



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

**MEETING MINUTES**

**Tuesday  
1<sup>st</sup> September 2020**



# minutes

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

Date:	<b>2020-09-01</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: 02:01 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.

### **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. Assoc Prof Iman Ardekani – representing member for Susan Bennett	4. Assoc Prof Leon Tan
5. Annabel Pretty	6. Assoc Prof Matthew Bradbury
7. Assoc Prof Liz Rainsbury	8. Assoc Prof Helen Gremillion
9. Victor Grbic	10. Caroline Malthus
11. Helen Vea	
Total members present: 11 member	

- Apologies

1. Dr James Prescott	
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.



Aug-PGRSC-Minutes.  
pdf

- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-08-04  
**MOVED:** Assoc Prof Helen Gremillion  
**SECONDED:** Caroline Malthus

**MOTION CARRIED**



## 9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	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	<b>Completed</b> 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	<b>Completed</b> See note 1 after the action table
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	<b>Completed</b> 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	<b>Completed</b> 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	<b>Completed</b> 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	<b>Completed</b> See agenda 14

### Note

1. The committee agrees that the change in the guidelines will take effect from Semester one of 2021. Meanwhile, the programmes must change their programme specific regulations before semester one of 2020, to specify if the hard copies of the thesis are required.

**ACTION:** Hamza to remind the PGRSC members of the change in the thesis submission guidelines and asking them to amend their programme specific guidelines if required.

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

- Data from the dashboards given below were shared with the committee for their review and discussion
  - 1. Student Education Performance Indicator (EPI) Dashboard-2019**  
*Recommended to be shared yearly in September for the previous year*
  - 2. Student Course Survey Dashboard-S1, 2020**  
*Recommended to be shared half-yearly in April and September for the previous semester*
  - 3. 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

- Assoc Prof Liz Rainsbury recorded that the SCC stats in Student EPI dashboard for Applied Business is not correct as it includes MAP overall records rather than only for MAP-PA.
- Assoc Prof Liz Rainsbury also commented that there is a variance between qualification completion rate between Māori and non-Māori, and Pacific and non-Pacific, which indicate the importance of our Māori and Pacific Scholarships, supporting priority group students.
- Assoc Prof Helen Gremillion commented that Michelle Sun from Te Korowai Kahurangi has been very helpful in creating separate data for Social Practice which include unique features.

### 12. GUIDELINES AND TOR FOR POSTGRADUATE PROGRAMMES SCHOLARSHIPS

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



12) Guidelines -  
Postgraduate Industry



12) Guidelines -  
Postgraduate Program



12) Terms and  
Conditions - Postgrad

- Assoc Prof Helen Gremillion commented that there are three different minimum grade criterion between Industry, Priority and all Programme based postgraduate scholarships, hence it would be useful for the committee to have a look at all the scholarship guidelines including Māori and Pacific scholarships to check for continuity.

- The committee decided that the students can apply for the scholarships before enrolment, and can be accepted for a scholarship subject to enrolment. The scholarship will only be activated after the proof of enrolment is provided.
- **ACTION:** Hamza Qazi and Assoc Prof Helen Gremillion to review the postgraduate scholarship guidelines and templates to incorporate the change related to the requirement to provide the enrolment evidence.
- **ACTION:** Hamza Qazi to include the application forms for all the postgraduate scholarships and the Māori and Pacifica postgraduate scholarship guidelines in the next meeting, with any recommendations from the above review.
- **ACTION:** Hamza Qazi to invite the Falaniko Tominiko – Pacific Success Navigator and Asma Munir – Research Administrator, Tūāpapa Rangahau.

### 13. POSTGRADUATE PROGRAMME GROWTH GOALS

- A memo for discussion was shared by Assoc Prof Marcus Williams for the committee to provide the postgraduate programme growth goals for the next years.



13)

Memo-Disc-Programr

- Assoc Prof Liz Rainsbury commented that growth targets should not only be linked to the target EFTS, but it should also be related to 2020 budgeted EFTS for the programme and the difference in the programme operational environment.
- **ACTION:** Assoc Prof Marcus Williams to seek the growth/target EFTS for the year 2021 from the head of Schools for the Postgraduate Programmes, keeping the PGRSC member in the loop.

### 14. SCHOLARSHIP ALLOCATION FOR THE YEAR 2021

- A memo for approval was 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

- The committee discussed and decided that the allocation for MBus would not be required as the new master's programme in the School of Applied Business would be starting soon.
- The committee decided that the \$7000 from MBus can be allocated to the MArcP to better reflect the 60% of all level 9 programmes that the MArcP represents.
- Since the primary aim for the Programme scholarships is to grow the enrolments at the postgraduate level, the committee decided that the allocation of \$16000 for the M0st programme is not fulfilling this aim, because it is closing down. To support the above decision and to provide ample time for the programme to review its student support funding source, the committee voted on various options and supported the idea of giving scholarship of \$8000 for 2021 and \$8000 for 2022 and then no scholarships going forward. The decision was unanimous, except for Victor Grbic, Caroline Malthus and Helen Vea who abstained from voting.

- **ACTION:** Assoc Prof Marcus Williams to inform Marketing about the postgraduate scholarship allocations for the Master programme.

## 15. PROFESSIONAL DEVELOPMENT FOR SUPERVISORS

- The agenda item was postponed for the next meeting due to time constraints.

## 16. MĀORI AND PACIFIC SUPERVISION AND ADVISEMENT

- A memo for discussion was shared by Assoc Prof Marcus Williams for the committee to discuss the Māori and Pacific Supervision and Advisement.



16)

Memo-Disc-Māori and Pacific Supervision and Advisement

- The committee unanimously supported the memo regarding the shortfall of expertise at Unitec around Māori and Pacific supervision and advisement and that all the ideas presented in the memo should be implemented.

## 17. SUPERVISION AUDIT 2020

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



17) Supervision

Audit.pdf

- The committee decided to extend the audit start date to 28<sup>th</sup> September 2020, providing extra time to organise the documents.
- The committee also decided that the audit will only be applicable for the students who have started their thesis in 2020.

## 18. 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.
- No feedback was received.



PGRSC-Self-Assessment.pdf

# SECTION 4

## ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

### 19. GENERAL BUSINESS

Discussion around getting signatures on documents

- Assoc Prof Helen Gremillion recorded that in some cases she has commented on the research proposal form as a discipline leader, noting that email approval has been received from the supervisors.

### 20. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-10-6
- Mode: Skype Meeting
- Submissions by: COB, 2020-09-25
- To: pgrsc@unitec.ac.nz

Schedule of Meeting Details		
Date	Time	Venue
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 remind the PGRSC members of the change in the thesis submission guidelines and asking them to amend their programme specific guidelines if required	Hamza Qazi	25/09/2020
2	To review the postgraduate scholarship guidelines and templates to incorporate the change related to the requirement to provide the enrolment evidence.	Hamza Qazi and Assoc Prof Helen Gremillion	25/09/2020

	Action	Responsibility	Due Date
3	To include the application forms for all the postgraduate scholarships and the Māori and Pacifica postgraduate scholarship guidelines in the next meeting, with any recommendations from the above review.	Hamza Qazi	25/09/2020
4	To invite the Falaniko Tominiko – Pacific Success Navigator and Asma Munir – Research Administrator, Tūāpapa Rangahau.	Hamza Qazi	25/09/2020
5	To seek the growth/target EFTS for the year 2021 from the head of Schools for the Postgraduate Programmes, keeping the PGRSC member in the loop.	Assoc Prof Marcus Williams	25/09/2020
6	To inform Marketing about the postgraduate scholarship allocations for the Master programme.	Assoc Prof Marcus Williams	25/09/2020

**MEETING ENDED: 04:00 PM**