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

MEETING MINUTES

Tuesday
1st October 2019

minutes

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. Karakia Timatanga | Opening Karakia 2
2. Kupu whakatau | Welcome from chair 2
3. PGRSC-Terms of References-2019 2
4. PGRSC-Membership-2019 2
5. PGRSC-Work Plan-2019 2

STANDING ITEMS 3
6. Ngā Whakapāha | Attendance, Apologies & Quorate Status 3
7. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting 3
8. Ngā Tautapu Arotake | Actions for Review 4
9. PGRSC Dynamic Spreadsheet-Monthly Ratification 4

ITEMS TO DISCUSS / APPROVE 5
10. DISPERSING LEVEL 9 MĀORI AND PACIFIC SCHOLARSHIPS 5
11. Record of 2020 Postgraduate Scholarship Allocation 5
12. Record of (Late) IBM Industry Scholarship Application 5
13. Level 9 programme representation at PAQC and PGRSC 6
14. Delegation of Functions to Director Research and Enterprise 6
15. Review of the Conduct of Student Research Policy 7
16. Review of The Research Ethics Policy 7
17. Review - Unitec International Success Strategy (2019 - 2022) 8
18. Postgraduate Research Risk Assessment 8
19. Postgraduate Supervisor / Student Contract 9

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS 10
20. General Business 10
21. Details of Next Meeting 10
22. Te Karakia Whakamutunga | Closing Karakia 10
23. Action Item Table incorporating new action items from this meeting 11

SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

MEETING OPENED: 02:02 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

3. PGRSC-TERMS OF REFERENCES-2019

- The committee noted the Terms of references.

4. PGRSC-MEMBERSHIP-2019

- The membership for the remainder of 2019 has been changed to incorporate the changes to the membership of Academic Leader (AL) for MAP-Generic and MEdLM to Associate membership.

5. PGRSC-WORK PLAN-2019

- The committee noted the work plan.

SECTION 2

STANDING ITEMS

6. NGĀ WHAKAPĀHA | ATTENDANCE, APOLOGIES & QUORATE STATUS

- **Committee members present**

1. Assoc Prof Marcus Williams	2. Rob Moran (arrived at 2:40pm)
3. Graeme McConchie (Representing Annabel Pretty)	4. Assoc Prof Matthew Bradbury
5. Assoc Prof Helen Gremillion	6. Dr James Prescott
7. Helen Vea	
Total members present: 7 member/s (including 1 representation)	

- **Apologies**

1. Assoc Prof Iman Ardekani	2. Assoc Prof Leon Tan
3. Assoc Prof Liz Rainsbury	4. Dr Geoffrey Bridgman
5. Caroline Malthus	6. Victor Grbic
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

- **Members in attendance**

1. Hamza Qazi (Secretory)	

- **Quorate Status:** There were six members present, while one attendee was representing the members who have sent her apologies. Therefore, the total representation was 7 out of 13. The meeting was hence determined as being quorate.

- **ACTION:** Hamza Qazi to inquire Dr Geoff Bridgman regarding his plans to continue PGRSC membership.

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

- The Chair briefly went through the items discussed in the last meeting and then opened the floor for any matter arising.
- Dr James Prescott requested to amend the statement regarding Maori and Pacifica Priority Group Scholarship in item 10 of the previous meeting minutes as follows;
  1. Current statement: 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.
  2. Amended statement: Separate NZD 40,000 will be allocated from the total amount of NZD 250,000 for both Maori and Pacifica priority groups **each** for the year 2020.

MOTION: Subject to the amendment detailed above the committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2019-07-02

MOVED: Dr James Prescott

SECONDED: Assoc Prof Helen Gremillion

MOTION CARRIED

8) Minutes_PGRSC_Sep

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	20th 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	20th September 2019	Completed
3	To check whether international students can be allocated scholarship from PGRSC. The decision will apply to the 2021 scholarships.	Assoc Prof Marcus Williams	20th September 2019	In progress

- **ACTION:** Hamza Qazi to ask Asma Munir, Research Administrator regarding the status of programme fund allocation plan received from all the APMs and send a reminder if there are some remaining.

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.
- 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. DISPERSING LEVEL 9 MĀORI AND PACIFIC SCHOLARSHIPS

- Assoc Prof Marcus Williams informed the committee that the Director Māori Success and the Director Pacific Success had allocated the scholarship amounts. Hence there would be ten $4000 Pacific priority group scholarships and eight $5000 Maori priority group scholarships.
- Tūāpapa Rangahau has provided the Director Māori Success and the Director Pacific Success with the names and emails of the eligible students in relevant programmes for encouraging direct marketing.
- Dr James Prescott inquired if there is a mechanism to evaluate, how these scholarships will work toward achieving the objectives that they were set out to accomplish at the first place.

- **ACTION:** Dr James Prescott to table the memo for the next PGRSC meeting to discuss the process of allocating scholarships and the scholarship evaluation mechanism.

- **ACTION:** Hamza Qazi to invite the Director Māori Success and the Director Pacific Success to talk about the scholarship dispersion process with the committee.

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

11. RECORD OF 2020 POSTGRADUATE SCHOLARSHIP ALLOCATION

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

A11) ScholarshipsFinal.pc

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

All members present unanimously endorsed the allocation.

MOTION CARRIED

12. RECORD OF (LATE) IBM INDUSTRY SCHOLARSHIP APPLICATION

- Due to the inquorate august 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 was received for recording purposes.

A12)
MARCP-1139453-Nei

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

All members present unanimously endorsed the allocation.

MOTION CARRIED

- Dr James Prescott raised his concerned to be noted in the meeting, regarding the application's superficial context made under the heading of 'Relevance to Maori and Pasifika', is considered as offensive in nature.

- **ACTION:** Assoc Prof Marcus Williams to inform the supervisor of the student submitting the last IBM Scholarship about the concerned raised by the Representative of Pacifica regarding the application.

13. LEVEL 9 PROGRAMME REPRESENTATION AT PAQC AND PGRSC

- The memo to discuss on the PGRSC representation at the Level 9 programmes PAQC was shared with the committee by Director Research and Enterprise, with an aim to review and discuss on the membership of PAQC and provide any feedback if required to the academic board.

A13) Level 9
programme represei

- The committee decided to recommend the inclusion of an additional point to the PAQC membership stating that: within the PAQC membership, it should be ensured that the one member is representing PGRSC, where relevant.

- **ACTION:** Assoc Prof Marcus Williams to table the recommendations made by the PGRSC at the Academic Board regarding the changes to the membership of the PAQC

- **ACTION:** Assoc Prof Marcus Williams to send an email to the chairs of the PAQCs informing them about the terms of references of PGRSC and asking them to refer PGRSC committee for the task related to these terms

14. DELEGATION OF FUNCTIONS TO DIRECTOR RESEARCH AND ENTERPRISE

- The memo to delegate some functions to Director Research and Enterprise for the year 2019 and 2020 was shared with the committee.

A14) Delegation of
functions to Directo

MOTION: The chair proposes that the committee approves the delegation of authority for the functions mentioned in the attached memo to the Director Research and Enterprise.
All members present unanimously approved the delegation of authority

MOTION CARRIED

- The committee decided that these functions will be reviewed annually and delegated at the beginning of each year to the Director Research and Enterprise starting from the year 2021.

15. REVIEW OF THE CONDUCT OF STUDENT RESEARCH POLICY

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

A15) Conduct of
Student Research Pc

- Assoc Prof Helen Gremillion recommended a minor change to the clause 4.1.1.4 to add the word ‘academic’ between the words ‘postgraduate research’ and ‘supervisors’, to make it explicitly clear from the clause made in 4.1.1.3. The amended clause will read as 4.1.1.4: *“Postgraduate research **academic** supervisors are appointed from Unitec’s Register of Supervisors.”*

MOTION: That the committee is satisfied with the conduct of student research policy subject to one minor change to clause 4.1.1.4 as explained above by Assoc Prof Helen Gremillion.
MOVED: Assoc Prof Marcus Williams
SECONDED: Dr James Prescott

MOTION CARRIED

- **ACTION**: Assoc Prof Marcus Williams to table the recommendations made by the PGRSC at the Academic Board regarding the minor amendments to the conduct of student research policy.

16. REVIEW OF THE RESEARCH ETHICS POLICY

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

A16)
Research-Ethics-Poli

- There were no recommendations made by the committee.

MOTION: That the committee is satisfied with the research ethics policy.

MOVED: Assoc Prof Marcus Williams
SECONDED: Dr James Prescott

MOTION CARRIED

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

- Unitec International Success Strategy was shared with the committee to become familiar with.

  A17) International Success_Draft.pdf

- The committee unanimously supported the strategy.

18. POSTGRADUATE RESEARCH RISK ASSESSMENT

- The chair commented that due to the change in the Public Health and Safety Act in 2015, there is a much higher responsibility and accountability on persons with any supervisory roles. Postgraduate research risk assessment form was introduced by the PGRSC in 2015. The form was shared with the committee to review and discuss.

  A18) Health and Safety Template for I

- The committee decided the following:
  1. To merge the 'Postgraduate research risk assessment form' and the 'research proposal submission form' together.
  2. To make it a mandatory requirement to fill in the Unitec wide amended research proposal submission form and hence filling the risk table as part of the research proposal submission process.
  3. The forms need to be signed manually or digitally as per the requirement of the form and then saved in the respective school folder H: Drive.
  4. To have a process audit in the year 2020 verifying that the process listed above is followed at all the masters programmes.

MOTION: That the committee supports the approve the decision mentioned above.
MOVED: Dr James Prescott
SECONDED: Rob Moran

MOTION CARRIED

- **ACTION**: Hamza Qazi to merge the 'Postgraduate research risk assessment form' and the 'research proposal submission form' as discussed in the meeting and work with Cynthia Almeida to upload it on the Moodle site. The link to the Moodle site will then be shared with the members of the committee.

- **ACTION**: Assoc Prof Marcus Williams to send out the new form to all the supervisor in the supervisor register, with the link to the Moodle site.

- **ACTION**: All members representing master programmes to table an agenda item with the relevant PAQCs, announcing the decisions made at this PGRSC meeting with regards to the use of the standard Unitec wide amended research proposal submission form and related decisions. The amended research proposal submission form and the Moodle link should also be appended with the memo.

19. POSTGRADUATE SUPERVISOR / STUDENT CONTRACT

- The chair asked the members of their opinion regarding making this postgraduate supervisor/student contract as a mandatory requirement, with an opportunity to review and amend by improving its clauses.

  A19) Supervision Agreement.pdf

- The committee decided the following:
  1. To make this contract mandatory to be filled in and saved with the student file in the relevant school folder in H: drive.
  2. To include a column in the PGRSC dynamic spreadsheet asking the members to verify whether the contract has been signed and saved for every student.
  3. To have a process audit in the year 2020 verifying that the process listed above is followed at all the masters programmes.
  4. Change the name of the form by taking out the word ‘graduate’ so that the same form can be used for any student; graduate or not.
  5. Change the sixth bullet point in the supervisor responsibility and seventh bullet point in the candidate responsibility by removing the words ‘3 days or less’ and replacing it with the word ‘a reasonable timeframe’.

MOTION: That the committee supports the approve the decision mentioned above.
All members present unanimously approved the decision.

MOTION CARRIED

- **ACTION**: Hamza Qazi to include another column in the dynamic spreadsheet with the heading ‘Supervisor / student contract provided?’.

- **ACTION**: Hamza Qazi to amend the supervisor /student contract as discussed in the meeting and then work with Cynthia Almeida to upload it on the Moodle site. The link to the Moodle site will then be shared with the members of the committee.

- **ACTION**: All members representing master programmes to table an agenda item with the relevant PAQCs, announcing the decision made at this PGRSC meeting with regards to the mandatory use of the supervisor/student contract, and related decisions. The Supervisor / student contract should also be appended with the memo.

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

20. GENERAL BUSINESS

1. The chair informed that the Academic Board had initiated a 10 minutes self-evaluation review time of their meetings. And that PGRSC would try to implement the same from our next meeting, with an extended time opportunity at the end of year meeting to discuss a bit more on improving the practice.
   Dr James Prescott informed the chair that he could share the template which is used by the Ministry of Education for the self-evaluation of the committee.
2. The chair informed the committee that the next PGRSC meeting is on the Tuesday of 2nd week of November as he would be in Wellington in the first week.
3. The Chair also informed that he would be taking an extended leave at the start of the year 2020 and the meeting dates will be amended to accommodate the changes.
4. Assoc Prof Helen Gremillion inquired as to what is the process of performing the external moderation of the courses shared between different programmes like the course CISC8000, 8001, and 8002 shared between MAP-SP and MAP-PA programmes. Hamza Qazi commented that in 2018 the then Te-Miro PAQC decided that since the actual course content in the courses taught at the programmes is quite different, therefore there should be a separate external moderation for the courses. However, the course coordinators can meet every year to do the cross moderation of such courses to learn and improve over the best practices.

21. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2019-11-12
- Location: Building 115 – Room 1030
- Submissions by: COB, 2019-11-01
- To: hqazi@unitec.ac.nz

Schedule of Meeting Details		
Date	**Time**	**Venue**
12th 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

22. 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!

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

Sr No	Action	Responsibility	Due Date
1	To check whether international students can be allocated scholarship from PGRSC. The decision will be applicable to the 2021 scholarships.	Assoc Prof Marcus Willaims	01 / 11 / 2019
2	To inquire Dr Geoff Bridgman regarding his plans to continue PGRSC membership.	Hamza Qazi	01 / 11 / 2019
3	To ask Asma Munir, Research Administrator regarding the status of Programme fund allocation plan received from all the APMs and send a reminder if there are some remaining.	Hamza Qazi	01 / 11 / 2019
4	To table the memo for the next PGRSC meeting to discuss the process of allocating scholarships and the scholarship evaluation mechanism.	Dr James Prescott	01 / 11 / 2019
5	To invite the Director Māori Success and the Director Pacific Success to talk about the scholarship dispersion process with the committee.	Hamza Qazi	01 / 11 / 2019
6	To inform the supervisor of the student submitting the last IBM Scholarship about the concerned raised by the Representative of Pacifica regarding the application.	Assoc Prof Marcus Williams	01 / 11 / 2019
7	To table the recommendations made by the PGRSC at the academic board regarding the changes in the membership of the PAQCs.	Assoc Prof Marcus Williams	01 / 11 / 2019
8	To table the recommendations made by the PGRSC at the Academic Board regarding the minor amendments to the conduct of student research policy.	Assoc Prof Marcus Williams	01 / 11 / 2019
9	To send an email to the chairs of the PAQCs informing them about the terms of references of PGRSC and asking them to refer to the PGRSC committee where the task related to these terms is tabled at the PAQC meetings.	Assoc Prof Marcus Williams	01 / 11 / 2019
10	To merge the 'Postgraduate research risk assessment form' and the 'research proposal submission form' as discussed in the meeting and work with Cynthia Almeida to upload it on the Moodle site. The link to the Moodle site will then be shared with the members of the committee.	Hamza Qazi and Cynthia Almeida	01 / 11 / 2019
11	To amend the supervisor /student contract as discussed in the meeting and then work with Cynthia Almeida to upload it on the Moodle site. The link to the Moodle site will then be shared with the members of the committee.	Hamza Qazi and Cynthia Almeida	01 / 11 / 2019
12	To send out the new research proposal submission form and supervisor /student contract to all the supervisor in the supervisor register, with the link to the Moodle site.	Assoc Prof Marcus Williams	01 / 11 / 2019
13	To include another column in the dynamic spreadsheet with the heading 'Supervisor / student contract provided?'.	Hamza Qazi	01 / 11 / 2019

Sr No	Action	Responsibility	Due Date
14	To table an agenda item with the relevant PAQCs. The memo should be detailing the following; • the decision made at this PGRSC meeting with regards to the mandatory use of the standard Unitec wide amended research proposal submission form. • the mandatory use of the supervisor/student contract • Both forms need to be signed manually or digitally • The forms need to be saved in the respective school folder in the H: Drive. • There will be a process audit in the year 2020 to verify whether the research proposal submission form and supervisor / student contract are used, duly signed and recorded in the H: drive. The memo should append the following; • The amended research proposal submission form • The supervisor/student contract • The Moodle link for Postgraduate Student Resources.	All members representing master programmes	01 / 11 / 2019

MEETING ENDED: 03:55 PM