



# minutes

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

Date:	2021-08-03
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Microsoft Teams Meeting

MEETING OPENED: 1400h

### 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.

### SECTION 2 – STANDING ITEMS

#### Item 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

##### Members Present

1. A/P Marcus Williams (Chair)
2. Dr Saeideh Aminian
3. Dr Rebecca Wood
4. Annabel Pretty (Also representing Matthew Bradbury)
5. A/P Liz Rainsbury
6. Dr James Prescott

7. Dr Catherine Mitchell
8. Dr Hinekura Smith
9. Dr Iman Ardekani

Total members represented: 9 members

#### **Apologies**

1. Assoc Prof Matthew Bradbury (represented by Annabel Pretty)
2. A/P Helen Gremillion

Total apologies: 2 member/s

#### **Absent**

1. Victor Grbic
2. Student Rep

Total absences: 2 members

#### **MOTION**

**That the committee accepts the apologies for today's meeting.**

**Moved: Dr Rebecca Wood**

**MOTION CARRIED**

**Quorate Status:** The total representation was 9 out of 13. The meeting was hence determined as being quorate.

#### **Hunga Mahi | Staff in Attendance**

1. Cynthia Almeida, Postgraduate Academic Administrator (Secretary)
2. Asma Munir, Research Administrator

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

The Chair briefly went through the items discussed in the last meetings minutes and then opened the floor for any matters arising.

#### **MOTION**

**That the committee approves the minutes of the 2021-07-06 meeting as a true and accurate record.**

**Moved: Dr Rebecca Wood**

**Seconded: James Prescott**

**MOTION CARRIED**

**Item 2.3 Mahia Atū | Matters Arising (2021-07-06 Meeting)**

	Action	Responsibility	Due Date	Progress
i.	Meet with Accounts to find out more about how Research Degree Completions funding flows to programmes. To continue to follow up with Rakesh.	A/P Marcus Williams	26 <sup>th</sup> November, 2021	In progress. Will meet Rakesh in October, 2021
ii.	Report back to the Committee on progress about the supervision badge and a reminder that the final draft be shared with the Committee before processing.	A/P Helen Gremillion	24 <sup>th</sup> September, 2021	See Note 2.
iii.	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 <sup>th</sup> July, 2021	Agenda Item
iv.	Members to give their views to Hinekura on a Co-Supervision arrangement for Maori and Pacific students	All/Hinekura Smith	26 November, 2021	In progress
v.	Work together disentangle MAP and SP EPI data	Cynthia Almeida, A/P Helen Gremillion	24 <sup>th</sup> September, 2021	In progress
vi.	Test the scholarship Wufoo application forms and provide feedback to Asma Munir on any recommendations for changes to the form.	Academic Programme Managers, Discipline Leaders	3 August, 2021	Completed

**NOTES:**

1. Marcus had a meeting with Kristine Brothers, Director, Business Performance, Finance, to discuss RDC and how it flows to programmes, mainly to assist Maori and Pacific, students. He will continue to follow up with Kristine.
2. At the July meeting, Helen had 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.

**Item 2.4 PGRSC Dynamic Spreadsheet – Monthly Ratification**

The leaders of each Level 9 & 10 programme affirm that the information is accurate.

[https://unitecnz-my.sharepoint.com/:x/g/personal/calmeida\\_unitec\\_ac\\_nz/EVxBIUvRb5NIrwpWnPQsBtcBLKQUYuwc8Nx-lBueeD9-hQ?e=ueaRhS](https://unitecnz-my.sharepoint.com/:x/g/personal/calmeida_unitec_ac_nz/EVxBIUvRb5NIrwpWnPQsBtcBLKQUYuwc8Nx-lBueeD9-hQ?e=ueaRhS)

**SECTION 3 – MEA HEI WHAKAAE | ITEMS TO APPROVE****Section 3.1 2022 Masters Scholarships**

The Chair advised that PGRSC has \$250k of scholarships to allocate to programmes, priority groups and, contestable frameworks. The Committee was presented with data on past years' EFTS and scholarship allocations with proposed figures for 2022. A mathematical calculation was incorporated into the data as to how much would go to each programme. A proposal from Marcus considers smaller programmes and the opportunities to grow newer programmes. There is no change made to the Industry Scholarships.

The Chair informed the Committee that Dr Hinekura Smith would be chairing the Committee that will decide on Maori scholarships. Tony Vaughn will also be on the Committee and other members would be invited to join. He reiterated that it was important there is communication between Maori/Pacific sub-committees and PGRSC to ensure there are no double-ups in the allocation of the scholarships.

**MOTION:**

**That subject to a change in the 'Year' wrongly stated in the spreadsheet, the 2022 Masters Scholarships allotment be approved with no changes.**

**Moved: Annabel Pretty**

**Seconded: Dr Saeideh Aminian**

**MOTION UNANIMOUSLY CARRIED**

**Actions:**

1. Asma Munir to correct the dates in the Spreadsheet.
2. Asma Munir/Cynthia Almeida to publicise and upload on Moodle/Nest.

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## **SECTION 4 - WHAKAWHITI KÖRERO | ITEMS FOR DISCUSSION**

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### **Section 4.1                      Proposal Committee Review – Workplan item**

Assoc Prof Marcus Williams presented this paper to discuss and approve the Terms of Reference for the 2021 audit of the management and membership of Proposal Committees in postgraduate programmes. The audit is to ensure there is consistency across postgraduate programmes within the remit of the PGRSC.

The Chair confirmed that this was an audit checking for compliance at this stage and not a review, in response to a member's query. He also indicated that an evaluative discussion could take place in the future.

Information will be sought from Discipline Leaders/Academic Programme Managers on the following aspects:

- Name and job title of Chair
- Names and job title of members
- Frequency of meetings
- Dates of 2021 meetings
- Utilisation of template used by proposal readers for providing feedback to the committee
- Utilisation of the proposal approval form with Health and Safety Risk Register
- Utilisation of supervisor/student contract
- Any issues or suggestions

The Chair reiterated that members could use the current Research proposal template and, if required, make changes to suit their programme. However, he indicated that the form to the Research Ethics Administrator has to have the final approval.

#### **Actions:**

1. Cynthia Almeida to tidy up the language in the memo
  - i. Clarification stating that this is an audit and not a review
  - ii. Change wording from *“that all programmes are functioning well and are compliant”* to *“that all programmes are compliant and operating as expected.”*

### **Section 4.2                      Committee Membership – degrees with sub 90 credit theses**

James Prescott and Dr Liz Rainsbury submitted this paper to request the Committee to consider extending the membership of the PGRSC to include representatives from programmes that do not offer 90 or above credit thesis or dissertations as part of their postgraduate qualifications.

The Chair advised that undergraduate programmes and sub 90 programme are under the auspices of the PAQC in the Schools, and the Scholarships office and PAQC look after scholarships for sub 90. He also indicated that it would have to go to the Academic Committee if the PGRSC approves this change because it is a change to the Terms of Reference which is mandated by the Academic Committee, of which the PGRSC is a sub-committee.

After a brief discussion, James Prescott and Liz Rainsbury agreed they would talk to the Head of the School of Applied Business and the Chair of the relevant PAQC to ascertain if there is support for this proposal.

#### **Actions:**

1. James Prescott and Dr Liz Rainsbury talk to the Head of School and the Chair of PAQC re Committee membership for degrees with sub 90 credit theses.
2. Cynthia to establish what other programmes would be impacted
3. A/P Marcus Williams to have a word with the Chair of the Academic committee

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## **SECTION 5 - NGĀ TUKUNGA | ITEMS TO RECEIVE**

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### **Section 5.1                      Summary of Supervisor Register Audit**

Cynthia Almeida provided a summary of the Audit of the Supervisor Register. This process was implemented to provide a lead-in time to enable supervisors to attend to this critical aspect of compliance. The Chair indicated that this process has proved to be very effective.

Cynthia Almeida will continue to work with Discipline Leaders/Academic Programme Managers to resolve issues on completing research outputs.

### **Section 5.2                      Record of Doctoral/Masters Research Grades- Semester, 2, 2020**

The Chair advised the Committee that the grades presented were an archive of the grade approvals delegated to him. He requested members to contact Cynthia if there are any errors to ensure accuracy.

## SECTION 6 - KUPU WHAKAMUTUNGA | CLOSING

### Section 6.1 Ētahi Kaupapa Anō | Any Other Business

The Chair proposed that the frequency of the PGRSC meetings be changed to six weekly. He indicated that the network would still be there, and one could still seek feedback if there were developments on things members would want to test with the Committee.

James Prescott suggested that the meetings are held once every two months to ensure that the standing appointments do not get disrupted.

All members presented supported reducing the frequency of the meeting and for the meetings to be held once every second month.

#### MOTION:

**That the frequency of the PGRSC meetings be changed to once every two months, be approved.**

**Moved: James Prescott**

**Seconded: A/P Iman Ardekani**

**MOTION CARRIED**

#### Action:

Cynthia Almeida to change the meeting schedule and amend the calendar appointments.

### 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 Details of Next Meeting

- Time: 2:00 PM – 4:00 PM
- Date: 2021-10-05
- Mode: Microsoft Teams Meeting
- Submissions by: COB, 2021-09-24
- To: [pgrsc@unitec.ac.nz](mailto:pgrsc@unitec.ac.nz)

PGRSC Meeting and Paper Submission Deadline Dates – 2021			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 6 <sup>th</sup> July	2:00pm	MS Teams Meeting	Friday, 25 <sup>th</sup> June (5:00 pm)
Tuesday, 3 <sup>rd</sup> August	2:00pm	MS Teams Meeting	Friday, 23 <sup>rd</sup> July (5:00 pm)
Tuesday, 5 <sup>th</sup> October	2:00pm	MS Teams Meeting	Friday, 24 <sup>th</sup> September (5:00 pm)
Tuesday, 7 <sup>th</sup> December	2:00pm	MS Teams Meeting	Friday, 26 <sup>th</sup> November (5:00 pm)

**Section 6.4****Karakia Whakamutunga | Closing Karakia****TE KARAKIA WHAKAMUTUNGA**

*Ka wehe atu tātou*  
*I raro i te rangimārie*  
*Te harikoa*  
*Me te manawanui*  
*Haumi ē, Hui ē, Tāiki ē!*

**ENDING PRAYER**

*We are departing*  
*Peacefully*  
*Joyfully*  
*And resolute*  
*We are united, progressing forward!*

**MEETING CLOSED:**

1600 h

**SUMMARY OF ACTIONS (2021-08-04)**

Agenda Item	Action	Responsible	Outcome
2.3	(i) Report back to the Committee on progress about the supervision badge and a reminder that the final draft be shared with the Committee before processing.	A/P Helen Gremillion	24 <sup>th</sup> September, 2021
2.3	(v) Work together disentangle MAP and SP EPI data	Cynthia Almeida, A/P Helen Gremillion	24 September, 2021
3.1	2022 Masters Scholarship data - dates in the Spreadsheet to be corrected Scholarships publicised on Moodle and Nest	Asma Munir  Asma Munir, Cynthia Almeida	24 <sup>th</sup> September, 2021
4.1	Proposal Committee Review – to tidy up language in memo	Cynthia Almeida	24 <sup>th</sup> September, 2021
4.2	Committee Membership-degrees with sub 90 credits theses  (i) Discuss with Head of School and Chair of PAQC re PGRSC membership for degrees with sub 90 credit theses.  (ii) Establishing what other sub 90 credit theses programmes would impact  (iii) To talk to the Chair of the Academic committee	James Prescott, Dr Liz Rainsbury  Cynthia Almeida  Marcus Williams	5 <sup>th</sup> October, 2021  5 <sup>th</sup> October, 2021  5 October, 2021
6.1	Frequency of PGRSC meetings – to change schedule and calendar appointments	Cynthia Almeida	24 <sup>th</sup> September, 2021