



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

**MEETING MINUTES**

**Tuesday  
5<sup>th</sup> May 2020**



# minutes

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

|                  |                      |
|------------------|----------------------|
| Date:            | <b>2020-05-05</b>    |
| Scheduled Start: | 1400h                |
| Scheduled End:   | 1600h                |
| Location:        | <b>Skype Meeting</b> |

|   |          |
|---|----------|
| <b>NGĀ KUPU ARATAKI   PRELIMINARIES</b>   | <b>2</b> |
| 1. Karakia Timatanga   Opening Karakia  | 2        |
| 2. Kupu whakatau   Welcome from chair   | 2        |
| 3. PGRSC-Terms of References-2020   | 2        |
| 4. PGRSC-Membership-2020  | 2        |
| 5. PGRSC-Work Plan-2020   | 2        |
| 6. PGRSC ATTENDANCE-2020  | 2        |
| <b>STANDING ITEMS</b>   | <b>3</b> |
| 7. Ngā Whakapāha   Attendance, Apologies & Quorate Status   | 3        |
| 8. Pitopito Kōrero o Ngā Hui   Minutes of the Previous Meeting  | 3        |
| 9. Ngā Tautapu Arotake   Actions for Review   | 4        |
| 10. PGRSC Dynamic Spreadsheet-Monthly Ratification  | 5        |
| <b>ITEMS TO DISCUSS / APPROVE</b>   | <b>6</b> |
| 11. Update from working party for pg administrative task process map                                  | 6        |
| 12. PGRSC workplan for the year 2020  | 6        |
| 13. Postponing the process compliance audit   | 7        |
| 14. Analysis from pg programmes EoY PEP-2019  | 7        |
| 15. Four weeks of additional grace period for level 9 90+credit research                              | 7        |
| 16. Suspension of enrolment for MOST programme students – student id: 1326269 and student id: 1265282 | 7        |
| 17. memo to academic board re NZIST 2nd april 2020  | 8        |
| 18. Self Evaluation   | 8        |
| <b>ĒTAHI KAUPAPA ANŌ   OTHER BUSINESS</b>   | <b>9</b> |
| 19. General Business  | 9        |
| 20. Details of Next Meeting   | 9        |
| 21. Te Karakia Whakamutunga   Closing Karakia   | 10       |
| 22. Action Item Table incorporating new action items from this meeting                                | 10       |

# **SECTION 1**

## **NGĀ KUPU ARATAKI | PRELIMINARIES**

**MEETING OPENED: 02:05 PM via skype meeting**

### **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 Saeideh Aminian to the committee, new PGRSC member representing the Master of Osteopathy Programme.

### **3. PGRSC-TERMS OF REFERENCES-2020**

- The committee noted the Terms of references.

### **4. PGRSC-MEMBERSHIP-2020**

- The committee noted the membership.
- The representation for Master of Osteopathy is updated to include Saeideh Aminian.

### **5. PGRSC-WORK PLAN-2020**

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

### **6. PGRSC ATTENDANCE-2020**

- The Committee noted the PGREC attendance for the year 2020.

# SECTION 2

## STANDING ITEMS

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

- Committee members present

|                                  |   |
|----------------------------------|---|
| 1. Assoc Prof Marcus Williams    | 2. Dr Hamid Sharifzadeh<br>(Representing Susan Bennett) |
| 3. Saeideh Aminian               | 4. Rebecca Wood<br>(Representing Assoc Prof Leon Tan)   |
| 5. Annabel Pretty                | 6. Assoc Prof Matthew Bradbury                          |
| 7. Assoc Prof Liz Rainsbury      | 8. Assoc Prof Helen Gremillion                          |
| 9. Victor Grbic                  | 10. Dr James Prescott                                   |
| 11. Helen Vea                    |   |
| Total members present: 11 member |   |

- Apologies

|                           |
|---------------------------|
| 1. Caroline Malthus       |
| Total Apologies: 1 member |

- Absence

|                        |
|------------------------|
| 1. No absence recorded |
|------------------------|

- Members in attendance

|                           |                    |
|---------------------------|--------------------|
| 1. Hamza Qazi (Secretary) | 2. Cynthia Almeida |
|---------------------------|--------------------|

- Quorate Status:** The total representation was 11 out of 12. The meeting was hence determined as being quorate.

### 8. 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.

- ACTION:** Hamza Qazi to include Level 9 and 10 grades to the next meeting

- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-03-03

**MOVED:** Helen Vea

**SECONDED:** Annabel Pretty

**MOTION CARRIED**



20191203-PGRSC-M  
inutes.pdf

## 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<br>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<br>See item 14                       |
| 5     | To work with TKK to retrieve the last EER feedback on research and postgraduate   | Hamza Qazi                          | 27 / 02 / 2020 | Completed<br>See item 12                       |

### NOTES:

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

## **10. 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

- Assoc Prof Marcus Williams informed the committee that Cynthia Almeida would be conducting an audit that all the supervisors listed in the Dynamic Spreadsheet are also on the register of supervisors

# 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 was shared by Assoc Prof Marcus Williams. Call for ideas and discussion over the questions raised in the memo was requested.



Memo-Discussion\_20  
200408-PG Process N

- A detailed discussion ensued. The feedback from the committee regarding the discussion points was shared with the working party, with the purpose that they initiate the next steps in this project.



Agenda Item  
11-Feedback.pdf

- **ACTION:** Assoc Prof Marcus Williams to ask for the update from Annette, and to check if the new director for the re-enrolment space has been hired
- **ACTION:** Assoc Prof Marcus Williams to ask for the update from Jenny regarding the list of the specialist enrolment staff relevant to the Level 9&10 PG programmes.
- **ACTION:** Assoc Prof Marcus Williams to meet with Leon Tan to agree on the next set of actions for this project.

### 12. PGRSC WORKPLAN FOR THE YEAR 2020

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



PGRSCworkplan.pdf

- **MOTION:** The chair proposes to approve the PGRSC work plan for the year 2020, subjected to moving item 2 from the month of June to the month of July.  
**UNANIMOUSLY APPROVED**

**MOTION CARRIED**

### 13. POSTPONING THE PROCESS COMPLIANCE AUDIT

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



'Memo-Approval-20  
200402-Postponing tl

- **MOTION:** The chair proposes to approve postponing the PG research process compliance audit to September 2020.

**UNANIMOUSLY APPROVED**

**MOTION CARRIED**

### 14. ANALYSIS FROM PG PROGRAMMES EOY PEP-2019

- A memo regarding analysis from PG programmes EoY PEP-2019 was presented by Assoc Prof Marcus Williams.



Memo-Info-2020042  
1-Analysis from PG pr

- The information in the memo was noted by the members.
- Many members commented that they haven't yet have received the analysis of 2019 end of year PEPs for Level 9 programmes from TKK.
- **ACTION:** Hamza Qazi to contact Simon Tries asking the time frame as to when the 2019 EoY PEP analysis could be shared with the relevant APMs and leaders for Level 9 programmes.

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

- A memo regarding four weeks of additional grace period for Level 9 90+Credit Research was shared by Assoc Prof Marcus Williams.



Memo-Info-2020042  
0-Four weeks of addit

- The information in the memo was noted by the members.
- **ACTION:** Assoc Prof Marcus Williams and Cynthia Almeida to include the general grace period clause in the relevant guidelines.

### 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 – was presented by Sue Palfreyman.



MOst Students  
Suspension of Enrolm



- **MOTION:** The chair proposes that the suspension of enrolment for the two students from the M0st programme – student ID: 1326269 and student ID: 1265282 – is approved due to extenuating circumstances.

**UNANIMOUSLY APPROVED**

**MOTION CARRIED**

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

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



'AB Chair memo to  
Academic Board and /

- The information in the memo was noted by the members.

## **18. 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.



PGRSC-Self-Assess  
ment.pdf

- No Feedback was received.

# SECTION 4

## ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

### 19. GENERAL BUSINESS

- Assoc Prof Helen Gremillion asked the committee whether it is fine if the student can provide the E-signature on his/her research proposal form or not. The committee agrees that the student E-Signatures can be accepted for this purpose.
- Assoc Prof Helen Gremillion also confirmed with the committee members regarding the process around providing evidence to the retrospective suspension and suspensions for personal circumstances. The committee agrees that a document stating that it's a retrospective suspension or a suspension for personal circumstances where the evidence is shared with the concerned personals but not shared with the application, will suffice the need of the evidence.
- Victor Grbic inquired whether if it would be a good idea to record the list of successful applicant names for various PG Scholarships when they are distributed.
- **ACTION:** Assoc Prof Marcus Williams to include the names of the list of successful applicant names for various PG Scholarships for the last year.

### 20. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-6-2
- Location: Building 115 – Room 1030
- Submissions by: COB, 2020-05-22
- To: pgrsc@unitec.ac.nz

| Schedule of Meeting Details       |                 |                         |
|-----------------------------------|-----------------|-------------------------|
| Date                              | Time            | Venue                   |
| 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 |

## 21. 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!

## 22. 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                  | 22 / 05 / 2020 |
| 2 | To include Level 9 and 10 grades to the next meeting   | Hamza Qazi   | 22 / 05 / 2020 |
| 3 | To ask for the update from Annette, and to check if the new director for the re-enrolment space has been hired   | Assoc Prof Marcus Williams                           | 22 / 05 / 2020 |
| 4 | To ask for the update from Jenny regarding the list of the specialist enrolment staff relevant to the Level 9&10 PG programmes.                              | Assoc Prof Marcus Williams                           | 22 / 05 / 2020 |
| 5 | To meet with Leon Tan to agree on the next set of actions for this project.  | Assoc Prof Marcus Williams                           | 22 / 05 / 2020 |
| 5 | To contact Simon Tries asking the time frame as to when the 2019 EoY PEP analysis could be shared with the relevant APMs and leaders for Level 9 programmes. | Hamza Qazi   | 22 / 05 / 2020 |
| 6 | To include the general grace period clause in the relevant guidelines.   | Assoc Prof Marcus Williams<br>And<br>Cynthia Almeida | 22 / 05 / 2020 |
| 7 | To include the names of the list of successful applicant names for various PG Scholarships for the last year.  | Assoc Prof Marcus Williams                           | 22 / 05 / 2020 |

**MEETING ENDED: 03:30 PM**