



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

MEETING MINUTES

**Tuesday
3rd September 2019**



minutes

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

Date:	2019-09-03
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Building 115-1030

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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 new committee members resulting from the institutional change in the Academic Programme Leadership.
- All the members gave their self-introductions.

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.

Committee Role	Member Name
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

Committee Role	Member Name
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)	Assoc Prof 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	Victor Grbic (Nominee)
Director, Pacific Success or nominee	Dr James Prescott (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
- 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. Rob Moran
3. Assoc Prof Leon Tan	4. Yusef Patel (Representing Annabel pretty)
5. Assoc Prof Matthew Bradbury	6. Assoc Prof Liz Rainsbury
7. Assoc Prof Helen Gremillion (Also Representing Dr Geoffrey Bridgman)	8. Caroline Malthus
9. Victor Grbic	10. Dr James Prescott
Total members present: 9 member/s (representation 11)	

- Apologies

1. Assoc Prof Iman Ardekani	2. Annabel Pretty (Yusef Patel representing)
3. Dr Geoffrey Bridgman (Assoc Prof Helen Gremillion representing)	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. Prof Carol Cardno	
Total Absence: 1 member/s	

- Members in attendance

1. Hamza Qazi (Secretory)	2. Cynthia Almeida
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- Quorate Status:** There were 9 members presents, while two attendees were representing the members who have sent their apologies. Therefore the total representation was 11 out of 15. The meeting was hence determined as being quorate.

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 two meetings and then opened the floor for any matter arising. No items were raised.

MOTION: The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2019-07-02

MOVED: Caroline Malthus

SECONDED: Assoc Prof Helen Gremillion

ABSTAINED: All new members

MOTION CARRIED



6)

Minutes_PGRSC_Jul-

MOTION: The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2019-08-06

MOVED: Assoc Prof Helen Gremillion

SECONDED: Assoc Prof Marcus Williams

ABSTAINED: All new members

MOTION CARRIED



7)

Minutes_PGRSC_Aug

8. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	Initiate online approval of the late IBM scholarship application	Assoc Prof Marcus Williams	27 th Aug 2019	Completed
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 th Aug 2019	Completed
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 th Aug 2019	Completed
4	To email Matthew Bradbury inviting him to propose a framework for funding student research dissemination.	Assoc Prof Marcus Williams	27 th Aug 2019	Completed

9. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- The feedback from the members was received and is incorporated in the attached spreadsheet, which identifies up to date 90 credits or above research information on student studying in Level 9 programmes.
- ACTION:** Hamza Qazi and Cynthia Almeida to create a column to flag priority group information in the PGRSC dynamic spreadsheet.
- Hamza Qazi informed the committee that the last student has graduated from the Masters of Education programme.
- All APMs (or nominees) present and otherwise confirmed that the record is accurate.



Dynamic Research
Proposal Tracker-Ma

SECTION 3

ITEMS TO DISCUSS / APPROVE


10. 2020 POSTGRADUATE SCHOLARSHIP ALLOCATION

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



A10)

Scholarships2020.xlsx

- The committee decided on the following points
 - Separate NZD 40,000 will be allocated from the total amount of NZD 250,000 for both Maori and Pacifica priority groups for the year 2020 
 - Separate NZD 11000 will be allocated from the total amount of NZD 250,000 for Bold Innovators Scholarship for the year 2020
 - Separate NZD 3000 will be allocated from the total amount of NZD 250,000 for ITP student wānanga at the 2020 symposium for the year 2020
 - Separate NZD 17,000 will be retained from the total amount of NZD 250,000 for industry Scholarship for the year 2020. Tuapapa Rangahau will work with IBM to fund the scholarship on a dollar by dollar basis. Otherwise, Tuapapa Rangahau will contact Director Partnerships to find another fund provider.
 - Funding for student research dissemination will be included in programme scholarship dissemination plans
- James Prescott and other members supported the allocation of separate funds for priority groups which gives a clear indication that the institute is serious in the development of our priority groups.

- **ACTION:** Leaders of programmes to present a fund allocation plan to the Director of Research & Enterprise in a timely fashion.

- **ACTION:** Assoc Prof Marcus Willaims to check whether international students can be allocated scholarship from PGRSC. The decision will be applicable to the 2021 scholarships.

11. REVIEW OF THE CONDUCT OF STUDENT RESEARCH POLICY

- This agenda item is coming out of the PGRSC work plan for 2019. The conduct of student policy is shared with the committee members for initial reading to identify key areas of concern and an opportunity for improvement.



A11) Conduct of
Student Research Pc

- The committee decided to roll over this item to the next meeting due to short of time.

12. REVIEW OF THE RESEARCH ETHICS POLICY

- This agenda item is coming out of the PGRSC work plan for 2019. The Research Ethics Policy is shared with the committee members for initial reading to identify key areas of concern and an opportunity for improvement.



A12)
AC-6.0-Research-Eth

- The committee decided to roll over this item to the next meeting due to short of time.

13. DELEGATION OF FUNCTIONS TO DIRECTOR RESEARCH AND ENTERPRISE

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



A13) Delegation of
functions to Directo

- The committee decided to roll over this item to the next meeting due to short of time.

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

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



A14) International
Success_Draft.pdf

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

15. RECORD OF (LATE) IBM INDUSTRY SCHOLARSHIP APPLICATIONS

- Due to the inquorate PGRSC meeting for august, the chair was actioned to take an online approval of one late IBM scholarship application form the committee. The application was shared with all the members on 8th August 2019 for the members to review and provide feedback by the deadline of 9:00am Monday 12th August 2019.
- There was unanimous approval for the application. The approved application is shared with the committee for recording purposes.



A15)
MARCP-1139453-Nei

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

16. LEVEL 9 STUDENT RESEARCH DISSEMINATION FUNDING

- The memo to consider a funding framework for disseminating the research of Level 9 postgraduate students is shared with the committee. The funding framework work by separating NZD20,000 from the total scholarship funds at the level of Tuapapa Rangahau - Research and Postgraduate Office to be disseminated as per the 'to-be-developed' Terms of references.

MOTION: The chair proposes that the committee approves the disseminating the research of Level 9 postgraduate students.

2 out of 11 members supported the motion. Hence the funding framework was not approved. Rather it was decided to delegate the responsibility for allocating dissemination funds at the programme level.

MOTION NOT CARRIED



A16) PG Research
Dissemination.pdf

17. POSTGRADUATE RESEARCH RISK ASSESSMENT

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



A17) Health and
Safety Template for

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

18. POSTGRADUATE SUPERVISOR/STUDENT CONTRACT

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



A18)
SupervisionAgreement

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

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

19. GENERAL BUSINESS

- Assos Prof Marcus Williams noted and asked to include an agenda item regarding the importance of Research Ethics workshop and improving participation.

20. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2019-10-1
- Location: Building 115 – Room 1030
- Submissions by: COB, 2019-09-20
- To: hqazi@unitec.ac.nz

Schedule of Meeting Details		
Date	Time	Venue
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

21. 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!

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

Sr No	Action	Responsibility	Due Date
1	To include priority group flag information for all students in the PGRSC dynamic spreadsheet.	Hamza Qazi and Cynthia Almeida	20 / 09 / 2019
2	To present a programme fund allocation plan to the Director of Research & Enterprise in a timely fashion.	Leaders of the programmes	20 / 09 / 2019
3	To check whether international students can be allocated scholarship from PGRSC. The decision will be applicable to the 2021 scholarships.	Assoc Prof Marcus Willaims	20 / 09 / 2019

MEETING ENDED: 03:58 PM