



minutes

Te Komiti Whakahaere a ngā Pia | Postgraduate Research and Scholarships Committee

Date:	2021-07-06
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Bldg.112-4021

MEETING OPENED:	1400h
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SECTION 1 – NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.1 Karakia Tīmatanga | Opening Prayer

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>

Item 1.2 Mihi Whakatau | Welcome from the Chair

The Chair warmly welcomed members of the committee to the meeting, including new member Dr Hinekura Smith. He also welcomed Professor Jenny Lee-Morgan, who was in attendance to speak to agenda item 4.1.

Dr Becca Wood will be replacing A/P Leon Tan on the committee. The Chair thanked A/P Leon Tan for his contribution to the committee.

SECTION 2 – STANDING ITEMS

Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Members Present

1. A/P Marcus Williams (Chair)
2. Sue Palfreyman (representing Dr Saeideh Aminian)

3. A/P Leon Tan
4. Graeme McConchie (representing Annabel Pretty)
5. Graeme McConchie (representing Matthew Bradbury)
6. A/P Liz Rainsbury
7. A/P Helen Gremillion
8. Dr James Prescott
9. Dr Catherine Mitchell
10. Dr Hinekura Smith
11. Dr Becca Wood (late arrival)

Total members represented: 11 members

Apologies

1. A/P Iman Ardekani
2. Victor Grbic
3. Annabel Pretty (represented by Graeme McConchie)
4. A/P Matthew Bradbury (represented by Graeme McConchie)
5. Dr Saeideh Aminian (represented by Sue Palfreyman)

Total apologies: 2 member/s

Absent

1. Aroha Dykes

Total absences: 1 member

MOTION

That the committee accepts the apologies for today's meeting and note that Dr Rebecca Wood, the new Discipline Leader for Creative Practice, will be replacing A/P Leon Tan as a member of this committee.

Moved: A/P Helen Gremillion

Seconded: A/P Leon Tan

MOTION CARRIED

Quorate Status

A minimum of 9 representatives is required; the meeting was quorate.

Hunga Mahi | Staff in Attendance

1. Cynthia Almeida, Postgraduate Academic Administrator (Secretary)
2. Asma Munir, Research Administrator
3. Dr Jenny Lee-Morgan, Director Ngā Wai a Te Tūi Māori & Indigenous Research Centre / Professor Māori Research

Item 2.2 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting**MOTION**

That the committee approves the minutes of the 2021-06-01 meeting as a true and accurate record.

Moved: Dr James Prescott

Seconded: A/P Leon Tan

MOTION CARRIED

Item 2.3 Mahia Atu | Matters Arising

	Action	Responsibility	Due Date	Progress
1	To report back to the committee on progress pertaining to the supervision badge and a reminder that the final draft is to be shared with the Committee before it is forwarded for processing.	A/P Helen Gremillion	25 th June 2021	In progress See Note 1.
2	To follow up with Rakesh Patel regarding resolution of the issue of sub-90 credits ENR courses EPI reporting.	A/P Marcus Williams	23 rd July 2021	Hold until October meeting. See Note 2
3	To provide suggestions 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, A/P Liz Rainsbury	28 th July, 2021	Agenda item
4	To initiate meetings with Dr Hinekura Smith and A/P Helen Gremillion to discuss kaupapa Māori Research PD options and potential involvement with a future Community of Practice for supervisors.	A/P Marcus Williams	25 th June, 2021	Completed
5	To contact Marketing and Student Events to plan ways for sharing PG scholarship information on Unitec Social Media – Facebook, Instagram, Twitter, LinkedIn.	Asma Munir	25 th June, 2021	Completed
6	To remind the committee in the September PGRSC meeting that the Priority Group Directors and Leaders of the programmes can use their discretion to distribute their scholarship allocations over 2 semesters if they wish.	A/P Marcus Williams	7 th September, 2021	Completed
7	To contact Steve Marshall, Te Korowai Kahurangi, to ensure that the PG scholarship information is included in the online Moodle Student Handbooks.	Asma Munir	25 th June, 2021	Completed
8	To meet Ruth Marsters, Student Event and Communication Manager, to work out ways to improve the scholarship search function of the Unitec website by including more intelligent filters.	Asma Munir	25 th June, 2021	Completed See Note 2.
9	To find out the costs of improving the scholarship search functionality of the Unitec scholarship page.	Asma Munir	25 th June, 2021	Completed See Note 3.
10	To review the Masters generic regulations based on the approved terms of references and present the summary at the August PGRSC meeting.	A/P Marcus Williams, Cynthia Almeida and Hamza Qazi	25 th June, 2021	Agenda item deferred from last meeting
11	To review the EPI Data for negative promoters and anomalies, and share the issues, with reason and possible solutions, to the committee at the next PGRSC meeting.	A/P Marcus Williams, Cynthia Almeida and Hamza Qazi	25 th July. 2021	In-Progress Agenda item
12	To communicate these suggestions to Jeff Honey-Insights Business Partner, Te Korowai Kahurangi.	A/P Marcus Williams	July 2021	Completed

NOTES:

1. A/P Helen Gremillion advised that this is in the hands of Diana Ayling. The badge is in the development stage and receiving comments before it is ready to be tested.
2. Rakesh advised that no progress has been made as they are still unpacking the non-compliant tuition fees issues Unitec is currently facing.
3. The Chair requested that A/P Liz Rainsbury and Dr James Prescott bring a memo to the next meeting with some suggestions for changes in the terms of reference with a rationale to support this change.
- 4.

SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE

There were no items for approval.

SECTION 4 - WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 **Māori Supervision Advisor**

The Committee welcomed Dr Hinekura Smith and Professor Jenny Lee-Morgan to discuss the integration of their Kaupapa Māori expertise into the programmes that offer Masters degrees at Unitec.

Māori research is dynamic and needs currency and research informed expertise. Two questions that arose were:

- How to prioritise the actual supervisions Hinekura Smith does?
- How to frame the relationship between a Kaupapa Māori Supervisor and the Discipline Expert Supervisor?

Jenny Lee-Morgan spoke to this item. She outlined the reasons why Ngā Wai a Te Tūi (NWiTT) are involved in the postgraduate space. The three primary drivers to ensure NWiTT remains a sustainable and successful centre are external funding, PBRF and postgraduate students/emerging researchers. NWiTT have a critical mass of research capability and are distinctly a kaupapa Māori research centre. Jenny introduced Hinekura as a kaupapa Māori Researcher, Māori adviser and academic. Hinekura will contribute discipline expertise, legitimacy, methods and mātauranga Māori to the postgraduate space at Unitec.

In response to Annabel Pretty's request for NWiTT to contribute to a methodology paper for second year MArch (Prof) students, Jenny advised that there was potential to deliver a generic Kaupapa Māori/ Pacific/Indigenous Methodology paper in order to optimise capacity and grow capability. She also indicated that the supervision process should be revised to include an equitable formal role and co-supervision for Māori and Indigenous postgraduate students.

Liz Rainsbury indicated that in terms of the recent PBRF announcement (i.e. the increased support for Māori research and researchers), some discussion should happen at SLT level in terms of incentivisation to ensure Māori researchers are supported and Māori research is built on and can grow. She indicated that it is an academic argument as well and should be taken up at the Academic Committee level as it provides an opportunity to grow the number of students at postgraduate level.

Marcus Williams advised the committee that he will meet with Accounts to find out more about how Research Degree Completions funding flows to programmes.

Catherine Mitchell spoke about Mai ki Wairaka which is a national network for Māori and Indigenous postgraduate and doctoral students. Mai ki Wairaka is based at Te Whare Wānanga o Wairaka (Unitec) and is hosted by NWaTT. This programme aims to provide a kaupapa Māori support network for connecting students here and throughout the country. Each month there are events/workshops/peer mentoring sessions or casual coffee catch ups. There is a conference held annually and this year's conference will be held in November, at Lincoln University. Registrations are open. The information is available on <http://www.mai.ac.nz/mai/mai-ki-wairaka>.

Marcus agreed with Jenny that there must be an equitable, formal co-supervision arrangement put in place. An initial meeting is to be set up with the Academic Programme Manager/Discipline Leader and Supervisors, without the student, so that a discussion occurs about how the arrangement will work. The supervision contract which was made mandatory last year should be utilised. Marcus asked members to share their thoughts on this.

Jenny asked for clarification around the way supervision workload is calculated, and if the workload policy could be reviewed, particularly in view of the way Māori and Pacific students are funded.

Helen Gremillion advised that the workload guidelines that were developed went through this committee and are implemented in a range of contexts. There are min and max hours but in each local environment the workload input varies. She supported a review of the guidelines

Actions:

1. Marcus Williams to meet with Accounts to find out the reason no resources go into the Masters' programmes for Māori, Pacific or research students from Research Degree Completions funding.
2. Members to give their views re a co-supervision agreement.
3. That the workload guidelines be presented at the next meeting for discussion so that a review process begins, considering kaupapa Māori.
4. Jenny to respond to Annabel re the methodology paper for MArch (Prof)
5. Cynthia to reiterate Hinekura's invitation to Discipline Leaders for a cuppa

Section 4.2 Educational Performance Indicators

Unitec has developed some helpful dashboard metrics and the PGRSC looks at the EPIs every year. The data was reported to the Committee for information. A new page has been created to represent all level 9 and 10 programmes.

Hinekura Smith queried if there is a way to track data over the last five years.

Actions:

1. Cynthia to work with Helen and input the data for Social Practice.
2. Cynthia to provide a link and assist Hinekura to track data over the last five years
3. Members to inform Marcus if there are anomalies or statistics that are concerning so that a discussion can happen again

Section 4.3 Masters Scholarships improvements

Asma Munir spoke to this item. She indicated that students were struggling to locate the relevant scholarship application information and forms and hence some improvements were made to the existing search engine to make it more user-friendly for students. Asma advised that unfortunately the website interface cannot be changed.

APMs are requested to pass on information on scholarships to prospective undergraduate students and to note that there are targeted staff to assist priority groups to access scholarship information.

For the first time the scholarship forms are available online via Wufoo and significant improvements have been made to the forms. The forms are still in draft form and Academic Programme Managers/Discipline Leaders were requested to test them and provide feedback to Asma on any recommendations for changes to the forms. There are four applications forms: 1 x customised for MArch (Prof) scholarships; 1 x form for industry scholarships; 1 x form for Māori scholarships; 1 x form for rest of the Programmes and Pacific scholarships

Annabel Pretty has already provided feedback and her suggestions have been implemented.

Actions:

1. Academic Programme Managers/Discipline Leaders were requested to test the scholarship Wufoo forms and provide feedback to Asma on any recommendations to changes to the form.
2. Asma/Cynthia to work out a process to communicate with existing Masters students.
3. Discipline Leaders to let Asma know which students were declined scholarships due to ineligibly and the reason for the decline.
4. Marcus to communicate with Toni Vaughan re connectivity to the scholarship allocation process developed with her and Victor.
5. Marcus to introduce Dr Hinekura Smith to Toni Vaughan.

SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE

Section 5.1 Review of Masters Generic Regulations-Workplan item

An update was provided from the Working Party comprising of A/P Marcus Williams, Cynthia Almeida and Hamza Qazi on the review of the Masters generic regulations.

The Terms of References of the Masters Generic Regulation has been reviewed.

A review of various clauses has been undertaken and some statements have been redefined to capture the dual total Programme credits of 240 or 180 credits. These include, but are not limited to, clauses related to;

1. The registration period for full time and part-time arrangements
2. Suspensions & Extensions
3. Honours

The committee discussed this and the following actions resulted:

Actions:

Regarding the registration period; respond to James Prescott's query re. international students and the period of candidature requirements and bring to the next meeting.

Cynthia to change the word 'Suspension' to 'Pause of Study' on the Suspension Application form.

Helen Gremillion and Annabel Pretty to revert with their views on the issue of honours based on course work and thesis or honours to be granted only on basis of the thesis component.

MOTION:

That the word 'Suspension' be changed to 'Pause of Study' on the Suspension Application form

Moved: A/P Helen Gremillion

Seconded: Sue Palfreyman

MOTION CARRIED

Section 5.2 Unitec 3MT Competition Flyer

Marcus reminded members to encourage their students to apply and to let them know that there are good prizes this year.

Section 5.3 Suspension of Candidature Student ID No.1055479

The approval of exceptional study suspension application from student ID.No.1055479 due to medical reasons, was brought to this committee for noting.

Action

Helen Gremillion to ensure this is recorded in the Social Practice PAQC minutes and noted on the dynamic spreadsheet.

Section 5.4 Summary of Supervisor Register Audit

This item was for noting and was deferred to the next meeting due to lack of time.

Section 5.5 Record of Doctoral/Masters Research Grades for Semester 2, 2020

This item was for noting and was deferred to the next meeting due to lack of time.

SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

There was no other business.

Section 6.2 Komiti Self-Assessment

An opportunity was given for the committee to reflect on their self-assessment provocations. The committee was reminded that feedback can be emailed to the Chair or the Secretary following the meeting (in confidence if requested).

Section 6.3 Karakia Whakamutunga | Closing Karakia

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

MEETING CLOSED: 1600 h

SUMMARY OF ACTIONS

Agenda Item	Action	Responsible	Outcome
4.1	Meet with Accounts to find out the reason no resources go into the Masters' programmes for Māori, Pacific or research students from Research Degree Completions funding.	A/P Marcus Williams	In progress
4.1	Members to give their views on a Co-Supervision arrangement	All	In progress
4.1	Present the Workload guidelines at the next meeting for discussion so that a review process begins, considering Kaupapa Māori.	A/P Marcus Williams	Agenda item
4.1	Discuss the potential to deliver a generic Kaupapa Māori/ Pacific/Indigenous Methodology paper.	Prof Jenny Lee-Morgan, Annabel Pretty	In progress
4.1	Reiterate Dr Hinekura Smith's invitation to Discipline Leaders for a cuppa.	Cynthia Almeida	In progress
4.2	Work together to input EPI data for Social Practice.	Cynthia Almeida, A/P Helen Gremillion	In progress
4.2	Cynthia to provide a link to Hinekura to track data over the last five years,	Cynthia Almeida	Completed
4,2	Inform Marcus if there are anomalies or statistics in the EPI data that are concerning so that a discussion can happen again.	All	In progress
4.3	Test the scholarship Wufoo forms and provide feedback to Asma Munir on any recommendations for changes to the form.	Academic Programme Managers, Discipline Leaders	In progress
4.3	Work out a process to communicate with existing Masters students.	Asma Munir, Cynthia Almeida	In progress
4.3	Let Asma know which students were declined scholarships due to ineligibly and the reason for the decline.	Discipline Leaders	In progress
4.3	Communicate with Toni Vaughan re connectivity to the scholarship allocation process developed with her and Victor.	A/P Marcus Williams	Completed
4.3	Introduce Dr Hinekura Smith to Toni Vaughan.	A/P Marcus Williams	Completed
5.1	Regarding the registration period; respond to James Prescott's query re. international students and the period of candidature requirements.	Cynthia Almeida	In progress
5.1	Change the word 'Suspension' to 'Pause of Study' on the Suspension Application form.	Cynthia Almeida	Completed

5.1	Revert with their views on the issue of granting 'honours based on course work and thesis' or granting 'honours to be granted only on basis of the thesis component'.	A/P Helen Gremillion, Annabel Pretty	In progress
5.2	Unitec 3MT Competition	All	Completed
5.3	Approval of Suspension application from student ID.No.1055479 details to be recorded	Helen Gremillion	In progress