

# agenda

## **Unitec Postgraduate Research and Scholarships Committee (PGRSC)**

Tuesday, 2nd of April 2019, at 2.00 pm, in building 183 room 2010

### 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;
- 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) Hayley Sparks NZQA validation visit
- b) Helen Vea Sick Leave
- c) Matthew Bradbury-Teaching
- d) Emma Smith-Another meeting

### 4. APPROVAL OF PREVIOUS MINUTES

• Minute of the Unitec postgraduate research and scholarships committee meeting dated 5th March 2019 is put forward for approval



### 5. UPDATE ON ACTIONS FROM PREVIOUS MEETING

Sr No	Action	Responsibility	Due Date	Progress
1	To take electronic approval of the dynamic spreadsheet as being an accurate record from the members who have sent their apologies.	Hamza Qazi	12/03/2019	Completed
2	To amend the context in the Research Proposal TOR and Membership template to more explanatory rather than legislative and share with the PGRSC members.	Assoc Prof Marcus Williams	12/03/2019	See Note 1 after the action table
3	To submit the TOR and Membership for their research proposal approval committed to their programme PAQCs before next PGRSC meeting.	ALs in the PGRSC membership	29/03/2019	
4	To inform the ALs of postgraduate programmes, supervisors, Te Puna Ako and other relevant parties regarding the change of the process for archiving 60 credit dissertations.	Cynthia Almeida	29/03/2019	Completed
5	To develop a milestone/work plan for PGRSC meetings for the year 2019 and present it in the next PGRSC meeting.	Assoc Prof Marcus Williams	29/03/2019	See Agenda Item 10

Sr No	Action	Responsibility	Due Date	Progress
6	To arrange a meeting for Dr Hamid Sharifzadeh, Annabel Pretty and Dr Steve Marshal to discuss on the issue of automatic Moodle enrolment and make recommendations to the next PGRSC Meeting.	Hamza Qazi	29/03/2019	See Note 2 after the action table

### **NOTES:**

- 1. The updated Research Proposal TOR and Membership template was shared with the PGRSC members on 7th March 2019.
- 2. The meeting was held on 25th March 2019. It was decided that the feature, in which the students who are enrolled in ENR course are automatically enrolment in Moodle for the next 6months at the end of their ENR course would be ceased. Hence, from next semester only those students who enrol in a course (ENR or non-ENR) would be able to get access to Moodle.

### 6. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

PGRSC Dynamic Spreadsheet.



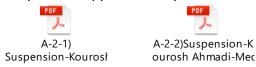
### 7. LIST OF TASKS RELATED TO THE DELIVERY OF RESEARCH PROJECTS AT LEVEL 9 AND 10

• List of tasks after incorporating comments from the working group is sent to Project Eleven is attached herewith.



### 8. SUSPENSION OF DCOMP STUDENT- KOUROSH AHMADI

• Suspension Application is put forward for approval.



### 9. EXEMPTION TO PROCEED TO THESIS FOR DCOMP STUDENT

 Dr Iman Ardekani to present the memo regarding Exemption to Proceed to Thesis for DCOMP student:1314497



### 10. PGRSC WORKPLAN FOR 2019

• PGRSC Workplan for 2019 is attached for your reference



#### **11. UREC REVIEW**

Assoc Prof Marcus Williams to present the memo regarding UREC Review.



### 12. SUPERVISION PROFESSIONAL DEVELOPMENT

Assoc Prof Marcus Williams to present the document regarding Supervision PDs



### 13. AUTHORITY TO DECIDE WHETHER A RESEARCH PROPOSAL REQUIRES AN ETHICS APPROVAL

 Discussion on whether an authoritative approval or validation (from a committee or a position) is required or not, for a decision on the requirement of ethics approval for a research project of level 9 and above at Unitec.

### **14. GENERAL BUSINESS**

#### 15. KARAKIA

