

## Unitec New Zealand Limited

### Meeting of Academic Committee

3<sup>rd</sup> February 2021

<b>Title</b>	2021 Postgraduate Research and Scholarships Committee (PGRSC) membership, terms of reference, workplan and meeting schedule
<b>Provided by:</b>	A/P Marcus Williams – Director of Research & Enterprise
<b>For:</b>	<b>INFORMATION</b>

### Recommendation

That the Academic Committee receives the membership, terms of reference, workplan and meeting schedule for the Postgraduate Research and Scholarship Committee (PGRSC) for the year 2021.

### Purpose

The purpose of this memo is to report to the Academic committee regarding the PGRSC membership, terms of references, workplan and meeting schedule for the year 2021, as per Section 8.1 of Academic Committee terms of reference and section 3.3 of PGRSC's terms of reference.

### Background

The PGRSC is a subcommittee of Academic Committee. Academic Committee has the authority to determine the PGRSC's memberships and terms of references.

### Attachments

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PGRSC Membership-2021

PGRSC Terms of reference-2021

PGRSC Workplan-2021

PGRSC Meeting Dates-2021

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

### Membership – Year 2021 (Updated in May PGRSC Meeting)

Committee Role	Member Name
Chair (Director, Research and Enterprise)	Assoc Prof Marcus Williams
The Leader of each Postgraduate Programme or nominee:	
Doctor of Computing Master of Computing	Assoc Prof Iman Ardekani
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, Teaching and Learning (Mātauranga Māori) 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	TBC

#### Staff in Attendance (Frequent)

- Hamza Qazi – Secretary
- Cynthia Almeida – Postgraduate Academic Administrator

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

## Terms of Reference – Year 2021

### 1 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.

### 2 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.

### 3 Membership

3.1 Membership of the Postgraduate Research and Scholarships Committee shall comprise:

- a) Dean, Research and Enterprise
- b) The Academic Leader of each Postgraduate Programme;
- c) General Manager, Student Success or nominee;
- d) The Dean, Teaching and Learning (Mātauranga Māori) or nominee;
- e) The Director, Pacific Success or nominee;
- f) One member of the Student Council nominated by the Student Council
- g) Members, mostly drawn from the academic community, co-opted by the Sub-Committee for a term as required; and
- h) Members co-opted by the Academic Board for a term as required.

3.2 The term of office of appointed members shall be one year.

3.3 Appointments shall be made to the Committee at or before the February meeting of the Academic Board each year.

3.4 The Chair of the Committee shall be the Dean, Research and Enterprise.

### 4 Terms of Reference

4.1 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:

- a) Approve proposals for Level 10 theses;
- b) 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);
- c) Approve registration of supervisors;
- d) 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;
- e) 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;
- f) Award and oversee the administration of Postgraduate Scholarships; and,
- g) Make recommendations to the Academic Board on changes to the Generic Regulations affecting Postgraduate Programmes as necessary.

### 5 Reporting

The Postgraduate Research and Scholarships Committee shall report to the Academic Board following each meeting.

#### Document Management and Control

Academic Board Approval	
Academic Board Minute Reference	
Effective Date	
Version	1

Work Plan - (2021)		
<u>Month</u>	<u>Item</u>	<u>Notes / Purpose</u>
<b>Each Meeting</b>	Ratification PGRSC Dynamic Spreadsheet	
<b>March</b>	Summary of the postgraduate scholarship allocation data	
	Graduate survey improvements	
<b>April</b>	Discussion of ToR with respect to postgraduate programmes with sub 90 credit research component	
	Professional development survey	
<b>May</b>	Update the committee with the scholarship survey results	
	Present the ToR for the review of the process for the Supervision Register audit	
	Discussion on the institutional level themes at the postgraduate space.	
<b>June</b>	EFTS targets for Level 9 programmes	
	Present the ToR for the review of the Masters Generic Regulations	
	Semester 2 of previous year Postgraduate EPI Data	
<b>July</b>	Audit of the supervision register	
	Recording PG grades for the last year	
<b>August</b>	Review of Masters Generic Regulations - Credit based approach and related changes	
	Present the ToR for the Proposal committees management and membership Audit.	
	Report on the review of the process of the Supervision Register audit	
<b>September</b>	Scholarship allocation approval	
	Semester 1 of current year Postgraduate EPI Data	
<b>October</b>	Audit of proposal committees management and membership	
<b>November</b>	Draft of the next year work plan	
	Review the effectiveness of postgraduate scholarships	
<b>December</b>	Delegated authority to Marcus approval for next year	
	Committee self-reflection	
	Confirm membership for next year	

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

<b>PGRSC Meeting and Paper Submission Deadline Dates – 2021</b>			
<b>Meeting Date</b>	<b>Time</b>	<b>Venue</b>	<b>Paper Submission Deadline Dates</b>
Tuesday, 2 <sup>nd</sup> March	2:00pm	MS Teams Meeting	Friday, 19 <sup>th</sup> February (5:00pm)
Tuesday, 6 <sup>th</sup> April	2:00pm	MS Teams Meeting	Friday, 26 <sup>th</sup> March (5:00pm)
Tuesday, 4 <sup>th</sup> May	2:00pm	MS Teams Meeting	Friday, 23 <sup>rd</sup> April (5:00pm)
Tuesday, 1 <sup>st</sup> June	2:00pm	MS Teams Meeting	Friday, 21 <sup>st</sup> May (5:00pm)
Tuesday, 6 <sup>th</sup> July	2:00pm	MS Teams Meeting	Friday, 25 <sup>th</sup> June (5:00pm)
Tuesday, 3 <sup>rd</sup> August	2:00pm	MS Teams Meeting	Friday, 23 <sup>rd</sup> July (5:00pm)
Tuesday, 7 <sup>th</sup> September	2:00pm	MS Teams Meeting	Friday, 27 <sup>th</sup> August (5:00pm)
Tuesday, 5 <sup>th</sup> October	2:00pm	MS Teams Meeting	Friday, 24 <sup>th</sup> September (5:00pm)
Tuesday, 2 <sup>nd</sup> November	2:00pm	MS Teams Meeting	Friday, 22 <sup>nd</sup> October (5:00pm)
Tuesday, 7 <sup>th</sup> December	2:00pm	MS Teams Meeting	Friday, 26 <sup>th</sup> November (5:00pm)

**Please note: Agenda paper submission must be received by the date specified. Late submitted papers will be carried forward to the next meeting automatically.**