



agenda

Unitec Postgraduate Research and Scholarships Committee (PGRSC)

Tuesday, 5th of March 2019, at 2.00 pm, in building 115 room 1030

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) Annabel Pretty – Has a site visit
- b) Hayley Sparks – A new cohort of MTF students starting on this day
- c) Caroline Malthus – Would be 30 to 40 mins late.
- d) Prof Carol Cardno – Teaching for the whole day
- e) Emma Smith – Conflict with a previously scheduled meeting
- f) Mathew Bradbury – Teaching for the whole day
- g) A.Prof Leon Tan – Teaching cover of a PG class

4. APPROVAL OF PREVIOUS MINUTES

- Minute of the Unitec postgraduate research and scholarships committee meeting dated 12th February 2019 is put forward for approval



B)

Minutes_PGRSC_Feb

5. UPDATE ON ACTIONS FROM PREVIOUS MEETING

Sr No	Action	Responsibility	Due Date	Progress
1	To remind ALs in the PGRSC membership to check their Programme specific regulations.	Hamza Qazi	28 th Feb 2019	Completed See Note 1 after the action table
2	To shift Action item 16, updating the PGRSC Dynamic Spreadsheet to a standing item in the agenda while removing it from the action table.	Hamza Qazi	28 th Feb 2019	Completed See Standing Agenda Item 6
3	To develop the list of tasks and send it to Hamza Qazi by Monday 18th February 2019. Hamza to share the list with PGRSC members and collate their response by Wednesday 20th February 2019. Hamza to send the collated information to Simon Tries and Amy Tankard.	Dr Hamid Sharifzadeh, Assoc Prof Leon Tan, Dr Sylvia Hach, Annabel Pretty, Assoc Prof Matthew Bradbury and Hamza Qazi	20 th Feb 2019	Completed See Note 2 after the action table
4	To work with Nikki Sullivan bringing clarity to the Process of making Unitec's supervision course into a badge-able course. And then to provide communication back to the PGRSC.	Assoc Prof Helen Gremillion	28 th Feb 2019	Completed See Agenda Item 11

Sr No	Action	Responsibility	Due Date	Progress
5	To find out how many 60 Credit thesis are there in the pipeline and present it in the next PGRSC.	Cynthia Almeida	28 th Feb 2019	Completed See Agenda Item 12
6	To meet with Assoc Prof Helen Gremillion to ascertain what is practicable and of high priority.	Assoc Prof Marcus Williams	28 th Feb 2019	Completed
7	To meet with Assoc Prof Helen Gremillion and think around some question which could be incorporated in the student surveys	Assoc Prof Marcus Williams	28 th Feb 2019	In-Progress
8	To circulate and ask the PGRSC membership to contribute to the draft work plan for the year 2019.	Hamza Qazi	28 th Feb 2019	Completed See Agenda Item 13
9	To incorporate the changed in the Research Guidelines for Maori and Community Social and Cultural Responsiveness and Template for Maori Cultural Consultation (research). Verify the changes with the concerned member and send the final version to Cynthia Almeida for archiving.	Hamza Qazi	28 th Feb 2019	In-Progress
10	To change the 3rd outcome to 'approval with amendments to the satisfaction of relevant academic authority' in the guidelines and relevant forms. Share the updated form with Cynthia Almeida and TKK.	Hamza Qazi	28 th Feb 2019	In-Progress
11	To incorporate the changed in the Research Proposal Approval Form, verify the changes with the concerned member and send the final version to Cynthia Almeida.	Hamza Qazi	28 th Feb 2019	In-Progress
12	To connect Hamza Qazi with the new student president to expedite a student membership for the PGRSC.	Caroline Malthus	28 th Feb 2019	Completed See Note 3 after the action table

NOTES:

1. A reminder email was sent on 22d February 2019. Received replies from a couple of ALs that they have checks and the programme specific regulations are fine for their programmes.
2. Hamza Qazi received a draft list from Dr Hamid Sharifzadeh on Tuesday 19th February 2019, It was circulated among the members on the same day. Responses were collated

for 2 days and the final list of task-specific to PG ALs were sent to Project Eleven team on Friday 22nd of February 2019.

3. Caroline Malthus introduced Hamza Qazi to Helen Veal, president of the student council. Hamza Qazi then sent the email requesting student representation for PGRSC on Monday 25th of February 2019. The PGRSC Membership has been accepted by the Student Council President Helen Veal.

6. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- PGRSC Dynamic Spreadsheet.



Dynamic Research
Proposal Tracker-Ma

7. LIST OF TASKS RELATED TO THE DELIVERY OF RESEARCH PROJECTS AT LEVEL 9 AND 10

- List of the tasks which is sent to Project Eleven is attached herewith.



Level 9and10
research project rela

8. SUSPENSION OF DCOMP STUDENT-RAKESH KUMAR

- Suspension Application is put forward for approval.



Unitec Form.pdf



Appointment letter
for Rakesh.pdf

9. MEMO_PROFESSIONAL DEVELOPMENT FOR SUPERVISORS

- Ideas for Professional Development of Supervisors at United are listed in the memo.



Memo_Professional
Development for Su

10. PAQC APPROVAL OF RESEARCH PROPOSAL COMMITTEES

- The requirement of Research Proposal Approval Committee TOR and Membership to be ratified by the programme PAQCs.



Memo_Research
Proposal Committee

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

- Update on the process to be shared with the committee.

12. ARCHIVING 60 CREDIT DISSERTATIONS TO UNITEC RESEARCH BANK

- Cynthia Almeida will brief the committee.



PGRD prog with
60-credit courses.xls

13. 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
 - D. How to efficiently address unsatisfactory progress of thesis students

14. MOODLE ENROLMENT TIME EXTENSION ISSUE

- Concerned raised by Annabel Pretty and Steve Marshal to be discussed at the Committee



Memo_Moodle
Enrolment Time Exte

15. GENERAL BUSINESS

16. 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!

