



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

MEETING AGENDA

**Tuesday
6th August 2019**



agenda

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

Date:	2019-08-06
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Building 115-1030

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SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

1. OPENING KARAKIA

KARAKIA TIMATANGA	BEGINNING PRAYER
<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 of 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 th September 2018
Academic Board Minute Reference	Item no 6
Effective Date	25 th 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 Master of Computing	Assoc Prof Iman Ardekani
Master of Osteopathy	Rob Moran
Master of Creative Practice Master of Design	Assoc Prof Leon Tan
Master of Architecture (Professional)	Annabel Pretty / Yusef Patel
Master of Architecture (Research), Master of Landscape Architecture	Assoc Prof Matthew Bradbury
Masters of Business Master of International Communication, Master of Applied Practice (Professional Accountancy)	Dr Liz Rainsbury
Master of Applied Practice (Social Practice)	Dr Geoff Bridgman
Master of Applied Practice (Generic)	Prof Hayo Reinders
Master of Educational Leadership and Management	Professor Carol Cardno
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	TBD
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:

Yusef Patel		Annabel Pretty	Assoc Prof Matthew Bradbury
Helen Veal			

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 16th April 2019 is put forward for approval



6)

Minutes_PGRSC_Jul-

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

There were no action items from the last meeting.

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. DELEGATION OF FUNCTIONS TO DIRECTOR RESEARCH AND ENTERPRISE

The memo to delegate some functions to Director Research and Enterprise is shared with the committee.



A10) Delegation of functions to Director f

RECOMMENDATION

That the Committee approves the delegation of functions o Director Research and Enterprise.

11. RECORD OF ONE IBM INDUSTRY SCHOLARSHIP APPLICATIONS APPROVED UNDER EXTENDED DEADLINE DATE

In the last PGRSC meeting, the committee decided to extend the deadline by one week in order to award the remaining two IBM Industry Scholarship. Only one scholarship application was received and was approved and awarded as per the process decided in the last PGRSC meeting. The application is shared with the committee for recording purposes.



A11)
MARCP-1139453-Nei

RECOMMENDATION

That the committee record the one IBM Industry Scholarship application approved under the extended deadline date.

12. REVIEW AND APPROVAL OF (LATE) IBM INDUSTRY SCHOLARSHIP APPLICATIONS

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



A12) Review and Approval of Late IBM

RECOMMENDATION

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

13. 2020 POSTGRADUATE SCHOLARSHIP ALLOCATION

Excel file with 2020 scholarship allocation for Postgraduate Programmes is shared with the committee.



A13)

Scholarships2020.xlsx

RECOMMENDATION

That the committee discusses and reviews the allocations and approve the scholarships to the programmes.

14. POSTGRADUATE RESEARCH RISK ASSESSMENT

The postgraduate research risk assessment is shared with the committee.



A14) Health and
Safety Template for P

RECOMMENDATION

That the committee reiterates that the supervisors should be going over this with their students, filling in the template and filing it with their supervision records and notes.

15. POSTGRADUATE SUPERVISOR/STUDENT CONTRACT

The postgraduate supervisor / student contract is shared with the committee.



A15)

SupervisionAgreemer

RECOMMENDATION

That the committee reiterates that the supervisors and students should be going over this contract, signing it and filing it with their supervision records and notes.

16. REVIEW - UNITEC INTERNATIONAL SUCCESS STRATEGY (2019 - 2022)

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



A16) International
Success_Draft.pdf

RECOMMENDATION

That the committee reviews the Unitec international success strategy.

17. COMPULSORY RESEARCH ETHICS WORKSHOPS FOR NEW SUPERVISORS

Unitec profession development suite for Supervisors is shared with the committee to review and discuss.

Two important upcoming workshops are

- Research Ethics
 - Facilitator: Caroline Malthus
 - Date: Tuesday 3 September 2019
 - Time frame: 10.30am - 12:00pm
 - Venue: 180-2043 Mt Albert
 - Link: <https://unitec.wufoo.com/forms/z19dj5br17tcg7c/>
- Introduction to Sage Research Methods database
 - Facilitator: Susan Eady and Dipti Vora
 - Date: Thursday 3rd October
 - Time: 10.30 – 12.00pm
 - Venue: TBA
 - Link: <https://unitec.wufoo.com/forms/z1nwpj0503yva03/>



A17) Professional
Development 2019.pc

RECOMMENDATION

That the committee members promote the supervisors in their schools to take part in these professional development workshops specifically developed for supporting the Unitec supervisors.

18. THREE MINUTE THESIS COMPETITION

The programme details for the 2018-3MT competition is shared for reference with the committee



A18) 3MT
Programme.pdf

RECOMMENDATION

That the committee discusses and decides on reorganising the competition for this and coming years.

19. MLA STUDENTS—RESEARCH PRESENTATION

Two researchers from the MLA, have had their papers accepted for the NZILA conference in Christchurch in November. This is a great opportunity for them to showcase their research. A rough order of cost would be shared with the committee on or before the meeting date.



A19) Post Grad
Conf Sympo.Pdf

RECOMMENDATION

That the committee discusses and decides on supporting the researchers to present their research at the NZILA conference in Christchurch in November.

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

20. GENERAL BUSINESS

21. DECIDING DATES FOR THE YEAR 2020

The committee is requested to discuss and suggest the time and date for the next year meetings so that the meeting room resources can be booked.

22. DETAILS OF NEXT MEETING

The next meeting is scheduled for Tuesday the 3rd September 2019 from 2:00 to 4:00 pm at Building 115, room 1030.

Schedule of Meeting Details		
Date	Time	Venue
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

23. CLOSING KARAKIA

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