



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

**MEETING MINUTES**

**Tuesday  
3<sup>rd</sup> March 2020**



# minutes

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

Date:	<b>2020-03-03</b>
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	<b>Building 115-1030</b>

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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 first 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.
- The representation for Master of Osteopathy needs to be revised as Rob Moran has resigned Unitec.

### **5. PGRSC-WORK PLAN-2019**

- The committee will be working on developing the work plan for the year 2020.

# SECTION 2

## STANDING ITEMS

### 6. NGĀ WHAKAPĀHA | ATTENDANCE, APOLOGIES & QUORATE STATUS

- Committee members present

1. Assoc Prof Marcus Williams	2. Assoc Prof Iman Ardekani (Representing Susan Bennett)
3. Assoc Prof Leon Tan	4. Annabel Pretty
5. Assoc Prof Matthew Bradbury	6. Assoc Prof Liz Rainsbury
7. Assoc Prof Helen Gremillion	8. Victor Grbic
9. Dr James Prescott	10. Caroline Malthus
11. Helen Vea	
Total members present: 11 member	

- Apologies

No apologies received.

Total Apologies: 0 member

- Absence

1. Rob Moran (Resigned from Unitec, committee membership needs to be updated to represent the Master of Osteopathy Programme)

- Members in attendance

1. Hamza Qazi (Secretary)	2. Cynthia Almeida
3. Assoc Prof Iman Ardekani (Representing Susan Bennett)	

- Quorate Status:** The total representation was 11 out of 12. The meeting was hence determined as being quorate.
- ACTION:** Hamza Qazi to invite Sue Palfreyman – Osteopathy Lead – to the PGRSC committee to represent the Most Programme.

### 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 2019-12-03  
**MOVED:** Assoc Prof Helen Gremillion  
**SECONDED:** Assoc Prof Liz Rainsbury

**MOTION CARRIED**



20191203-PGRSC-M  
inutes.pdf

## 8. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	Present a memo at 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	<b>In Progress</b> See note 1 after the action table
2	To upload the Programme specific examiner guidelines on the Moodle with each Programme regulations.	Cynthia Almeida	21 / 02 / 2020	Completed
3	To prepare the process map before meeting with Dan Brady and Simon Tries.	The Working Party (Assoc Prof Leon Tan, Assoc Prof Matthew Bradbury, Cynthia Almeida)	21 / 02 / 2020	Completed (See agenda Item 10)
4	To update Dan Brady regarding the process map and set a date for the meeting	Assoc Prof Marcus Williams	21 / 02 / 2020	Completed
5	To send out the Scholarship approval letters to the students.	Hamza Qazi	21 / 02 / 2020	Completed
6	To present the most recent approved grades to PGRSC monthly.	Cynthia Almeida	21 / 02 / 2020	Completed (See agenda Item 14)
7	To add the chair's performance on the list of committee Self-Evaluation provocation points.	Hamza Qazi	21 / 02 / 2020	Completed

### NOTES:

1. Assoc Prof Marcus Williams suggested that in order to progress the discussion around a process for evaluating the effectiveness of our scholarships, it would be most useful to have a high level proposal from James and Susan, which the committee can then contribute to.

## 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. PG PROCESS MAP**

- The process map of admin tasks and suggested responsible parties, with reference to the Level 9&10 student journey is shared with the committee for MCP and MDes Programme by the Working Committee. This is the work in progress, and the working committee will be meeting in the month of March to improve the process map further.



PG Process Map.pdf

- Assoc Prof Leon Tan suggested to include Annabel Pretty in the working committee.
- The working committee will now consist of
  1. Assoc Prof Leon Tan
  2. Assoc Prof Matthew Bradbury
  3. Annabel Pretty
  4. Cynthia Almeida
- A meeting with Dan Brady, Leon Tan and Marcus Williams is scheduled for April 1<sup>st</sup>.

### **11. UPDATE ON THE CHANGEOVER FROM APA 6TH ED. TO APA 7TH ED AND THE SUPPORT AVAILABLE**

- Caroline Malthus updated the committee that towards the end of 2019, APA referencing style changed from its 6th edition to 7th edition. This change will be relevant to the programmes using the APA referencing style.
- The Learning Centre decided to switch to the new edition during the year 2020 and not from the beginning. The definite transition to APA 7<sup>th</sup> edition would be from semester one 2021. This will give the learning centre time to develop proper referencing guides for the programmes and the staff. Meanwhile, the Learning Centre has asked the teaching staff to provide leniency in accepting both versions. Students who have started their work with 6<sup>th</sup> edition APA referencing can submit their work with the same edition, while the teaching staff might have to manage the examiner expectations in this regards.
- If the programme decides to opt for APA 7<sup>th</sup> edition, then the learning centre should be informed so that the appropriate guidance can be provided to the students of those programmes.
- **ACTION:** Cynthia Almeida to send the information regarding the version change of the APA referencing system to all the supervisors.

- Caroline Malthus informed the committee that the APA referencing system on the Microsoft Word reference management tool has never been accurate. The Learning Centre is advising to use Mendeley Reference Management system instead.

## 12. DISCREPANCY IN UNITEC POLICY DOCUMENTS REGARDING THE NUMBER OF SUPERVISORS REQUIRED FOR A DISSERTATION

- Associate professor Helen Gremillion update the committee regarding the discrepancy in Unitec policy documents regarding the number of supervisors required for a dissertation.



Memo-Helen  
Gremillion-Discrepancy

- The committee decided to clarify the wording in the Master Generic Regulations, under the heading of 'Supervision of Theses, Dissertations, and Research Projects', and point number 'c - iv', to read as follows

*A candidate undertaking a research project worth 60 credits or fewer may have one supervisor, provided that supervisor is on the Principal Supervisors Register.*

- **MOTION:** The chair proposes to change the Master Generic Regulations, under the heading of 'Supervision of Theses, Dissertations, and Research Projects', and point number 'c - iv', to align with the section 3.2.1 of the 'Supervision and Advisement of Student Research Guideline' document.

**UNANIMOUSLY APPROVED**

**MOTION CARRIED**

## 13. PGRSC WORKPLAN FOR THE YEAR 2020

- Call for ideas and discussion over the PGRSC work-plan for the year 2020.
  1. Scholarship effectiveness evaluation mechanism.
  2. Audit to verify whether the research proposal submission form and supervisor/student contract are used, duly signed and recorded in the H: drive.
  3. Admin tasks related explicitly to postgraduate programmes needs to be mapped in conjunction with the student journey and making suggestions for where the responsibility might lie.
  4. To retrieve and analyse the feedback from the last EER on research and postgraduate, and summarise the actions taken and their effectiveness for the upcoming EER.
  5. Review of KEQs (Key Evaluative Questions) and TEIs (Tertiary Education Indicators), and provide a summary of the task that PGRSC does, aligned to those KEQs and TEIs. Assoc Prof Marcus Williams informed the committee that Simon Nash provided a document related to the KEQs in the Academic Board, which could be used to as a starting point for this task.
  6. Update the data on success and retention of Level 9 and above programmes working with TKK-Insight to improve accurate data acquisition and visualization.

7. Work with TKK to perform analysis of 2019 end of year PEPs for Level 9 and above programmes and to find out the positive and negative themes of the postgraduate programmes.
8. Professional development of supervisors.

- **ACTION:** Assoc Prof Marcus Williams to contact Simon Tries for the analysis of 2019 end of year PEPs for Level 9 and above programmes and provide the positive and negative themes / Promoter related to the postgraduate programmes.
- **ACTION:** Hamza Qazi to work with TKK to retrieve the last EER feedback on research and postgraduate

#### 14. RECORDING THE GRADES OF 90 CREDITS AND ABOVE THESIS.

- Level 9&10 theses grade approval is currently delegated to the Director of Research. The committee agreed to record the grades in the minutes at the end of every semester.
- The grades for 90 credits and above thesis courses are shared with the committee for recording purposes.



2019 Research  
grades\_PRSC.pdf

- There were some missing grades; hence the committee postponed the recording of the grades to the next meeting, with a request to include all the student grades even if the final E-Copies of the thesis have not been received.

#### 15. MEMO FROM THE ACADEMIC BOARD PERTAINING TO COMMITTEE ATTENDANCE

- Assoc Prof Marcus Williams informed the committee that there had been some difficulties with the attendance of the subcommittees of the academic board in the year 2019. Marcus commended the members as PGRSC was not one of those committees with good attendance throughout the last year. Marcus shared with the committee a memo which was presented at the academic board pertaining to the Academic Board subcommittees attendance and its impact on running the committee business.



Memo\_Attendance  
at AGCs 2019\_SN\_20

- In accordance with this, the PGRSC secretary would be collecting the attendance data. The absences and apologies with no proxy will be treated as the same in terms of impact on committee business, i.e. there is no representation by/for that member at that meeting.



## 16. RECORDING OF CHAIRS ACTION RELATING TO SUSPENSION OF STUDENT ID 1435470 FOR THE YEAR 2018

- Assoc Prof Marcus Williams informed the committee that Unitec received a complaint from this student in 2019. The advice from the investigator was to provide the retrospective suspension to the student in 2018 so that the study period could be counted as continuous. The request for a retrospective suspension for Student ID 1435470 was approved by the chair and is shared with the committee for recording purposes.



Suspension-143547  
0-2018.pdf

- **MOTION:** The chair proposes to record the Retrospective Suspension of Candidature for Doctor of Computing Student ID No.1435470.

**UNANIMOUSLY APPROVED**

**MOTION CARRIED**

## 17. SELF EVALUATION

- The chair asked the members to provide the feedback to the secretary directly through the email if they wish to, using the guidelines provided.
- Hamza Qazi informed the committee that for the PDF versions of the agenda and minutes to work properly, members would require to update the adobe software to the new 2020 licence, which is available at the software centre.



PGRSC-Self-Assess  
ment.pdf

# **SECTION 4**

## **ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS**

### **18. GENERAL BUSINESS**

- There were no items discussed.

### **19. DETAILS OF NEXT MEETING**

- Time: 2:00 PM – 4:00 PM
- Date: 2020-5-5
- Location: Building 115 – Room 1030
- Submissions by: COB, 2020-04-24
- To: pgrsc@unitec.ac.nz

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 5 <sup>th</sup> May 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 2 <sup>nd</sup> Jun 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 7 <sup>th</sup> Jul 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 4 <sup>th</sup> Aug 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 1 <sup>st</sup> Sep 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 6 <sup>th</sup> Oct 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 3 <sup>rd</sup> Nov 2020	2:00 to 4:00 pm	Building 115, Room 1030
Tuesday, 1 <sup>st</sup> Dec 2020	2:00 to 4:00 pm	Building 110, Room 2020

### **20. 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!

## 21. 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	27 / 02 / 2020
2	To invite Sue Palfreyman – Osteopathy Lead – to the PGRSC committee to represent the Most Programme.	Hamza Qazi	27 / 02 / 2020
3	To send the information regarding the version change of the APA referencing system to all the supervisors.	Cynthia Almeida	27 / 02 / 2020
4	To contact Simon Tries for the analysis of 2019 end of year PEPs for Level 9 and above programmes and provide the positive and negative themes / Promoter related to the postgraduate programmes.	Assoc Prof Marcus Williams	27 / 02 / 2020
5	to work with TKK to retrieve the last EER feedback on research and postgraduate	Hamza Qazi	27 / 02 / 2020

**MEETING ENDED: 03:30 PM**