



agenda

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

Date:	2021-10-05
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

No items for approval

SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

- 4.1 NVivo - qualitative research software

SECTION 5 NGĀ TUKUNGA | ITEMS TO RECEIVE

- 5.1 Unitec Research Ethics Committee – Secretary
- 5.2 Audit of Research Proposals Committee Management and Membership (Postponement)

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			6
Assoc Prof Iman Ardekani	Representing DComp and MComp	A-AnP	P-AP	P	A-AnP	A-AnP	P			2
Saeideh Aminian	Representing MOst	P	P	P	P	P-AP	P			5
Dr Leon Tan/Dr Rebecca Wood (w.e.f 6/7/21)	Representing MCP and MDes	P	A-AnP	P	P	P	P			5
Annabel Pretty	Representing MARCP	P	P	P	P	P-AP	P			5
Assoc Prof Matthew Bradbury	Representing MARCH and MLA	P	P-AP	P	P-AP	P-AP	P-AP			2
Assoc Prof Liz Rainsbury	Representing MBus, MIC and MAP-PA	P	A	P	P	P	P			5
Assoc Prof Helen Gremillion	Representing MAP-SP Research Professional Development Liaison - Research and Enterprise	P	P	P	P	P	A-AnP			5
Victor Grbic	Nominee Director, Māori Success	P	P	A-AnP	A	A	A			2
Dr James Prescott	Nominee Director, Pacific Success	P	P	A-AnP	P	P	P			5
Dr Cat Mitchell	Nominee Director, Student Success	P	P	A-AnP	P	P	P			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			2
Aroha Dykes Latisha Faasu (wef 5/10/21)	Student President, Student Council	A	P	P	P	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			6
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/:x:/g/personal/calmeida_unitec_ac_nz/Ea7A6LSe88dHu-glKa_Lwo0BaqW_FtnKWVc0cWgm1H0YA?e=gSBcFw

RECOMMENDATION

That the committee approves the minutes of the meeting of 2021-08-03

Section 2.3 Mahia Atu | Matters Arising

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	5 th October, 2021 (See Note 1)
2.3	(v) Work together disentangle MAP and SP EPI data	Cynthia Almeida, A/P Helen Gremillion	5 th October, 2021 (See Note 1)
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	Completed
4.1	Proposal Committee Review – to tidy up language in memo	Cynthia Almeida	Completed
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 th October, 2021 5 th October, 2021 (See Note 2) 5 October, 2021 (See Note 3)
6.1	Frequency of PGRSC meetings – to change schedule and calendar appointments	Cynthia Almeida	Completed

Notes

1. Helen Gremillion has advised that she will update the Committee at the meeting.
2. Cynthia reported that there are only three Masters programmes that would impact (Master of Business (45 credits); Master of Professional Accounting (45 credits) and Master of Applied Practice - Social Practice (45 & 60 credits).
3. Marcus has reported that the Chair of the Academic Committee is not in favour of sub 90 credits degree programmes having representation at the PGRSC.

Section 2.4 Dynamic Spreadsheet – Monthly Ratification

https://unitecnz-my.sharepoint.com/:x:/g/personal/calmeida_unitec_ac_nz/Ea7A6LSe88dHu-glKa_Lwo0BaqW_F-tnKWVc0cWgm1H0YA?e=Jtsspr

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

No items for approval

SECTION 4 WHAKAWHITI KŌRERO | ITEMS FOR DISCUSSION

Section 4.1 NVivo - qualitative research software



Unitec New Zealand Limited

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

Date of Meeting: 2021-10-05

Title	NVivo - qualitative research software
Provided by:	Associate Professor Marcus Williams
For:	Discussion

Recommendation

That the committee considers the ongoing significance of NVivo software for qualitative research at Unitec.

Purpose

The purpose of this paper is to get feedback on how to determine the breadth and consistency of the use of NVivo in the institute?

Background

Unitec has a site license for 200 stations. Is this needed? Is this the best way of providing licenses?

Next Steps

Discuss and implement a plan for better understanding the relevance and needs of this software.

Contributors

Marcus Williams – Director Research and Enterprise

Attachments

Breakdown of use at Te Puna workstations

NVivo User data (from Library)

Nvivo 12 Pro Key	LicenseExpirationDate	User	Unitec Id No	User email	Date sent	Notes
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Harriet Omondiagbe	1546150	homonddiagbe@unitec.ac.nz	28/10/2020	Keith Campbell, from IT confirmed that Nvivo is not installed in any labs. It's used by staff only. (9 computers)
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Yvane Fifita	1451244	nisy.k.fifita@gmail.com	28/10/2020	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Denise Messiter	1355779	denisemessiter@gmail.com	28/10/2020	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Sharon De Vera	1526904	maysharon_pajar@yahoo.com	2/11/2020	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Ahesha Perera	1514943	aperera@unitec.ac.nz	12/11/2020	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	John MacFarlane	1265364	jmacfarlane@unitec.ac.nz	16/11/2020	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Yvane Fifita	1451244	yvanecfifita@yahoo.com	18/11/2020	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Derrick Solomon	1308097	dsolomon@unitec.ac.nz	19/02/2021	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Lupeti Fihaki	1537617	lfihaki@unitec.ac.nz	25/03/2021	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Rizwan Ahmad	1552523	rahmad@unitec.ac.nz	9/04/2021	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Byron Rangiwai	1542452	brangiwai@unitec.ac.nz	26/06/2021	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Daniel Fanthorpe	1500070	danfanthorpe@gmail.com	14/07/2021	
NVT20-KZ000-JHA20-9R68A-1V8V3	16/10/2021	Dinesh Sood	1491378	soodd01@myunitec.ac.nz	13/08/2021	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Hua Dai	1296111	hdai@unitec.ac.nz	16/10/2019	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Maadi Dalgliesh Waugh	1446213	maadi@hotmail.co.nz	16/10/2019	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Norasieh Md Amin	1457817	namin@unitec.ac.nz	16/10/2019	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Sanjeev Ranganathan	1403722	svelloreranganathan@unitec.ac.nz	28/11/2019	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Derrick Solomon	1308097	dsolomon@unitec.ac.nz	20/12/2019	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Ahesha Perera	1514943	aperera@unitec.ac.nz	17/06/2020	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Harriet Omondiagbe	1546150	homonddiagbe@unitec.ac.nz	24/09/2020	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Yvane Fifita	1451244	nisy.k.fifita@gmail.com	8/10/2020	
NVT12-KY000-VTA20-O26BD-LTABP	16/10/2020	Denise Messiter	1355779	denisemessiter@gmail.com	8/10/2020	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Bounpaserth Phouthavong	1478340	bounpaserth@yahoo.com	26/11/2018	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	John McFarlane	1265364	jmacfarlane@unitec.ac.nz	9/04/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Dinesh Sood	1491378	soodd01@myunitec.ac.nz	11/05/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Norasieh Md Amin	1457817	namin@unitec.ac.nz	14/05/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Caroline Malthus	1000235	cmalthus@unitec.ac.nz	14/05/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	18/05/2019	Grace Hoang	1504166	Phan Grace <hoangmegabank@gmail.com>	18/05/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Malama Saifaloi	1234167	msaifaloi@unitec.ac.nz	4/07/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Patrick Dodd	1485628	pdodd@unitec.ac.nz	4/07/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Sanjeev Vellore Ranganathan	1403722	svelloreranganathan@unitec.ac.nz	4/07/2019	
NVT12-LZ000-6AA20-YC6E2-GDREM	16/10/2019	Hua Dai	1296111	hdai@unitec.ac.nz	10/10/2019	

Unitec New Zealand Limited

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

Date of Meeting: 2021-10-05

Title	Research Ethics Administrator
Provided by:	Marcus Williams 30 August, 2021
For:	INFORMATION

Recommendation

That the Committee welcomes Associate Professor Evangelia Papoutsaki, Unitec's new Research Ethics Administrator, to the PGRSC meeting.

Information/Background

Evangelia is no stranger to Unitec having worked from October 2006 -August 2018 in the Department of Communication. She was a Unitec Research Ethics Committee (UREC) member, Masters supervisor, Pacific researcher and a Faculty Research Committee member at Unitec. Evangelia is also the founder and Executive Editor of Unitec ePress.

This appointment emerged from the vacancy created by the resignation of Asher Lewis.

Purpose

Dr Evangelia Papoutsaki is now the Research Ethics Administrator for UREC and as such it is valuable for committee members to meet her.

Contributors

- Associate Professor Marcus Williams, Director, Tūāpapa Rangahau

Section 5.2 Audit of Research Proposals Committee Management and Membership

Unitec New Zealand Limited



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

Date of Meeting: 2021-10-05

Title	Audit of Research Proposals Committee Management and Membership
Provided by:	Cynthia Almeida 28 September, 2021
For:	INFORMATION

Recommendation

That the Committee notes that the Chair has postponed the 'Audit of the Research Proposal Committee Management and Membership' due to the challenges on teaching staff due to the current Alert Levels.

Purpose

The PGRSC has oversight of Proposal Committees and the relevant regulations. This audit will assist to provide assurance that all programmes are functioning well and are compliant.

Contributors

- Cynthia Almeida, Postgraduate Academic Administrator

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>