



**TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE  
RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)**

**MEETING AGENDA**

**Tuesday  
2<sup>nd</sup> July 2019**



# agenda

## TE KOMITI WHAKAHAERE A NGĀ PIA | UNITEC POSTGRADUATE RESEARCH AND SCHOLARSHIPS COMMITTEE (PGRSC)

Date:	<b>2019-07-02</b>
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	<b>Building 115-1030</b>

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# **SECTION 1**

## **NGĀ KUPU ARATAKI | PRELIMINARIES**

### **1. OPENING KARAKIA**

<b>KARAKIA TIMATANGA</b>	<b>BEGINNING PRAYER</b>
<i>Manawa mai te mauri nuku</i>	<i>Embrace the power of the earth</i>
<i>Manawa mai te mauri rangi</i>	<i>Embrace the power of the sky</i>
<i>Ko te mauri kai au</i>	<i>The power I have</i>
<i>He mauri tipua</i>	<i>Is mystical</i>
<i>Ka pakaru mai te pō</i>	<i>And shatters all darkness</i>
<i>Tau mai te mauri</i>	<i>Cometh the light</i>
<i>Haumi ē, Hui ē, Tāiki ē!</i>	<i>Join it, gather it, it is done!</i>

### **2. KUPU WHAKATAU | WELCOME FROM CHAIR**

### **3. PGRSC-TERMS OF REFERENCES-2019**

#### **a) Purpose**

To oversee the institute's postgraduate Level 9 and 10 quality systems, to identify areas of good practice and areas for improvement and monitor academic quality issues and trends.

#### **b) Kaupapa**

The Postgraduate Research and Scholarships Committee is framed within the values of Kaitiakitanga for the Academic Portfolio and Academic Quality and Mahi Kotahitanga and Ngākau Māhaki for its support for the Level 9 and 10 programmes. The Postgraduate Research and Scholarships Committee is accountable to the Academic Board for ensuring appropriate standards and quality are maintained at Level 9 and 10.

#### **c) Membership**

Membership of the Postgraduate Research and Scholarships Committee shall comprise:

- Director, Research and Enterprise
- The Academic Leader of each Postgraduate Programme;
- General Manager, Student Success or nominee;
- The Director, Teaching and Learning (Mātauranga Māori) or nominee;
- The Director, Pacific Success or nominee;
- One Member of the Student Council nominated by the Student Council
- Members, mostly drawn from the academic community, co-opted by the Sub-Committee for a term as required; and
- Members co-opted by the Academic Board for a term as required.

The term of office of appointed members shall be one year.

Appointments shall be made to the Committee at or before the February meeting of the Academic Board each year.

The Chair of the Committee shall be the Director, Research and Enterprise.

d) Terms of Reference

The Postgraduate Research and Scholarships Committee (PGRSC) is a subcommittee of the Academic Board and has the following powers and functions in relation to Level 9 and 10 Masters and Doctoral programmes:

- 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);
- Approve registration of supervisors;
- 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;
- 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;
- Award and oversee the administration of Postgraduate Scholarships; and,
- Make recommendations to the Academic Board on changes to the Generic Regulations affecting Postgraduate Programmes as necessary.

e) Reporting

The Postgraduate Research and Scholarships Committee shall report to the Academic Board following each meeting.

f) Document Management and Control

Academic Board Approval	25 <sup>th</sup> September 2018
Academic Board Minute Reference	Item no 6
Effective Date	25 <sup>th</sup> September 2018
Version	1

#### 4. PGRSC-MEMBERSHIP-2019

Committee Role	Member Name
Chair (Director, Research and Enterprise)	Assoc Prof Marcus Williams
The Leader of each Postgraduate Programme or nominee:	
Doctor of Computing	Assoc Prof Iman Ardekani
Master of Computing	Dr Hamid Sharifzadeh
Master of Osteopathy	Dr Sylvia Hach
Master of Creative Practice	Assoc Prof Leon Tan
Master of Design	Emma Smith
Master of Architecture (Professional)	Annabel Pretty
Master of Architecture (Research), Master of Landscape Architecture	Assoc Prof Matthew Bradbury
Masters of Business	Alan Lockyer
Master of International Communication, Master of Applied Practice (Professional Accountancy)	Dr James Prescott
Master of Applied Practice (Social Practice)	Dr Geoff Bridgman
Master of Applied Practice (Generic)	Dr Jo Mane (Nominee)
Master of Educational Leadership and Management	Professor Carol Cardno
Master of Applied Practice (Technological Futures), Masters of Contemporary Education, Masters of Teaching and Education Leadership	Dr Hayley Sparks
Research Professional Development Liaison - Tuapapa Rangahau - Research and Postgraduate Office	Assoc Prof Helen Gremillion
Director, Teaching and Learning (Mātauranga Māori) or nominee	TBD
Director, Pacific Success or nominee	Dr James Prescott (Nominee)
Director, Māori Success or nominee	Dr Jo Mane (Nominee)
One Member of the Student Council nominated by the Student Council	Helen Vea (Student President, Student Council)
Director, Student Success or nominee	Caroline Malthus (Nominee)

#### Staff in Attendance (Frequent)

- Hamza Qazi – Secretary
- Cynthia Almeida – Postgraduate Academic Administrator

## 5. PGRSC-WORK PLAN-2019

Review Conduct of Student Research Policy	
<i>Item</i>	<i>Timeline</i>
1 - Initial reading by PGRSC, identifying key areas of concern and opportunity for improvement. Identify key staff from the Supervision Register who can provide useful feedback	August
2 – Facilitated session on key areas and concern in the policy with identified members of the Supervision Register, open to all.	September
3 – Circulate draft changes to PGRSC and members of the Supervision Register	October
4 – Integration of feedback	November
5 – Reviewed document ready for Academic Board	December

Review-research ethics application quality	
<i>Item</i>	<i>Timeline</i>
1 – Brainstorm ideas for supervisor professional development	March
2 – Incorporate feedback from brainstorm and present a draft programme to PGRSC.	April
3 – Brainstorm ideas for PG student support toward improving ethics applications.	May
4 – Facilitate ideas for PG student support. Circulate final programme of supervisor support. Undertake a review of the quality of applications over a period of six months and share outcomes with UREC and PGRSC.	June

Review-UREC processes	
<i>Item</i>	<i>Timeline</i>
1 – Work with UREC to review two case studies of research ethics applications which took extensive time to review, were complex and were the source of some concern between UREC readers, students and/or supervisors	March
2 – Develop recommendations for UREC and PGRSC from the learnings coming out of this review	April
3 – Receive feedback from recommendations UREC and PGRSC and implement the recommendations	August

Research Ethics Policy	
<i>Item</i>	<i>Timeline</i>
1 – Initiate initial reading of the policy by PGRSC and UREC, identifying key areas of concern and opportunity. Identify key staff from the Supervision Register, PGRSC and UREC who would be available to interrogate these further and make recommendations	August
2 – Facilitated session on key areas and concerns in the policy with identified staff as above, open to all.	September
3 – Draft changes to PGRSC, UREC and members of the Supervision Register	October
4 – Integration of feedback	November
5 – Reviewed document ready for Academic Board	December

# SECTION 2

## STANDING ITEMS

### 6. NGĀ WHAKAPĀHA | APOLOGIES

At the time of printing, apologies had been received from:

Dr Hamid Sharifzadeh	Dr Sylvia Hach	Assoc Prof Matthew Bradbury
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#### RECOMMENDATION

That the Committee accepts the Apologies of today's meeting.

### 7. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

Minutes for the EAS PAQC meeting dated 4th June 2019 is put forward for approval



B)

Minutes\_PGRSC\_Jun

#### RECOMMENDATION

That the Committee approves the Minutes of the meeting of 2019-06-04.

### 8. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	To find out what are the steps around processing suspensions and extensions of student enrolment in PSoft	Hamza Qazi	27th June 2019	<b>Completed</b> see agenda item 14
2	To share the numeric selection criterion for application assessment with the committee	Assoc Prof Marcus Williams	27th June 2019	<b>Completed</b> See agenda item 11
3	To communicate the number of IBM Industry Postgraduate Scholarship applications with names to the chair, by Friday 5.00pm June 21st	Hamza Qazi	27th June 2019	<b>Completed</b> See agenda item 12

### 9. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

PGRSC dynamic spreadsheet is put forward for approval



Dynamic Research  
Proposal Tracker-Ma

#### RECOMMENDATION

That the Committee approves the PGRSC dynamic spreadsheet as being an accurate record of student data at this point in time.

# **SECTION 3**

## **ITEMS TO DISCUSS / APPROVE**

### **10. CONSISTENCY OF POSTGRADUATE STANDARDS AND STUDENT SUPPORT**

This item is carried forward from the last meeting for the committee to carry on with the discussion. Memo and supporting documents are attached for the committee to discuss.



A10-1)

MemoStudentSupport



A10-2)

GuidelinesSupervisor



A10-3)

GuidelinesSupervisor

#### **RECOMMENDATION**

That the Committee approves the Guidelines for the allocation of Level 9&10 supervision hours.

### **11. IBM INDUSTRY SCHOLARSHIPS 2019 ASSESSMENT SHEET**

Assessment sheet and assessment form template for IBM Industry Scholarships 2019 was shared with the committee for any feedback and then to be used for scholarship assessment subcommittee, is attached here for recording purposes.



A11) Assessment  
Sheet and Form Temp

#### **RECOMMENDATION**

That the Committee notes and records the Assessment Sheet and Form Template.

### **12. REVIEW AND APPROVAL OF OF IBM INDUSTRY SCHOLARSHIP APPLICATIONS**

Memo for review and approval of the IBM Industry Scholarship is attached for the committee.



A12) Review and  
Approval of of IBM In

#### **RECOMMENDATION**

That the committee review eligibility and approve/decline the IBM Postgraduate Industry Scholarship for the intended applicants.

### **13. REVIEW - UNITEC PACIFIC SUCCESS STRATEGY 2018-2022**

Unitec Pacific Success Strategy is shared with the committee to review and discuss.



A13) Review - Unitec  
Pacific Success Strate

#### **RECOMMENDATION**

That the committee reviews the Unitec Pacific success strategy.



## 14. SUSPENSION OF CANDIDATURE PROCESS

A preliminary process doe Suspension of Candidature process has been developed by TKK and is presented for review, updating and feedback.



A14) Suspension of  
Candidature Process (

### RECOMMENDATION

That the committee reviews the suspension of candidature process.

# SECTION 4

## ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

### 15. GENERAL BUSINESS

### 16. DETAILS OF NEXT MEETING

The next meeting is scheduled for Tuesday the 6<sup>th</sup> August 2019 from 2:00 to 4:00 pm at Building 115, room 1030.

Schedule of Meeting Details		
Date	Time	Venue
6 <sup>th</sup> August 2019	2:00 to 4:00 pm	Building 115, Room 1030
3 <sup>rd</sup> September 2019	2:00 to 4:00 pm	Building 115, Room 1030
1 <sup>st</sup> October 2019	2:00 to 4:00 pm	Building 115, Room 1030
5 <sup>th</sup> November 2019	2:00 to 4:00 pm	Building 115, Room 1030
3 <sup>rd</sup> December 2019	2:00 to 4:00 pm	Building 115, Room 1030

### 17. CLOSING KARAKIA

<b>TE KARAKIA WHAKAMUTUNGA</b> <i>Ka wehe atu tātou I raro i te rangimārie Te harikoa Me te manawanui Haumi ē, Hui ē, Tāiki ē!</i>	<b>ENDING PRAYER</b> <i>We are departing Peacefully Joyfully And resolute We are united, progressing forward!</i>
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