



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

MEETING AGENDA

**Tuesday
5th May 2020**



agenda

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

Date:	2020-05-05
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Building 115-1030

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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-2020

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, Māori Success 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	2019-12-11
Academic Board Minute Reference	Item no 4.4.1
Effective Date	2019-12-11
Version	1

4. PGRSC-MEMBERSHIP-2020

Committee Role	Member Name
Chair (Director, Research and Enterprise)	Assoc Prof Marcus Williams
Doctor of Computing Master of Computing	Susan Bennett
Master of Osteopathy	Saeideh Aminian
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
Research Professional Development Liaison - Tuapapa Rangahau - Research and Postgraduate Office	Assoc Prof Helen Gremillion
Director, Māori Success 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 Veal (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-2020

To be developed

6. PGRSC-ATTENDANCE-2020

Present (P) Apology with Proxy (P-AP) Apology with no Proxy(A-AnP) Absent(A)

Member Name	Committee Role	3rd Mar	7th Apr	5th May	2nd Jun	7th Jul	4th Aug	1st Sep	6th Oct	3rd Nov	1st Dec	Total
Voting Members												
Assoc Prof Marcus Williams	Chair Director, Research and Enterprise)	P										1
Susan Bennett	Representing DComp and MComp	P-AP										1
Saeideh Aminian	Representing MOst	A										0
Assoc Prof Leon Tan	Representing MCP and MDes	P										1
Annabel Pretty	Representing MARCP	P										1
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P										
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P										1
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P										1
Victor Grbic	Nominee Director, Māori Success	P										1
Dr James Prescott	Nominee Director, Pacific Success	P										1
Caroline Malthus	Nominee Director, Student Success	P										1
Helen Vea	Student President, Student Council	P										1
Quorate Status	7 or more	11										11
Non-Voting Members												
Hamza Qazi	Secretary and AAQ-TKK	P										1
Cynthia Almeida	Postgraduate Academic Administrator	P										1
Visitors												
Name and designation		--										

NB: the data above treat absences and apologies with no proxy as the same in terms of impact on committee business, i.e. there is no representation by/for that member at that meeting.

SECTION 2

STANDING ITEMS

7. NGĀ WHAKAPĀHA | APOLOGIES

At the time of printing, apologies were received from the following members

Assoc Prof Leon Tan (Rebecca Woods Representing)	Caroline Malthus
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8. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

Minutes for the PGRSC meeting dated 3rd March 2020 is put forward for approval



20200303-PGRSC-M
inutes.pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2020-03-03.

9. 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	27 / 02 / 2020	In progress
2	To invite Sue Palfreyman – Osteopathy Lead to the PGRSC committee to represent the Most Programme.	Hamza Qazi	27 / 02 / 2020	Completed See note 1 after the action table
3	To send the information regarding the version change of the APA referencing system to all the supervisors.	Cynthia Almeida	27 / 02 / 2020	Completed
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	Completed See item 14
5	To work with TKK to retrieve the last EER feedback on research and postgraduate	Hamza Qazi	27 / 02 / 2020	Completed See item 12

NOTE:

1. Sue Palfreyman has nominated Saeideh Aminian as a representative of PGRSC for Most Programme.

10. 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

11. UPDATE FROM WORKING PARTY FOR PG ADMINISTRATIVE TASK PROCESS MAP

A memo for discussion regarding the outcomes of the working party meeting with TKK and Operations is shared by Assoc Prof Marcus William. Call for ideas and discussion over the PGRSC work-plan for the year 2020 is requested.



'Memo-Discussion_2
0200408-PG Process

12. PGRSC WORKPLAN FOR THE YEAR 2020

A draft work plan is presented by Assoc Prof Marcus William for discussion and finalisation. Call for ideas and discussion over the PGRSC work-plan for the year 2020 is requested.



'PGRSCworkplan.pdf

13. POSTPONING THE PROCESS COMPLIANCE AUDIT

A memo for approval regarding postponing the PG research process compliance audit due to COVID-19, is presented by Assoc Prof Helen Gremillion.



'Memo-Approval-20
200402-Postponing tl

14. ANALYSIS FROM PG PROGRAMMES EOY PEP-2019

A memo for approval regarding analysis from PG programmes EoY PEP-2019 is presented by Assoc Prof Marcus William



'Memo-Approval-20
200421-Analysis from

15. FOUR WEEKS OF ADDITIONAL GRACE PERIOD FOR LEVEL 9 90+CREDIT RESEARCH

A memo for Information regarding four weeks of additional grace period for Level 9 90+Credit Research is shared by Assoc Prof Marcus William.



'Memo-Info-202004
20-Four weeks of add

16. SUSPENSION OF ENROLMENT FOR MOST PROGRAMME STUDENTS – STUDENT ID: 1326269 AND STUDENT ID: 1265282

A memo for information regarding the suspension of enrolment for MOst Programme students – student ID: 1326269 and student ID: 1265282 is presented by Sue Palfreyman.



MOst Students
Suspension of Enrolm

17. MEMO TO ACADEMIC BOARD RE NZIST 2ND APRIL 2020

A memo for discussion regarding NZIST is shared by the Academic Board Chair.



'AB Chair memo to
Academic Board and /

18. 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



PGRSC-Self-Assess
ment.pdf

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

19. GENERAL BUSINESS

20. DETAILS OF NEXT MEETING

The next meeting is scheduled for Tuesday the 2nd June 2020 from 2:00 to 4:00 pm at Building 115, room 1030 or through Skype.

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 5 th May 2020	2:00 to 4:00 pm	Skype Meeting
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 110, Room 2020

21. 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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