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

MEETING MINUTES

Tuesday
2nd July 2019

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

Date:	**2019-07-02**
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	**Building 115-1030**

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SECTION 1
NGĀ KUPU ARATAKI | PRELIMINARIES

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MEETING OPENED: 02:05 PM

1. KARAKIA TIMATANGA | OPENING KARAKIA

- The meeting was started with the Karakia.

Manawa mai te mauri nuku	Embrace the power of the earth
Manawa mai te mauri rangi	Embrace the power of the sky
Ko te mauri kai au	The power I have
he mauri tipua	Is mystical
Ka pakaru mai te pō	And shatters all darkness
Tau mai te mauri	Cometh the light
Haumi e, hui e, taiki e!	Join it, gather it, it is done!

2. KUPU WHAKATAU | WELCOME FROM CHAIR

- The Chair welcomed the committee members.
- The Chair introduced Dr Maria Humphries-Kil to the committee as being the current Chair of the Unitec Research Ethics Committee (UREC) and long term Associate Professor at the University of Waikato before that.
- A.Pro Marcus Williams informed the committee that he amended the contract of the UREC Chair before appointing Maria. The amended contract extends the role so that the UREC chair can attend relevant meetings and problemsolve toward improved quality and efficient working environment around research ethics processes.
- The Chair also welcomed Dr Hayley Spark to her last PGRSC meeting representing the Level 9, 90 credits and above research activity for the previously Unitec owned programmes run by Mindlab. Since the last student has passed the research thesis from those programmes and that the Unitec has sold its shares to Mindlab for those programmes;, PGRSC will no longer represent Mindlab students.

3. PGRSC-TERMS OF REFERENCES-2019

- Noted

4. PGRSC-MEMBERSHIP-2019

- The Chair informed the committee that Unitec is currently in the process of restructuring the academic leadership framework. The new Academic Programme Manager (APM) role is replacing the previous Academic Leadership (AL) role. He is in communication with the Heads of School for updating the membership of the PGRSC

committee. For the time being, till the updated PGRSC membership for the level 9 and 10 programmes are confirmed by the Head of Schools, the PGRSC will continue its business with the current membership.

5. PGRSC-WORK PLAN-2019
- Noted

SECTION 2
STANDING ITEMS

6. NGĀ WHAKAPĀHA | ATTENDANCE, APOLOGIES & QUORATE STATUS
- Committee members present

1. Assoc Prof Marcus Williams	2. Assoc Prof Iman Ardekani
3. Dr Sylvia Hach	4. Annabel Pretty
5. Assoc Prof Leon Tan	6. Dr Geoffrey Bridgman
7. Assoc Prof Helen Gremillion	8. Dr Hayley Sparks
Total members present: 8 member/s	

- Apologies

1. Dr Hamid Sharifzadeh	2. Alan Lockyer
3. Assoc Prof Matthew Bradbury	4. Dr Jo Mane
5. Helen Vea	6. Caroline Malthus
Total Apologies: 6 member/s	

MOTION: The chair proposes that the committee accept the apologies for the committee members listed in the table above.
All members accepted the proposal.

MOTION CARRIED

- Absences

1. Emma Smith	2. Dr James Prescott
3. Prof Carol Cardno	
Total Apologies: 3 member/s	

- Quorate Status: The meeting was determined as being in-quorate. Therefore, all the motions in this meeting will be ratified in the next meeting.

- Members in attendance

1. Hamza Qazi (Secretory)	2. Dr Maria Humphries-Kil (Chair of Unitec Research Ethics Committee)

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

- The Chair briefly went through the agenda items from the minutes of the previous meeting and then opened the floor for members to speak. No items were raised.

Minutes_PGRSC_Jun.pdf

> **MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2019-06-04
>
> **MOVED:**   Assoc Prof Helen Gremillion
> **SECONDED:**   Dr Sylvia Hach
>
> **MOTION CARRIED**

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	**Completed** See agenda item 14
2	To share the numeric selection criterion for application assessment with the committee	Assoc Prof Marcus Williams	27th June 2019	**Completed** 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	**Completed** See agenda item 12

9. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- Hamza Qazi informed the committee that new records from the members were updated in the PGRSC dynamic spreadsheet, with a one week more for the remaining members to send any feedback.
- The feedback was received and is incorporated in the attached spreadsheet which identifies up to date information on student study in Level 9 programmes.

Dynamic Research Proposal Tracker-Ma

> **MOTION:** The committee approves 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.
>
> **MOVED:**   Assoc Prof Leon Tan
> **SECONDED:**   Dr Geoffrey Bridgman
>
> **MOTION CARRIED**

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SECTION 3
ITEMS TO DISCUSS / APPROVE

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10. CONSISTENCY OF POSTGRADUATE STANDARDS AND STUDENT SUPPORT

- The Chair opened the discussion by explaining that in the last meeting, the committee decided that the supervision hours should be changed from per annum to per Programme credit hours. However, there seem to be some concerns regarding time allocation.
- After healthy discussion, it was clarified that these guidelines refer to one-on-one, supervisor-student meeting time, given in hours per student per Programme credit hours.

Memo Student Support.pdf	Guidelines Supervision.pdf	Guidelines Supervision Revised.p

MOTION: The committee approves the programme credit-bearing Guidelines for supervision subject to the following changes
1) Remove the last sentence of the first paragraph in the guidelines
2) Remove the second last paragraph in the guidelines
3) Change the word directed hours to contact hours
4) Noting that these guidelines are not for calculating the total Postgraduate workload
MOVED: Assoc Prof Marcus Williams
SECONDED: Assoc Prof Leon Tan

MOTION CARRIED

11. IBM INDUSTRY SCHOLARSHIPS 2019 ASSESSMENT SHEET

- Unitec was able to negotiate a scholarship with IBM, used for the purpose of supporting postgraduate industry research.
- In the last meeting, the committee decided that the subcommittee of 5 members would be made for the application reviewing and grant allocation. The chair was also actioned to share the numeric selection criterion for application assessment.
- The call for Expression of Interest for the IBM Industry Scholarships, however, resulted in fewer applicants than scholarships, rendering the formation of a special assessment committee redundant.
- Assessment sheet and assessment form template for IBM Industry Scholarships 2019 was shared with the committee for recording purposes.

Assessment Sheet and Form Template.p

12. REVIEW AND APPROVAL OF OF IBM INDUSTRY SCHOLARSHIP APPLICATIONS

- The call for Expression of Interest for the IBM Industry Scholarships resulted in fewer applicants than scholarships, rendering the formation of a special assessment committee redundant. Instead, the PGRSC itself reviewed the applications.
- The attached memo for review and approval of the IBM Industry Scholarship was discussed by the committee.

Review and Approval of of IBM Industry Sch

- After discussion and review, the committee decided with the following outcome.

Sr No	Student ID	Student Name	Programme	Committee Decision
1	1515442	Eruera LeeMorgan	MAP (Generic)	**Approved**. scholarship of $(NZ)3400
2	1123180	Mohammad Reza Rouhani	MComp	**Declined.** The application was not able to provide any proof of industrial engagement in the project.
3	1405848	Myles Durrant	MArch (Prof)	**Approved**. scholarship of $(NZ)3400
4	1459898	Christopher Solomon	MOst	**Approved**. scholarship of $(NZ)3400

- The committee decided that since there are still two scholarships left, therefore a short one week call for the scholarships applications should be made. The scholarship applications will be read by Marcus Williams and recommendations would be made to the committee electronically asking for approval. If there are two or fewer applications, meeting the scholarship criterion, then the scholarship will be allocated to them after the approval of the committee. If there are more than two applications, meeting the scholarship criterion, then general agreement or voting option would be used based on the quality standard of the applications as recommended by the chair.
- Considering the current restructuring in the academic leadership space, the committee decided that for the smooth running of the business, the scholarship approval recommendations will be shared only with the current members of the committee.

13. REVIEW - UNITEC PACIFIC SUCCESS STRATEGY 2018-2022

- On behalf of the Falaniko Tominiko, Director - Pacific Success, Marcus William shared the Unitec Pacific Success Strategy with the committee to review and discuss the strategy pertaining to the Level 9 and 10 research at Unitec.

Review - Unitec Pacific Success Strateg

- The committee unanimously supported the strategy with a suggestion to include some targets and a timeline for the various goals.

14. SUSPENSION OF CANDIDATURE PROCESS

- Hamza Qazi shared the draft process of Suspension of Candidature for the committee to review and provide feedback.
- The committee supported the process subjected to the following changes.
    1) Bring step 1 after step 3
    2) In Step 1, The student should submit the form to APM
    3) Change to step 4: AL (or APM) communicates the decision to PAQC for level 9 and PGRSC for Level 10, to ratify the suspension

    Suspension of
    Candidature Process (

- The Committee suggested that the guidelines should then be appended to the Academic and Programme Management Policy.
- The guidelines would be shared by Cynthia Almeida also to be uploaded in the PG Moodle site.

SECTION 4
ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

15. GENERAL BUSINESS

- The chair asked Hamza Qazi to put the agenda item on 'discussion on student-supervisor contract' in the next meeting.

16. DETAILS OF NEXT MEETING

Time: 2:00 PM – 4:00 PM
Date: 2019-08-6
Location: Building 115 – Room 1030
Submissions by: COB, 2019-07-31
To: hqazi@unitec.ac.nz

Schedule of Meeting Details		
Date	Time	Venue
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

17. TE KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

- The meeting finished with the Karakia

Ka wehe atu tātou	We are departing
I raro i te rangimārie	Peacefully
Te harikoa	Joyfully
Me te manawanui	And resolute
Haumi ē! Hui ē! Taiki ē!	We are united, progressing forward!

18. ACTION ITEM TABLE INCORPORATING NEW ACTION ITEMS FROM THIS MEETING

- There were no remaining action items from the last meeting, and there is no new action item from this meeting.

MEETING ENDED: **03:35 PM**