



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

MEETING AGENDA

**Tuesday
1st October 2019**



agenda

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

Date:	2019-10-01
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Building 115-1030

NGĀ KUPU ARATAKI PRELIMINARIES	2
1. Opening Karakia.....	2
2. Kupu whakatau Welcome from chair	2
3. PGRSC-Terms of References-2019.....	2
4. PGRSC-Membership-2019	4
5. PGRSC-Work Plan-2019	5
STANDING ITEMS	6
6. Ngā Whakapāha Apologies	6
7. Pitopito Kōrero o Ngā Hui Minutes of the Previous Meeting.....	6
8. Ngā Tautapu Arotake Actions for Review.....	6
9. PGRSC Dynamic Spreadsheet-Monthly Ratification	6
ITEMS TO DISCUSS / APPROVE	7
10. Dispersing Level 9 Māori and Pacific Scholarships	7
11. Record of Final 2020 Postgraduate Scholarship Allocation.....	7
12. Record of (Late) IBM Industry Scholarship Application.....	7
13. Level 9 programme representation at PAQC and PGRSC	8
14. Delegation of Functions to Director Research and Enterprise	8
15. Review of the Conduct of Student Research Policy.....	8
16. Review of The Research Ethics Policy	8
17. Review - Unitec International Success Strategy (2019 - 2022).....	9
18. Postgraduate Research Risk Assessment.....	9
19. Postgraduate Supervisor / Student Contract.....	9
ĒTAHI KAUPAPA ANŌ OTHER BUSINESS	10
20. General Business.....	10
21. Details of Next Meeting	10
22. Closing Karakia	10

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
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)	Assoc Prof Liz Rainsbury
Master of Applied Practice (Social Practice)	Dr Geoff Bridgman
Master of Applied Practice (Generic)	Prof Hayo Reinders – Associate Members
Master of Educational Leadership and Management	Professor Carol Cardno – Associate Members
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

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 were received from:

Caroline Malthus	Victor Grbic	Assoc Prof Iman Ardekani
------------------	--------------	--------------------------

RECOMMENDATION

That the Committee accepts the apologies for the meeting.

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

Minutes for the PGRSC meeting dated 3rd September 2019 is put forward for approval



Minutes_PGRSC_Se
p.pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2019-09-03.

8. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

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

9. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

PGRSC dynamic spreadsheet is put forward for approval for with updated from last two months



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. DISPERSING LEVEL 9 MĀORI AND PACIFIC SCHOLARSHIPS

The Postgraduate APMs, their HoS, the Director Māori Success and the Director Pacific Success were sent an email by the Director Research & Enterprise on Friday 13th September detailing the process of the Scholarship dispersing. Attached are the associated documents



A10-1) Level 9 Māori and Pacific Scholarsl



A10-2) Terms and Conditions FINAL.pc



A10-3) STD - Approval letter 2020



A10-4) Application form - Postgraduate

RECOMMENDATION

That the committee records the process around dispersing Level 9 Maori and Pacific Scholarship.

11. RECORD OF FINAL 2020 POSTGRADUATE SCHOLARSHIP ALLOCATION

The final allocation of 2020 postgraduate scholarship is received for recording purposes.



A11)
ScholarshipsFinal.pc

RECOMMENDATION

That the committee records the final allocation of 2020 postgraduate scholarship.

12. RECORD OF (LATE) IBM INDUSTRY SCHOLARSHIP APPLICATION

Due to the inquorate last PGRSC meeting, 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 9:00 am Monday 12th August 2019.

There was unanimous approval for the application. The approved application is received for recording purposes.



A12)
MARCP-1139453-Nei

RECOMMENDATION

That the committee records the IBM Industry Scholarship application approved after the extended deadline date.

13. LEVEL 9 PROGRAMME REPRESENTATION AT PAQC AND PGRSC

The memo to discuss the representation of Level 9 at PAQC and PGRSC is shared with the committee by Director Research and Enterprise



A13) Level 9
programme representer

RECOMMENDATION

That the committee discuss and provides feedback for future actions.

14. DELEGATION OF FUNCTIONS TO DIRECTOR RESEARCH AND ENTERPRISE

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



A14) Delegation of
functions to Director

RECOMMENDATION

That the committee approves the delegation of authority to Director Research and Enterprise for some functions.

15. 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.



A15) Conduct of
Student Research Policy

RECOMMENDATION

That the committee reviews the conduct of student policy and provides feedback for any improvement.

16. 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.



A16)
Research-Ethics-Policy

RECOMMENDATION

That the committee reviews the United Research Ethics Policy and provides feedback for any improvement.

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

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



A17) International
Success_Draft.pdf

RECOMMENDATION

That the committee reviews the Unitec international success strategy and provides feedback if any.

18. POSTGRADUATE RESEARCH RISK ASSESSMENT

The postgraduate research risk assessment is shared with the committee.



A18) Health and
Safety Template for I

RECOMMENDATION

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

19. POSTGRADUATE SUPERVISOR / STUDENT CONTRACT

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



A19) Supervision
Agreement.pdf

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.

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

20. GENERAL BUSINESS

21. DETAILS OF NEXT MEETING

The next meeting is scheduled for Tuesday the 12th November 2019 from 2:00 to 4:00 pm at Building 115, room 1030.

Schedule of Meeting Details		
Date	Time	Venue
12 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

22. 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>
---	--