIES & QUORATE STATUS

- Committee members present

| | |
|---------------------------------|---|
| 1. Assoc Prof Marcus Williams | 2. Susan Bennett (Replacing Assoc Prof Iman Ardekani) |
| 3. Assoc Prof Leon Tan | 4. Annabel Pretty |
| 5. Assoc Prof Liz Rainsbury | 6. Assoc Prof Helen Gremillion |
| 7. Victor Grbic | 8. Caroline Malthus |
| Total members present: 8 member | |

- Apologies

| | |
|----------------------------------|--------------------------------|
| 1. Rob Moran (arrived at 2:40pm) | 2. Assoc Prof Matthew Bradbury |
| 3. Helen Vea | 4. Dr James Prescott |
| Total Apologies: 4 member | |

MOTION: The chair proposes that the committee accept the apologies for the committee members listed in the table above.

All members accepted the proposal.

MOTION CARRIED

- Members in attendance

| | |
|---------------------------|-------------------------|
| 1. Hamza Qazi (Secretary) | 2. Cynthia Almeida |
| 3. Toni Rewiri | 4. Dr Falaniko Tominiko |

- Quorate Status:** The total representation was 8 out of 12. The meeting was hence determined as being quorate.

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

- The Chair briefly went through the items discussed in the last meeting minutes and then opened the floor for any matter arising. No items were raised.

MOTION: The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2019-10-01

MOVED: Assoc Prof Helen Gremillion

SECONDED: Assoc Prof Marcus Williams

MOTION CARRIED



Minutes_PGRSC_Oc
t.pdf

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 and Susan Bennett | 01 / 11 / 2019 | In Progress See note 3 after the action table |
| 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 4 after the action table |
| 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 5 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 |

| Sr No | Action | Responsibility | Due Date | Progress |
|-------|--|--|----------------|---|
| 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 | <p>To table an agenda item with the relevant PAQCs. The memo should be detailing the following;</p> <ul style="list-style-type: none"> 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. <p>The memo should append the following;</p> <ul style="list-style-type: none"> The amended research proposal submission form The supervisor/student contract <p>The Moodle link for Postgraduate Student Resources.</p> | All members representing master programmes | 01 / 11 / 2019 | Completed See note 6 to 9 after the action table |

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. Susan Bennett offered assistance to develop the process of allocating scholarships and the scholarship evaluation mechanism.
4. 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

5. Email to the chairs of the PAQCs having Level 9 or 10 programme in their portfolio was sent on 29th October 2019.
6. **ACTION:** Assoc Prof Marcus Williams to send a memo to the chair of the PAQCs having Level 9 PG Programme/s in their portfolio, regarding the decisions taken by PGRSC in October with respect to the mandatory use of Research proposal forms and student-supervisor agreement, saving the relevant research progression documents/report in H: Drive, and about the mid-2020 audit about the process.
7. The committee showed concerns that there should be some guidance coming from TKK to assist research proposal committees in archiving relevant student documentation in H:Drive.
8. **ACTION:** Hamza Qazi to share the list of administrative tasks the Programme leader has to do with Assoc Prof Marcus Williams. Marcus Williams to invite Simon Tries to the next PGRSC meeting.
9. **ACTION:** Hamza Qazi to share the suspension of candidature process with the members of the committee.

9. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- The feedback from the members was received and is incorporated in the attached spreadsheet, which identifies up to date 90 credits or above research information on student studying in Level 9 programmes.
- All APMs (or nominees) present and otherwise confirmed that the record is accurate.
- The chair congratulated the leaders of the programmes on the fact that this comprehensive record of the principal data for all Level 9 & 10 students at Unitec is now back on track.



Dynamic Research
Proposal Tracker-Ma

SECTION 3

ITEMS TO DISCUSS / APPROVE

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

- Toni Rewiri and Dr Falaniko Tominiko visited the committee to meet the members and discuss on the scholarship allocation process for Māori and Pacific students. These are eligible undergraduate students willing to pursue a master's degree with the commitment to enrol for 90 or above credits research thesis.
- The committee decided on the following points;
 1. Māori and Pacifica students who are in the relevant graduate or post-graduate diploma programmes and are eligible for the masters programme should be included in the list of eligible scholarship targeted students.
 2. Share the list of students with the APMs of the postgraduate programmes.
 3. The Pacifica students who have previously received Pacific PG scholarship for PG diploma programmes can be eligible for the new Pacific PG scholarships, for the master programme with the commitment to enrol for 90 credit research thesis or higher.
 4. Students who have already received the Māori or Pacific PG scholarships can be eligible for the next year Maori and Pacific PG scholarships, on the case by case bases.
 5. Students having or intending to apply for Māori or Pacific PG scholarships can also apply to programme specific PG scholarships and will be dealt with on the case by case bases.
 6. Students already receiving the Programme specific PG scholarship, can be eligible for the next year programme specific PG scholarship, on the case by case bases.
- **ACTION:** Assoc Prof Marcus Williams to include the decision taken by the committee in the relevant scholarship guidelines.
- **ACTION:** Assoc Prof Marcus Williams to check if the Māori and Pacifica students who are in relevant Graduate or Post-Graduate Diploma programmes are included in the list of eligible students, and share the updated list with the Director Maori Success and Director Pacific Success and the leaders of the programmes.
- **ACTION:** Tūāpapa Rangahau to maintain the spreadsheet of the list of students with all the PGRSC administered scholarship details. The spreadsheet to be shared with the relevant APMs so that the communication among the APMs and Directors Maori success and Pacific success can be facilitated regarding the possible eligible students.

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

- Assoc Prof Marcus Williams informed the committee that the guideline for the allocation of level 9 and 10 supervision hours was agreed at the beginning of this year

and are now incorporated in the Supervision and Advisement of Student Research Guidelines



Guidelines for the
Allocation of Level 9

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

- Assoc Prof Marcus Williams and Annabel Pretty informed the committee that the documents are shared as an exemplar of good practice around school research plans, involving and connecting academic staff, research clusters and work-integrated learning opportunity for students.
- Annabel Pretty informed the committee on the seven research clusters, their plans, staff involved in each clusters, and guidelines for applying for the biddable contestable fund.
- The committee commended the practice at the MARCP.



Guidelines MARCP
scholarships researc



2019 MARCP
research clusters SEI



SoA Research
Clusters.pdf

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

- Assoc Prof Helen Gremillion shared the guidelines which the MAP-SP is using for assessing research proposals. These include important headings, acceptable page limits, approximate timeframes, etc
- The committee commended the sharing of the guidelines.
- Victor Grbic commented that ethical consideration might be a better word instead of ethical issues in the document.
- **ACTION:** Cynthia Almedia to upload the examination marking guidelines for the students to know as to how their work would be assessed.



Research Proposal
Template 2019.pdf

14. INTERNATIONAL STUDENTS ELIGIBILITY FOR LEVEL 9 SCHOLARSHIPS

- The memo regarding the eligibility for Level 9 International students Scholarships was shared with the committee with the arguments to include or not to include the international students for Level 9 scholarships.
- Assoc Prof Leon Tan inquired whether the completion of the degree by international students generate research degree completion funds.
- **ACTION:** Assoc Prof Marcus Williams to check if the completion of the degree by international students generate research degree completion funds.
- Assoc Prof Liz Rainsbury commented that international students bring in varying perspective to the research field and most of them do end up being the taxpayers.

- The committee discussed that opening the scholarship for international students could increase the administrative load due to large numbers of applications from overseas.
- The Committee decided to roll the agenda item to the next meeting



International
students' eligibility :

15. SELF EVALUATION

- Assoc Prof Marcus Williams shared with the committee list of provocations points for our self-evaluation.
- The committee noted that two best practices exemplars were shared today, which is a good practice in itself and should be continued in future.



Committee
Review.pdf

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

16. GENERAL BUSINESS

1. Assoc Prof Marcus Williams informed the committee that the deadline for PG industry scholarship was last Thursday 7th November 2019. There have been 4 applications received for a total of 5 scholarships. The committee decided to extend the deadline till 22nd November 2019.
2. **ACTION:** Assoc Prof Marcus Williams to send out the information regarding the extension to the deadline for Postgraduate Industry Scholarships.
3. **ACTION:** Cynthia Almeida to re-format the internal and external examiner forms into standard template form.

17. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2019-12-3
- Location: Building 115 – Room 1030
- Submissions by: COB, 2019-11-22
- To: hqazi@unitec.ac.nz

| Schedule of Meeting Details | | |
|-------------------------------|-----------------|-------------------------|
| Date | Time | Venue |
| 3 rd December 2019 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 3 rd March 2020 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 5 th May 2020 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 2 nd Jun 2020 | 2:00 to 4:00 pm | Building 115, Room 1030 |
| 7 th Jul 2020 | 2:00 to 4:00 pm | Building 115, Room 1030 |

18. TE KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

- The meeting finished with the Karakia

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

We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!

19. ACTION ITEM TABLE INCORPORATING NEW ACTION ITEMS FROM THIS MEETING

| | Action | Responsibility | Due Date |
|---|--|-------------------------------------|----------------|
| 1 | To table the memo for the next PGRSC meeting to discuss the process of allocating scholarships and the scholarship evaluation mechanism. | Dr James Prescott and Susan Bennett | 22 / 11 / 2019 |

| | Action | Responsibility | Due Date |
|----|--|--|----------------|
| 2 | To share Conduct of Student Research Policy, Doctoral and Master's Generic Regulations, Programme Specific Regulations for DComp and MComp, and Supervision and Advisement of Student Research Guidelines with Susan Bennett. | Hamza Qazi | 22 / 11 / 2019 |
| 3 | To send a memo to the chair of the PAQCs having Level 9 PG Programme/s in their portfolio, regarding the decisions taken by PGRSC in October with respect to <ul style="list-style-type: none"> the mandatory use of Research proposal forms and student-supervisor agreement, saving the relevant research progression documents/report in H: Drive, and the mid-2020 audit about the process. | Assoc Prof Marcus Williams | 22 / 11 / 2019 |
| 4 | To share the list of administrative tasks the Programme leader has to do with Assoc Prof Marcus Williams. Assoc Prof Marcus Williams to invite Simon Tries to the next PGRSC meeting. | Hamza Qazi And Assoc Prof Marcus Williams | 22 / 11 / 2019 |
| 5 | To share the suspension of candidature process with the members of the committee. | Hamza Qazi | 22 / 11 / 2019 |
| 6 | To include the decision taken by the committee in the relevant scholarship guidelines. | Assoc Prof Marcus Williams | 22 / 11 / 2019 |
| 7 | To check if the Māori and Pacifica students who are in relevant Graduate or Post-Graduate Diploma programmes are included in the list of eligible students, and To share the updated list with the Director Maori Success and Director Pacific Success and the leaders of the programmes | Assoc Prof Marcus Williams | 22 / 11 / 2019 |
| 8 | To maintain the spreadsheet of the list of students with all the PGRSC administered scholarship details. To share the spreadsheet with the relevant APMs so that the communication among the APMs and Directors Maori success and Pacific success can be facilitated regarding the possible eligible students. | Tūāpapa Rangahau (Assoc Prof Marcus Williams) | 22 / 11 / 2019 |
| 9 | To check if the completion of the degree by international students generate research degree completion funds. | Assoc Prof Marcus Williams | 22 / 11 / 2019 |
| 10 | To send out the information regarding the extension to the deadline for Postgraduate Industry Scholarships. | Assoc Prof Marcus Williams | 22 / 11 / 2019 |
| 11 | To upload the examination marking guidelines for the students to know as to how their work would be assessed. | Cynthia Almedia | 22 / 11 / 2019 |
| 12 | To re-format the internal and external examiner forms into standard template form. | Cynthia Almedia | 22 / 11 / 2019 |

MEETING ENDED: 04:05 PM