



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

MEETING AGENDA

**Tuesday
2nd June 2020**



agenda

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

Date:	2020-06-02
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Zoom Meeting
	https://zoom.us/j/92161256023?pwd=ZGd0Yk9UU255bkJkSzdiUXlVWlRMZz09

NGĀ KUPU ARATAKI PRELIMINARIES	2
1. Opening Karakia.....	2
2. Kupu whakatau Welcome from chair	2
3. PGRSC-Terms of References-2020.....	2
4. PGRSC-Membership-2020	4
5. PGRSC-Work Plan-2020	4
6. PGRSC-Attendance-2020	5
STANDING ITEMS	6
7. Ngā Whakapāha Apologies	6
8. Pitopito Kōrero o Ngā Hui Minutes of the Previous Meeting.....	6
9. Ngā Tautapu Arotake Actions for Review.....	6
10. PGRSC Dynamic Spreadsheet-Monthly Ratification	7
ITEMS TO DISCUSS / APPROVE	8
11. Power BI Training	8
12. Recording the grades of 90 credits and above thesis.....	8
13. Memo for approval – Amendment to the Presentation and Publication of Student Research Guidelines.....	8
14. Memo for discussion-cohort based data on power bi.....	8
15. Memo for discussion-Graduate Success Survey and the concomitant narrative	8
16. Memo for approval-suspension of candidature of DComp students	9
17. Self evaluation.....	9
ĒTAHI KAUPAPA ANŌ OTHER BUSINESS	9
18. General Business.....	9
19. Details of Next Meeting	9
20. Closing Karakia	9

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 Vea (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

PGRSC Workplan for the year 2020 is attached for your reference.



PGRSC Work
Plan-2020.pdf

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	Cancelled due to COVID-19	P								2
Susan Bennett	Representing DComp and MComp	P-AP	As above	P-AP								2
Saeideh Aminian	Representing MOst	A	As above	P								1
Assoc Prof Leon Tan	Representing MCP and MDes	P	As above	P-AP								2
Annabel Pretty	Representing MARCP	P	As above	P								2
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P	As above	P								2
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P	As above	P								2
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P	As above	P								2
Victor Grbic	Nominee Director, Māori Success	P	As above	P								2
Dr James Prescott	Nominee Director, Pacific Success	P	As above	P								2
Caroline Malthus	Nominee Director, Student Success	P	As above	A								1
Helen Veal	Student President, Student Council	P	As above	P								2
Quorate Status	7 or more	11	As above	11								22
Non-Voting Members												
Hamza Qazi	Secretary and AAQ-TKK	P	As above	P								2
Cynthia Almeida	Postgraduate Academic Administrator	P	As above	P								2
Visitors												
Name and designation		--	As above	--								

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

1. Susan Bennett (Assoc Prof Iman Ardekani representing)	
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8. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

Minutes for the PGRSC meeting dated 5th May 2020 is put forward for approval



20200505-PGRSC-M
inutes.pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2020-05-05.

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	22 / 05 / 2020	In Progress
2	To include Level 9 and 10 grades to the next meeting	Hamza Qazi	22 / 05 / 2020	Completed, See agenda Item 12
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	Completed, See note 1 after the action table
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	In Progress, See note 2 after the action table
5	To meet with Leon Tan to agree on the next set of actions for this project.	Assoc Prof Marcus Williams	22 / 05 / 2020	Completed, See note 3 after the action table
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	Completed, See note 4 after the action table
6	To include the general grace period clause in the relevant guidelines.	Assoc Prof Marcus Williams And Cynthia Almeida	22 / 05 / 2020	Completed, See agenda Item 13

Sr No	Action	Responsibility	Due Date	Progress
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	In-Progress

NOTE:

1. Student Support is no longer hiring a new director of re-enrolments and the task may be going back to operations. The chair continues to make inquiries.
2. The chair has not been able to get a response.
3. The meeting was held on 11th May 2020. A couple of action items has come out of the meeting. Some are completed and are reported in this meeting while the rest are in progress and will be communicated once completed.
4. Reply from Simon Tries: "While the evaluation of the process was considered by QAB at its last meeting, the evaluation of the outcomes has not yet been completed. I also do not currently have a timeframe for this as it has been reprioritised due to the lockdown situation."

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. POWER BI TRAINING

Jeff Honey – Insights Business Partner, Te Korowai Kahurangi, and Michelle Sun – Academic Quality Administrator, Te Korowai Kahurangi, will be joining the meeting from 2:30 pm to 3:30 pm for the Power BI Training.

12. RECORDING THE GRADES OF 90 CREDITS AND ABOVE THESIS.

The grades for level 9 and 10 research thesis of 90 credits and above from 1st April 2019 to 31st March 2020 are presented for recording purposes.



PRSC June
2020_Research Garde

13. MEMO FOR APPROVAL – AMENDMENT TO THE PRESENTATION AND PUBLICATION OF STUDENT RESEARCH GUIDELINES

Memo regarding ‘Amendment to the Presentation and Publication of Student Research Guidelines’ is presented by Assoc Prof Marcus Williams for Approval.



Memo-Apprvl-Amen
dment to Guidelines.p



Template_additional
time_revised.pdf

14. MEMO FOR DISCUSSION-COHORT BASED DATA ON POWER BI

Memo regarding ‘Cohort based data on power BI’ is presented by Assoc Prof Marcus Williams for Discussion.



Memo-Discuss-Coho
rt-based BI data.pdf

15. MEMO FOR DISCUSSION-GRADUATE SUCCESS SURVEY AND THE CONCOMITANT NARRATIVE

Memo regarding ‘Graduate Success Survey’ is presented by Assoc Prof Marcus Williams for Discussion.



Memo-Discuss-Grad
uate Success Survey.p

16. MEMO FOR APPROVAL-SUSPENSION OF CANDIDATURE OF DCOMP STUDENTS

Memo regarding 'Suspension of candidature of DComp Students' is presented by Susan Bennett for Approval.



Memo-Apprvl-Suspension of Candidature



DComp Suspension Appl - Denis Lavrov



DComp SuspensionAppl_ Waj

17. 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-Assessment.pdf

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

18. GENERAL BUSINESS

19. DETAILS OF NEXT MEETING

The next meeting is scheduled for Tuesday the 7th July 2020 from 2:00 to 4:00 pm at Building 115, room 1030 or through Skype.

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 2 nd Jun 2020	2:00 to 4:00 pm	Zoom Meeting
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

20. CLOSING KARAKIA

TE KARAKIA WHAKAMUTUNGA

*Ka wehe atu tātou
I raro i te rangimārie
Te harikoa
Me te manawanui
Haumi ē, Hui ē, Tāiki ē!*

ENDING PRAYER

*We are departing
Peacefully
Joyfully
And resolute
We are united, progressing forward!*