

GRADUATE RESEARCH STUDENT LIAISON COMMITTEE

Minutes of Meeting

PRESENT: Professor Rachel Spronken-Smith (Chair, Graduate Research School), Andrew Lonie (Graduate Research School), Peter Boston (Graduate Research School), Associate Professor Kevin Fisher (Division of Humanities), Christian Chukwuka (Sciences PhD Rep), Dermot Frengley (OUSA Postgrad Rep), Linda Buss (UOC Representative), Wei Zhang (UOW Representative with apologies for leaving early).

APOLOGIES: Professor Richard Blaikie (Deputy Vice-Chancellor, Research and Enterprise), Yasmin Abdul Aziz (Health Sciences PhD Representative) Saeideh Babashahi (Commerce PhD Representative), Jasminda Ceron (Humanities PhD Rep) Brad Watson (Pacific Islands PhD Representative), Alice Freeman (Sciences Masters Rep), Tam Lê (Commerce Masters Rep), Joshua James (Humanities Masters Rep) Amanda Clifford (Māori PhD Representative), Ellie Torbati (International PhD Representative) Renee Hamel (Distance Student Representative), Sally Shaw (Division of Sciences)

IN ATTENDANCE: Ruth Sharpe (Academic Committees)

DATE: Friday, 22 February 2019

	Item	Action
1.	<p>Minutes of previous meeting The minutes for the meeting held on Friday, 30 November 2018 were accepted as a true and accurate record of the meeting.</p>	
2.	<p>Matters arising from previous meeting</p> <p>a) <i>Regular meetings between Wei Zhang, Trevor Williams and the UOW Dean (Professor Spronken-Smith):</i></p> <ul style="list-style-type: none"> - Wei Zhang advised the meetings have not yet been setup - Action RSS to follow up with UoW Associate Dean Postgraduate <p>b) <i>Access to resources for PG Dip candidates upgrading to Masters (Andrew Lonie):</i></p> <ul style="list-style-type: none"> - Mr Lonie did not receive data from the eVision support team but was advised students should not lose access to resources, providing they completed course enrolment in December. - Dr Fisher advised of student loss of access in an untimely manner. - Considerable discussion resulted in the suggestion to ask questions regarding ongoing access early, in order to give time for solutions to be prepared. An overlap/safety net is needed to give extended finish date beyond November for thesis preparation papers, possibly in the form of a temporary paper terminating at the end of December. This is often the case for students who have seasonal limitations around field work/data collection, meaning that Master's thesis work needs to continue between the official paper end date and the end of the calendar year - Action RSS to raise these matters with Associate Deans Postgraduate at next week's Graduate Research Committee meeting <p>c) <i>Support for Pacific Island postgraduate candidates (Professor Spronken-Smith)</i></p> <ul style="list-style-type: none"> - RSS met with Tasileta Teevale regarding a dedicated Postgrad Pasifika support advisor. In the current climate it is considered greater emphasis is needed on first getting PI students into postgraduate studies. So the support role will not be pursued at this time. <p>d) <i>Student Supervisor Agreement amendments (Andrew Lonie)</i> The Code of Conduct for supervisors is going to next week's Graduate Research Committee. The outcome will be reported back at the next meeting of the Committee.</p> <p>e) <i>Data around numbers of candidates completing doctorates in 4 EFTS (Andrew Lonie)</i></p> <ul style="list-style-type: none"> - Data was received and circulated late in 2018. Andrew Lonie will send to Ruth Sharpe to recirculate to members. <p>f) <i>Update on changes to Schools in the Humanities – survey of candidates (Professor Spronken-Smith)</i> RSS discussed the matter with PVC Humanities who advised:</p> <ol style="list-style-type: none"> 1. Active consultation occurred with students via Presidents, formal meetings and an OUSA forum. While feedback stressed the fragmentation of the Division, reorganisation 	<p>RSS</p> <p>RSS</p> <p>AL</p> <p>AL</p>

	<p>of the structure and space will soon bear fruit with new initiatives particularly in the School of Social Sciences.</p> <p>2. Structures taking shape in the two new schools are intended to provide greater opportunities for student engagement with governance, particularly at school level.</p> <p>3. The PVC Humanities is keen to hear feedback on the new structure, but the best pathway remains through postgrad representatives into the Heads of Programmes/Heads of Schools/Deans.</p> <p>Dr Fisher reiterated the challenges students were facing</p> <p><i>g) Contact for distance students</i></p> <ul style="list-style-type: none"> - Susan Craig has sourced a list and will advise distance students that Renee Hamel will be their contact <p><i>h) Confidential meeting room in St David 2</i></p> <p>AL checked and has been advised rooms are available in St David II if needed. Senior Administrators Doctoral and their managers are aware rooms are available.</p>	<p>RSS</p> <p>SC</p>
3.	<p>Christchurch update (Linda Buss who replaces Jess Wise)</p> <p>Key points discussed were:</p> <ul style="list-style-type: none"> - New committee for 2019. - First social event (beach day) run on Feb 3rd. - Outlook for the year: - Social events will be held about once a month. - Planned academic events include a session at the postgraduate symposium in July in cooperation with Margaret Currie (Associate Dean Postgraduate Studies), which will focus on postgraduate student well-being, and one or two seminar series (topics TBC). In addition, weekly shut up and write sessions are held to provide a quiet space for writing. - We are introducing additional awards for postgraduate students at the academic welcome in March, including a prize for the best exit seminar of 2018 (other awards TBC, in cooperation with Margaret Currie). - The Dean requested a student rep on meetings regarding planning for the new UOC building, which is being filled by the PSOC secretary. - We are continuing a focus on improving mental health support for post-graduate students. The student services fee was increased this year to give postgrads access to subsidised GP and counselling support; this has been in the works for at least the last two years. In addition, we are working with Margaret Currie and Jenny Jordan (Department of Psychological Medicine) to assess the mental health status of Christchurch postgrads (potentially via a survey) and come up with a strategy to address common themes that emerge from this. 	
4.	<p>Wellington update (Wei Zhang)</p> <p>Key points discussed were:</p> <ul style="list-style-type: none"> - Dean's Forum on 20th Dec: 2018 review & staff awards. - 2019 Pizza lunches are scheduled for PG students in April, June, August and October. - Department of Public Health Summer School is happening in February. Some evening talks by international scholars. <WHO International Housing and Health Guidelines Launch> on Monday 25th and Dr Nathalie Röbbel (World Health Organisation) will talk at 5:15-6:15pm - two PhD students are looking at the Christchurch model of PG students paying extra to get same entitlements/services as med students on campus 	
5.	<p>Distance candidates update</p> <p>No report received from Renee Hamel</p>	
6.	<p>Updates from all Graduate Research Student Liaison Committee Reps (ALL)</p> <p>Each of the representatives at the meeting gave feedback and several who sent their apologies submitted a report which RSS read. Key points arising were:</p> <p><u>Christian Chukwuka (Sciences PhD Rep)</u></p>	

	<ul style="list-style-type: none"> - Apologies for last meeting because of fieldwork - Noted improvement in time to exam from date of submission in Sciences Division - Nothing else to report <p><u>Dermot Frengley (OUSA Postgrad Rep)</u></p> <ul style="list-style-type: none"> - A very busy start to the year with current O-week OUSA activities and planning for the year. <p><u>Amanda Clifford (Māori PhD Rep): Apologies, report supplied</u></p> <ul style="list-style-type: none"> - Writing workshops with Pete Russell have started up for the year. These have been well attended. - Māori students were keen to support initiatives which allow students to meet from across departments (such as writing days, hui etc). This was particularly true for students in departments where there are few Māori students or staff. - Students have been adjusting to admin staff changes in the departments. However, for some departments these changes have not been well communicated and students and staff are unsure who the “go-to” person would be. Some commented that the generic nature of the new positions meant that there was no go-to person and the process seemed less efficient. - Some Māori students attended the wellness workshops by Nikki Fahey and Lauren Redshaw. - Feedback from these workshops was positive and students felt that a focus on promoting wellness and self-care for PhD students would be beneficial. Some commented that there was quite a difference between departments and supervisors about what was expected from students, such as expectations of working long hours, having few days off, or promoting self-care. There was a general agreement that these departments and supervisors would benefit from approaching their PhD students from this wellness perspective to support students in promoting their wellbeing. <p><u>Joshua James (Humanities MA Rep) Apologies, report supplied</u></p> <ul style="list-style-type: none"> - Most of the Gender, Social Work, Sociology, and Criminology students have settled into their new offices. This has been an exhaustingly long process, but everyone seems to be happy with the shift. - He has had communication that some of the Postgraduates would like more reminders about what financial support they have access to. - Students are appreciative about the scholarship stipend increased. There remains a concern about the requirement (and timing) of paying their Student Services Levy. - It is apparent that students can be hit with several financial outlays at the beginning of the year including Student Service levy, insurance (for international candidates) and rent bonds. There was a request to see if the Student Services levy and insurance payments could be spread throughout the year. <p><u>Brad Watson Pacific Islands Apologies, report supplied</u></p> <ul style="list-style-type: none"> - Upcoming events organised through the Pacific Islands Centre: <ul style="list-style-type: none"> o Pacific Postgraduate Welcome evening (March, date TBC) o Monthly Pacific Postgraduate Seminars <p><u>Saeideh Babasashi (Commerce PhD Rep) apologies</u></p> <ul style="list-style-type: none"> - Nothing to report <p><u>Yasmin Abdul Aziz (Health Sciences PhD Rep) apologies</u></p> <ul style="list-style-type: none"> - Nothing to report 	
7.	<p>Convenor’s Business</p> <ol style="list-style-type: none"> 1. The Graduate School has moved to 103 St David Street 2. Feedback is sought about postgraduate support through AskOtago 3. Reviews <ol style="list-style-type: none"> a. Research Management processes – a report is expected soon with recommendations re enhancing eVision and research management processes. b. Masters’ Research Programmes Review Report - GRS are establishing a working group to implement the recommendations including standardising processes 	

	<p>c. The Library's Postgrad Support Review report is expected to be released soon</p> <p>d. The Graduate Research School Review will be held 10-13 June 2019. The panel will seek submissions (verbal and/or written) from postgraduates and is represented on the panel by Joel Gordon.</p> <p>4. There is movement in micro-credentialing and digital badge frameworks for the University. RSS is working with HEDC on more structured forms and recognition for professional development for doctoral candidates.</p> <p>5. In celebrating the 150th the GRC is holding a research festival event with a Student Research Symposium the weekend of 3-4 August to which all students including Christchurch and Wellington are warmly invited to attend. They are aiming to get 150 research presentations.</p> <p>6. The 3 Minute Thesis heats will be held in July.</p> <p>7. The 'Bake your Thesis' event will be held again and it was suggested this could be done in Christchurch</p>	
12.	<p>General Business</p> <p>1. Peter Boston advised he will be visiting Christchurch on 14 March and Wellington on 15 March to discuss postgrad scholarships. Ruth Helms or Peter Boston can be contacted for information about those visits</p>	

The date of the next meeting is **Friday, 31 May 2019 at 2.00pm Committee Room North, first floor Clocktower.**

Distribution:

Professor Rachel Spronken-Smith (Chair), Dean, Graduate Research	Brad Watson (Pacific Islands Representative)
Professor Richard Blaikie, Deputy Vice-Chancellor (Research & Engagement)	(Pacific Islands Representative)
Andrew Lonie (Graduate Research School)	Linda Buss (UOC Representative)
Peter Boston (Graduate Research School)	Wei Zhang (UOW Representative)
Saeideh Babashahi (Division of Commerce Representative)	Amanda Clifford (Māori Representative)
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Jasminda Ceron (Division of Humanities Representative)	Dermot Frengley (OUSA Postgraduate Representative)
Joshua James (Division of Humanities Representative)	Renee Hamel (Distance Representative)
Yasmin Abdul Aziz (Division of Health Sciences Representative)	Susan Craig (Graduate Research School)
(Division of Health Sciences Representative)	Dr Sophie Bond (GRC Humanities Representative)
Christian Chukwuka (Division of Sciences Representative)	Associate Professor Sally Shaw (GRC Sciences Representative)
Alice Freeman (Division of Sciences Representative)	Associate Professor Fiona Edgar (GRC Commerce Representative)
Ellie Torbati (International Representative)	Associate Professor Chrys Jaye (GRC Health Sciences Representative)
Rossana Boni (International Representative)	Ruth Sharpe (Academic Committees)