



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

MEETING AGENDA

**Tuesday
3rd December 2019**



agenda

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

Date:	2019-12-03
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	8
ITEMS TO DISCUSS / APPROVE	8
10. Meeting with Manager—Te Korowai Kahurangi	8
11. International students eligibility for level 9 scholarships	8
12. Postgraduate Industry Scholarship 2020-Application assessment	8
13. Recording RESEARCH PROPOSAL COMMITTEES TOR and Membership	9
14. Self Evaluation	9
ĒTAHI KAUPAPA ANŌ OTHER BUSINESS	10
15. General Business	10
16. Details of Next Meeting	10
17. 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	Susan Bennett
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)	Assoc Prof Helen Gremillion
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)
Director, Student Success or nominee	Caroline Malthus (Nominee)
One member of the Student Council nominated by the Student Council	Helen Vea (Student President, Student Council)

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 the following members

Assoc Prof Helen Gremillion		
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7. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

Minutes for the PGRSC meeting dated 12th November 2019 is put forward for approval



B) Minutes_Nov.pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2019-10-01.

8. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	To table the memo for the next PGRSC meeting to discuss the process of allocating scholarships and the scholarship evaluation mechanism.	Dr James Prescott and Susan Bennett	22 / 11 / 2019	
2	To share Conduct of Student Research Policy, Doctoral and Master's Generic Regulations, Programme Specific Regulations for DComp and MComp, and Supervision and Advisement of Student Research Guidelines with Susan Bennett.	Hamza Qazi	22 / 11 / 2019	Completed 13/11/2019
3	To send a memo to the chair of the PAQCs having Level 9 PG Programme/s in their portfolio, regarding the decisions taken by PGRSC in October with respect to the mandatory use of Research proposal forms and student-supervisor agreement, saving the relevant research progression documents/report in H: Drive, and about the mid-2020 audit about the process.	Assoc Prof Marcus Williams	22 / 11 / 2019	Completed 18/11/2019

Sr No	Action	Responsibility	Due Date	Progress
4	To share the list of administrative tasks the Programme leader has to do with Assoc Prof Marcus Williams. Assoc Prof Marcus Williams to invite Simon Tries to the next PGRSC meeting.	Hamza Qazi And Assoc Prof Marcus Williams	22 / 11 / 2019	Completed 18/11/2019
5	To share the suspension of candidature process with the members of the committee.	Hamza Qazi	22 / 11 / 2019	Completed 15/11/2019
6	To include the decision taken by the committee in the relevant scholarship guidelines.	Assoc Prof Marcus Williams	22 / 11 / 2019	Completed 15/11/2019
7	To check if the Māori and Pacifica students who are in relevant Graduate or Post-Graduate Diploma programmes are included in the list of eligible students, and share the updated list with the Director Maori Success and Director Pacific Success and the leaders of the programmes	Assoc Prof Marcus Williams	22 / 11 / 2019	Completed 27/11/2019
8	To maintain the spreadsheet of the list of students with all the PGRSC administered scholarship details. The spreadsheet to be shared with the relevant APMs so that the communication among the APMs and Directors Maori success and Pacific success can be facilitated regarding the possible eligible students.	Tūāpapa Rangahau (Assoc Prof Marcus Williams)	22 / 11 / 2019	Completed 27/11/2019
9	To check if the completion of the degree by international students generate research degree completion funds.	Assoc Prof Marcus Williams	22 / 11 / 2019	Completed 20/11/2019 See action item 11
10	To send out the information regarding the extension to the deadline for Postgraduate Industry Scholarships.	Assoc Prof Marcus Williams	22 / 11 / 2019	Completed 15/11/2019
11	To upload the examination marking guidelines for the students to know as to how their work would be assessed.	Cynthia Almedia	22 / 11 / 2019	In Progress See note 1 after the action table
12	To re-format the internal and external examiner forms into standard template form.	Cynthia Almedia	22 / 11 / 2019	Completed (18/11/2019)

NOTES:

1. The two templates for grading criterion will be shared by Cynthia for the committee to decide.

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. MEETING WITH MANAGER—TE KOROWAI KAHURANGI

The 30 minutes time slot is kept for the members to meet and discuss matters related to administrative support for postgraduate research programmes. Simon Tries – Manager TKK is expected to arrive at 2:30 PM.

11. INTERNATIONAL STUDENTS ELIGIBILITY FOR LEVEL 9 SCHOLARSHIPS

The memo to discuss the eligibility for Level 9 International students Scholarships is shared with the committee by Director Research and Enterprise



A11-1) International
students' eligibility



A11-2) Copy of
Email reply from TEC

RECOMMENDATION

That the committee reviews and provides feedback for future actions.

12. POSTGRADUATE INDUSTRY SCHOLARSHIP 2020-APPLICATION ASSESSMENT

The memo for assessing the Postgraduate Industry Scholarship-2020 is attached for the committee. The committee is also provided with the assessment sheet template, which can be used for assessing the applications.



A12-1) Assessment
of Industry Schoalrs



A12-2) PG Industry
Scholarship Assessr

RECOMMENDATION

That the committee reviews the eligibility and approves/declines the Postgraduate Industry Scholarship-2020 for the intended applicants.

13. RECORDING RESEARCH PROPOSAL COMMITTEES TOR AND MEMBERSHIP

A template memo is shared with the committee members which can be used to record and formalise the Research Proposal Committee TOR and Membership with the respective programme PAQCs. This practice was started in 2019 and is suggested to be repeated at the beginning of each year.



A13)

Memo_Research Pro

Another recommendation is to make this practice as part of the 'Supervision and Advisement of Student Research Guidelines', by including the clause that the membership of research proposal approval committee shall be recorded at the programme specific PAQC at the beginning of each year.

RECOMMENDATION

That the committee use the template shared for record and formalise the Research Proposal Committee TOR and Membership with the respective programme PAQCs

14. SELF EVALUATION

The Committee to discuss the effectiveness of the business and how we can improve on its usefulness in future. List of provocation points is also shared with the committee



A14)

PGRSC-Self-Assessm

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

15. GENERAL BUSINESS

16. DETAILS OF NEXT MEETING

The next meeting is scheduled for Tuesday the 3rd March 2020 from 2:00 to 4:00 pm at Building 115, room 1030.

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 3 rd March 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 5 th May 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 2 nd Jun 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 7 th Jul 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 4 th Aug 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 1 st Sep 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 6 th Oct 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 3 rd Nov 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 1 st Dec 2020	2:00 to 4:00 pm	Building 115, Room 1030

17. 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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