



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

MEETING AGENDA

**Tuesday
4th August 2020**



agenda

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

Date:	2020-08-04
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Skype Meeting (Link to join the meeting is provided in the meeting calendar invite)

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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 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

Work-Plan Item: Update the data on success and retention of Level 9 and above programmes working with TKK-Insight to improve accurate data acquisition and visualization

Comment: Jeff Honey, Unitec Insights Business Partner, is working on a solution for this through the BI Dashboard

Work-plan Item: Review the process of allocating of postgraduate scholarships

Comment: ToR were developed and agreed for a review of PG scholarships, a working party has been formed and a draft report of that review is presented to this meeting.

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	P	P						4
Susan Bennett	Representing DComp and MComp	P-AP	As above	P-AP	P-AP	A						3
Saeideh Aminian	Representing MOST	A	As above	P	P	P						3
Assoc Prof Leon Tan	Representing MCP and MDes	P	As above	P-AP	P-AP	A						3
Annabel Pretty	Representing MARCP	P	As above	P	A	P						3
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P	As above	P	P	P-AP						4
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P	As above	P	P	P						4
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P	As above	P	P	P						4
Victor Grbic	Nominee Director, Māori Success	P	As above	P	P	P						4
Dr James Prescott	Nominee Director, Pacific Success	P	As above	P	P	P						4
Caroline Malthus	Nominee Director, Student Success	P	As above	A	P	A						2
Helen Vea	Student President, Student Council	P	As above	P	A	A						2
Quorate Status	7 or more	11	As above	11	10	8						40
Non-Voting Members												
Hamza Qazi	Secretary and AAQ-TKK	P	As above	P	P	P						4
Cynthia Almeida	Postgraduate Academic Administrator	P	As above	P	P	P						4
Visitors												
Name and designation	--	As above	--	Jeff Honey (Insights Business Partner, TTK), Michelle Sun (Academic Quality Administrator, TTK)	--							2

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. Assoc Prof Matthew Bradbury (Xinxin Wang would be representing in Sem 2 of 2020)

8. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING

Minutes for the PGRSC meeting dated 7th July 2020 is put forward for approval



July-PGRSC-Minutes.pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2020-07-07.

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

	Action	Responsibility	Due Date	Progress
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 / 07 / 2020	Completed See note 1 after the action table

Note

1. The TKK Manager Simon Tries thanked the committee for its work and made the following response and recommendations; the survey is biannual has only a 37.1% response rate at this juncture. The suggestions made are that we focus this year on getting through EER and then have a review of the survey in semester one 2021. Meantime, the committee can reach out to their alumni's and get an early sense of what need there is for expanded definitions of fulfilment and different questions

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. RECORDING CHAIRS ACTION'S APPROVAL FOR THE EXCEPTIONAL SUSPENSION OF CANDIDATURE FOR MAP-SP STUDENTS

A memo for approval was shared by Assoc Prof Hellen Gremillion for the committee to approve the exceptional suspension of candidature for Masters of Applied Practice – Social Practice students. The approval request was urgent and hence was approved by the Chair of the Committee. The approval is recorded for Committee's information.



Memo-Approval_Exceptional suspension

12. THESIS HARD COPY FOR EXAMINATION

A memo for discussion is shared by Assoc Prof Marcus Williams for the committee to discuss the existing requirements for students to print hard copies of their theses and exegeses for Level 9 and 10 examinations



Memo-Disc-Thesis hard copy for Examination

13. TERTIARY EDUCATION INDICATORS (TEI) RELATED TO PGRSC TERMS OF REFERENCE (TOR).

A memo for discussion is shared by Assoc Prof Marcus Williams for the committee to review its responsibilities in relation to the NZ TEIs



Memo-Disc-TEIs related to PGRSC-20

14. EVALUATION OF THE FEEDBACK FROM 2018 EER ON POSTGRADUATE LEVEL 9&10

A memo for discussion is shared by Assoc Prof Marcus Williams for the committee to discuss the related points extracted from the 2018 EER report pertaining to postgraduate Level 9&10



Memo-Disc-Feedback from 2018 EER on

15. SCHOLARSHIP EVALUATION MECHANISM

A memo for discussion is shared by Assoc Prof Leon Tan on behalf of the working group for the committee to review the draft version of the 'Review of Scholarship' document and The 'Scholarship Data Collection and Survey Evaluation Questions' document.



Memo-Disc-Update
on PGRSC Scholarsh



Review of
Scholarship-Draft.p



Scholarship Data
Collection and Evalu

16. 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

17. GENERAL BUSINESS

18. DETAILS OF NEXT MEETING

The next PGRSC meeting is scheduled for Tuesday the 1st of September 2020 from 2:00 to 4:00 pm in Building 115 Room 1030.

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 4 th Aug 2020	2:00 to 4:00 pm	Skype Meeting
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

19. 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!*