Work Plan 2020 // Postgraduate Research & Scholarships Committee (PGRSC) // As at: 2020-06-03										
<u>Month</u>	<u>Item</u>	Source / Nature	Input/s	<u>Output</u>	Presentation Frequency	Author	Submission Due	Presentation Due	Completion Date	Notes / Purpose
EACH MEETING	Ratification PGRSC Dynamic Spreadsheet	PGRSC Dynamic Spreadsheet	APM	Recorded in E-Library	Monthly	APM	Agenda Paper submission deadline dates	Meeting dates	Dates the	
January										
February										
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March										
April										
Мау										
June	Review 2019 PEP evaluations from TKK, particularly where issues are systemic or institution wide and therefore difficult to be resolved within a single programme	2019 PEP related to PG Programmes	APM	TBD	Yearly		Agenda Paper submission deadline dates	Meeting dates	26th June 2020	
	To retrieve and analyse the feedback from the last EER on postgraduate Level 9&10, summarise the actions taken and their effectiveness	2018 EER report	Chair	EER 2020	One off	Chair	Agenda Paper submission deadline dates	Meeting dates	26th June 2020	
	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.	Self evaluation feedback	Chair	EER 2020	One off	Chair	Agenda Paper submission deadline dates	Meeting dates	26th June 2020	
July	Update the data on success and retention of Level 9 and above programmes working with TKK-Insight to improve accurate data acquisition and visualization	Self evaluation feedback	Chair	TKK-Insight	One off	Chair	Agenda Paper submission deadline dates	Meeting dates	24th July 2020	
	Design a process for reviewing the allocation of postgraduate scholarships and their effectiveness	Self evaluation feedback	Susan and James	Tūāpapa Rangahau	One off	Susan and James	Agenda Paper submission deadline dates	Meeting dates	24th July 2020	
August	Review the process of allocating of postgraduate scholarships	PG Schoalrships	Chair	Tūāpapa Rangahau	Yearly	Chair	Agenda Paper submission deadline dates	Meeting dates	21st August 2020	
	Review Professional development of supervisors	Self evaluation feedback	Chair	Tūāpapa Rangahau	Yearly	Chair	Agenda Paper submission deadline dates	Meeting dates	21st August 2020	
September	Audit to verify whether the research proposal submission form and supervisor/student contract are used, duly signed and recorded in the H: drive	Self evaluation feedback	Chair	Tūāpapa Rangahau	One off	Chair	Agenda Paper submission deadline dates	Meeting dates	25thh September 2020	
October	Resolve the mapping of postgraduate programme administration in conjunction with the student journey, with the purpose of agreeing where specific responsibilities lie across Level 9 Programmes, TKK, Enrollments and Student Success	Self evaluation feedback	Working group of PGRSC	TKK, Operations, Student Success	One off	Chair	Agenda Paper submission deadline dates	Meeting dates	23rd October 2020	
November	Review the effectiveness of postgraduate scholarships	Self evaluation feedback	Members	PGRSC	Yearly	Chair	Agenda Paper submission deadline dates	Meeting dates	20th November 2020	
December										