



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

MEETING AGENDA

**Tuesday
2nd March 2021**



agenda

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)

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SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

1. OPENING KARAKIA

KARAKIA TIMATANGA	BEGINNING PRAYER
<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-2021

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-2021

Committee Role	Member Name
Chair (Director, Research and Enterprise)	Assoc Prof Marcus Williams
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, Māori Success or nominee	Victor Grbic (Nominee)
Director, Pacific Success or nominee	Dr James Prescott (Nominee)
Director, Student Success or nominee	Dr Cat Mitchell (Nominee)
One member of the Student Council nominated by the Student Council	Aroha Dykes (Student President, Student Council)

Staff in Attendance (Frequent)

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

5. PGRSC-WORK PLAN-2021

PGRSC Workplan for the year 2021 is attached for your reference.



2021 - PGRSC Work
Plan.pdf

6. PGRSC-ATTENDANCE-2021

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
Voting Members												
Assoc Prof Marcus Williams	Chair Director, Research and Enterprise											
Assoc Prof Iman Ardekani	Representing DComp and MComp											
Saeideh Aminian	Representing MOst											
Assoc Prof Leon Tan	Representing MCP and MDes											
Annabel Pretty	Representing MARCP											
Assoc Prof Matthew Bradbury	Representing MARCH and MLA											
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA											
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise											
Victor Grbic	Nominee Director, Māori Success											
Dr James Prescott	Nominee Director, Pacific Success											
Dr Cat Mitchell	Nominee Director, Student Success											
Aroha Dykes	Student President, Student Council											
Quorate Status	7 or more											
Non-Voting Members												
Hamza Qazi	Secretary and AAQ-TKK											
Cynthia Almeida	Postgraduate Academic Administrator											
Visitors												
Name and designation												

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. None

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



Dec-PGRSC-Minutes.
pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2020-12-01.

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

	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	19 th Feb 2021	See note 1
2	To follow up with Simon Tries (Manager, Te Korowai Kahurangi) regarding the review of 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	See note 3

NOTE:

1. Rakesh Patel was contacted. He is working on this issue and is confident to be solved by and for the next SDR. He will inform Assoc Prof Marcus Williams when the work is completed.
2. The working party met with Trude Cameron and 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.

10. PGRSC DYNAMIC SPREADSHEET-MONTHLY RATIFICATION



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. MEMO FOR APPROVAL-ANIMAL RESEARCH ETHICS APPROVAL



Memo-Aprvl-Animal
Research Ethics Apprc



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

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



Memo-Aprvl-PG
Industry scholarship a

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



Memo-Info-Showcas
e of Postgraduate Sch

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



Memo-Info-Māori
PostGrad - scholarshi



Memo-Infor-Pacifica-
scholarship allocation



Memo-Info-MCOMP-
DCOMP-scholarships



Memo-Info-MAP-SP-
scholarships allocatio



Memo-Info-MARCP-
scholarship allocation



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



Application for
extended grace perio

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



Memo-Disc-Supervis
or PD.pdf



Memo-Disc-Prof Dev
for Supervisors-2020(



PD Survey
Questions.pdf



Professional
Development 2020.pc

17. SELF EVALUATION



PGRSC-Self-Assessm
ent.pdf



SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

18. GENERAL BUSINESS



19. DETAILS OF NEXT MEETING

The next PGRSC meeting is scheduled for Tuesday the 6th April 2021 from 2:00 to 4:00 pm via Microsoft Teams Meeting.

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

20. CLOSING KARAKIA

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