



minutes

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

Date:	2021-12-14
Scheduled Start:	1400h
Scheduled End:	1540h
Location:	Microsoft Teams Meeting

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

Item 1.1 Karakia Timatanga | 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 Becca Wood
4. Annabel Pretty
5. Dr Catherine Mitchell
6. Dr Hinekura Smith
7. Dr James Prescott
8. Assoc Prof Matthew Bradbury

Total members represented:	8 members
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Apologies

1. Dr Iman Ardekani
2. Assoc Prof Helen Gremillion

Total apologies: 2 member/s

Absent

1. Victor Grbic
2. Latisha Faasu (Student Rep)

Total absences: 2 members

MOTION

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

Moved: Annabel Pretty

Seconded: Dr Becca Wood

MOTION CARRIED

Quorate Status: The total representation was 8 out of 12. The meeting was hence determined as being quorate.

Action

1. Marcus Williams to contact Toni Vaughan to nominate a replacement for Victor Grbic as the Maori representative.

Hunga Mahi | Staff in Attendance

1. Cynthia Almeida, Postgraduate Academic Administrator (Secretary)

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

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

MOTION

That the committee approves the minutes of the 2021-12-14 meeting as a true and accurate record.

Moved: Annabel Pretty

Seconded: Dr Saeideh Aminian

Abstained: Dr James Prescott

MOTION CARRIED

SUMMARY OF ACTIONS (2021-10-05)

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	Underway Note.1
5.2	Audit of Research Proposals Committee Management and Membership	Cynthia Almeida	Deferred to 22 March, 2022 Note.2
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 Note.3
6.1	iii) Contact the Student Representative, Latisha Faasu to establish if she is keen to stay on as a member of PGRSC	Cynthia Almeida	Ongoing Note 4

1. A/P Marcus Williams reported that consultation on the NVivo software is underway and is an ongoing process. Arun Deo is leading this and will be consulting both the Committees (PGRSC and URC).
2. The Committee agreed to defer the audit until the latter half of March 2022 due to the workload challenges on teaching staff during the Covid Alert Levels.
3. A/P Marcus Williams reiterated to the Academic/Discipline Leaders that this korero is to ensure good connectivity between Maori/Pacific and Programmes.

Dr. Hinekura Smith reported that dates have been diarised for the submitted scholarship applications to be sent to the respective Maori and Pacific assessors. Dates have also been firmed up to coordinate with A/P Helen Gremillion to cross-reference the applications to ensure there is a good spread as to where the scholarships are going.

4. Cynthia Almeida to meet with Latisha Faasu.

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/Efe5FHZr4tIJutrSgJfVi9wBFvpWUbvGrXYJFQcKXOWQ6Q?e=iDeeXV

3.1 Te Komiti Whakahaere a ngā Pia / Postgraduate Research and Scholarships Committee Membership, Meeting Dates, Terms of Reference and Work Plan for 2022

The Chair ran through with the Committee the documents presented to see if any changes were required.

Helen Gremillion requested the Chair to consider the Terms of Reference on examination and grade processing work for level 9 sub 90 credits seeing that the Terms of Reference are incompatible with the Masters Generic Regulations.

The Chair acknowledged that there is an anomaly in the regulations which will require attention and reiterated that the Committee was only approving the Terms of Reference and not the regulations.

Members recommended the following two items for the Workplan:

1. In February and August, an update from the Chair, Annabel Pretty and Matthew Bradbury on Te Pūkenga regarding progress around postgraduate discussions of the future of postgraduate study
2. In May, an update from Dr. Hinekura Smith on Kaupapa Maori research with emphasis on student satisfaction.

MOTION

That subject to the changes in the Workplan, the Committee recommends that Te Komiti Mātauranga / Academic Committee approves Te Komiti Whakahaere a ngā Pia / Postgraduate Research and Scholarships Committee Membership, Meeting Dates, Terms of Reference and Work Plan for 2022.

Moved: Annabel Pretty

Seconded: Dr. Hinekura Smith

MOTION CARRIED

3.2 Pacific Postgraduate Students – Research Symposium

A/P Marcus Williams reported that he approved a request that the unspent \$8,000 funding from the two Masters Pacific Postgraduate Scholarships that were not allocated this year be awarded to the Pacific postgraduate students at the Research Symposium who met criteria defined by the Director Pacific Success.

3.3 Retroactive & Extended Pause of Study for Master of Architecture (Professional) student ID No.1446456

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

MOTION

That Te Komiti Whakahaere a ngā Pia approves the following based on the recommendation of Architecture PAQC:

- The retroactive pause of study for the Master of Architecture (Professional) student ID No.1446456 for the year 2019, and
- The retroactive additional six months of extended pause of study for the Master of Architecture (Professional) student ID No.1446456 for semester 1 of 2020.

Moved: Annabel Pretty

Seconded: Dr. James Prescott

MOTION CARRIED

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

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.

MOTION

That Te Komiti Whakahaere a ngā Pia approves exceptional pause of study for Semester 1, 2022 for Master of Applied Practice - Social Practice student #1510602.

Moved: A/P Marcus Williams

Seconded: Dr. James Prescott

Abstained: Dr Hinekura Smith

MOTION CARRIED

3.5 Retroactive Pause of Study for Master of Creative Practice student-1497215

The student had taken a pause of study in 2021 but could not continue due to the covid lockdown.

MOTION

That Te Komiti Whakahaere a ngā Pia approves the following based on the recommendation of Architecture PAQC:

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

Moved: Dr Becca Wood

Seconded: Dr. Saeideh Aminian

MOTION CARRIED

3.6 Retroactive Pause of Study for Master of Architecture student-1209701 (Tabled Paper)

The Discipline Leader reported that work commitments and un-anticipated business growth related to Covid have required the student to take a pause of study.

MOTION

That Te Komiti Whakahaere a ngā Pia approves the following based on the recommendation of Architecture PAQC:

- **The retroactive pause of study for the Master of Architecture student-1209701 for Semester 1, 2021 with final submission by 12 November, 2021.**

Moved: A/P Matthew Bradbury

Seconded: Dr Becca Wood

MOTION CARRIED

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 6.2 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:** 2022-02-15
- **Mode:** Microsoft Teams Meeting
- **Submissions by:** COB, 2022-02-04
- **To:** pgrsc@unitec.ac.nz

PGRSC Meeting and Paper Submission Deadline Dates – 2021

Meeting Date	Time	Venue	Paper Submission Deadline Dates
Tuesday, 15 February, 2022	2:00pm	MS Teams Meeting	Friday, 4 February, 2022 (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:**1535****SUMMARY OF ACTIONS (2021-12-14)**

2.2	i) Audit of Research Proposals Committee Management and Membership	Cynthia Almeida	22 March, 2022
	ii) Contact the Student Representative, Latisha Faasu to establish if she is keen to stay on as a member of PGRSC	Cynthia Almeida	9 February, 2022
3.1	i) An Update on Te Pūkenga regarding progress around postgraduate discussions of the future of postgraduate study	Marcus Williams/ Annabel Pretty/ Matthew Bradbury	15 February, 2022 & 2 August, 2022
	ii) An update on Kaupapa Maori research with emphasis on student satisfaction	Dr Hinekura Smith	10 May, 2022