agenda

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 (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

SECTION 4   WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

SECTION 5   NGĀ TUKUNGA | ITEMS TO RECEIVE

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
Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
He mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi ē, Hui ē, Tāiki ē!	*Join it, gather it, it is done!*

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 Tūī Māori & Indigenous Research Centre
Lupe (interim until new member appointed)	One member nominated by the Student Council
Cynthia Almeida	Secretary

1.5 PGRSC Attendance Sheet

SECTION 2   STANDING ITEMS

Section 2.1   **Ngā Whakapāha | Attendance, Apologies & Quorate Status**

RECOMMENDATION
- That the committee accepts the apologies of today's meeting.
- That the Committee welcomes Dr Hinekura Smith to the PGRSC and Dr Jenny Lee-Morgan to talk to item Whakawhiti Kōrero | Items For Discussion 4.1 Maori Supervision Advisor
  refer to page

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

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RECOMMENDATION
That the committee approves the minutes of the meeting of 2021-06-01

Section 2.3   **Mahia Atu | Matters Arising**

Agenda Item	Action	Responsible	Outcome
4.1	Meet with Accounts to find out more about how Research Degree Completions funding flows to programmes.	A/P Marcus Williams	In progress to bring to the October meeting
4.1	Members to give their views on a Co-Supervision arrangement for Maori and Pacific students	All	3 August, 2021
4.2	Work together disentangle MAP and SP EPI data	Cynthia Almeida, A/P Helen Gremillion	3 August, 2021
4.2	Cynthia to provide a link to Hinekura to track Maori success Programme Performance date over the last five years,	Cynthia Almeida	Completed
4.2	Inform Marcus if there are anomalies or statistics in the PPD data that are concerning so that a discussion can happen again.	All	3 August, 2021

4.3	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
4.3	Communicate with Toni Vaughan re connectivity to the scholarship allocation process developed with her and Victor.	A/P Marcus Williams	Completed
5.1	Change the word 'Suspension' to 'Pause of Study' on the Suspension Application form.	Cynthia Almeida	Completed

Section 2.4   Dynamic Spreadsheet – Monthly Ratification

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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 Scholarship allocations

Unitec New Zealand Limited

Meeting of TE KOMITI WHAKAHAERE A NGĀ PIA | Postgraduate Research and Scholarships Committee

Date of Meeting: 2021-08-03

Title	2022 Postgraduate Scholarships
Provided by:	Marcus Williams on 25 July, 2021
For:	**Approval**

Recommendation/s

Discuss, agree and approve 2022 Postgraduate Scholarship allocations.

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Purpose

The PGRSC has $250k of scholarships to allocate to programmes, priority groups and contestable frameworks.

Background

The figures allocated need to be decided in August so that leaders can utilise the resource to publicise their programmes, Māori and Pacific Success directors can support priority group students and the call for expressions of interest for the Industry Scholarships and the Bold Innovators can be circulated.

Data on past years EFTS and scholarship allocations have been presented to the committee with proposed figures for 2022. These latter are primarily based on EFTS (full data provided), with some consideration of the uptake of scholarships in the previous year and opportunity to grow programmes.

Leaders of programmes are asked to consider the overall benefit of these scholarships to all Unitec students in the spirit of collaboration and within the context of Manaakitia te Rito; the Unitec Strategy and Te Noho Kotakitanga.

Next Steps

Once approved, publicise and implement the scholarships.

Contributors

Marcus Williams – Director Research and Enterprise

Asma Munir – Postgraduate Scholarships Administrator

Unitec New Zealand Limited

Meeting of TE KOMITI WHAKAHAERE A NGĀ PIA | Postgraduate Research and Scholarships Committee

Date of Meeting 3rd August 2021

Title	Proposals Committee Audit
Provided by:	Marcus Williams on 25 July 2021
For:	Approval

Recommendation

Discuss and approve the terms of reference for the 2021 audit of the management and membership of Proposal Committees in postgraduate programmes that are within the remit of the PGRSC.

Purpose

The PGRSC has oversight of Proposal Committees and the relevant regulations, this audit will assist to provide assurance that all programmes are compliant and operating as expected.

Next Steps

The PGRSC secretary will request the following information about Proposal Committees from Academic Programme Managers or Discipline Leaders;

- 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

NB - Level 9 Proposals Approval Committee Membership criteria

The committee must adopt the guidelines for the submission and approval of student research proposals as outlined below.

1. There must be at least four academics on the committee.

2. The committee will be a stand-alone committee and not a sub-committee of another committee.

3. Membership must collectively address the following criteria:

a. Members must be on Unitec's Register of Supervisors (with at least one principal supervisor who must have a qualification equal to or greater than the level of the proposed study).

b. Membership would ideally consist of a network of qualified people who cooperate and share good practice throughout the institution.

Contributor - Cynthia Almeida – Postgraduate Academic Administrator

<u>**Section 4.2**</u>   <u>**Committee Membership – degrees with sub 90 credit theses**</u>

Unitec New Zealand Limited
Meeting of Postgraduate Research and Scholarship Committee
April 23rd 2021

Title	Committee membership – degrees with sub 90 credit theses
Provided by:	Dr James Prescott
For:	**FOR DISCUSSION**

Recommendation
To extend 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.

Rationale
The rationale for this recommendation is as follows.

> Schools with sub 90 credit postgraduate programmes will benefit from the discussion and material available through the PGRSC.

1. While some schools do not offer 90 or above credit research projects, they are still involved in the research community and will therefore benefit from being part of the PGRSC.
2. Schools with postgraduate programmes should be part of the ongoing review process of postgraduate regulations
3. Schools with sub 90 credit research projects are still required to follow supervision guidelines and regulations for quality assurance purposes.
4. Schools with sub 90 credit research projects are still required to be research active
5. Schools with sub 90 credit research projects may still be required to apply for ethics approval

6. Schools with sub 90 credit research projects may have staff and students who may participate in Unitec's research seminars and conferences.
7. Schools with sub 90 credit research projects may have students who qualify for the scholarships being offered through the PGRSC

Background

The PGRSC is a postgraduate forum tasked with the oversight of postgraduate qualifications at Unitec with particular attention to the Thesis/Dissertation component. The oversight responsibilities include the following;

- Management and coordination of scholarships
- Maintenance of supervision register (part of the quality assurance process)
- Monitoring the research activity of supervisors
- Coordinate the professional development of supervisors
- Liaise with the ethics committee in relation to postgraduate research

The PGRSC is the committee that brings stakeholders together to discuss the above issues insofar as they apply to Level 9 &10 programmes at Unitec.

At the moment programmes that do not offer a 90-credit thesis or above are not part of the committee.

Next Steps

PGRSC considers the feedback and develops appropriate actions

Contributors

Dr James Prescott

Unitec New Zealand Limited

Meeting of TE KOMITI WHAKAHAERE A NGĀ PIA | Postgraduate Research and Scholarships Committee

Date of Meeting: 2021-08-03

Title	Supervisor Register Audit
Provided by:	Cynthia Almeida on 28 July, 2021
For:	**Information**

Purpose

An audit of research engagement for Unitec Level 9 and 10 supervisors is conducted annually to ensure that supervisors meet the standard (*having a research record that includes two verified outputs in the last two years, one of which is quality assured*).

This process has been implemented to provide a lead in time to enable supervisors warning that attention is needed to this important aspect of compliance.
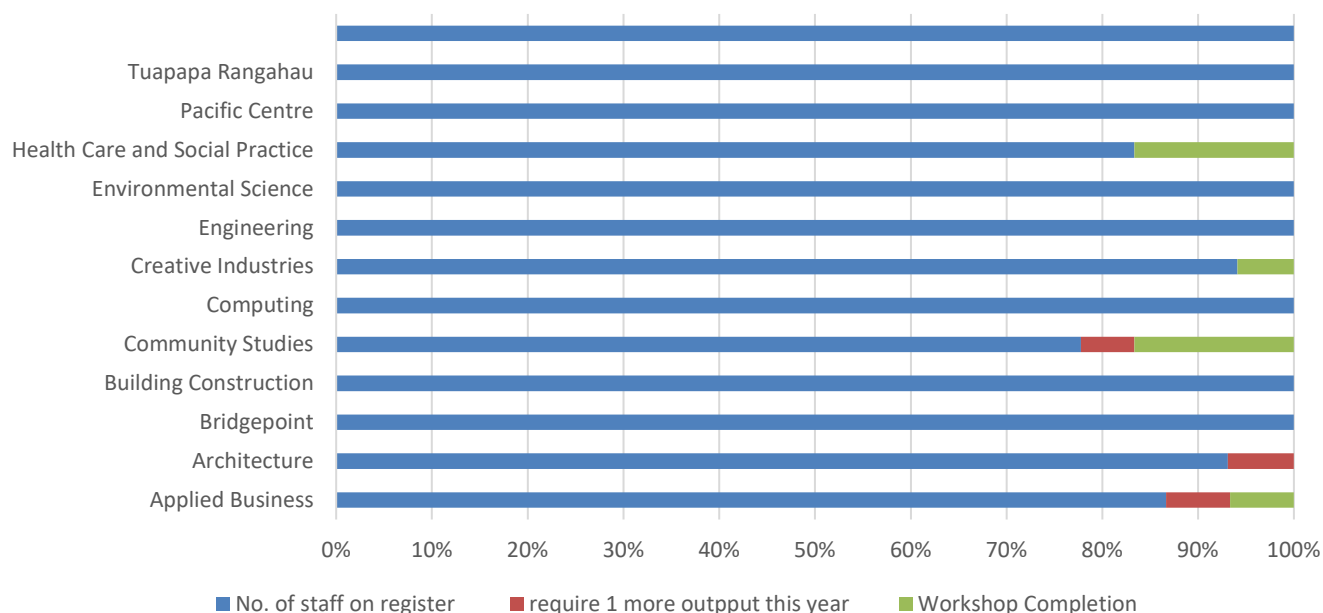.

Attachment:

A summary of the Audit

Contributors

Cynthia Almeida – Postgraduate Academic Administrator

School	No. of staff on register	require 1 more output this year	Staff yet to complete Workshop Completion
Applied Business	13	1	1
Architecture	27	2	
Bridgepoint	1		
Building Construction	2		
Community Studies	14	1	3
Computing	8		
Creative Industries	16		1
Engineering	4		
Environmental Science	3		
Health Care and Social Practice	10		2
Pacific Centre	1		
Tuapapa Rangahau	3		
	102		

Supervisor Register Audit
July 2021

■ No. of staff on register   ■ require 1 more outpput this year   ■ Workshop Completion

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Meeting of TE KOMITI WHAKAHAERE A NGĀ PIA | Postgraduate Research and Scholarships Committee

Date of Meeting: 2021-08-03

Title	Master and Doctoral research grades
Provided by:	Cynthia Almeida on 28 July, 2021
For:	**Information**

Purpose

It was recommended that all Master and Doctoral grades be submitted to the Committee for noting.
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Attachment:

Record of Grades for Semester 2, 2020

Contributors

Cynthia Almeida – Postgraduate Academic Administrator

Record of Doctoral/Masters research grades Semester 2, 2020

ID No	Degree	Credits	Title of thesis	Research Grade	Completion
1442474	Doctor of Computing	240	Vein Pattern Recognition Based on Sparse Auto-encoder Algorithm for Forensic Investigation	Pass	10/08/2020
1495843	Master of Applied Practice	90	DIGITAL SPACES – PASIFIKA PARENTS AND CAREGIVERS TALANOA ON THE IMPACT OF DIGITAL TECHNOLOGIES	A	29/07/2020
1471180	Master of Applied Practice	90	Investigating drama as a teaching and learning pedagogy	C	10/08/2020
1371752	Master of Applied Practice (Social Practice)	120	An Exploration of the Factors that lead to the successful Employment of people with Intellectual Disabilities	B	17/07/2020
1497038	Master of Architecture (Prof)	120	DISCONNECT to RECONNECT - Architectural interruption for individuals addicted to digital activity as opposed to living in the physical world, the here and now	B	3/08/2020
1371138	Master of Architecture (Prof)	120	The Refinery	B+	6/08/2020
1414868	Master of Architecture (Prof)	120	**MADE IN BANGLADESH** HOUSING FOR GARMENT WORKERS IN CHITTAGONG, BANGLADESH	B-	7/08/2020
1430842	Master of Architecture (Prof)	120	One Every 55 Minutes	B+	7/08/2020
1366183	Master of Architecture (Prof)	120	He Kāinga Rua: A home away from home	A-	10/08/2020
1450185	Master of Architecture Professional	120	**Kāinga Manaaki** An exploration of the Manaaki Tāngata Initiative	B+	6/08/2020
1478340	Master of Business	90	The financial regulatory challenges of Lao state-owned commercial banks in joining ASEAN Economic Community - A management perspective.	B+	24/09/2020
1485490	Master of Business	90	Organisational Change involving staff adaptation to new technologies: An Empirical Study in a private bank in New Zealand.	A-	7/12/2020

1122491	Master of Computing	120	Analysis of the Metrics that Influence the Performance of SOAP/XML Message Routing in ESB Applications	B+	4/08/2020
1123180	Master of Computing	120	Analysis and Evaluation of Quantum Key Distribution Protocols	B+	7/08/2020
1446509	Master of Creative Practice	120	Stoking the Flames of the Digital Fireplace - How can the practice of vlogging contribute to an understanding of the presentation of self in contemporary oral history making?	A-	15/09/2020
1499185	Master of Creative Practice	120	Exploring Whānau Knowledge and Hybridity through Typographical Design	B+	29/10/2020
1417169	Master of Design	240	Agar Agar: A Practice and Theory of Cultural Hybridity in Contemporary Art	A (Distinction)	7/09/2020
1458250	Master of International Communication	90	Social Change in Ho Chi Minh City Vietnam Through the Eyes of Its Young Citizens: A Participatory Visual Ethnograph Methodology Approach to Photography, Youth and Social Change in Urban Space	B+	13/08/2020
1404964	Master of Landscape Architecture	240	Mautu I Vae A Vaea - Weaving Fa'asamoa & Landscape Architecture	B-	7/08/2020
1072794	Master of Landscape Architecture	240	PŪTAHI A WHENUA voices flowing as one	A (Distinction)	7/08/2020
1498334	Master of Landscape Architecture	240	Designing for Dementia Providing Public Spaces for Inclusion, Enjoyment and Wellbeing	B-	7/08/2020
1451800	Master of Osteopathy	90	Identification of clinical predictors for recovery from shoulder pain following ultrasound guided corticosteroid injection into the subacromial-subdeltoid bursa	B	9/07/2020
1354705	Master of Osteopathy	90	An investigation of test-retest reliability, internal consistency, construct validity, and floor and ceiling effects for the Rowley Self-Efficacy Breathing Scale (RoBE)	A	23/07/2020
1443618	Master of Osteopathy	90	A Phenomenological Investigation into the Influences on the Development of	B-	26/07/2020

			Professional Identity in Novice Osteopaths		
1458629	Master of Osteopathy	90	Assessing the feasibility of a therapy package application on reducing psychological and physiological stress in women: A pilot study	B+	31/07/2020
1032631	Master of Osteopathy	90	DEFINING TYPES AND RISK FACTORS OF OVERUSE INJURIES OF THE FOOT, ANKLE, LEG AND KNEE IN DISTANCE RUNNERS: A SCOPING REVIEW	B	3/08/2020
1444436	Master of Osteopathy	90	Short- and Medium-Term Outcomes of Patients with Subacromial-Subdeltoid Bursitis Following Ultrasound-Guided Corticosteroid Injection: A Prospective Single-Group Cohort Study	B+	4/08/2020
1458167	Master of Osteopathy	90	Defining and measuring objective and subjective spinal stiffness: A scoping review	A	6/08/2020
1445089	Master of Osteopathy	90	Assessing the feasibility of a therapy package application on reducing psychological and physiological stress in men: A pilot study.	C+	7/08/2020
1431712	Master of Osteopathy	90	The experience of New Zealand osteopaths caring for people with Chronic Fatigue Syndrome	B+	7/12/2020
1442792	Master of Osteopathy	90	Farmers' attitudes, beliefs, knowledge and behaviours towards their physical health: a study of rural Waikato farmers	B-	7/12/2020
1435243	Master of Osteopathy	90	Attitudes of First Year Healthcare Students in New Zealand Regarding Vaccination	B+	8/12/2020
1451441	Master of Osteopathy	90	Does an education intervention improve behavioural intent to screen for depression: A feasibility study	B+	12/12/2020

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
Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē, Hui ē, Tāiki ē!	*We are united, progressing forward!*