



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

MEETING MINUTES

**Monday
12th April 2021**



minutes

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

Date:	2021-04-12
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 Reference-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 - Retroactive (or Exceptional) Suspensions of Candidature for MAP-SP Students	5
12. Memo for Approval - Scholarship application inclusion after the deadline has been passed	5
13. Memo for Discussion - PGRSC Terms of References	6
14. Memo for Information - Supervisor Professional Development Survey	6
15. Memo for Information - Remaining Amount for MAP-SP PG SchoLARship	6
16. Memo for Information - Remaining Amount for DComp & MComp PG SchoLARship	6
17. Memo for Information – Summary of the Postgraduate Industry Allocation	7
18. Memo for Information – Summary of the Postgraduate Allocation for MLA/MARCH	7
19. Self Evaluation	7
ĒTAHI KAUPAPA ANŌ OTHER BUSINESS	7
20. General Business	7
21. Details of Next Meeting	7
22. Te Karakia Whakamutunga Closing Karakia	8
23. Action Item Table Incorporating New Action Items from this Meeting	8

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 committee meeting.
- The chair also welcomed the new member, Aroha Dykes - Student President, Student Council

3. PGRSC-TERMS OF REFERENCE-2021

- The committee noted the Terms of references.

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 Hamid Sharifzadeh (Representing Assoc Prof Iman Ardekani)	4. Annabel Pretty (Also Representing Assoc Prof Matthew Bradbury)
5. Assoc Prof Helen Gremillion	6. Victor Grbic
7. Dr James Prescott	8. Dr Cat Mitchell
9. Aroha Dykes	10.
Total members present: 9 members	

- Apologies**

1. Assoc Prof Leon Tan	2. Assoc Prof Matthew Bradbury – represented by Annabel Pretty at the meeting
3. Assoc Prof Iman Ardekani – represented by Assoc Prof Hamid Sharifzadeh at the meeting	
Total Apologies: 3 member	

- Absence**

1. Assoc Prof Liz Rainsbury	
Total Absence: 1 member	

- Members in attendance**

1. Hamza Qazi – Administrator, Academic Quality (Secretary)	2. Cynthia Almeida – Postgraduate Academic Administrator
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- Quorate Status:** The total representation was 9 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 meetings minutes and then opened the floor for any matters arising.



Mar-PGRSC-Minute
s.pdf

- MOTION:** The committee approves that an accurate record of the meeting is represented in the minutes of the PGRSC meeting dated 2020-03-02

MOVED: Annabel Pretty

SECONDED: Assoc Prof Helen Gremillion

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	2nd Apr 2021	Completed 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	Completed 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	Completed See agenda 12
5	To send the letter of extension to Dr Saeideh Aminian for student 1265282.	Hamza Qazi	2nd Apr 2021	Completed See note 2

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 90 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.

ACTION: Assoc Prof Marcus Williams to follow up in July with Rakesh Patel regarding the update on the task related to resolving the issue of sub-90 credits ENR courses EPI reporting.

2. Diana Ayling – Senior Lecturer, TePuna Ako, has outlined some of the Learning outcomes for the badge which can be obtained after the Beginner Supervision Workshop. The badge is focused on developing supervision practice in a range of contexts, including dissertation and thesis supervision. Assoc Prof Helen Gremillion has provided feedback to Diana and is now waiting for further progress.
3. Hamza Qazi sent the email to the respective AAQ and DL on 15th March 2021.

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 - RETROACTIVE (OR EXCEPTIONAL) SUSPENSIONS OF CANDIDATURE FOR MAP-SP STUDENTS



Memo-Aprvl-Retroac
tive Suspensions for N



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_Redacted



6)

1255431_Redacted.pc



7)

1313639_Redacted.pc

- The committee approved the retroactive (or exceptional) suspensions of candidature for MAP-SP Students.

MOVED: Assoc Prof Helen Gremillion

SECONDED: Annabel Pretty

MOTION CARRIED

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



Memo-Aprvl-Scholar
ship application inclus

- The committee approved the addition of the text detailed in the memo to the Postgraduate Scholarship Guidelines.

MOVED: Victor Grbic

SECONDED: Assoc Prof Hamid Sharifzadeh

MOTION CARRIED

- ACTION:** Cynthia Almeida to amend the Postgraduate Scholarship Guidelines as per the approved motion and memo for agenda item 12, and to upload the updated guidelines to the nest.

- The committee also discussed the process around allocating scholarship money to other applicants or in the next semester, if the scholarship recipient decides to opt out

of the scholarship. The committee agreed that PGRSC Chair's approval is sufficient to process the change in scholarship allocations.

- The committee also discussed the requirement in the guidelines around the membership of scholarship allocation committees for programmes and priority groups. The committee agreed that the current memberships for scholarship allocation committees are already selected appropriately and a specific guideline around would be excessive.

13. MEMO FOR DISCUSSION - PGRSC TERMS OF REFERENCES



Memo-Disc-PGRSC
ToR.pdf



2021 - PGRSC
TOR.pdf

- The committee discussed and decided on the following two points.
 1. It would be useful to identify specific tasks (research proposals, supervision, examinations etc) for which PGRSC oversight of sub-90 credits research components would be useful.
 2. What level of oversight or how that oversight would be implemented for such tasks.
- **ACTION:** Dr James Prescott and Assoc Prof Helen Gremillion to meet and provide suggestions to the PGRSC in the next meeting regarding the two points mentioned in agenda item 13.

14. MEMO FOR INFORMATION - SUPERVISOR PROFESSIONAL DEVELOPMENT SURVEY

- Hamza Qazi informed the committee that the supervisor professional development survey has been conducted and the summary of the results will be provided as per the PGRSC Workplan.
- **ACTION:** Assoc Prof Helen Gremillion and Assoc Prof Marcus Williams to provide a summary with recommendations on the Supervisor PD Survey.

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

- As per the discussion in agenda item 12, this item was not required to be presented at PGRSC and was withdrawn.

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



Memo-Info-Remainin
g Amount for MComp

- The committee was satisfied with the plan presented by Assoc Prof Hamid Sharifzadeh for MComp and DComp scholarship allocation in the 2nd semester.

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



Memo-Info-PG
Industry Scholarship :

- The committee recorded the summary of the postgraduate industry allocation.

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



Memo-info-PG MLA
scholarship allocation

- The committee recorded the summary of the MLA and MARCH programme.

19. SELF EVALUATION



PGRSC-Self-Assessment.pdf

- No feedback was received

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

20. GENERAL BUSINESS

- **ACTION:** Hamza Qazi to remind the members to provide any issues coming out of their PEPs related to the Postgraduate research space for discussion at the next PGRSC.

21. DETAILS OF NEXT MEETING

- Time: 2:00 PM – 4:00 PM
- Date: 2020-05-04
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2020-04-23
- To: pgrsc@unitec.ac.nz

PGRSC Meeting and Paper Submission Deadline Dates – 2021			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
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)

22. 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!

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

	Action	Responsibility	Due Date
1	To report back to the committee on the outcome pertaining to the supervision badge.	Assoc Prof Helen Gremillion	2nd Apr 2021
2	To follow up in July with Rakesh Patel regarding the update on the task related to resolving the issue of sub-90 credits ENR courses EPI reporting.	Assoc Prof Marcus Williams	23 rd July 2021
3	To amend the Postgraduate Scholarship Guidelines as per the approved motion and memo for agenda item 12, and to upload the updated guidelines to the nest.	Cynthia Almeida	23 rd April 2021
4	To meet and provides some suggestions to the PGRSC in the next meeting regarding the two points mentioned in agenda item 13.	Dr James Prescott And Assoc Prof Helen Gremillion	23 rd April 2021
5	To provide a summary with recommendations on the Supervisor PD Survey.	Assoc Prof Helen Gremillion and Assoc Prof Marcus Williams	23 rd April 2021
6	To remind the members to provide any issues coming out of their PEPs related to the Postgraduate research space for discussion at the next PGRSC.	Hamza Qazi	23 rd April 2021

MEETING ENDED: 03:40 PM