



minutes

Te Komiti Whakahaere a ngā Pia

Unitec Postgraduate Research and Scholarships Committee (PGRSC)

Tuesday, 4th of June 2019, at 2:00 pm, in building 110 room 2020

PRESENT

Assoc Prof Marcus Williams	Dean Research and Enterprise
Assoc Prof Iman Ardekani	Doctor of Computing
Dr Hamid Sharifzadeh	Masters of Computing
Dr Sylvia Hach	Master of Osteopathy
Assoc Prof Leon Tan	Master of Creative Practice
Alan Lockyer	Master of Business
Dr Geoffrey Bridgman	Master of Applied Practice-Social practice
Dr Jo Mane	Master of Applied Practice-Generic
Helen Vea	Student President, Student Council
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.
- The chair also translated the Karakia in English.

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
Annabel Pretty	Master of Architecture (Professional)
Assoc Prof Matthew Bradbury (Xinxin Wang is representing)	Master of Architecture (research) Master of Landscape Architecture

Dr James Prescott	Master of International Communication Master of Applied Practice – Professional Accountancy Pasifika Representation
Prof Carol Cardno	Master of Educational Leadership & Management Master of Education
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 7th May 2019.
 - **MOVED:** Assoc Prof Leon Tan
 - **SECONDED:** Dr Hamid Sharifzadeh
 - **MOTION CARRIED.**



B)
Minutes_PGRSC_Ma

4. UPDATE ON ACTIONS FROM PREVIOUS MEETING

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

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 present and otherwise confirmed that the record is accurate.
 - **MOTION CARRIED.** The committee approved the PGRSC dynamic spreadsheet



Dynamic Research
Proposal Tracker-Ma

- **ACTION:** Hamza Qazi to find out what are the steps around processing suspensions and extensions of student enrolment in PeopleSoft.

6. REVIEW OF INDUSTRY POSTGRADUATE SCHOLARSHIPS

- Assoc Prof Marcus Williams informed the committee that after the scholarship guidelines were reviewed by the committee and the feedback included, the IBM Industry scholarship was launched last month. It was also decided in the last meeting

that the committee will design some guidelines for reviewing the applications in the next PGRSC meeting.

- Marcus suggested that the guidelines should be robustly constructed and avoiding conflicts of interest. Furthermore, the committee also needs to decide whether the application review and approval of funds should be processed in the next PGRSC or have an application reviewing and grant allocation subcommittee with selected persons making the decision on behalf of PGRSC.
- The committee decided that the subcommittee of 5 members would be made for the application reviewing and grant allocation. The committee would be chaired by Assoc Prof Marcus Williams and a Māori adviser, with the other 3 members selected from the research proposal committees of the programmes with the topmost number of applications. However, if the subcommittee requires the expertise of any other academic staff for the assessment of an application which is out of their domain of expertise then the support can also be sought for.
- The selected members would be nominated by the programme Academic Leader and should not have any conflict of interest with the submitted applications.
- Marcus also commented that a numeric selection criterion for application assessment based on the criterion in the scholarship guidelines would be shared with the committee members and the feedback on it would be incorporated before the subcommittee meets to review and grant the scholarship funds.
- The subcommittee would convene in the week before the next PGRSC meeting. the outcome will be reported to the next PGRSC meeting.
- **ACTION:** Assoc Prof Marcus Williams to share the numeric selection criterion for application assessment.
- **ACTION:** Hamza Qazi to communicate the number of IBM Industry Postgraduate Scholarship applications with names to the chair, by Friday 5.00pm June 21st.

7. CONSISTENCY OF POSTGRADUATE STANDARDS AND STUDENT SUPPORT

- Assoc Prof Marcus Williams provided the context for this agenda item to the committee. Te Korowai Kahurangi annually reviews monitor's reports across all programmes looking for strengths, weaknesses, problems or opportunities. For 2018 there were a number of such and two were in the domain of work carried out by Tūāpapa Rangahau. The first one is related to the amount of time it takes for the ethics application approval process –work on which is underway in parallel. While the second is related to the consistency and quality of research supervision across postgraduate programmes. Hence the Academic Board has charged Marcus to come up with a report.
- Tūāpapa Rangahau has implemented a series of actions to this end. One of those is to develop a new research professional development suite for supervisors which was shared with relevant staff and is also discussed under agenda 8 below.



A8-3)

SupportResources.p

- There were other tasks performed to address the issue, however, the most substantial work is to develop guidelines on how much time should be allocated for supervision.

- Tūāpapa Rangahau has developed a working party comprising of a few HoS, members from PGRSC, and other staff to develop guidelines for the maximum and minimum research supervision resource allocation. As a starting point a survey was carried out of all the course descriptors for research courses to find the directed hours across all level 9 and 10 programmes in comparison to the length of the course, the credit value of the course and the ratio of RDC funding applied to programs by TEC. It can be seen in the table attached that there is a variation of requirements ranging from nothing for a 240 credit programme to 160 directed hours for a 120 credit programme.



A8-1)

MemoStudentSupp

- Draft guidelines have been presented here.



A8-2)

GuidelinesSupervi

- The committee discussed the guidelines on the following points
 - Calculations for directed hours per year
 - Distribution of research supervision load among principal and associate supervisors
 - Tasks involved in directed hours
 - Should the directed hours guidelines be per year or for the whole programme credit
- The committee was not able to conclude the discussion and is therefore carried forward to the next meeting.

8. NEW RESEARCH PROFESSIONAL DEVELOPMENT SUITE FOR SUPERVISORS

- Assoc Prof Marcus Williams informed the committee that in the usual Unitec Professional development suite, there are now new workshops added particularly for the professional development of level 9 and 10 supervisors. The details for the eight new workshop are below. An individual email to all supervisors has already been sent.



A9) Professional
Development 2019.p

9. RESEARCH ETHICS APPLICATION PROCESS

- A comprehensive review of the Research Ethics Application Process was carried out and the memo is sent out to the Academic Board, with actions significant changes for improvement as recommendations. The memo is shared with the committee for their reference.



A10) MemoEthics
.pdf

10.SURVEY ON POSTGRADUATE SUPERVISION PRACTICES AND SUPPORT

- Assoc Prof Marcus Williams informed the committee that a survey is being developed by Tūāpapa Rangahau to better understand practice in supervision and advisement of students across postgraduate programmes. The result will help in developing and ensuring that we have the right support in place for our supervisors and our students. Survey on postgraduate supervision practice and support is attached.



A11) Questions for Supervisors.pdf

11.GENERAL BUSINESS

Student Course Surveys for Research Students

- Hamza Qazi informed the committee that Student Course Surveys were sent to research students enrolled in level 9 and 10 courses on Wednesday 22nd May 2019 involving the following three question.
 1. My supervisor gave me helpful feedback on my progress towards completing my final research project and/or thesis.
 2. The Postgraduate Moodle Resource was helpful for me in understanding the resources and requirements of my final research project and/or thesis.
 3. The Postgraduate Student Learning and Achievement and library services were helpful for me in undertaking my final research project and/or thesis.

12.KARAKIA

- The meeting was closed with the karakia.

13.NEXT MEETING DATE

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

Schedule of Meeting Details		
Date	Time	Venue
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

14.ACTION TABLE

Sr No	Action	Responsibility	Due Date
1	To find out what are the steps around processing suspensions and extensions of student enrolment in PSoft	Hamza Qazi	27 th June 2019
2	To share the numeric selection criterion for application assessment with the committee	Assoc Prof Marcus Williams	27 th June 2019
3	To communicate the number of IBM Industry Postgraduate Scholarship applications with names to the chair, by Friday 5.00pm June 21st	Hamza Qazi	27 th June 2019