



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;
- 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) 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



B)

Minutes_PGRSC_Ma

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	Completed 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	Completed 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	Completed 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.



Dynamic Research
Proposal Tracker-Ma

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.



A-1) Level 9and10
research project rela

8. SUSPENSION OF DCOMP STUDENT- KOUROSH AHMADI

- Suspension Application is put forward for approval.



A-2-1)
Suspension-Kourosh



A-2-2)Suspension-K
ourosh Ahmadi-Mec

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



A-3 Exemption to
Proceed to Thesis.pc

10. PGRSC WORKPLAN FOR 2019

- PGRSC Workplan for 2019 is attached for your reference



A-4) PGRSC
Workplan.pdf

11. UREC REVIEW

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



A-5)
Memo-URECReview.



A-6)
Memo-Recommendations

12. SUPERVISION PROFESSIONAL DEVELOPMENT

- Assoc Prof Marcus Williams to present the document regarding Supervision PDs



A-7) Supervision
PD.pdf

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

KARAKIA TO CLOSE MEETING

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

