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

MEETING MINUTES

Tuesday
6th October 2020

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

Date:	**2020-10-06**
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	**Microsoft Teams Meeting (Link to join the meeting is provided in the meeting calendar invite)**

<div style="border: 1px solid black; padding: 10px;">

SECTION 1
NGĀ KUPU ARATAKI | PRELIMINARIES

</div>

MEETING OPENED: 02:05 PM via Microsoft Teams Meeting

1. **KARAKIA TIMATANGA | OPENING KARAKIA**
   - The meeting started with the Karakia.

Manawa mai te mauri nuku	Embrace the power of the earth
Manawa mai te mauri rangi	Embrace the power of the sky
Ko te mauri kai au	The power I have
he mauri tipua	Is mystical
Ka pakaru mai te pō	And shatters all darkness
Tau mai te mauri	Cometh the light
Haumi e, hui e, taiki e!	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.
   - **ACTION**: Assoc Prof Marcus Williams and Hamza Qazi to meet for Resolving the mapping of postgraduate programme administration in conjunction with the student journey.

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 Hamid Sharifzadeh – representing Susan Bennett	4. Dr Rebecca Woods – representing Assoc Prof Leon Tan
5. Annabel Pretty	6. Assoc Prof Liz Rainsbury
7. Assoc Prof Helen Gremillion	8. Victor Grbic
Total members present: 8 member	

- **Apologies**

1. Dr James Prescott	2. Caroline Malthus
3. Assoc Prof Matthew Bradbury	
Total Apologies: 3 member	

- **Absence**

1. Shantanu Birthare – representing Helen Vea	
Total Absence: 1 member	

- **Members in attendance**

1. Hamza Qazi (Secretary)	2. Cynthia Almeida – Postgraduate Academic Administrator, Tūāpapa Rangahau
3. Asma Munir – Research Administrator, Tūāpapa Rangahau	4. Dr Falaniko Tominiko – Pacific Success Navigator, Pacific Centre Learn / Teach / Research

- **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.

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 2020-09-01
  MOVED: Annabel Pretty
  SECONDED: Assoc Prof Helen Gremillion
                                                                                      MOTION CARRIED

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
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	**Completed**
2	To review the postgraduate scholarship guidelines and templates to incorporate the change related to the requirement to provide enrolment evidence.	Hamza Qazi and Assoc Prof Helen Gremillion	25/09/2020	**Completed** See agenda 11
3	To include the application forms for all the postgraduate scholarships including Māori and Pacifica postgraduate scholarship guidelines in the next meeting, with any recommendations from the above review.	Hamza Qazi	25/09/2020	**Completed** See agenda 11 And See note 1
4	To invite the Dr Falaniko Tominiko – Pacific Success Navigator and Asma Munir – Research Administrator, Tūāpapa Rangahau.	Hamza Qazi	25/09/2020	**Completed**
5	To seek 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	**Completed**
6	To inform Marketing about the postgraduate scholarship allocations for the Master programme.	Assoc Prof Marcus Williams	25/09/2020	**Completed**

Note

1. As part of the Scholarship data collection and also to close the scholarship process formally, Hamza Qazi recommends as a good practise asking Programme leaders to provide details regarding the following;
    a. How many scholarship applications?
    b. Selection committee - members/time/date
    c. How many applications were received? How many were eligible? How many eligible applications were accepted and how many were declined?
    d. What were the major reasons for non-acceptance?

ACTION: Hamza Qazi to send the APMs a reminder on 23rd November 2020, regarding recording the major reasons for non-acceptance of the eligible scholarship applications.

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. **GUIDELINES, APPLICATION AND TERMS AND CONDITIONS FOR POSTGRADUATE PROGRAMMES SCHOLARSHIPS**

- The Postgraduate Scholarship **Guidelines** were reviewed by Assoc Prof Helen Gremillion and Hamza Qazi. Amended guidelines were shared with the committee for approval.

    11-1) Guidelines - Postgraduate Progra

    11-2) [Compare Report] Guidelines -

- The recommended changes to the guidelines were accepted by the committee except the following
    1. Scholarship payments toward student's fees. Rather the students can opt for this option. Furthermore, the scholarships will only be allocated once the proof of enrolments and payments of fees has been provided.
- The Committee decided to include the following clause in the guidelines.
    1. The student can opt for the scholarship payment towards the student's fees for the semester immediately after the Scholarship is awarded. Any scholarship funds remaining after fee payment, for a given student, will be deposited to the student's allocated bank account.

- The Postgraduate Scholarship **Application Forms** were reviewed by Assoc Prof Marcus Williams, Assoc Prof Helen Gremillion, Asma Munir and Hamza Qazi. A new online postgraduate scholarship application form was then prepared by Asma Munir, which was shared with the committee separately for feedback. The form was shared with the committee to discuss the feedback received and approval for the use of the form for the upcoming Scholarship round.

    11-3) Online Scholarship Form.pc

- The online form was accepted by the committee subject to the following directives;
    1. Additions of research cluster information for MARCP scholarships
    2. Changing the requirement of student application status of admitted in a programme to offer a place for a programme.
    3. Addition of option for attaching supporting documents, like transcript and evidence of whakapapa.

- The **terms and Conditions** for the postgraduate programme scholarship were shared with the committee for their review and feedback.

 11-4) TnC - Postgraduate Progra

 11-5) TnC- Postgraduate Progra

 11-6) TnC - Postgraduate Maori

 11-7) TnC- Postgraduate Pacific

- The feedback regarding the Terms and conditions were provided to Asma Munir by the members.
- Communications for Marketing Team, which will be going live on 16th of October, was shared with the committee for any feedback

 11-8) Comms to Marketing PG Schol

12. TIMELINE AND ALLOCATION OF SCHOLARSHIP FOR THE YEAR 2021

- The final scholarship allocation for the year 2021 between the programmes and priority groups was shared for recording purposes.

 12-1) Memo-Disc-Timeline

 12-2) PG Programme Scholars

- The committee declined the idea of successive scholarship decisions – first by priority group and then by the programmes.
- The committee instead decided that the priority group PG scholarship selection committee will involve the APM's (or nominee's) input in the decision making.
- The committee decided that the decision for all the scholarships needs to be communicated to Asma Munir – Research Administrator, Tūāpapa Rangahau by Friday 12th February 2020.
- The committee declined the idea of including the clause 'no-fail grade in any level 7 courses' in the postgraduate scholarship guidelines.
- **ACTION:** Asma Munir to contact Caroline Malthus, Daisy Bentley-Gray [Academic Development Lecturer Pacific, Learning and Achievement] and Darlene Cameron [Academic Development Lecturer Maori, Learning and Achievement], to arrange the Postgraduate Scholarship Application Workshops to be held in November.

13. MEMO FOR APPROVAL-SUSPENSION OF CANDIDATURE OF DCOMP STUDENT-1463145

- Memo regarding 'Suspension of candidature of DComp Students' was presented by Assoc Prof Hamid Sharifzadeh for Approval.

 13-1) Memo-Apprvl-Susp

 13-2) Suspension Appl_1463145.pdf

- **MOTION:** That the committee approves the suspension of candidature application from the Doctor of Computing (DComp) student 1463145 for Semester 1 2020.
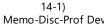**UNANIMOUSLY APPROVED**

MOTION CARRIED

14. PROFESSIONAL DEVELOPMENT FOR SUPERVISORS

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

14-1) Memo-Disc-Prof Dev	14-2) PD Survey Questions.pdf	14-3) Professional Development 2020.p

- The committee decided under the medium-term plan to work with Te Puna Ako regarding developing the 2nd mandatory supervision workshop and converting all the other professional development workshops for supervisors, such that all the workshops are able to be badged.
- The committee decided under the medium-term plan to work with Te Puna Ako regarding the 2nd mandatory supervision workshop to be concomitant with the already existing requirement of meeting the teaching competency.
- The committee decided to send out the Professional development survey in March 2021 to all the supervisors.
- **ACTION:** Assoc Prof Marcus Williams to forward the memo on professional development for supervisors to Maura Kempi and invite her to the March 2021 PGRSC meeting

15. SELF EVALUATION

- The chair asked the members to provide the feedback now in the meeting, or to the secretary directly through email if they wish to, using the guidelines provided.
- No feedback was received.

15) PGRSC-Self-Assessm

SECTION 4
ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

16. GENERAL BUSINESS

Next Year Meeting

- The committee decided to meet first Tuesday of every month. The meeting will normally be online, with some face to face meetings at Chairs discretions.

17. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-11-03
- Mode: Microsoft Teams Meeting

- Submissions by: COB, 2020-10-23
- To: pgrsc@unitec.ac.nz

Schedule of Meeting Details		
Date	**Time**	**Venue**
Tuesday, 3rd Nov 2020	2:00 to 4:00 pm	Microsoft Teams Meeting
Tuesday, 1st Dec 2020	2:00 to 4:00 pm	Microsoft Teams Meeting

18. TE KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

- The meeting finished with the Karakia

Ka wehe atu tātou	We are departing
I raro i te rangimārie	Peacefully
Te harikoa	Joyfully
Me te manawanui	And resolute
Haumi ē! Hui ē! Taiki ē!	We are united, progressing forward!

19. ACTION ITEM TABLE INCORPORATING NEW ACTION ITEMS FROM THIS MEETING

	Action	Responsibility	Due Date
1	To meet for Resolving the mapping of postgraduate programme administration in conjunction with the student journey.	Assoc Prof Marcus Williams and Hamza Qazi	23/10/2020
2	To send the APMs a reminder on 23rd November 2020, regarding recording the major reasons for non-acceptance of the eligible scholarship applications.	Hamza Qazi	23/10/2020
3	To contact Caroline Malthus, Daisy Bentley-Gray [Academic Development Lecturer Pacific, Learning and Achievement] and Darlene Cameron [Academic Development Lecturer Maori, Learning and Achievement], to arrange the Postgraduate Scholarship Application Workshops to be held in November.	Asma Munir	23/10/2020
4	To forward the memo on professional development for supervisors to Maura Kempi and invite her to the March 2021 PGRSC meeting	Assoc Prof Marcus Williams	23/10/2020

MEETING ENDED: 04:00 PM