



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

**MEETING AGENDA**

**Tuesday  
12<sup>th</sup> April 2021**



# agenda

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

Date:	<b>2021-04-12</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-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
<b>Voting Members</b>												
Assoc Prof Marcus Williams	Chair Director, Research and Enterprise	P										
Assoc Prof Iman Ardekani	Representing DComp and MComp	A-ANP										
Saeideh Aminian	Representing MSt	P										
Assoc Prof Leon Tan	Representing MCP and MDes	P										
Annabel Pretty	Representing MARCP	P										
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P										
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P										
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P										
Victor Grbic	Nominee Director, Māori Success	P										
Dr James Prescott	Nominee Director, Pacific Success	P										
Dr Cat Mitchell	Nominee Director, Student Success	P										
Aroha Dykes	Student President, Student Council	A										
<b>Quorate Status</b>	<b>7 or more</b>											
<b>Non-Voting Members</b>												
Hamza Qazi	Secretary and AAQ-TKK	P										
Cynthia Almeida	Postgraduate Academic Administrator	P										
<b>Visitors</b>												
<b>Name and designation</b>	1) Asma Munir – Research Administrator 2) Maura Kempin – Manager Te Puna Ako, TePuna Ako 3) Diana Ayling – Senior Lecturer, TePuna Ako											

**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 Iman Ardekani (Assoc Prof Hamid Sharifzadeh will be representing)



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



Mar-PGRSC-Minutes.  
pdf

#### RECOMMENDATION

That the Committee approves the minutes of the meeting of 2020-03-02.

### 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	2nd Apr 2021	<b>Completed</b> See note 1
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	2nd Apr 2021	<b>Completed</b> See agenda 16
3	To report back to the committee on the outcome pertaining to the supervision badge.	Assoc Prof Helen Gremillion	2nd Apr 2021	In progress
4	To work with administrative staff in Tūāpapa Rangahau to problem solve and report back to the committee with a solution regarding late scholarship application submissions.	Assoc Prof Marcus Williams	2nd Apr 2021	<b>Completed</b> See agenda 12
5	To send the letter of extension to Dr Saeideh Aminian for student 1265282.	Hamza Qazi	2nd Apr 2021	See note 1

#### **NOTE:**

1. Rakesh Patel reply can be summaries as the ENR courses that are part of PBRF courses are excluded from EPI reporting. This also means that ENR courses that are not part of PBRF courses are currently included in the EPI reporting. Thus for ENR courses of less than 60 credits, Rakesh will need to investigate further as to how the reporting of such ENR courses can be improved such that it does not negatively impact the overall EPI data.
2. Hamza Qazi sent the email to the respective AAQ and DL on 15<sup>th</sup> March 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 - RETROACTIVE (OR EXCEPTIONAL) SUSPENSIONS OF CANDIDATURE FOR MAP-SP STUDENTS



Memo-Aprvl-Retroac  
tive Suspensions for M



1)  
1515442\_Redacted.pc



2)  
1459215\_Redacted.pc



3)  
1272025\_Redacted.pc



4)  
1055479\_Redacted.pc



5)  
1308097\_Redacted.pc



5) DL Support letter  
for 1308097\_Redacte



6)  
1255431\_Redacted.pc



7)  
1313639\_Redacted.pc

### 12. MEMO FOR APPROVAL - SCHOLARSHIP APPLICATION INCLUSION AFTER THE DEADLINE HAS BEEN PASSED



Memo-Aprvl-Scholar  
ship application inclus

### 13. MEMO FOR DISCUSSION - PGRSC TERMS OF REFERENCES



Memo-Disc-PGRSC  
ToR.pdf



2021 - PGRSC  
TOR.pdf

### 14. MEMO FOR INFORMATION - SUPERVISOR PROFESSIONAL DEVELOPMENT SURVEY

Survey was conducted and the summary of the results will be provided as per the PGRSC Workplan.

### 15. MEMO FOR INFORMATION - REMAINING AMOUNT FOR MAP-SP PG SCHOLARSHIP



Memo-Info-Remainin  
g Amount for MAP-SP



## **16. MEMO FOR INFORMATION - REMAINING AMOUNT FOR DCOMP & MCOMP PG SCHOLARSHIP**



Memo-Info-Remaining Amount for MComp

## **17. MEMO FOR INFORMATION – SUMMARY OF THE POSTGRADUATE INDUSTRY ALLOCATION**



Memo-Info-PG Industry Scholarship

## **18. MEMO FOR INFORMATION – SUMMARY OF THE POSTGRADUATE ALLOCATION FOR MLA/MARCH**



Memo-info-PG MLA scholarship allocation

## **19. SELF EVALUATION**



PGRSC-Self-Assessment.pdf

# SECTION 4

## ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

### 20. GENERAL BUSINESS

### 21. DETAILS OF NEXT MEETING

The next PGRSC meeting is scheduled for Tuesday the 4<sup>th</sup> May 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, 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)

### 22. CLOSING KARAKIA

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