



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

**MEETING MINUTES**

**Tuesday  
4<sup>th</sup> August 2020**



# minutes

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

Date:	<b>2020-08-04</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: 02:05 PM via Skype meeting**

### **1. KARAKIA TIMATANGA | OPENING KARAKIA**

- The meeting 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.
- The chair recorded the following progress on the working plan items as below

<b>Work Plan Item</b>	<b>Comment</b>
Update the data on success and retention of Level 9 and above programmes working with TKK-Insight to improve accurate data acquisition and visualization	Jeff Honey, Unitec Insights Business Partner, is working on a solution for this through the BI Dashboard
Review the process of allocating postgraduate scholarships	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
Review Professional development of supervisors	See action item below

- **ACTION:** Assoc Prof Marcus Williams and Assoc Prof Helen Gremillion to review the professional development of supervisors workshops and present the outcome at the next meeting.
- Assoc Prof Liz Rainsbury commented to consider these professional development workshops to be eligible for a PD Badge.

## 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. Assoc Prof Iman Ardekani – representing member for Susan Bennett
3. Dr Saeideh Aminian	4. Assoc Prof Leon Tan
5. Annabel Pretty	6. Xinxin Wang – representing member for Assoc Prof Matthew Bradbury
7. Assoc Prof Liz Rainsbury	8. Assoc Prof Helen Gremillion
9. Victor Grbic	10. Dr James Prescott
11. Caroline Malthus	
Total members present: 11 member	

### • Apologies

1. Helen Vea	
Total Apologies: 1 member	

### • Absence

Total Absence: 0 member
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### • 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 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.

- **MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-07-07  
**MOVED:** Assoc Prof Helen Gremillion  
**SECONDED:** Victor Grbic

**MOTION CARRIED**



July-PGRSC-Minutes.pdf

## 9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	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	<b>Completed</b> 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 and 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

The feedback from members was received and is incorporated into the attached spreadsheet. The leaders of each Level 9 & 10 programme affirm that the information is accurate.



Dynamic Research  
Proposal Tracker-Ma

# 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 was 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

- The members supported to change the existing requirements of printing the hard copies to an optional one, unless mandated by programmes.
- **ACTION:** Cynthia Almeda to change the required examination guidelines around hard copies of theses for examiners to reflect the changes approved by the committee.

### 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 PGRSC responsibilities in relation to the NZ TEIs



Memo-Disc-TEIs related to PGRSC-20

- The committee supported the task accomplished by the PGRSC under its TOR which is aligned to the TEIs.
- **ACTION:** Assoc Prof Marcus Williams and Dr Saeideh Aminian to consider the difficulties of supervision advisement for some programmes especially in Maori and Pacific related research and get back to the committee.

- **ACTION:** Hamza Qazi to share with PGRSC, at the end of every semester, the high-level stats on student success and retention, qualification completion and graduate feedback for the overall postgraduate programmes.

#### 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-Feedba  
ck from 2018EER on

- The committee supported the points extracted from the 2018 EER pertaining to the postgraduate Level 9 and 10.

#### 15. SCHOLARSHIP EVALUATION MECHANISM

- A memo for discussion was shared by Dr James Prescott and Assoc Prof Marcus Williams 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.
- Assoc Prof Marcus Williams and Dr James Prescott brief the committee about the 'Review of the Scholarship' Documents which articulates the purpose of the three different types of scholarship that's PGRSC has oversight over. The document also outlines how these scholarships will be evaluated in terms of their functions to improve the participation or enrolments of students as well as improving the quality of student success.
- Hamza Qazi and Cynthia Almeida explained the 'Scholarship Data Collection and Evaluation Survey Questions' document, which defines different types of evaluation results which can be extracted from proper data capturing.
- Feedback on changing the heading for data type 2 and type of data captured under data type 5 was incorporated into the 'Scholarship Data Collection and Evaluation Survey Questions' document.
- The committee was given another month to review the documents.



Memo-Disc-Update  
on PGRSC Scholarsh



Review of  
Scholarship-Draft.pc



Scholarship Data  
Collection and Evalu

**ACTION:** Hamza Qazi to present the scholarship application form and the terms of references for the three different types of Scholarships in the next meeting.

**ACTION:** Assoc Prof Marcus Williams to present the draft 2020 scholarship programme and priority group resources and initiate a discussion around programme growth EFTS targets.

#### 16. 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.
- The members give feedback on the following two points

1. Make the meeting venue information clear on the meeting invites
2. Explore the option of publishing the agenda and minutes of the meeting on 'The-Nest' as is the practice for Academic Board.



PGRSC-Self-Assessment.pdf

# SECTION 4

## ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

### 17. GENERAL BUSINESS

#### Discussion around getting signatures on documents

- Assoc Prof Helen Gremillion presented the problem around getting signatures from different authorised persons on a single document.
- Hamza Qazi commented that taking the approval on email and attaching that email as a proof with the document is an acceptable practice.
- Annabel pretty commented that she usually takes signatures on multiple copies of the document and merge all the signed copied in a PDF.

### 18. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-9-1
- Location: Building 115 – Room 1030
- Submissions by: COB, 2020-08-21
- To: pgrsc@unitec.ac.nz

Schedule of Meeting Details		
Date	Time	Venue
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

### 19. 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!



**20. ACTION ITEM TABLE INCORPORATING NEW ACTION ITEMS FROM THIS MEETING**

	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>
1	To review the professional development of supervisors workshops and present the outcome at the next meeting.	Assoc Prof Marcus Williams and Assoc Prof Helen Gremillion	2020-08-21
2	To change the required examination guidelines around hard copies of theses for examiners to reflect the changes approved by the committee.	Cynthia Almeda	2020-08-21
3	To consider the difficulties of supervision advisement for some programmes especially in Maori and Pacific related research and get back to the committee.	Assoc Prof Marcus Williams and Dr Saeideh Aminian	2020-08-21
4	To share with PGRSC, at the end of every semester, the high-level stats on student success and retention, qualification completion and graduate feedback for the overall postgraduate programmes.	Hamza Qazi	2020-08-21
5	To present the scholarship application form and the terms of references for the three different types of Scholarships in the next meeting.	Hamza Qazi	2020-08-21
6	To present the draft 2020 scholarship programme and priority group resources and initiate a discussion around programme growth EFTS targets.	Assoc Prof Marcus Williams	2020-08-21

**MEETING ENDED: 03:58 PM**