



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

**MEETING AGENDA**

**Tuesday  
3<sup>rd</sup> November 2020**



# agenda

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

Date:	<b>2020-11-03</b>
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	<b>Microsoft Teams Meeting (Link to join the meeting is provided in the meeting calendar invite)</b>

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# **SECTION 1**

## **NGĀ KUPU ARATAKI | PRELIMINARIES**

### **1. OPENING KARAKIA**

<b>KARAKIA TIMATANGA</b>	<b>BEGINNING PRAYER</b>
<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	Katy Mann Benn (Nominee)
One member of the Student Council nominated by the Student Council	Shantanu Birthare (International Student Rep, 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
<b>Voting Members</b>												
Assoc Prof Marcus Williams	Chair Director, Research and Enterprise	P	Cancelled due to COVID-19	P	P	P	P	P	P			7
Susan Bennett	Representing DComp and MComp	P-AP	As above	P-AP	P-AP	A	P-AP	P-AP	P-AP			6
Saeideh Aminian	Representing MOst	A	As above	P	P	P	P	P	P			6
Assoc Prof Leon Tan	Representing MCP and MDes	P	As above	P-AP	P-AP	A	P	P	P-AP			6
Annabel Pretty	Representing MARCP	P	As above	P	A	P	P	P	P			6
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P	As above	P	P	P-AP	P-AP	P	A			6
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P	As above	P	P	P	P	P	P			7
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P	As above	P	P	P	P	P	P			7
Victor Grbic	Nominee Director, Māori Success	P	As above	P	P	P	P	P	P			7
Dr James Prescott	Nominee Director, Pacific Success	P	As above	P	P	P	P	A	A			5
Caroline Malthus	Nominee Director, Student Success	P	As above	A	P	A	P	P	A			4
Helen Vea	Student President, Student Council	P	As above	P	A	A	A	P	A			3
<b>Quorate Status</b>	<b>7 or more</b>	<b>11</b>	<b>As above</b>	<b>11</b>	<b>10</b>	<b>8</b>	<b>11</b>	<b>11</b>	<b>8</b>			<b>70</b>
<b>Non-Voting Members</b>												
Hamza Qazi	Secretary and AAQ-TKK	P	As above	P	P	P	P	P	P			7
Cynthia Almeida	Postgraduate Academic Administrator	P	As above	P	P	P	P	p	P			7
<b>Visitors</b>												
<b>Name and designation</b>		--	As above	--	Jeff Honey (Insights Business Partner, TTK); Michelle Sun (AAQ, TTK)	--	--	--	Asma Munir – Research Administrator, Tūāpapa Rangahau; Dr Falaniko Tominiko – Pacific Success Navigator			4

**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. Susan Bennett (Assoc Prof Iman Ardekani would be representing)
3. Victor Grbic



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

Minutes for the PGRSC meeting dated 6<sup>th</sup> October 2020 is put forward for approval



Oct PGRSC  
Minutes.pdf

#### **RECOMMENDATION**

That the Committee approves the minutes of the meeting of 2020-10-06.

### **9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW**

	Action	Responsibility	Due Date	Progress
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	<b>Completed</b> See agenda 12
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	23/11/2020	<b>Completed</b> See note 1
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	<b>Completed</b> See note 2
4	To forward the memo on professional development for supervisors to Maura Kempin and invite her to the March 2021 PGRSC meeting	Assoc Prof Marcus Williams	23/10/2020	<b>Completed</b> See note 3

#### **NOTE:**

1. A reminder has been scheduled in the calendar regarding this task.
2. Due to COVID-19 situation, Tūāpapa Rangahau decided not to arrange a Physical workshop. However, Darlene Cameron showed full support to the initiative; and happy to provide help via email, online or face-to-face meeting with students. Her details are added to the scholarship application form.

3. The memo was forwarded and Maura was invited to the March 2021 PGRSC meeting.

## **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. DELEGATION OF FUNCTIONS TO DIRECTOR RESEARCH-2021**

Memo for approval has been shared by Assoc Prof Marcus Williams for the committee to approve the delegation of functions listed in the memo to the Director Research and Enterprise.



A11)  
Memo-Apvl-Delegat

## **12. UPDATE ON POSTGRADUATE ADMINISTRATIVE TASKS**

Memo for information is shared by Assoc Prof Marcus Williams for the committee to receive the update on the mapping of postgraduate programme administration in conjunction with the student journey, with the purpose of agreeing where specific responsibilities lie across Level 9 Programmes, TKK, Enrollments and Student Success



A12) Memo-Info-  
PG admin tasks.pdf

## **13. SUPERVISION AUDIT SUMMARY**

Memo for information is shared by Hamza Qazi and Cynthia Almedia for the committee to receive the summary and key points identified from the supervision audit.





A13) Memo-Info-Supervision Audit Si

#### 14. PGRSC WORK-PLAN 2021

Memo for discussion is shared by Assoc Prof Marcus Williams for the committee to review the draft PGRSC work-plan for 2021.



A14) Memo-Disc-PGRSC V



A14) PGRSC Work Plan-2021.pdf

#### 15. PGRSC MEMBERSHIP AND MEETINGS DATES-2021

Memo for approval has been shared by Assoc Prof Marcus Williams for the committee to recommend the approval of PGRSC membership and meeting dates for the year 2021.



A15) Memo-Apvl-2021 me



A15) PGRSC Membership-2021.p



A15) PGRSC Meetings and Paper

#### 16. FOUR WEEKS OF EXTENDED GRACE PERIOD FOR MAP-SP STUDENT-1524484

Memo for approval has been shared by Assoc Prof Helen Gremillion for the approval of the extended grace period of 4 weeks (giving a total of 8 weeks) to be used by the MAP-SP student – 1524484 for thesis submission/examination.



A16) Memo-Apvl-Four we



A16) Application for extended grace peri

#### 17. STUDENT POSTGRADUATE RESEARCH COURSE EVALUATION SURVEY – SEMESTER 2 2020

Survey question by TKK-Insight team has been shared for the committee to review and decide on the ideal timing to run the survey and the frequency of surveys in a year?



A17) Student\_Course\_Surv

#### 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



A18) 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 3<sup>rd</sup> of November 2020 from 2:00 to 4:00 pm via Microsoft Teams Meeting.

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

### 21. CLOSING KARAKIA

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