



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

MEETING MINUTES

**Tuesday
2nd March 2021**



minutes

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

Date:	2021-03-02
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Microsoft Teams Meeting (Link to join the meeting is provided in the meeting calendar invite)

NGĀ KUPU ARATAKI PRELIMINARIES	2
1. Karakia Timatanga Opening Karakia	2
2. Kupu whakatau Welcome from Chair	2
3. PGRSC-Terms of References-2021	2
4. PGRSC-Membership-2021	2
5. PGRSC-Work Plan-2021	2
6. PGRSC Attendance-2021	2
STANDING ITEMS	3
7. Ngā Whakapāha Attendance, Apologies & Quorate Status	3
8. Pitopito Kōrero o Ngā Hui Minutes of the Previous Meeting	3
9. Ngā Tautapu Arotake Actions for Review	4
10. PGRSC Dynamic Spreadsheet-Monthly Ratification	4
ITEMS TO DISCUSS / APPROVE	5
11. Memo for Approval-Animal Research Ethics Approval	5
12. Memo for Approval- PG Industry Scholarship Applications Allocation Process-2021	5
13. Memo-Information-Showcase of Postgraduate Scholarships at Unitec Open Days	5
14. Memo-Information-Summary of the Postgraduate Scholarship Allocation	6
15. Application for Extended Grace Period for Thesis Submission-MARCH Programme Student-1522362	7
16. Meeting with Maura Kempin –Manager Te Puna Ako Regarding Supervisor Professional Development	7
17. Self Evaluation	7
ĒTAHI KAUPAPA ANŌ OTHER BUSINESS	8
18. General Business	8
19. Details of Next Meeting	8
20. Te Karakia Whakamutunga Closing Karakia	9
21. Action Item Table Incorporating New Action Items from this Meeting	9

SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

MEETING OPENED: 02:02 PM via Microsoft Teams 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 first committee meeting of the year.
- The chair also welcomed the new member, Dr Cat Mitchell, nominee for the Director of Student Success

3. PGRSC-TERMS OF REFERENCES-2021

- The committee noted the Terms of references.
- Assoc Prof Liz Rainsbury commented that Kaupapa for the committee talks about the support of level 9 and 10 programmes, while the Teams and References very specifically talk about programmes with 90 or more credit theses. The discussion around this point is thus planned for April 2021 Meeting.
- The chair commented that in the April review we will also discuss if we need to include the other operational activity which PGRSC has been performing for the last 2 years, being cognizant of the workload of the members associated.

4. PGRSC-MEMBERSHIP-2021

- The committee noted the membership.

5. PGRSC-WORK PLAN-2021

- The committee noted the work plan for the year 2021.

6. PGRSC ATTENDANCE-2021

- The Committee noted the PGRSC attendance for the year 2021.

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 Leon Tan	4. Annabel Pretty
5. Assoc Prof Matthew Bradbury	6. Assoc Prof Liz Rainsbury
7. Assoc Prof Helen Gremillion	8. Victor Grbic
9. Dr James Prescott	10. Dr Cat Mitchell
Total members present: 9 member	

- Apologies

1. Assoc Prof Iman Ardekani	
Total Apologies: 1 member	

- Absence

1. Aroha Dykes	
Total Absence: 2 members	

- Members in attendance

1. Hamza Qazi – Administrator, Academic Quality (Secretary)	2. Cynthia Almeida – Postgraduate Academic Administrator
3. Asma Munir – Research Administrator	4. Maura Kempin – Manager Te Puna Ako, Te Puna Ako
5. Diana Ayling – Senior Lecturer, Te Puna Ako	

- Quorate Status:** The total representation was 10 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.



DEC 2020-PGRSC-
Minutes.pdf

- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-12-01

MOVED: Dr James Prescott

SECONDED: Assoc Prof Leon Tan

MOTION CARRIED

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

Sr No	Action	Responsibility	Due Date	Progress
1	To raise the issue with Rakesh Patel regarding the inclusion of sub 90 credit ENR research courses in his work, and report back to PGRSC in March 2021 meeting.	Hamza Qazi	9 th Feb 2021	In progress See note 1
2	To follow up with Simon Tries (Manager, Te Korowai Kahurangi) regarding the review of the graduate survey. Marcus to report back in March 2021.	Assoc Prof Marcus	19 th Feb 2021	Completed See note 2
3	To contact the new elected student president at the Unitec student council for the next year PGRSC membership.	Hamza Qazi	19 th Feb 2021	Completed See note 3

Note

1. Rakesh Patel was contacted on 1/12/2020. He is working on this issue and is confident it can be solved by and for the next SDR. He will inform Assoc Prof Marcus Williams when the work is completed. A reminder email was sent on 15/02/2021 and 24/02/2021, but no update was received.
The committee asked Hamza Qazi to meet or contact Rakesh on teams and report at the next meeting.
2. The working party met with Trude Cameron, the feedback was gratefully received and will be incorporated into the recommendations for reviewing the survey.
3. Hamza Qazi sent the email to the student president Aroha Dykes on 15th and 24th February 2021. Aroha will join the committee from April onwards.

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. MEMO FOR APPROVAL-ANIMAL RESEARCH ETHICS APPROVAL



Memo-Aprvl-Animal
Research Ethics Apprc



AC-5.1.1-Supervision
-and-Advisement-of-5

- **MOTION:** That the committee approves the addition of the following text to the Supervision of Student Research Guidelines in 2.2 after point four 4; *In the instance where a student is proposing to conduct research on or with animals, the committee must consult with the Director Research and Enterprise before approving the proposal.*

MOVED: Assoc Prof Helen Gremillion

SECONDED: Victor Grbic

MOTION CARRIED

12. MEMO FOR APPROVAL- PG INDUSTRY SCHOLARSHIP APPLICATIONS ALLOCATION PROCESS-2021



Memo-Aprvl-PG
Industry scholarship a

- **MOTION:** That the committee approves the formation of a scholarship advisory committee for Postgraduate Industry Scholarship applications, with membership constituted by Assos Prof Marcus Williams (Director Research and Enterprise), Dr James Prescott (Pacific Representative) and Diane Tamati (Maori Representative) and that this committee is mandated to decide which applicants receive a scholarship.

UNANIMOUSLY APPROVED

MOTION CARRIED

13. MEMO-INFORMATION-SHOWCASE OF POSTGRADUATE SCHOLARSHIPS AT UNITEC OPEN DAYS



Memo-Info-Showcas
e of Postgraduate Sch

- The committee supported showcasing the Postgraduate Scholarships in future Unitec events, especially the annual event in September, in time for Postgraduate Scholarships opening in October.

14. MEMO-INFORMATION-SUMMARY OF THE POSTGRADUATE SCHOLARSHIP ALLOCATION



Memo-Info-Māori
PostGrad - scholarship



Memo-Infor-Pacifica-
scholarship allocation



Memo-Info-MCOMP-
DCOMP-scholarships



Memo-Info-MAP-SP-
scholarships allocation



Memo-Info-MARCP-
scholarship allocation



Memo-Info-MOst-sc
holarship allocation s

- The committee discussed the case of student 1548737 from MARCP, who did not meet the eligibility criteria for a PG Māori Scholarship. The expert group assembled to assess the PG Māori Scholarship applications had come to a consensus that based on other significant factors, including consultation with the Discipline Leader of the March(Professional), this student should be exempted from the criterion and should be awarded the last remaining scholarship available to this expert group.
- It was pointed out that the criterion used the word “most” in describing the GPA average and that this word was deliberately used to allow discretion in such cases.
- The expert group were granted approval from the PGRSC to grant the scholarship based on this decision.
- The committee requested that expert groups formed to assess scholarships should seek a decision from the committee where an exception was advised.

- **MOTION:** That the committee approves the allocation of the Maori Postgraduate Scholarship to the student 1548737 from the MARCP programme.

UNANIMOUSLY APPROVED

MOTION CARRIED

- The committee decided to review the eligibility criteria for the Postgraduate Scholarships in the coming months.
- The committee encouraged communication between programme and priority group expert groups, going forward.
- The committee noted three improvements for the online scholarship application form;
 1. Making sure that applications are received by the relevant APMs
 2. Ensuring that students cannot select a closed application from the online form once the deadline has passed.
 3. Ensuring that different types of scholarships include relevant research statement requirements.

- **ACTION:** Assoc Prof Marcus Williams to communicate with Assoc Prof Iman Ardekani regarding the plan for distributing the remaining 6 scholarships in the 2nd semester of 2021.

15. APPLICATION FOR EXTENDED GRACE PERIOD FOR THESIS SUBMISSION-MARCH PROGRAMME STUDENT-1522362



Application for
extended grace period

- The committee approved the extended grace period for thesis submission for MARCP student 1522362.

MOVED: Dr James Prescott

SECONDED: Assoc Prof Marcus Williams

MOTION CARRIED

16. MEETING WITH MAURA KEMPIN –MANAGER TE PUNA AKO REGARDING SUPERVISOR PROFESSIONAL DEVELOPMENT



Memo-Disc-Supervis
or PD.pdf



Memo-Disc-Prof Dev
for Supervisors-2020



PD Survey
Questions.pdf



Professional
Development 2020.pc

- After robust discussion, the committee concluded that Te Puna Ako will scope a supervision badge which would include the gateway workshop to the supervision register. The badge would be broad, not solely developed for the postgraduate research supervision, and if implemented, will be assessed by Te Puna Ako.
- **ACTION:** Assoc Prof Helen Gremillion to report back to the committee on the outcome pertaining to the supervision badge.

17. SELF EVALUATION

- No feedback was received

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

18. GENERAL BUSINESS

1. The committee discussed the issues which emerge when student's miss scholarship deadlines due to technical enrolment issues etc. which are outside of their control. It was also discussed that clarity is needed, in the guidelines as to what expert groups who are evaluating applications should do.

ACTION: Assoc Prof Marcus Williams to work with administrative staff in Tūāpapa Rangahau to problem solve and report back to the committee with a solution.

2. The committee supported the idea of adding a clause to work toward Maori related research for the terms and conditions documents for the Maori Postgraduate scholarship recipients.

3. The committee approved the retrospective exceptional extension of enrolment for one semester for the MOst student 1265282, subject to the following points
 - a. The student would be informed that this would be the last extension granted
 - b. The student will be submitting the thesis by or before 29th March 2021.

MOVED: Dr Saeideh Aminian

SECONDED: Dr James Prescott

MOTION CARRIED



Memo to PGRSC-
Extension of enrolmer

ACTION: Hamza Qazi to send the letter of extension to Dr Saeideh Aminian for student 1265282.

19. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2021-04-13
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2021-04-23
- To: pgrsc@unitec.ac.nz

PGRSC Meeting and Paper Submission Deadline Dates – 2021			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 13 th April	2:00pm	MS Teams Meeting	Friday, 2 nd April (5:00 pm)
Tuesday, 4 th May	2:00pm	MS Teams Meeting	Friday, 23 rd April (5:00 pm)
Tuesday, 1 st June	2:00pm	MS Teams Meeting	Friday, 21 st May (5:00 pm)
Tuesday, 6 th July	2:00pm	MS Teams Meeting	Friday, 25 th June (5:00 pm)
Tuesday, 3 rd August	2:00pm	MS Teams Meeting	Friday, 23 rd July (5:00 pm)
Tuesday, 7 th September	2:00pm	MS Teams Meeting	Friday, 27 th August (5:00 pm)
Tuesday, 5 th October	2:00pm	MS Teams Meeting	Friday, 24 th September (5:00 pm)
Tuesday, 2 nd November	2:00pm	MS Teams Meeting	Friday, 22 nd October (5:00 pm)
Tuesday, 7 th December	2:00pm	MS Teams Meeting	Friday, 26 th November (5:00 pm)

20. 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!

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

	Action	Responsibility	Due Date
1	To raise the issue with Rakesh Patel regarding the inclusion of sub 90 credit ENR research courses in his work, and report back to PGRSC in March 2021 meeting.	Hamza Qazi	2 nd Apr 2021
2	To communicate with Assoc Prof Iman Ardekani regarding the plan for distributing the remaining 6 scholarships in the 2nd semester of 2021.	Assoc Prof Marcus Williams	2 nd Apr 2021
3	To report back to the committee on the outcome pertaining to the supervision badge.	Assoc Prof Helen Gremillion	2 nd Apr 2021
4	To work with administrative staff in Tūāpapa Rangahau to problem solve and report back to the committee with a solution.	Assoc Prof Marcus Williams	2 nd Apr 2021
5	To send the letter of extension to Dr Saeideh Aminian for student 1265282.	Hamza Qazi	2 nd Apr 2021

MEETING ENDED: 04:11 PM