Unitec Postgraduate Research and Scholarships Committee (PGRSC)

Tuesday, 2nd April 2019, at 2:00 pm, in building 183 room 2010

PRESENT

Assoc Prof Marcus Williams	Dean Research and Enterprise
Dr Hamid Sharifzadeh	Masters of Computing
Assoc Prof Iman Ardekani	Doctor of Computing
Annabel Pretty	Master of Architecture (Professional)
Dr Sylvia Hach	Master of Osteopathy
Assoc Prof Leon Tan	Master of Creative Practice
Dr James Prescott	Master of International Communication Master of Applied Practice – Professional Accountancy Pasifika Representation
Assoc Prof Helen Gremillion	Research Professional Development Liaison
Caroline Malthus	Student Success Representation

IN ATTENDANCE

Hamza Qazi	Secretary

1. KARAKIA

- The meeting was started with the Karakia lead by Assoc Prof Helen Gremillion.
- The chair introduced Jacquie Reed, the new Research Operations Manager for Tuapapa Rangahau to the PGRSC members. The members provided their self-introduction.

2. APOLOGIES

- **MOTION:** The chair proposes that the apologies for the committee members listed in the table below be accepted. All members accepted the proposal.
  - o **MOTION CARRIED**.

Emma Smith (Assoc Prof Leon Tan is representing)	Master of Design
Prof Carol Cardno	Master of Educational Leadership & Management Master of Education
Dr Jo Mane	Master of Applied Practice-Generic

Assoc Prof Matthew Bradbury	Master of Architecture (research) Master of Landscape Architecture
Alan Lockyer (Dr James Prescott is representing)	Master of Business
Dr Geoff Bridgman (Assoc Prof Helen Gremillion is representing)	Master of Applied Practice-Social practice
Helen Vea	Student President, Student Council
Dr Curtis Bristowe	Māori Representation
Dr Hayley Sparks	Masters Applied Practice – Technology Futures Masters of Contemporary Education Masters of Teaching and Education Leadership

3. APPROVAL OF PREVIOUS MINUTES

- **MOTION:** The PGRSC approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 5th March 2019.
  - o **MOVED:**   Annabel Pretty
  - o **SECONDED:**   Dr James Prescott
  - o **MOTION CARRIED.**

B)
Minutes_PGRSC_Ma

4. 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 committee, to their programme PAQCs before next PGRSC meeting.	ALs in the PGRSC membership	29/03/2019	**Completed** See Note 2 after the action table

Sr No	Action	Responsibility	Due Date	Progress
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
6	To arrange a meeting for Dr Hamid Sharifzadeh, Annabel Pretty and Dr Steve Marshal to discuss the issue of automatic Moodle enrolment and make recommendations to the next PGRSC Meeting.	Hamza Qazi	29/03/2019	**Completed** See Note 3 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. Hamza Qazi to follow up with Dr James Prescott regarding the tabling of the MAP-PA Research Proposal Committee TOR and Membership in his respective PAQC.
3. 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 re-enrolled in Moodle for the next 6months at the end of their ENR course will be withdrawn with immediate effect. Hence, now only those students who are enrolled in a course (ENR or non-ENR) would be able to get access to Moodle. However, if the AL wishes to manually enrol a student in moodle for supporting final submissions, they can do so keep proper records and track of such students.

5. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- **MOTION:** Chair proposes that the committee approved the PGRSC dynamic spreadsheet as being an accurate record of students at this point in time. All Als confirmed that the record is accurate.
  - **MOTION CARRIED**.

Dynamic Research
Proposal Tracker-Ma

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

- Hamza Qazi shared with the committee the list of tasks related to the delivery of Research project at Level 9 and 10, which are divided into various roles by the Project Eleven Team – refer the appendix attached below.

A-1-1) Level 9and10 research project rela

- Assoc Prof Helen Gremillion along with various members pointed out that the tasks distributed to Research Leaders, Academic Leaders and Senior Academic staff were quite innaccurately represented.
- Assoc Prof Marcus William then facilitated redistributing the tasks to be more accurate. The final version of the document, see below, was shared with the Project Eleven team after the meeting.

A-1-2) Level 9and10 research project rela

7. SUSPENSION OF DCOMP STUDENT- KOUROSH AHMADI

- Assoc Prof Iman Ardekani explained that this student requires medical treatment and hence he is asking for a semester suspension for 1192. Iman Ardekani also informed the committee that the student already had the suspension for 1184 and that he would require at least 2 more years (4 semesters) to complete his PhD, making him one of the last DCOMP students to complete the PhD.
- **MOTION**: Due to the lack of evidence the PGRSC did not approve the suspension of the student. However, it was decided that if he can provide sufficient evidence to support his application, the Chair will have delegated authority to approve.
  - **MOTION CARRIED.**

A-2-1) Suspension-Kourosl

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

8. EXEMPTION TO PROCEED TO THESIS FOR DCOMP STUDENT

- Assoc Prof Iman Ardekani presented a memo (attached below) regarding the student (ID: 1314497) appeal for an exemption to proceed to the thesis for DCOMP despite having a C+ grade instead of B- in the thesis pre-requisite course of ISCG1002. Iman Ardekani informed the committee that as per the regulation he requires a B- or higher grade in ISCG1002 to proceed to the thesis. The regulations allow for an exemption at the discretion of the "Professional Doctorate Programme Committee". Iman informed the committee of unsatisfactory performance by the student thus far.

A-3 Exemption to Proceed to Thesis.pc

- The PGRSC committee decided that according to the regulations set out in the programme regulations the student should make the request for exemption to the

PAQC for the DCOMP programme as the PAQCs are now the institution-wide substitute for Programme committees. The PAQC committee, can then delegate the authority to PGRSC if it wishes.

9. PGRSC WORKPLAN FOR 2019

- Assoc Prof Marcus William presented the work plan for PGRSC for the year 2019 (attached below) around the review of four important themes; i.e. 'Conduct of Student Research Policy', 'Research Ethics Application Quality', 'UREC Processes' and 'Research Ethics Policy'. Marcus also informed the committee that considering these reviews as a significant amount of work, he had a discussion with Merran Davis – Executive Director Academic regarding the timing of these reviews in light of the nationwide review of vocational education and training sector. It was decided in the meeting with Merran Davis that the reviews should be put on hold until we have news about the development of the first stage review of the ITP sector by July. Meanwhile, PGRSC can consider the work plan and review it so that the best processes are in place when we decide to start the processes of these reviews.

- The committee had a preliminary review of the work plan and anonymously acknowledges the acceptance of the overall plan. Dr James Prescott also mentioned that it would be advantageous if we can also mention the person responsible for each subtask in the work plan. A few amendments were made in the meeting to the work plan and are incorporated in the attached document.

A-4) PGRSC
Workplan-V2.pdf

10. REVIEW OF ETHICS APLICAION PROCESSES

- Marcus informed the committee of the following steps for the review.

A-5)
Memo-URECReview.

- Marcus also informed the committee that TKK has done a survey of monitors report for 2018 and had developed a report for Academic Board detailing the general strength and weaknesses of Unitec Programmes. From those weak areas, there are two which relate to level 9 and 10 research, i.e. Quality of Supervision and the timeliness of ethics approval process. However, the Review of Vocational Education may also potentially effect how research is reviewed for ethcs approval.

- **MOTION**: The chair proposes that the review is put on hold until we have news about the development of the first stage review of the ITP sector by July. All members accepted the proposal.
  - o **MOTION CARRIED**

- The other memo (attached below) describes the three recommendations presented to PGRSC for their approval in order to tackle the two important problems related to the ethics approval process; i.e. the gradual and significant decrease in the quality of ethics applications and the second being the slow turnaround of the response on the application.

A-6)
Memo-Recommenda

- Assoc Prof Helen Gremillion explained the recommendations;
  1 - Ethics applications will be submitted to the UREC by the supervisor, and any discussion regarding the application will be between the supervisor and the primary reader.
  2 - There will be an additional step for pre-screening of all applications by the UREC administrator (Asher Lewis) on procedural and grammatical aspects.
  3 - A phone-call or face to face meeting between the primary reader and the supervisor will occur when complex feedback is needed, instead of written conversation.
- **MOTION:** The chair proposes that the three recommendations be approved by the committee. All members accepted the proposal.
  - **MOTION CARRIED**
- **ACTION:** Assoc Prof Marcus William, after hearing back from UREC, to ensure that the ethics application submission and meeting dates are corrected from July onwards to incorporate the 2nd recommendation and the updated information is uploaded on to the Moodle respectively.
- **ACTION:** Hamza Qazi to identify all the places where these recommendations will require the change in the guidelines, regulations or policies.

11. SUPERVISION PROFESSIONAL DEVELOPMENT

- Assoc Prof Marcus William informed the committee that he and Assoc Prof Helen Gremillion are working on this proposal and the draft is shared with the committee for their acknowledgements and suggestions.

A-7) Supervision
PD.pdf

- The committee supported the work in progress regarding the professional development for supervisers.

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

- This item is rolled over to the next meeting due to time limitation.

13. KARAKIA

- The meeting was closed with the Karakia read by Assoc Prof Helen Gremillion.

14. NEXT MEETING DATE

- The next meeting is scheduled for Tuesday the 7th of May 2019 from 2:00 to 4:00 pm at Building 115 room 1030.

Schedule of Meeting Details		
Date	**Time**	**Venue**
7th May 2019	2:00 to 4:00 pm	Building 115, Room 1030
4th June 2019	2:00 to 4:00 pm	Building 110, Room 2020
2nd July 2019	2:00 to 4:00 pm	Building 115, Room 1030
6th August 2019	2:00 to 4:00 pm	Building 115, Room 1030
3rd September 2019	2:00 to 4:00 pm	Building 115, Room 1030
1st October 2019	2:00 to 4:00 pm	Building 115, Room 1030
5th November 2019	2:00 to 4:00 pm	Building 115, Room 1030
3rd December 2019	2:00 to 4:00 pm	Building 115, Room 1030

15. ACTION TABLE

Sr No	Action	Responsibility	Due Date
1	To ensure that the ethics application submission and meeting dates are corrected from July onwards and the updated information on uploaded on to the Moodle respectively.	Assoc Prof Marcus William	3rd May 2019
2	To identify all the places where these recommendations will require the change in the guidelines, regulations or policies	Hamza Qazi	3rd May 2019