



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

MEETING MINUTES

**Tuesday
3rd December 2019**



minutes

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

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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 PGRSC members to the last meeting of the year

3. PGRSC-TERMS OF REFERENCES-2019

- The committee noted the Terms of references.

4. PGRSC-MEMBERSHIP-2019

- The committee noted the 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. Susan Bennett
3. Rob Moran	4. Assoc Prof Leon Tan
5. Annabel Pretty	6. Assoc Prof Matthew Bradbury
7. Assoc Prof Liz Rainsbury	8. Dr James Prescott
9. Caroline Malthus	
Total members present: 9 member	

- Apologies

1. Assoc Prof Helen Gremillion	2. Victor Grbic
3. Helen Veal	
Total Apologies: 3 member	

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 (Secretary)	2. Cynthia Almeida
3. Assoc Prof Iman Ardekani	4. Simon Tries – Manager Te Korowai Kahurangi (2:25 to 3:00 pm)

- Quorate Status:** The total representation was 9 out of 12. 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 items discussed in the last meeting minutes 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 2019-10-01

MOVED: Susan Bennett

SECONDED: Assoc Prof Leon Tan

MOTION CARRIED



10)

Minutes_PGRSC_No

8. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	Present a 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	In Progress See note 1 after the action table
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
4	To share the list of administrative tasks required of leaders of Level 9&10 programmes 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 that 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 Māori 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

Sr No	Action	Responsibility	Due Date	Progress
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 ensuring students can access the criteria for assessment online.	Cynthia Almeida	22 / 11 / 2019	Completed See note 2 after the action table
12	To re-format the internal and external examiner forms into standard template form.	Cynthia Almeida	22 / 11 / 2019	Completed (18/11/2019)

NOTES:

1. Assoc Prof Marcus Williams suggested that in order to progress the discussion around the process of allocating scholarships and the scholarship evaluation mechanism it would be better if the committee is shared with some triggering ideas to discuss upon and refine it to be implemented by Tūāpapa Rangahau.
2. **ACTION:** Cynthia Almeida to upload the Programme specific examiner guidelines on the Moodle with each Programme regulations.

9. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION

- The feedback from the members was received and is incorporated in the attached spreadsheet, which identifies that all 90 credits or above research information on student studying in Level 9 & 10 programmes is 100% accurate and current.
- All APMs (or nominees) present at the meeting or in absentia, confirmed that the record is accurate.



Dynamic Research
Proposal Tracker-Ma

SECTION 3

ITEMS TO DISCUSS / APPROVE

10. MEETING WITH MANAGER—TE KOROWAI KAHURANGI

- Assoc Prof Marcus Williams introduced Simon Tries – Manager Te Korowai Kahurangi (TKK) – to the committee. The committee members provided their self-introduction.
- Marcus Williams explained that the meeting is regarding clarity of responsibility around administrative support for the Unitec Postgraduate Programmes. The committee members communicated their expectations as to where and to what support level the leaders of the postgraduate programme anticipate the administrative support. A list of tasks was developed in early 2019 for the Project 11 and was again presented.
- Simon Tries explained that the support from AAQ is around programme quality and not the school or student journey.
- Marcus Williams suggested that a working committee should be established, which can work on behalf of the PGRSC to develop a map of admin tasks in conjunction with the student journey and making suggestions for where the responsibility might lie. The plan would be then shared with Simon Tries (academic quality) and Dan Brady (enrollments).
- The working committee will consist of
 1. Assoc Prof Leon Tan
 2. Assoc Prof Matthew Bradbury
 3. Cynthia Almeida
- **ACTION:** The working party to prepare the process map for a meeting with Dan and Simon.
- **ACTION:** Marcus Williams to update Dan Brady regarding the process map and set a date for the meeting

11. INTERNATIONAL STUDENTS ELIGIBILITY FOR LEVEL 9 SCHOLARSHIPS

- Assoc Prof Marcus Williams explained that international students are eligible for RDC funding.

MOTION: International students will be eligible for Level 9 & 10 Unitec Postgraduate Scholarships.

Unanimously approved.

MOTION CARRIED



A11-1) International students' eligibility i



A11-2) Copy of Email reply from TEC

12. POSTGRADUATE INDUSTRY SCHOLARSHIP 2020-APPLICATION ASSESSMENT

- Assoc Prof Marcus Williams informed the committee that we had received seven applications for five Postgraduate Industry Scholarships of NZD4000 each. Marcus also informed the committee that there would be sufficient funds to support all the eligible applicants if they met the criteria. The committee agreed that all the applicants are eligible and meet the criteria.

MOTION: All seven applicants will receive a \$4000 Postgraduate Industry Scholarship.

Unanimously approved.

MOTION CARRIED



A12-1) Assessment of Industry Schoalrs



A12-2) PG Industry Scholarship Assessrn

- **ACTION:** Hamza Qazi to send out the Scholarship approval letters to the students.

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

14. SELF EVALUATION

- The committee members suggested that while the PGRSC delegated the grade approval authority to Assoc Prof Marcus Williams, grade approvals should be recorded on the PGRSC minutes every month.
- **ACTION:** Cynthia Almeida to present the most recent approved grades to PGRSC monthly.
- The committee members suggested that there should be a point on the effectiveness of the chair's performance on the list of provocation points.
- **ACTION:** Hamza Qazi to add the chair's performance on the list of committee self Evaluation provocation points.
- The committee members commended on the overall efficient functioning of the committee.

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

15. GENERAL BUSINESS

- There were no items discussed.

16. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-3-3
- Location: Building 115 – Room 1030
- Submissions by: COB, 2020-02-21
- To: pgrsc@unitec.ac.nz

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. 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!

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

	Action	Responsibility	Due Date
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	21 / 02 / 2020
2	To upload the Programme specific examiner guidelines on the Moodle with each Programme regulations.	Cynthia Almeida	21 / 02 / 2020
3	To prepare the process map for a meeting with Dan and Simon.	The Working Party (Assoc Prof Leon Tan, Assoc Prof Matthew Bradbury, Cynthia Almeida)	21 / 02 / 2020
4	To update Dan Brady regarding the process map and set a date for the meeting	Assoc Prof Marcus Williams	21 / 02 / 2020
5	To send out the Scholarship approval letters to the students.	Hamza Qazi	21 / 02 / 2020
6	To present the most recent approved grades to PGRSC monthly.	Cynthia Almeida	21 / 02 / 2020
7	To add the chair's performance on the list of committee self Evaluation provocation points.	Hamza Qazi	21 / 02 / 2020

MEETING ENDED: 03:40 PM