



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

**MEETING MINUTES**

**Tuesday  
6<sup>th</sup> August 2019**



# minutes

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

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

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# **SECTION 1**

## **NGĀ KUPU ARATAKI | PRELIMINARIES**

**MEETING OPENED: 02:05 PM**

### **1. KARAKIA TIMATANGA | OPENING KARAKIA**

- The meeting was started with the Karakia.

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
he mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, hui e, taiki e!

Embrace the power of the earth  
Embrace the power of the sky  
The power I have  
Is mystical  
And shatters all darkness  
Cometh the light  
Join it, gather it, it is done!

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

- The chair welcomed the committee members.

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

- Noted

### **4. PGRSC-MEMBERSHIP-2019**

- The membership for the remainder of 2019 has been changed to incorporate the changes to the academic programme leadership from Academic Leader (AL) to Academic Programme Managers (APM). The new membership is given below.

<b>Committee Role</b>	<b>Member Name</b>
Chair (Director, Research and Enterprise)	Assoc Prof Marcus Williams
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
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	Prof 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
- Maria Humphries-Kil – Chair Unitec Research Ethics Committee

## 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 Leon Tan
3. Assoc Prof Helen Gremillion	4. Caroline Malthus
Total members present: 4 member/s	

- Apologies

1. Assoc Prof Iman Ardekani	2. Annabel Pretty
3. Assoc Prof Matthew Bradbury	4. Prof Hayo Reinders
5. Helen Vea	
Total Apologies: 5 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. Rob Moran	2. Dr Geoffrey Bridgman
3. Prof Carol Cardno	4. Dr Liz Rainsbury
Total Absence: 4 member/s	

- Members in attendance

1. Cynthia Almeida (Secretary)	2. Dr Maria Humphries-Kil (Chair of Unitec Research Ethics Committee)
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- Quorate Status: The meeting was determined as being **in-quorate**. Therefore, all the motions in this meeting will be ratified in the next meeting.
- The chair decided to go over each agenda item and decide if the committee prefers to roll it over to the next meeting or to take actions subject to the approval of the next quorate meeting.

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

- The ratification of minutes of the July PGRSC meeting is rolled over to the next quorate meeting.



Minutes\_PGRSC\_July  
n.pdf

## 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

- The ratification of the dynamic spreadsheet has been rolled over to the next quorate meeting.



Dynamic Research  
Proposal Tracker-Ma

# **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

- The committee decided to roll over this item to the next quorate meeting.

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

- In the July 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

**MOTION:** The chair proposes that the committee record the IBM industry scholarship applications approved under extended deadline date.

All members accepted the proposal.

**MOTION CARRIED**

### **12. REVIEW AND APPROVAL OF 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 I

- The members present at the meeting supported the application and decided to have an online approval of the scholarship from the committee members.
- The outcome will be reported and recorded in the next meeting

**ACTION:** Marcus Willaims to Initiate online approval of the late IBM scholarship application.

### 13. 2020 POSTGRADUATE SCHOLARSHIP ALLOCATION

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



A13)

Scholarships2020.xlsx

- The committee decided to roll over this item to the next quorate meeting.

### 14. POSTGRADUATE RESEARCH RISK ASSESSMENT

- The postgraduate research risk assessment is shared with the committee.



A14) Health and  
Safety Template for P

- The committee decided to roll over this item to the next quorate meeting.

### 15. POSTGRADUATE SUPERVISOR/STUDENT CONTRACT

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



A15)

SupervisionAgreemer

- Marcus Willaims informed the committee that it is not mandatory at the moment, but it has come out of the postgraduate programme external monitor report review carried out by TTK which highlight the issue of inconsistency in the supervision.
- The committee decided to roll over this item to the next quorate meeting.

### 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

- The committee decided to role over this item to the next quorate meeting.

### 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/z19dj5br17tcq7c/>
  - 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

- The quality of ethics application was specifically mentioned in the review of 2018 external monitor reports. Hence the chair is keen for all staff/supervisors to attend the research ethics workshop. He requested members to encourage their staff to attend.

**ACTION:** Cynthia Almeida to send out the reminder to the Supervisors and APMs to encourage participation in the upcoming research professional development suite for Supervisors.

## 18. THREE MINUTE THESIS COMPETITION

- The programme details for the 2018-3MT competition is shared for reference and promotion within their programmes with the committee



A18) 3MT  
Programme.pdf

**ACTION:** Cynthia Almeida to send out a reminder to Supervisors and APMs to encourage the participation of the students in the 3-Minute Thesis Competition.

## 19. MLA STUDENTS—RESEARCH PRESENTATION

- The Memo was shared by Assoc Prof Matthew Bradbury that 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 is shared with the committee to discuss and decides on supporting the researchers to present their research at the NZILA conference.
- The committee agreed not to make ad-hoc decisions.

**ACTION:** Marcus Willaims to email Matthew Bradbury inviting him to propose a framework for funding student research dissemination.



# **SECTION 4**

## **ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**

### **20. GENERAL BUSINESS**

- Assoc Prof Leon Tan inquired to the chair that if a student emails, clearly stating that they want to withdraw from the programme, should the student be removed from the dynamic spreadsheet.
- The Chair responded that if the intention is very clear, we should take the student out of the dynamic spreadsheet.

### **21. DETAILS OF NEXT MEETING**

- Time: 2:00 PM – 4:00 PM
- Date: 2019-09-3
- Location: Building 115 – Room 1030
- Submissions by: COB, 2019-08-27
- To: [hqazi@unitec.ac.nz](mailto:hqazi@unitec.ac.nz)

Schedule of Meeting Details		
Date	Time	Venue
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

### **22. TE KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

- The meeting finished with the Karakia

Ka wehe atu tātou  
I raro i te rangimārie  
Te harikoa  
Me te manawanui  
Haumi ē! Hui ē! Taiki ē!

We are departing  
Peacefully  
Joyfully  
And resolute  
We are united, progressing forward!

**23. ACTION ITEM TABLE INCORPORATING NEW ACTION ITEMS FROM THIS MEETING**

<b>Sr No</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>
1	Initiate online approval of the late IBM scholarship application	Assoc Prof Marcus Williams	27 <sup>th</sup> Aug 2019
2	To send out the reminder to the Supervisors and APMs to encourage participation in the upcoming research professional development suite for Supervisors.	Cynthia Almeida	27 <sup>th</sup> Aug 2019
3	To send out a reminder to Supervisors and APMs to encourage the participation of the students in the 3-Minute Thesis Competition.	Cynthia Almeida	27 <sup>th</sup> Aug 2019
4	Email Matthew Bradbury inviting him to propose a framework for funding student research dissemination.	Assoc Prof Marcus Williams	27 <sup>th</sup> Aug 2019

**MEETING ENDED: 02:40 PM**