



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

MEETING AGENDA

**Tuesday
1st June 2021**



agenda

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

Date:	2021-06-01
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

NOTE:

No PEP theme related to PG space was received as per the hence, the workplan item is now closed and not included in the agenda.

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	12th 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	P	P	P								2
Assoc Prof Iman Ardekani	Representing DComp and MComp	A-AnP	P-AP	P								1
Saeideh Aminian	Representing M0st	P	P	P								2
Assoc Prof Leon Tan	Representing MCP and MDes	P	A-AnP	P								1
Annabel Pretty	Representing MARCP	P	P	P								2
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P	P-AP	P								2
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P	A	P								1
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P	P	P								2
Victor Grbic	Nominee Director, Māori Success	P	P	A-AnP								2
Dr James Prescott	Nominee Director, Pacific Success	P	P	A-AnP								2
Dr Cat Mitchell	Nominee Director, Student Success	P	P	A-AnP								2
Aroha Dykes	Student President, Student Council	A	P	P								1
Quorate Status	7 or more	10	10									20
Non-Voting Members												
Hamza Qazi	Secretary and AAQ-TKK	P	P	P								2
Cynthia Almeida	Postgraduate Academic Administrator	P	P	P								2
Visitors												
Name and designation	1) Asma Munir – Research Administrator 2) Maura Kempin – Manager Te Puna Ako, TePuna Ako 3) Diana Ayling – Senior Lecturer, TePuna Ako		0	1) Asma Munir – Research Administrator								3

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.	2.
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8. PITOPITO KŌRERO O NGĀ HUI | MINUTES OF THE PREVIOUS MEETING



May-PGRSC-Minutes.pdf

RECOMMENDATION

That the Committee approves the minutes of the meeting of 2020-05-04.

9. NGĀ TAUTAPU AROTAKE | ACTIONS FOR REVIEW

	Action	Responsibility	Due Date	Progress
1	To report back to the committee on the outcome pertaining to the supervision badge.	Assoc Prof Helen Gremillion	21 st May 2021	In progress
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	23rd July 2021	On hold until July meeting
3	To provide suggestions at the next meeting regarding consideration of the PGRSC terms of reference for sub 90 credit theses, mentioned in agenda item 13 of the PGRSC meeting dated 12/04/2021.	Dr James Prescott And Assoc Prof Helen Gremillion	21 st May 2021	In progress
4	To send Dr James Prescott and Assoc Prof Helen Gremillion a reminder regarding their action item.	Hamza Qazi	21 st May 2021	Completed See Note 1
5	To send a reminder to the committee members asking them to provide any issues coming out of their PEPs related to the Postgraduate research space for discussion at the June PGRSC.	Hamza Qazi	21 st May 2021	Completed See Note 1
6	To initiate meetings with Dr Hinekura Smith and Assoc Prof Helen Gremillion to discuss Kaupapa Māori Research PD options and potential involvement with a future Community of Practice for supervisors.	Assoc Prof Marcus Williams	21 st May 2021	In-Progress
7	To send a communication to the HoSs and APMs highlighting the importance of supervision PD for the staff involved in level 9 or 10 supervisions.	Assoc Prof Marcus Williams	21 st May 2021	Completed See Note 2
8	To contact Marketing and Student Events to plan ways for sharing PG scholarship on Unitec Social Media – Facebook, Instagram, Twitter, LinkedIn.	Asma Munir	21 st May 2021	In progress See Note 3
9	To remind the committee in the September PGRSC meeting that the Director's priority success and Leaders of the programmes can use their discretion to distribute the scholarship amount in 2 semesters if they wish to distribute their scholarships over both semesters if preferable.	Assoc Prof Marcus Williams	27 th Aug 2021	On hold until August meeting

	Action	Responsibility	Due Date	Progress
10	To contact Steve Marshal-Te Korowai Kahurangi (TKK) to ensure that the PG scholarship information is included in the online Moodle Student Handbooks.	Asma Munir	21 st May 2021	In-Progress See note 4
11	To meet Ruth Marsters-Student Event and Communication Manager and work out ways to improve the scholarship search at the Unitec websites by including more intelligent filters.	Asma Munir	21 st May 2021	In-Progress See note 5
12	To send the decline letter to all unsuccessful scholarship applicants after the deadlines for the scholarships have passed.	Asma Munir	21 st May 2021	Completed See note 6

NOTE:

1. The reminder emails on 10th and 17th May 2021.
2. The email was sent to APMs and HoS on 19th May 2021.
3. Most schools operate their own social media pages and some promote our scholarship there, one example here: https://www.instagram.com/unitec_school_of_architecture/ also had a chat with Kim (Digital Marketing Coordinator), regarding those multiple Unitec socials media pages, and who operates them? Awaiting response.
4. Asma Munir had a chat with Steve Marshal, he suggested promoting the scholarship on the existing Tūāpapa Rangahau Moodle page and he can easily link that page to all Master student's Moodle <https://moodle.unitec.ac.nz/course/view.php?id=2000>
5. Duncan Kirkman - Marketing Manager Brand and Digital Marketing informed that some "scholarship search" functionality is already available on the website, but if TR wants to improve that functionality he is happy to provide service and support. He also asked what is our budget for this project? Additional to this, Asma is meeting with Monique Bell (undergrad Scholarship Manager) to discuss what improvements can be made to the existing Scholarship page?
6. Emails were sent to the unsuccessful students.

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-APPROVAL-EXCEPTIONAL SUSPENSION OF CANDIDATURE FOR MAP-SP STUDENTS



11)
Memo-Aprvl-Excepti



11-1) 1272025 all of
2021.pdf



11-2) 1507062 sem 1
2021.pdf

12. MEMO-APPROVAL-TOR FOR THE REVIEW OF MASTERS GENERIC REGULATIONS-WORKPLAN ITEM



12)
Memo-Aprvl-ToR for

13. LEVEL 8 TO 10 EDUCATIONAL PERFORMANCE INDICATORS-WORKPLAN ITEM



13) PG EPI Data
-2020 Sem 2.pdf

14. EFTS TARGETS FOR LEVEL 9 PROGRAMMES-WORKPLAN ITEM

HoS and APMs met in mid-May. The consensus was that Unitec remains too disrupted to set such targets at this time. However, there was opportunity identified in two programmes;

1. MarchP wants to explore seeking partnership with industry partners to develop larger scholarships; a pilot proposal for the idea is under development
2. A generic degree; MCE has identified several niche areas of interest in the market. A plan is being developed to publicise these directly into the relevant industries

15. MEMO-DISCUSSION-KAUPAPA MAORI SUPERVISOR



15)
Memo-Disc-Kaupapa



15-1)
Memo-Disc-Māori an

16. SELF EVALUATION



PGRSC-Self-Assessm
ent.pdf

SECTION 4

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

17. GENERAL BUSINESS

18. DETAILS OF NEXT MEETING

The next PGRSC meeting is scheduled for Tuesday the 6th July 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 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)

19. 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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