



minutes

Te Komiti Whakahaere a ngā Pia

Unitec Postgraduate Research and Scholarships Committee (PGRSC)

Tuesday, 7th May 2019, at 2:00 pm, in building 115 room 1030

PRESENT

Assoc Prof Marcus Williams	Dean Research and Enterprise
Dr Hamid Sharifzadeh	Masters of Computing
Annabel Pretty	Master of Architecture (Professional)
Dr Sylvia Hach	Master of Osteopathy
Assoc Prof Leon Tan	Master of Creative Practice
Alan Lockyer	Master of Business
Assoc Prof Helen Gremillion	Research Professional Development Liaison
Caroline Malthus	Student Success Representation

IN ATTENDANCE

Hamza Qazi	Secretary
Cynthia Almeida	Postgraduate Academic Administrator

1. KARAKIA

- The meeting was started with the Karakia lead by Assoc Prof Helen Gremillion.
- The chair informed the members that the committee now have a Te Reo name as given at the top of the minutes.

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.
 - **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 Iman Ardekani (Dr Hamid Sharifzadeh is representing)	Doctor of Computing

Assoc Prof Matthew Bradbury	Master of Architecture (research) Master of Landscape Architecture
Dr James Prescott (Alan Lockyer is representing)	Master of International Communication Master of Applied Practice – Professional Accountancy Pasifika Representation
Dr Geoff Bridgman (Assoc Prof Helen Gremillion is representing)	Master of Applied Practice-Social practice
Helen Veal	Student President, Student Council
Dr Josie Keelan	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 2nd April 2019.
 - **MOVED:** Annabel Pretty
 - **SECONDED:** Dr Sylvia Hach
 - **MOTION CARRIED.**



B)

Minutes_PGRSC_Ma

- Assoc Prof Marcus Williams updated the committee regarding the list of tasks related to the delivery of research projects at level 9 and 10. He attended the meeting with the HOS to discuss and finalise the list of task. It was decided in the meeting that there would be a position for research leader for all programme including sub-degree programmes with a minimum of 0.1 and a maximum of 0.2 FTE.

4. UPDATE ON ACTIONS FROM PREVIOUS MEETING

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

NOTES:

1. **ACTION:** Hamza to work with Asher Lewis to update the required guidelines and due dates for ethics application submissions.

5. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

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



Dynamic Research
Proposal Tracker-Ma

6. REVIEWING THE PURPOSE, DESIGN AND ELIGIBILITY OF THE SCHOLARSHIPS FOR THE MBUS PROGRAMME

- Alan Locker informed the committee that he is confused regarding the ownership of different scholarships at Unitec and the timing of the scholarships round.
- Marcus Williams replied that the PGRSC decides on scholarship allocation per programme, the Tūāpapa Rangahau manages the allocation of the money to the programmes and the Academic Leaders manages the allocation of scholarship to the students. The process runs once a year and is started in September so that we have plenty of time to discuss and allocate the scholarship funds before the start of the year.
- Marcus also informed the committee that there was a review of scholarships at Unitec in 2018, with a view to rationalise them, led by Student Support and Scholarship Manager. One of the decisions during that review was to leave the postgraduate scholarships with Tūāpapa Rangahau due to the complexity involved with the allocation of scholarship at postgraduate levels and the high level of accountability in the existing process.

7. SUSPENSION OF DCOMP STUDENT- KOUROSH AHMADI

- Hamza Qazi informed the committee that due to the lack of evidence, PGRSC did not approve the suspension of the student in the last meeting. However, it was decided that if the student provided sufficient evidence to support his application, the Chair will have delegated authority to approve. The student did then share additional evidence with the chair and suspension was approved afterwards. The information is shared with the committee for noting and recording purposes. The letter was sent to the student clearly articulating that this is the last suspension for him.

8. SPSS SOFTWARE PHASE-OUT PLAN

- Marcus informed the committee that Unitec runs an expensive statistical package – SSPC—for qualitative research, which is decreasingly used. In 2017, Environmental and Animal Sciences ran a research project with their staff on the viability of the alternative free online open-source statistical software ‘R’, led by Assoc Prof Nigel Adams.
- In 2018, a bigger survey with 441 participants was conducted and the details of the survey are presented in the memo attached. The results show that the SPSS software is underutilised while the cost associated with it is high.



A1) SPSS Phase Out
Memo to PGRSC.pdf

- After considering the outcomes of these above and various alternatives Tūāpapa Rangahau recommended Phasing-out 'SPSS' software with the introduction of 'R' by 2020, but with plenty of continuing support around professional development for the main users. A cautious approach would be taken though, with another survey post- workshops / PD training to get the feedback from the main users on substituting 'SPSS' with 'R'
- Alan Lockyer commented that he sees the challenges, but that it is sad that we would be losing this software. However, if the replacement can serve the purpose and professional training could be provided then it can be considered.
- Sylvia Hach commented that 'R' is challenging for the new user, requiring coding.. She also added that staff in Osteopathy clearly oppose the change. They say SPSS is the most widely used statistical software and this would put pressure on supervisors for the M0st research projects making it more difficult to attract suitable staff, and research productivity of the staff would decrease.
- Feedback through the URC, from Dan Blanchon head of Environmental and Animal Sciences urged a carefully phased switch, possibly over a longer time than planned.
- It was decided after the discussion that Tūāpapa Rangahau, will go ahead with the workshops / PD training, but will reconsider the decision based on the feedback it receives from the main users after the workshop on the following;
 - whether to Phase out SPSS or not
 - if so, what should the timing look like
 - what further training for staff and students would be needed.

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

- Marcus inquired as to where the discretion lies for the decision on whether an ethics approval is required for a research project or not.
- Following were the responses:
 - a) Dr Hamid Sharifzadeh: Research Proposal Committee
 - b) Alan Lockyer: Students need to apply automatically
 - c) Assoc Prof Leon Tan: Research Proposal Committee
 - d) Annabel Pretty: Academic Leader and Supervisors
 - e) Sylvia Hach: Supervisors recommend and Research Proposal Committee decide.
 - f) Caroline Malthus: Students sometimes find it difficult to find out the answer to this question
- Committee decided we need clarity on the matter and we need to update the relevant guidelines with the decision.
- **MOTION:** The authority to decide whether a research proposal requires an ethics approval lies with the Research Proposal Committee
 - **MOTION CARRIED.** The committee approved the changes to the relevant guidelines.

ACTION: Hamza Qazi to work with Cynthia Almeida to update the relevant guidelines.

10. POSTGRADUATE INDUSTRY SCHOLARSHIPS

- Marcus informed the committee that Tūāpapa Rangahau was able to negotiate a scholarship with IBM for the purpose of supporting postgraduate industry research. The guidelines and template are shared with the committee for their feedback.
- Valuable feedback was received from the committee in order to improve the guidelines and template to encourage Unitec students for applying for the scholarship with appropriate support for filling in the application.
- The guidelines and template including comments from members are attached below.



A2-1)

PIS-Guidelines.pdf



A2-2)

PIS-Template.pdf

- The committee decided to bring the deadline for application submission forward to late June instead of 1st of July so that the PGRSC committee can decide on the scholarships in their July meeting.

11. KARAKIA

- The meeting was closed with the karakia read by Marcus Williams.

12. NEXT MEETING DATE

- The next meeting is scheduled for Tuesday the 4th of June 2019 from 2:00 to 4:00 pm at Building 110 room 2020.

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

13. ACTION TABLE

Sr No	Action	Responsibility	Due Date
1	To work with Asher Lewis to update the required guidelines and due dates for ethics application submissions.	Hamza Qazi	31 st May 2019
2	To work with Cynthia Almeida to update the relevant guidelines around the necessity of ethics approval.	Hamza Qazi	31 st May 2019