



agenda

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

Date:	2021-12-14
Scheduled Start:	1400h
Scheduled End:	1600h
Location:	Microsoft Teams Meeting (Link to join the meeting is provided in the meeting calendar invite)

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

- 1.1 Karakia Tīmatanga | Opening Prayer
- 1.2 Mihi Whakatau | Welcome from the Chair
- 1.3 Terms of Reference
- 1.4 Membership 2021
- 1.5 PGRSC Attendance 2021

SECTION 2 STANDING ITEMS

- 2.1 Ngā Whakapāha | Attendance, APOLOGIES & QUORATE STATUS
- 2.2 Pitopito Kōrero o Ngā Hui | MINUTES OF THE PREVIOUS MEETINGS
- 2.3 MAHIA ATU | MATTERS ARISING
- 2.4 PGRSC Dynamic Spreadsheet – Monthly Ratification

SECTION 3 MEA HEI WHAKAAE | ITEMS TO APPROVE

- 3.1 PGRSC MEMBERSHIP AND WORKPLAN FOR 2022
- 3.2 Pacific Postgraduate Students – Research Symposium
- 3.3 Retroactive & Extended Pause of Study for MARCP student ID No.1446456
- 3.4 Exceptional Pause of Study for MAP-Social Practice student ID No.1510602
- 3.5 Retroactive Pause of Study for MCP student-1497215
- 3.6 Retroactive Pause of Study for MARCH student- 1209701 (Tabled Paper)

SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

None

SECTION 5

NGĀ TUKUNGA | ITEMS TO RECEIVE

None

SECTION 6

KUPU WHAKAMUTUNGA | CLOSING

- 6.1 Ētahi Kaupapa Anō | Any Other Business
- 6.2 Komiti Self-Assessment
- 6.3 Karakia Whakamutunga | Closing Karakia

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

1.1 Karakia Tīmatanga | Opening Prayer

KARAKIA TĪMATANGA	OPENING 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>

1.2 Mihi Whakatau | Welcome from the Chair

1.3 Te Komiti Whakahaere a ngā Pia Terms of Reference

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

1.4 Te Komiti Whakahaere a ngā Pia Membership

A/P Marcus Williams	Chair and Director Research and Enterprise
A/P Iman Ardekani	Doctor of Computing; Master of Computing
Dr Saeideh Aminian	Master of Osteopathy
Dr Rebecca Wood	Master of Creative Practice; Master of Design
Annabel Pretty	Master of Architecture (Professional)
A/P Matthew Bradbury	Master of Architecture (Research); Master of Landscape Architecture
A/P Liz Rainsbury	Master of Business; Master of International Communication; Master of Applied Practice (Accountancy)
A/P Helen Gremillion	Research Professional Development Liaison, Tūāpapa Rangahau; Master of Applied Practice (Social Practice)
Victor Grbic	Nominee of Director, Māori Success
Dr James Prescott	Nominee of Director, Pacific Success
Dr Catherine Mitchell	Nominee of Director, Student Success
Dr Hinekura Smith	Senior Lecturer/Senior Maori Postgraduate Ngā Wai a Te Tūi Māori & Indigenous Research Centre
Latisha Faasu	One member nominated by the Student Council
Cynthia Almeida	Secretary

1.6 PGRSC-Attendance 2021

Present (P)		Apology with Proxy (P-AP)		Apology with no Proxy(A-AnP)		Absent(A)				
Member Name	Committee Role	2nd Mar	12th Apr	4th May	1st Jun	6th Jul	3th Aug	5th Oct	7th Dec	Total
Assoc Prof Marcus Williams	Chair Director, Research and Enterprise	P	P	P	P	P	P	P		7
Assoc Prof Iman Ardekani	Representing DComp and MComp	A-AnP	P-AP	P	A-AnP	A-AnP	P	A-AnP		2
Saeideh Aminian	Representing MOst	P	P	P	P	P-AP	P	P		6
Dr Leon Tan/Dr Rebecca Wood (w.e.f 6/7/21)	Representing MCP and MDes	P	A-AnP	P	P	P	P	P		6
Annabel Pretty	Representing MARCP	P	P	P	P	P-AP	P	P		6
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P	P-AP	P	P-AP	P-AP	P-AP	P-AP		2
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P	A	P	P	P	P	resig ned	resig ned	5
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P	P	P	P	P	A-AnP	P		5
Victor Grbic	Nominee Director, Māori Success	P	P	A-AnP	A	A	A	A		2
Dr James Prescott	Nominee Director, Pacific Success	P	P	A-AnP	P	P	P	A		5
Dr Cat Mitchell	Nominee Director, Student Success	P	P	A-AnP	P	P	P	A-AnP		5
Dr Hinekura Smith (new member w.e.f July 2021)	Senior Lecturer/Senior Maori Postgraduate Ngā Wai a Te Tūi Māori & Indigenous Research Centre /					P	P	P		3
Aroha Dykes Latisha Faasu (wef 5/10/21)	Student President, Student Council	A	P	P	P	A-ANP	A	A-ANP		3
Quorate Status	7 or more	10	10							20
Hamza Qazi (ceased to be Secy from July 2021)	Secretary and AAQ-TKK	P	P	P						2
Cynthia Almeida	Postgraduate Academic Administrator	P	P	P	p	p	P	P		7
Name and designation	1) Asma Munir – Research Administrator 2) Maura Kempin – Manager Te Puna Ako, 3) Diana Ayling – Senior Lecturer, TePuna Ako		0	1) Asma Munir – Research Administrator		Dr Jenny Lee- Morgan- Director Ngā Wai a Te Tūi Māori & Indigenous Research Centre /				5

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

Section 2.1 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Section 2.2 Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meetings

https://unitecnz-my.sharepoint.com/:b:/g/personal/calmeida_unitec_ac_nz/Ea_ru3GQppNNhK5uPGk0kNUBjjCr5ht4VPD4n_JPr4WPuQ?e=tm1sof

RECOMMENDATION

That the committee approves the minutes of the meeting of 2021-10-05

Section 2.3 Mahia Atu | Matters Arising

SUMMARY OF ACTIONS (2021-10-06)

2.1	Send a letter of thanks to Dr Liz Rainsbury	Marcus Williams	Completed
4.1	Consult on NVivo software with Supervisors and Research active staff	Marcus Williams	Completed
5.2	Audit of Research Proposals Committee Management and Membership	Cynthia Almeida	22 March, 2022
6.1	i) Discontinuation of postgraduate students who have not been enrolled and granted a 'Pause of study	A/P Marcus Williams/A/P Helen Gremillion to discuss	Completed
6.1	ii) Coordination between the different scholarship-granting groups	A/P Helen Gremillion has liaised with Dr Hinekura Smith	Completed
6.1	iii) Contact the Student Representative, Latisha Faasu to establish if she is keen to stay on as a member of PGRSC	Cynthia	Completed

Section 2.4 Dynamic Spreadsheet – Monthly Ratification

https://unitecnz-my.sharepoint.com/:x:/g/personal/calmeida_unitec_ac_nz/Efe5FHZR4tIJutrSgJfVi9wBFvpWUbyGrXYJFQcKXOWQ6Q?e=iDeeXV

RECOMMENDATION

That the committee approves the PGRSC Dynamic spreadsheet as being accurate record of student data at this point of time.

SECTION 3 MEI HEI WHAKAAE | ITEMS TO APPROVE

3.1 2022 Postgraduate Research and Scholarships Committee Membership, Meeting Dates and Terms of Reference & Work Plan



Unitec New Zealand Limited

Meeting of Te Komiti Whakahaere a ngā Pia / Post graduate
Research and Scholarships Committee | Date of Meeting:
2021-12-14

Title	2022 Postgraduate Research and Scholarships Committee Membership, Meeting Dates and Terms of Reference & Work Plan
Provided by:	A/P Marcus Williams, Director Research & Enterprise
For:	Approval

Recommendations

That Te Komiti Whakahaere a ngā Pia | Postgraduate Research and Scholarships Committee approves the Terms of Reference, Membership, Meeting Dates and Work Plan for 2022.

Purpose

The purpose of this paper is to report to Te Komiti Mātauranga on Te Komiti Whakahaere a ngā Pia 2022 Terms of Reference, Membership and Work Plan, as per Section 8.1 of Academic Committee's Terms of Reference.

Information/Background

Te Komiti Whakahaere a ngā Pia is a subcommittee of Te Komiti Mātauranga. Te Komiti Mātauranga has the authority to determine Te Komiti Whakahaere a ngā Pia Membership and Terms of Reference.

Attachments

2022 Terms of Reference

2022 Membership list

2022 Meeting Dates

2022 Work Plan

Te Komiti Whakahaere a ngā Pia Terms of Reference

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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.

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- 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.

di) Reporting

The Postgraduate Research and Scholarships Committee shall report to the Te Komiti Mātauranga following each meeting.

dii) Document Management and Control

Te Komiti Mātauranga Approval	2022-02-09
Te Komiti Mātauranga Minute Reference	Item no
Effective Date	2022-02-2022
Version	1

Te Komiti Whakahaere a ngā Pia Membership

A/P Marcus Williams	Chair and Director Research and Enterprise
A/P Iman Ardekani	Doctor of Computing; Master of Computing
Dr Saeideh Aminian	Master of Osteopathy
Dr Rebecca Wood	Master of Creative Practice; Master of Design
Annabel Pretty	Master of Architecture (Professional)
A/P Matthew Bradbury	Master of Architecture; Master of Landscape Architecture
A/P Helen Gremillion	Professional Development Liaison, Tūāpapa Rangahau; Master of Applied Practice (Social Practice)
TBC	Nominee of Director, Māori Success
Dr James Prescott	Nominee of Director, Pacific Success
Dr Catherine Mitchell	Nominee of Director, Student Success
Dr Hinekura Smith	Senior Lecturer/Senior Maori Postgraduate Ngā Wai a Te Tūi Māori & Indigenous Research Centre
Latisha Faasu	One member nominated by the Student Council
Cynthia Almeida	Secretary

PGRSC Meeting and Paper Submission Deadline Dates – 2022			
Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 15 th February	2:00pm	MS Teams Meeting	Friday, 4 th February (5:00pm)
Tuesday, 29 th March	2:00pm	MS Teams Meeting	Friday, 18 th March (5:00pm)
Tuesday, 10 th May	2:00pm	MS Teams Meeting	Friday, 29 th April (5:00pm)
Tuesday, 21 st June	2:00pm	MS Teams Meeting	Friday, 10 th June (5:00pm)
Tuesday, 2 nd August	2:00pm	MS Teams Meeting	Friday, 22 nd July (5:00pm)
Tuesday, 13 th September	2:00pm	MS Teams Meeting	Friday, 2 nd September (5:00pm)
Tuesday, 25 th October	2:00pm	MS Teams Meeting	Friday, 14 th October (5:00pm)
Tuesday, 6 th December	2:00pm	MS Teams Meeting	Friday, 25 th November (5:00pm)

PGRSC Work Plan - (2022)		
Month (Six-weekly Meeting)	Item	Notes / Purpose
Each Meeting	Ratification PGRSC Dynamic Spreadsheet	
January	No Meeting	
15-Feb-22	Update the Committee with Scholarship allocation	
29 March 2022	Recording of PG grades for the last semester (Semester 2, 2021)	
	Audit of proposal committees' management and membership	
10-May-22	Audit of the supervision register	
21-Jun-22	Summary of the postgraduate scholarship allocation process	for each PG scholarship how many applications , how many recipients, and how many declined - data of how programmes did
2-Aug-22	EFTS targets for Level 9 programmes	
	Sem 2 of previous year Postgraduate EPI Data	
13-Sep-22	Recording of PG grades for the last semester (Semester 1, 2022)	
	Scholarship allocation proposal for 2023	
25-Oct-22	Scholarship allocation approval	
	Sem 1 of current year Postgraduate EPI Data	
	Draft of the next year work plan	
6-Dec-22	Delegated authority to Marcus approval for next year	
	Committee self-reflection	
	Confirm membership for next year	

3.2 Pacific Postgraduate Students – Research Symposium

Unitec New Zealand Limited



Meeting of Te Komiti Whakahaere a ngā Pia/Postgraduate Research and Scholarships Committee

Date of Meeting: 2021-12-14

Title	Pacific Postgraduate Students - Research Symposium
Provided by:	A/P Marcus Williams, Director Research & Enterprise
For:	Reporting

Recommendation

That \$8,000 be used as scholarships for the successful Pacific postgraduate students at the Symposium.

Purpose

This is the leftover funding from two Masters Pacific Postgraduate Scholarships that were not allocated this year.

The funding will be divided into two categories:

- \$2000.00 scholarships will go to Pacific students who are currently at the fieldwork/thesis writing stage of their postgraduate studies. We will call this the Research Phase.
- \$1000.00 scholarships will go to Pacific students who are still at the papers/proposal stage and who are intending to do a 120 credit thesis. We will call this the Pre-Research Phase,

The amount of scholarships awarded will depend on the number of students applying under each category and the total amount of scholarships awarded will not exceed \$8000.00 budget.

Information/Background

- It was proposed that this be a part of the Unitec Research Symposium to be held on the 6th and 7th December.
- Given that current Pacific abstracts are low, the Pacific postgraduate research symposium was held on the second day of the two day symposium.
- The Pacific Learning Advisors had to confirm theme and criteria of the Pacific postgraduate research symposium by Friday 5th November.
- Communications calling for abstracts were sent out to all Unitec Pacific postgraduate students on Monday 8th of November which is exactly four weeks to the day of the Unitec Research Symposium.
- Deadline for abstracts was Thursday 18th November.
- Successful applicants were informed on Monday 22nd November giving them exactly two weeks to prepare for the symposium.
- Potential judges were contacted well before the event.

Contributors

Daisy Bentley-Gray (Pacific Learning Advisor), Ioane Aleke Fa'avae (Pacific Learning Advisor), Venusi Taumoepeau (Pacific Learning Advisor), and Falaniko Tominiko (Director of Pacific Success).

3.3 Retroactive & Extended Pause of Study for MARCP student ID No.1446456

Unitec New Zealand Limited



Meeting of Postgraduate Research and Scholarship Committee (PGRSSC)

14th December 2021

Title	Retroactive & Extended Pause of Study MARCP student- 1446456 due to exceptional circumstances
Provided by:	Annabel Pretty, Discipline Leader for the MARCP (2 nd November 2021)
For:	APPROVAL

Recommendation/s

That the Committee approves the following based on the recommendation of Architecture PAQC,

- The retroactive pause of study for the MARCP student-1446456 for the year 2019, and
- The retroactive additional six months of extended pause of study for the MARCP student-1446456 for semester 1 of 2020

Justification

The student had taken a pause of study in 2019 but could not continue due to the covid lockdown discussed with the discipline leader in confidence.

Next Steps

1. Dynamic spreadsheet to be updated
2. Approvals to be recorded in the Architecture PAQC minutes
3. A follow-up with AAQ may be necessary so that approved suspension periods are not included in affected students' registration timelines during completion and honours checking.

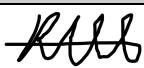
Attachments

Application of pause-of-study.

APPLICATION FOR 'PAUSE OF STUDY'/EXTENSION/WITHDRAWAL

This form has to be used by Postgraduate students who wish to pause their enrolment or seek an extension of enrolment or withdraw from a programme. Students are normally required to be enrolled continuously throughout their studies.

Please note that there are restrictions around the length of time taken to complete a qualification that affect eligibility for honours or ability to graduate.

(For office use only)	Date received:	
	Date approved:	
	Period of approval:	
Withdrawal	<input type="checkbox"/>	Period: <div style="border: 1px solid black; padding: 5px; width: 300px; float: right;">See below</div>
Extension	<input checked="" type="checkbox"/>	
Pause of Study	<input checked="" type="checkbox"/>	
Applicant:	<div style="border: 1px solid black; padding: 2px;">xxxxxxx</div>	
Unitec Student ID No.	<div style="border: 1px solid black; padding: 2px;">1446456</div>	
Degree:	<div style="border: 1px solid black; padding: 2px;">Master of Architecture Professional</div>	
Address:	<div style="border: 1px solid black; padding: 2px;">2/18 Alverston St Waterview Auckland</div>	
Reason:	<div style="border: 1px solid black; padding: 5px;">Request suspension of studies for semesters 1192 + 1194 Request special extension to registration of time studying the MARCP for the semester 1202</div>	
Applicant's Signature	<div style="border: 1px solid black; padding: 5px; text-align: center;"></div>	Date: <div style="border: 1px solid black; padding: 2px;">02NOV21</div>
ATTACHMENTS: Checklist evidence to support application		
<input type="checkbox"/> Letter from employer or equivalent		
<input type="checkbox"/> Letter from doctor or equivalent		

3.4 Exceptional Pause of Study for MAP-Social Practice student ID No.1510602

Unitec New Zealand Limited



Meeting of Postgraduate Research and Scholarship Committee

Title	Approval of exceptional Pause of Study
Provided by:	Associate Prof. Helen Gremillion on (date)
For:	APPROVAL

Recommendation That the Committee

approves:

The granting of an exceptional pause of study for MAP-Social Practice student #1510602.

Purpose

The purpose of this paper is to seek board approval of the above.

Justification

This student has been on study pause/suspension for all of 2021, but due to COVID and an ongoing need to improve their academic writing (one external course completed, one more pending) – which led to the study pause during 2021 – the student is needing additional time. The MAP – Social Practice Discipline leader approves of this course of action.

Background

Because the pause of study is exceptional (it would be the student's third study pause), it requires approval via the PGRSC.

Next Steps

Upon approval, the study suspension is to be noted in the MAP-Social Practice dynamic spreadsheet.

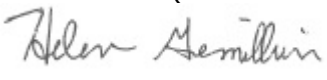

Attachments

Application for study Pause of Study for semester 1 2022

APPLICATION FOR STUDY 'PAUSE' (SUSPENSION)/EXTENSION/WITHDRAWAL

This form has to be used by Postgraduate students who wish to suspend their enrolment or seek an extension of enrolment or withdraw from a programme. Students are normally required to be enrolled continuously throughout their studies.

Please note that there are restrictions around the length of time taken to complete a qualification that affect eligibility for honours or ability to graduate.

(For office use only)	Date received:		
	Date approved:		
	Period of approval:		
Withdrawal <input type="checkbox"/>	Period:	Sem. 1 2022	
Extension <input type="checkbox"/>			
Suspension <input checked="" type="checkbox"/>			
Applicant:	xxxxxx		
Unitec Student ID No.	1510602		
Degree:	MAP – Social Practice		
Address:	322 Roscommon Road, Clendon Park 2103		
Reason:	As discussed and agreed with the Discipline Leader (Nov. 2021 conversation). No evidence required. 12/11/2021 		
Applicant's Signature			Date: 12/11/2021

ATTACHMENTS: Checklist evidence to support application N/A

Letter from employer or equivalent

☐

Letter from doctor or equivalent

**Please send to: Programme Academic Leader
Unitec Institute of Technology, Private Bag 92025, Auckland**

3.5 Retroactive Pause of Study for MCP student-1497215



Unitec New Zealand Limited

Meeting of Postgraduate Research and Scholarship Committee

Title	Retroactive Pause of Study for Student MCP student- 1497215
Provided by:	Becca Wood, Discipline Leader for Masters of Creative Practice (30 November 2021)
For:	APPROVAL

Recommendation/s

That through Chairs action the PAQC committee support;

- The retroactive pause of study for the MCP student-1497215 for the year 2021 with final submission by 28 March 2022

Justification

The student had taken a pause of study in 2021 but could not complete for final submission due to covid lockdown discussed with the discipline leader in confidence.

Next Steps

4. Dynamic spreadsheet to be updated
5. Approvals to be recorded in the Creative Industries PAQC minutes
6. A follow-up with AAQ may be necessary so that approved suspension periods are not included in affected students' registration timelines during completion and honours checking.

Attachments

Application of pause-of-study.



APPLICATION FOR SUSPENSION/EXTENSION/WITHDRAWAL

This form has to be used by Postgraduate students who wish to suspend their enrolment or seek an extension of enrolment or withdraw from a programme. Students are normally required to be enrolled continuously throughout their studies.

Please note that there are restrictions around the length of time taken to complete a qualification that affect eligibility for honours or ability to graduate.

(For office use only)	Date received:	
	Date approved:	
	Period of approval:	
Withdrawal <input type="checkbox"/> Period: 12 months Extension <input type="checkbox"/> Suspension <input checked="" type="checkbox"/>		
Applicant:	<div style="border: 1px solid black; padding: 2px;">xxxxxx</div>	
Unitec Student ID No.	<div style="border: 1px solid black; padding: 2px;">1497215</div>	
Degree:	<div style="border: 1px solid black; padding: 2px;">Master of Creative Practice</div>	
Address:	<div style="border: 1px solid black; padding: 2px;">70 St Georges Road, Avondale Auckland 0060</div>	
Reason:	<div style="border: 1px solid black; padding: 5px; min-height: 50px;">Request for a retroactive suspension of studies for semesters 1 + 2, 2021.</div>	
Applicant's Signature	<div style="border: 1px solid black; padding: 10px; text-align: center;"> </div>	Date: <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 100px;">30 November 2021</div>
ATTACHMENTS: Checklist evidence to support application <input type="checkbox"/> Letter from employer or equivalent N/A <input type="checkbox"/> Letter from doctor or equivalent N/A		

TABLED PAPER

Unitec New Zealand Limited

Meeting of Postgraduate Research and Scholarship Committee (PGRSSC)

14th December 2021

Title	Retroactive Pause of Study for Student MARCH student- 1209701
Provided by:	Matthew Bradbury , Discipline Leader for Masters of Architecture (30 November 2021)
For:	APPROVAL

Recommendation/s

That through Chairs action the PAQC committee support;

- The retroactive pause of study for MARCH student 1209701 for the first semester year 2021 with final submission by 12/11/2021.

Justification

Work commitments and un-anticipated business growth related to Covid have required attention.

Next Steps

1. Dynamic spreadsheet to be updated
2. Approvals to be recorded in the PAQC minutes

Attachments

Application of pause-of-study.

APPLICATION FOR PAUSE OF STUDY/WITHDRAWAL

This form has to be used by Postgraduate students who wish to suspend their enrolment or seek an extension of enrolment or withdraw from a programme. Students are normally required to be enrolled continuously throughout their studies.

Please note that there are restrictions around the length of time taken to complete a qualification that affect eligibility for honours or ability to graduate.

(For office use only)	Date received:	
	Date approved:	
	Period of approval:	
Withdrawal <input type="checkbox"/>	Period:	Semester 1 2021
Extension <input type="checkbox"/>		
Pause of Study <input checked="" type="checkbox"/>		
Applicant:	xxxxxxx	
Unitec Student ID No.	1209701	
Degree:	Master of Architecture	
Address:	2/18 Merani Street, Narrowneck, Auckland 0622	
Reason:	Work commitments and un-anticipated business growth related to Covid have required attention.	
Applicant's Signature		Date: 9 June 2021
ATTACHMENTS: Checklist evidence to support application		
<input type="checkbox"/> Letter from employer or equivalent		
<input type="checkbox"/> Letter from doctor or equivalent		
Please send to: Academic Programme Manager Unitec Institute of Technology, Private Bag 92025, Auckland		

SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

There were no items for discussion

SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

There were no items to receive

SECTION 6 KUPU WHAKAMUTUNGA | CLOSING

Section 6.1 Ētahi Kaupapa Anō | Any Other Business

Section 6.2 Komiti Self-Assessment

Te Komiti Rangahau o Unitec | Unitec Research Committee Self-Assessment

Purpose: NZQA requires the Committees of Unitec's Academic Board to provide evidence of self-assessment.

Te Komiti Rangahau o Unitec Self-Assessment Provocations

- Can we improve the way the committee is run?
- Is time well managed?
- Are issues under discussion well-handled and resolved?
- Are the agenda and minutes well handled?
- Are the perspectives of committee members respected and heard?
- Are actions completed and accounted for?
- Were there matters raised and dealt with in the meeting that were particularly helpful or unhelpful?
- Does the committee oversee and ensure compliance within its mandate?
- Does the committee show foresight and proactively engage in continuous improvement?
- Does the committee review and improve the relevant policies, guidelines and regulations?

Section 6.3 Karakia Whakamutunga | Closing Karakia

TE KARAKIA WHAKAMUTUNGA	CLOSING 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>