



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

**MEETING MINUTES**

**Tuesday  
7<sup>th</sup> July 2020**



# minutes

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

Date:	<b>2020-07-07</b>
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	<b>Skype Meeting (Link to join the meeting is provided in the meeting calendar invite)</b>

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# **SECTION 1**

## **NGĀ KUPU ARATAKI | PRELIMINARIES**

**MEETING OPENED: 02:02 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 the members to the committee.

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

- The committee noted the Terms of references.

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

- The committee noted the membership.

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

- The committee noted the work plan for the year 2020.

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

- The Committee noted the PGRSC 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 Saeideh Aminian
3. Annabel Pretty	4. Xinxin Wang
5. Assoc Prof Liz Rainsbury (joined the meeting at 2:40 pm)	6. Assoc Prof Helen Gremillion
7. Victor Grbic	8. Dr James Prescott
Total members present: 8 member	

- Apologies**

1. Susan Bennett (Assoc Prof Iman Ardekani was representing)	2. Assoc Prof Leon Tan
3. Assoc Prof Matthew Bradbury (Xinxin Wang was representing)	4. Caroline Malthus
5. Helen Vea	
Total Apologies: 3 member	

- Absence**

1. Assoc Prof Iman Ardekani – representing member for Susan Bennett
Total Absence: 1 member

- Members in attendance**

1. Hamza Qazi (Secretary)	2. Cynthia Almeida – Postgraduate Academic Administrator, Tūāpapa Rangahau
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- Quorate Status:** The total representation was 8 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.
- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-06-02  
**MOVED:** Victor Grbic  
**SECONDED:** Assoc Prof Helen Gremillion

**MOTION CARRIED**



June-PGRSC-Minutes.pdf

## 9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	To table the memo at the next PGRSC meeting regarding the process of allocating scholarships and the scholarship evaluation mechanism.	Dr James Prescott and Susan Bennett	26 / 06 / 2020	<b>Completed</b> See agenda Item 14
2	To include the names of the list of successful applicant names for various PG Scholarships for the last year.	Assoc Prof Marcus Williams	26 / 06 / 2020	<b>Completed</b> See Agenda Item 11
3	To amend the 'Presentation and Publication of Student Research Guidelines' and work with Cynthia and TTK to upload it on the Moodle and TheNest.	Hamza Qazi	26 / 06 / 2020	<b>Completed</b>

## 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 and current.



Dynamic Research  
Proposal Tracker-Ma

- Hamza Qazi informed the committee that all the students pursuing thesis for 90 credits or above in the Master of Applied Practice (without specialisation) stream have now finished. Hence the worksheet recording the MAP(Generic) programme will be removed from the next meeting.

# SECTION 3

## ITEMS TO DISCUSS / APPROVE

## 11. RECORDING THE RECIPIENTS OF POSTGRADUATE SCHOLARSHIPS FOR THE YEAR 2020.

- The recipients of the postgraduate scholarship for the year 2020 were presented for recording purposes.
- The committee accepts to record the recipients of the postgraduate scholarship for the year 2020



Doc-Info-PG  
Scholarship 2020 Re

- The memo to Te Rōpū Mataara regarding the PG Maori Scholarships is shared by Victor Grbic for information of the committee.



Doc-Info-Memo to  
Te Rōpū Mataara Re

## **12. RECORDING RETROSPECTIVE SUSPENSION OF CANDIDATURE FOR MBUS STUDENTS**

- A memo for information regarding 'the retrospective suspension of candidature for Masters of Business Student ID # 1478340' is presented by Assoc Prof Liz Rainsbury for recording purposes.
- The committee accepts to record the retrospective suspension of candidature for Masters of Business Student ID # 1478340



Memo-Info-Suspension of Candidature-I

## **13. MAIA TEAM OF LEARNING ADVISORS**

- This agenda item was withdrawn by Victor Grbic before the meeting.

## **14. SCHOLARSHIP EVALUATION MECHANISM**

- Dr James Prescott briefed the committee regarding the mechanism for evaluating the effectiveness of the scholarships administered by the PGRSC and then opened the floor for discussion.



Doc-Disc-Scholarship Evaluation Mechanism

- Annabel Pretty asked to include the word research clusters in point 3 of general-purpose A.
- The committee decided to form a working group consisting of
  1. Dr James Prescott
  2. Assoc Prof Marcus Williams
  3. Cynthia Almeida
  4. Hamza Qazi
 to perform the following two tasks based on the document shared by Dr James Prescott and share it in the next PGRSC meeting
  - a) Develop a document detailing the purpose of various Postgraduate Scholarships.
  - b) Develop an effectiveness evaluation mechanism, student feedback reporting, and identify datasets which need to be retrieved and for each postgraduate scholarships based on the purpose of said scholarships.

## 15. POTENTIAL IMPROVEMENTS TO GRADUATE SUCCESS SURVEY QUESTIONS

- Assoc Prof Helen Gremillion briefed the committee regarding the suggestions made by the working party on the Graduate Success Survey. The main theme is to introduce social and cultural value alongside economic success



Memo-Disc-Question for graduate success

- The committee acknowledged that the working party has provided excellent feedback.
- **ACTION:** Assoc Prof Marcus Williams to email Lai Pang and Simon Tries providing them with the feedback and asking them to include the working party for further consultation. (Working Party members: Assoc Prof Leon Tan, Dr Saeideh Aminian, Assoc Prof Helen Gremillion, Rebecca Wood and Victor Grbic)

## 16. IMPACT OF COVID-19 ON POSTGRADUATE PROGRAMMERS AND RESEARCH

- Assoc Prof Marcus Williams asked the committee to discuss the impact of COVID-19 on postgraduate programmes, students and research at Unitec.



Memo-Disc-Impact of COVID-19-202006

- Annabel Pretty commented that MARCP programme was able to change over the critique workshops to online in just three days. The workshops over zoom had some positive aspects regarding reduced scheduling hassles and resulting in proceeding the critiques of more than 50 students in 3 days rather than a usual 6 days task.
- Annabel also commented that library service and their support during lockdown has been exceptional regarding providing online books access to the students.
- Liz Rainsbury commented that Covid-19 has impacted by having fewer enrolments for the programme.
- Assoc Prof Helen Gremillion commented that direct communication was critical during lockdown, especially with the Pacifica students. Victor Grbic and Dr Saeideh Aminian supported Assoc Prof Helen Gremillion comment.
- Assoc Prof Helen Gremillion also commended the Learner Outreach Programme during the Covid-19 lockdown. Moreover, the support from enrolments was exceptional also.
- Xinxin Wang commented that the students faced issues accessing high powered computers with dedicated Unitec licenced software during the lockdown.
- Dr Saeideh Aminian commented that at the MOst programme all the practical work from Semester one was deferred to semester 2 while during the lockdown the theory courses from semester 2 were brought forward to compensate the workload over the year.

## 17. MODE OF MEETINGS GOING FORWARD

- Assoc Prof Marcus Williams asked the committee to discuss the most efficacious and generally acceptable mode for meeting going forward, taking the learnings from the Covid-19 lockdown period into account.



Memo-Disc-Mode  
of meetings going f

- The committee decided to have the skype meeting for the rest of the year, and meet face to face once per semester, the September meeting, pre EER, being the first for 2020.

## 18. SELF EVALUATION

- The chair asked the members to provide the feedback to the secretary directly through 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

### Update on Postgraduate Re-Enrolment

- Assoc Prof Marcus Williams informed the committee particularly the working party working on the PG administrative duties, that ELT has resolved to investigate the issue of Postgraduate re-enrollments, and Trude Cameron has been asked to conduct this work, leading to some recommendations.
- Assoc Prof Marcus Williams will introduce Dr Saeideh Aminian and Assoc Prof Helen Gremillion to Trude Cameron.

### Update on EoY PEP Analysis

- Assoc Prof Marcus Williams informed the committee that at the academic Board the decision has been made that each HoS would produce a report based on their School's outcomes and supported by the insights from their PEP's, rather than a PEP based report on outcomes. The HoS report will be reported to the Academic Board and once approved will be in the public domain for review.

### Update on Te Reo Māori Assessment Policy

- Unitec has a policy that anyone can submit their assignment in Te Reo Māori. Maia Māori Centre and Te Korowai Kahurangi have worked together to improve the policy to be userfriendly and clearly explain the steps to be followed. The improved policy was approved in June 2020 Academic Board meeting



## 20. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-8-4
- Location: Building 115 – Room 1030
- Submissions by: COB, 2020-07-24
- To: pgrsc@unitec.ac.nz

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 4 <sup>th</sup> Aug 2020	2:00 to 4:00 pm	Skype Meeting
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	Skype Meeting
Tuesday, 3 <sup>rd</sup> Nov 2020	2:00 to 4:00 pm	Skype Meeting
Tuesday, 1 <sup>st</sup> Dec 2020	2:00 to 4:00 pm	Skype Meeting

## 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 email, Lai Pang and Simon Tries providing them with the feedback regarding graduate survey questions and asking them to include the working party for further consultation. (Working Party members: Assoc Prof Leon Tan, Dr Saeideh Aminian, Assoc Prof Helen Gremillion, Rebecca Wood and Victor Grbic)	Assoc Prof Marcus Williams	24/02/2020

**MEETING ENDED: 03:55 PM**