



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

MEETING AGENDA

**Tuesday
1st September 2020**



agenda

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

Date:	2020-09-01
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	Dr 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	P	P	P					5
Susan Bennett	Representing DComp and MComp	P-AP	As above	P-AP	P-AP	A	P-AP					4
Saeideh Aminian	Representing MOST	A	As above	P	P	P	P					4
Assoc Prof Leon Tan	Representing MCP and MDes	P	As above	P-AP	P-AP	A	P					4
Annabel Pretty	Representing MARCP	P	As above	P	A	P	P					4
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P	As above	P	P	P-AP	P-AP					5
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P	As above	P	P	P	P					5
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P	As above	P	P	P	P					5
Victor Grbic	Nominee Director, Māori Success	P	As above	P	P	P	P					5
Dr James Prescott	Nominee Director, Pacific Success	P	As above	P	P	P	P					5
Caroline Malthus	Nominee Director, Student Success	P	As above	A	P	A	P					3
Helen Vea	Student President, Student Council	P	As above	P	A	A	A					2
Quorate Status	7 or more	11	As above	11	10	8	11					51
Non-Voting Members												
Hamza Qazi	Secretary and AAQ-TKK	P	As above	P	P	P	P					5
Cynthia Almeida	Postgraduate Academic Administrator	P	As above	P	P	P	P					5
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)
2. Assoc Prof Leon Tan (Rebecca Woods would be representing)



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

Minutes for the PGRSC meeting dated 4th August 2020 is put forward for approval



Aug-PGRSC-Minutes.
pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2020-08-04.

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

	Action	Responsibility	Due Date	Progress
1	To review the professional development programme for supervisors workshops and present the outcome at the next meeting.	Assoc Prof Marcus Williams and Assoc Prof Helen Gremillion	2020-08-21	Completed See agenda 15
2	To change the required examination guidelines around hard copies of theses for examiners to reflect the changes approved by the committee.	Cynthia Almeida	2020-08-21	Completed
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	2020-08-21	Completed See agenda 16
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	Completed See agenda 11
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	Completed See agenda 12
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	Completed See agenda 14

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. EPI, STUDENT COURSE SURVEY, AND GRADUATE SURVEY DATA FOR THE PROGRAMMES REPRESENTED AT PGRSC

Data from the following dashboards are shared with the committee for the Masters and Doctoral programmes which are represented at the committee.

- **Student Education Performance Indicator (EPI) Dashboard-2019**
Recommended to be shared yearly in September for the previous year
- **Student Course Survey Dashboard-S1, 2020**
Recommended to be shared half-yearly in April and September for the previous semester
- **Graduate Survey Dashboard-S1,2020**
Recommended to be shared half-yearly in April and September for the previous semester



11) Student EPI
Dashboard - TEC Data



11) Student Course
Surveys Dashboard (T



11) Graduate
Dashboard (TKK).pdf

12. GUIDELINES AND TOR FOR POSTGRADUATE PROGRAMMES SCHOLARSHIPS

The guidelines and terms of references for the postgraduate programme scholarship are shared with the committee for their review and feedback.



12) Guidelines -
Postgraduate Industry



12) Guidelines -
Postgraduate Program



12) Terms and
Conditions - Postgrad

13. POSTGRADUATE PROGRAMME GROWTH GOALS

A memo for discussion is shared by Assoc Prof Marcus Williams for the committee to share on the postgraduate programme growth goals for the next years.



13)
Memo-Disc-Program

14. SCHOLARSHIP ALLOCATION FOR THE YEAR 2021

A memo for approval is shared by Assoc Prof Marcus Williams for the committee to decide on the allocation of funds for the various Postgraduate Scholarship for the year 2021.



14)
Memo-Aprv-2021 Sch



14) Scholarships
2021 draft.xlsx

15. PROFESSIONAL DEVELOPMENT FOR SUPERVISORS

A memo for discussion is shared by Assoc Prof Marcus Williams for the committee to review the draft plan for professional development for supervisors.



15)
Memo-Disc-Supervi



15) PD Survey
Questions.pdf



15) Professional
Development 2020.pc

16. MĀORI AND PACIFIC SUPERVISION AND ADVISEMENT

A memo for discussion is shared by Assoc Prof Marcus Williams for the committee to discuss the Māori and Pacific Supervision and AdviseMENT.



16)
Memo-Disc-Māori an

17. SUPERVISION AUDIT 2020

A memo for information is shared by Assoc Prof Marcus Williams for the committee to communicate the process around the upcoming supervision audit-2020.



17) Supervision
Audit.pdf

18. 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



18)
PGRSC-Self-Assessme

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

19. GENERAL BUSINESS

20. DETAILS OF NEXT MEETING

The next PGRSC meeting is scheduled for Tuesday the 6th of October 2020 from 2:00 to 4:00 pm via Skype Meeting.

Schedule of Meeting Details		
Date	Time	Venue
Tuesday, 6 th Oct 2020	2:00 to 4:00 pm	Skype Meeting
Tuesday, 3 rd Nov 2020	2:00 to 4:00 pm	Skype Meeting
Tuesday, 1 st Dec 2020	2:00 to 4:00 pm	Skype Meeting

21. CLOSING KARAKIA

TE KARAKIA WHAKAMUTUNGA <i>Ka wehe atu tātou I raro i te rangimārie Te harikoa Me te manawanui Haumi ē, Hui ē, Tāiki ē!</i>	ENDING PRAYER <i>We are departing Peacefully Joyfully And resolute We are united, progressing forward!</i>
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