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# Senate

Date: 22 February 2023

Time: 12:15pm

Venue: Council Chamber, First Floor, Clocktower Building

Note: This meeting has been cancelled as there are no items flagged for discussion on the agenda. In absence of further comments, all items on the agenda will be approved, endorsed, etc. as outline in the agenda. For any questions or to request that any items on the agenda be flagged for discussion at a future meeting, please email Academic Committees and Services ([academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)) or contact Matt Angel on telephone extension 4852.



# Agenda

Agenda

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## 1. Karakia Timatanga

To open  
the hui with a karakia.

## 2. Minutes

To confirm  
the minutes of a meeting of the Senate on 30 November 2022.

- [20221130 Senate minutes](#)

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## 3. Intimations from Council

To note  
that the Council, 29 November 2022, received Communications from the Senate, dated 26 October 2022, and approved the following:

### a) Academic Proposals

The following academic proposals to be submitted to the Committee on University Academic Programmes:

- To amend the name of the Postgraduate Certificate in Women's Health (PGCertWHlth) to the Postgraduate Certificate in Pregnancy and Medical Gynaecology (PGCertPMG)
- To delete the Interpersonal Psychotherapy endorsement for the Postgraduate Certificate in Health Sciences (PGCertHealSc), including its constituent paper PSME 427 Interpersonal Psychotherapy.

### b) Scholarships and Prizes

The following new prizes, new scholarships, and amended scholarship:

#### New prizes

- Platinum Recruitment in Human Resource Management Prize 100-level
- Platinum Recruitment in Human Resource Management Prize 200-level
- Platinum Recruitment in Human Resource Management Prize 300-level

#### New scholarships

- The Bishara Scholarship in Neurology
- Willem Labuschagne Award for Excellence in Computer Science
- James Hodge Maurice and Phyllis Paykel Scholarships in Medical and Health Sciences

#### Amended scholarship

- Neville Bain Travel Award

## c) International Agreements

### New agreements

- A Memorandum of Understanding (MoU) between the University of Otago and Srinagarindra the Princess Mother School, Thailand
- A MoU between the University of Otago and Suankularb Wittayalai Thonburi School, Thailand
- A MoU between the University of Otago and the Prince Royal's College, Chiang Mai, Thailand
- A MoU between the University of Otago and Watpapradoo School, Thailand
- A MoU between the University of Otago and Bangkok Christian College, Thailand
- A MoU between the University of Otago and Chonkanyanukoon School, Thailand
- A MoU between the University of Otago and Chonradsadornumrung School, Chonburi, Thailand
- A MoU between the University of Otago and Phanatpittayakarn School, Thailand
- A MoU between the University of Otago and Piboonbumpen Demonstration School Burapha University, Thailand
- A MoU between the University of Otago and Rayongwittayakom School, Thailand
- A MoU between the University of Otago and Satit PIM School, Thailand
- A MoU with Satit International Bilingual School of Rangsit University Chiang Mai, Thailand

### Renewed agreements

- The MoU between the University of Otago and the Chinese Service Center for Scholarly Exchange (CSCSE), P.R. China
- The MoU and Student Exchange Agreement (SEA) between the University of Otago and the University of North Carolina at Chapel Hill, U.S.A.
- The MoU and SEA between the University of Otago and ESADE Business School, Spain

## 4. Appointments to Committees

To note

that the Senate appointed the following representatives to the Board of Undergraduate Studies (BUGS), Board of Graduate Studies (BoGS), and Quality Advancement Committee (QAC):

- Professor Karl Lyons (Faculty of Dentistry) and Jennifer Haugh (Student Experience; reappointed to a further term) to BUGS
- Kirsty Lewis (Student Experience) to BoGS
- Associate Professor Anna High (Faculty of Law) and Associate Professor Andrew Trotman (Computer Science) to QAC

## 5. Approval of International Agreements

To note that the authority to approve international agreements has been delegated from the Council to the Vice-Chancellor and further delegated to the Deputy Vice-Chancellor (External Engagement), who shall be advised by the Internationalisation Committee, with effect from 1 January 2023.

- [Approval process for MoUs and SEAs 20221122](#)

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## 6. University of Otago Quality Review Reports

#### a) Recently Released Review Reports

To note

that the following Review Reports have been authorised for release and are available from Megan Wilson of the Quality Advancement Unit (email: m.wilson@otago.ac.nz):

- Department of Information Science, 28 February - 2 March 2022
- Pacific Development Office, 15-17 March 2022
- Biomedical Research Facility, 16-18 March 2022
- Department of Microbiology and Immunology, BMS, 21-23 March 2022
- Department of Radiation Therapy, 2-4 May 2022
- Department of Anatomy, BMS, 26-28 July 2022
- Social Impact Studio, 16-17 August 2022
- Department of Chemistry, 12-14 October 2022
- Disability Information and Support, 7-9 November 2022
- Department of Food Science, 15-17 November 2022

(Please note that these Reports are confidential to the University community and distribution outside this group requires the approval of the Deputy Vice-Chancellor (Academic)).

#### b) Recently Completed and Upcoming Reviews

To note

that the following reviews have been recently completed, but have not yet released Review Reports, or are schedule to take place over the listed dates:

##### Recently completed reviews

- Māori Centre, 28-30 September 2022
- School of Arts, 17-20 October 2022
- Genetics Teaching Programme, 28-30 November 2022
- Employment-Related Processes, 5-8 December 2022

##### Upcoming reviews

- Studholme College, 6-8 March 2023
- School of Social Sciences, 20-24 March 2023
- Department of Public Health, UOW, 29-31 May 2023
- Quality Advancement Unit, 12-14 June 2023
- Department of Preventive and Social Medicine, DSM, week of 7 August 2023 - to be confirmed
- Publications/Outputs Office/PBRF Office, 23-25 August 2023 - to be confirmed
- ELM Programme, week of 4 September 2023 - to be confirmed
- University College, 4-6 September 2023
- Ecology Programme, October 2023 - to be confirmed
- Neuroscience Programme, October 2023 - to be confirmed
- Communication Section, External Engagement, November 2023 - 2023
- Chaplaincy, including the Otago Polytechnic services - details to be confirmed
- Department of Zoology - details to be confirmed
- Department of Women's and Children's Health, DSM - details to be confirmed
- Department of Obstetrics and Gynaecology, UOC - details to be confirmed
- Department of Obstetrics, Gynaecology and Women's Health, UOW - details to be confirmed

## 7. Quality Advancement Committee

To receive

the minutes of a meeting of the Quality Advancement Committee on 9 November 2022.

- [20221109 QAC minutes](#)

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## 8. Summer School and Continuing Education Board

To receive the minutes of a meeting of the Summer School and Continuing Education Board on 16 November 2022.

- [20221116 SSCE Board minutes](#)

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## 9. Internationalisation Committee

To receive

the minutes of a meeting of Internationalisation Committee on 21 November 2022, and

To note

that the following new and renewed international agreements have been approved:

New agreements

- A Memorandum of Understanding (MOU) between the University of Otago and Vancouver Island University, Canada
- An MOU between the University of Otago and the University of Maribor, Slovenia
- An MOU and Student Exchange Agreement (SEA) (undergraduate and MBA) between the University of Otago and Nagoya University of Commerce and Business, Japan
- An MOU and SEA between the University of Otago and National Taiwan University, Taiwan
- An SEA (restricted to Law, Economics and Politics) between the University of Otago and ESADE Law School, Spain
- An MOU and SEA (restricted to Law) between the University of Otago and the University of New South Wales, Australia
- An MOU between the University of Otago and Vietnam National University: Hanoi University of Languages and International Studies, Vietnam

Renewed agreements

- The SEA between the University of Otago and the University of Richmond, U.S.A.
- The MOU and SEA between the University of Otago and University of North Carolina, MBA Programme, U.S.A.
- The SEA between the University of Otago and University of Minnesota Carlson School of Management, U.S.A.
- The SEA between the University of Otago and University of Colorado Boulder, U.S.A.
- The MOU and SEA between the University of Otago and Duke University, Fuqua School of Business MBA, U.S.A.
- The MOU and SEA between the University of Otago and Erasmus University, Rotterdam School of Management, Netherlands
- The MOU and SEA between the University of Otago and Mahidol University, College of Management, Thailand
- The MOU and SEA between the University of Otago and Universität St Gallen, Switzerland
- The MOU and SEA between the University of Otago and Uppsala University, Sweden
- The MOU and SEA between the University of Otago and Stockholm School of Economics, Sweden
- The MOU and SEA between the University of Otago and Lund University, Sweden
- The MOU and SEA between the University of Otago and University of Edinburgh, Scotland

- The MOU and SEA between the University of Otago and Rissho University, Japan
- The MOU and SEA between the University of Otago and Keio University, Japan
- The MOU and SEA between the University of Otago and Corvinus University of Budapest, Hungary
- The MOU and SEA between the University of Otago and Grenoble Ecole de Management, France
- The MOU and SEA between the University of Otago and the University of the West of England, England
- The MOU and SEA between the University of Otago and University of East Anglia, England
- The SEA between the University of Otago and Dalian University of Foreign Languages, P.R. China
- The MOU and SEA between the University of Otago and York University, Schulich School of Business, Canada
- The MOU and Undergraduate SEA between the University of Otago and Western University, Ivey Business School, Canada
- The SEA between the University of Otago and McGill University, Canada
- The MOU and SEA between the University of Otago and Brock University, Canada
- The MOU and SEA between the University of Otago and Pontifícia Universidade Católica do Rio de Janeiro, Brazil
- The MOU and SEA between the University of Otago and University of Western Australia, Australia
- The MOU and SEA between the University of Otago and Pontificia Universidad Católica Argentina, Argentina
- The MOU between the University of Otago and Universiti Brunei Darassalam, Brunei
- The MOU between the University of Otago and Sun Yat-sen University, Business School, P.R. China
- The MOU between the University of Otago and Indian Institute of Management Ahmedabad, India
- The MOU between the University of Otago and Texas Tech University, U.S.A.
- The MOU between the University of Otago and the University of Oregon, U.S.A.
- The MOU between the University of Otago and Falmouth University, England

- [20221121 IC minutes](#)

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## 10. Committee for the Advancement of Learning and Teaching

To receive the minutes of a meeting of the Committee for the Advancement of Learning and Teaching on 24 November 2022.

- [20221124 CALT minutes](#)

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## 11. Scholarships and Prizes Committee

To receive  
the minutes of a meeting of the Scholarships and Prizes Committee on 13 December 2022, and

To recommend  
that the disestablishment of the following prize and entrance scholarship be approved:

Disestablished prize

- University of Otago Graduates' Association Aotearoa New Zealand Prize

Disestablished scholarship

- Alumni in America Inc. Rugby Performance Entrance Scholarship

- [20221213 SaPC minutes](#)

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## 12. Research Committee

To receive  
the minutes of a meeting of the Research Committee on 14 December 2022.

- [20221214 RC minutes](#)

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## 13. Board of Undergraduate Studies

To receive  
the minutes of a meeting of the Board of Undergraduate Studies on 1 February 2023, and

- [20230201 BUGS minutes](#)

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a) To approve

the following deleted and amended papers and amended programme:

Deleted paper:

- SURV 169 Special Topic: Nautical Theory 1

Amended paper:

- EURO 202/302

Amended programme:

- Criminology minor subject

b) To note

that the following special topics have been approved:

- POLS 230 Special Topic: Settler State Politics in Aotearoa and Australia
- INFO 352 Special Topic: Pervasive Game Development

c) To note

that the following amended paper was approved under the Expedited Approval Process for Academic Proposals:

Amended paper

- POLS 230

d) To note

that the following proposal has been granted executive approval by the Deputy Vice-Chancellor (Academic) (5 December 2022):

- To dual-teach TOUR 304 and TOUR 426 in 2023 only and amend paper rules accordingly

#### **14. Board of Graduate Studies**

To receive  
the minutes of a meeting of the Board of Graduate Studies on 2 February 2023, and

- [20230202 BoGS minutes](#)

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a) To note

that the following amended paper was approved under the Expedited Approval Process for Academic Proposals:

Amended paper

- CLAS 490

b) To note

that the following proposal has been granted executive approval by the Deputy Vice-Chancellor (Academic) (5 December 2022):

- To dual-teach TOUR 304 and TOUR 426 in 2023 only and amend paper rules accordingly

#### **15. Convener's Business**

#### **16. Date of Next Meeting**

To note  
that the Senate will next meet on Wednesday 29 March 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed.

#### **17. Karakia Whakamutunga**

To close  
the hui with a karakia.





**Senate**

Committee Secretary: Matt Angel Telephone: 03 479 4852

E-mail: [academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)

**MINUTES OF A MEETING OF THE SENATE**

**30 November 2022**

**Present:** Vice-Chancellor (Convener), Associate Professor A Alm, Associate Professor I G Barber, Professor R J Barker, Professor G D Baxter, Associate Professor M A Beres, Dr F Beyer, Associate Professor S A Biggemann, Professor R J Blaikie, Professor P B Blakie, Professor P J Bremer, Associate Professor C M Cameron, Associate Professor A M Carr, Professor P R Cooper, Professor T D Cooper, J R Cushen, Associate Professor B K Daniel, Associate Professor M Dawson, Associate Professor G C Dick, Associate Professor A D Eketone, Associate Professor C Fraser, Professor N J Gemmell, Professor K C Gordon, Associate Professor R W Greatbanks, Professor J B Halberstadt, Dr J E Harding, Dr A J High, Professor S J Jackson, Professor C L Jasoni, Associate Professor J R Kirman, Professor S M Knowles, Dr S W Lau, E Lemalu-Eteuati, Dr G H Leonard, Professor W M M Levack, Associate Professor P M Lokman, Professor K M Lyons, Associate Professor L J Machado, Professor J B Maclaurin, Associate Professor C J Marshall, Professor B J McCane, Professor S P A McCormick, J T Mills, Associate Professor C M Moy, Professor H D Nicholson, Dr P M O’Kane, Professor I Oey, Associate Professor K A Paringatai, Dr T G Patterson, Associate Professor M A C Perry, Professor S G Pitama, Associate Professor K J Robertson, Associate Professor K R Ruckstuhl, Associate Professor D R Ruwhiu, Professor B Schonthal, Dr S J Stein, Professor L J Surgenor, Professor W Sweetman, A Taia, Professor M Thompson-Fawcett, Professor M A Thyne, Associate Professor S J Wakes, Dr X J Walker, M Wall, Associate Professor S C Walton, R K A White

**In attendance:** M T Angel, Professor W J Duncan, Professor M H Hibma, M A Morgan, Associate Professor W J Stephenson

**Apologies:** Professor R W Aitken, Associate Professor V R Anderson, Professor A J Ballantyne, Professor J M Baxter, Professor J M Bering, Professor H R Campbell, S D Carrington, R R Chand, Professor C J Charles, Associate Professor T S Conner, Professor W J Duncan, Professor R D C Gauld, J Gibson, Associate Professor A R Gorman, Professor S E Griffiths, Professor L A Hale, C G Hancy, Associate Professor E A Hargreaves, Professor L A Houghton, Professor C L Hulbe, Dr V Kahui, Professor R A Kemp, Professor M A Kennedy, Associate Professor D N Kenwright, M K Lama, Professor M D Lamare, Professor B A Lovelock, Professor C A Marra, Dr R S Martin, Professor E A Matisoo-Smith, Professor N J Medicott, Dr L Moata’ane, Professor E Nel, Associate Professor D A Orlovich, Professor J F M Palmer, Professor R J A P Peeters, Dr T L Perry, Associate Professor N F Pierse, Professor P C Priest, Associate Professor R Richards, Professor A D Ritchie, Dr R M Schaaf, Dr D Schumayer, Professor L N Signal, Associate Professor G Sole, E F Taukolo, Professor R W Taylor, D J Thomson, Dr S W Walker, Professor T J Wilkinson, S W Willis, Associate Professor E H Wyeth, Professor J Zhang

**Item 2**  
**For confirmation**

**1. Karakia Timatanga**

The Convener opened the hui with a karakia.

**2. Minutes**

The Senate confirmed the minutes of a meeting of the Senate on 26 October 2022.

**3. Intimations from Council**

The Senate noted that the Council, 29 November 2022, received Communications from the Senate, dated 26 October 2022, and that advice regarding items for approval would follow in due course.

**4. Expedited Academic Approval Process**

The Senate

**APPROVED** the establishment of an expedited approval process for routine and low-risk academic proposals, *noting that:*

- *Consideration would be given at a future stage after the new process has bedded in as to whether Deputy Vice-Chancellor (Academic) approval is needed on expedited academic proposals or whether approval by the relevant Associate Dean (Academic) is sufficient.*

**5. Guidelines for a PhD with Practice Research**

The Senate

**APPROVED** the Guidelines for a PhD with Practice Research, replacing the existing Guidelines for a PhD including a Nominated Creative Component, *subject to:*

- *Consideration and incorporation – where appropriate – of feedback from the Policy Management Group.*
- *Consultation with the Manager, Copyright and Open Access regarding how matters related to copyright and open access are expressed in the Guidelines, which may result in amendments.*
- *Confirmation that the Dean, Graduate Research School is satisfied with the final version of the Guidelines following any amendments that occur following Senate consideration, and*

*Noting that:*

- *References to in the PhD regulations to a ‘nominated creative component’ will need to be updated.*
- *The Senate queried the term ‘practice research’, but accepted advice from the Associate Dean (Graduate Studies) (ADGS) from the Division of Humanities that this is the internationally accepted term for the type of research described.*
- *The Senate queried how the submission format for examinations would be determined under these Guidelines, and acknowledged advice from the ADGS that this would be determined on a case-by-case basis based on the nature of the research.*

## **6. Professional Development of Doctoral Supervisors**

The Senate

**APPROVED**

a programme for professional development of doctoral supervisors, *noting that:*

- *The new programme would consolidate existing workshops from Te Pokapū Whakapakari Kaimahi | the Higher Education Development Centre (HEDC) and align with best practice elsewhere, providing an important development ahead of the University's next AQA audit cycle.*
- *The Senate queried whether the two-day workshop in the new programme provided enough space to adequately cover Māori and Pacific content and acknowledged that this curriculum would be redesigned for the programme, drawing on material from HEDC and experiences across the University.*
- *There is a need to ensure that all staff have competency to support Māori students and not to cause harm to Māori communities, which is integral to the University's values for supporting Māori advancement.*
- *There is currently a disconnect at the University on cultural competency, and there is a need to address this in a meaningful way, not just as add-on content, while also being mindful not to increase burdens on Māori and Pacific staff.*
- *The Senate expressed concern regarding the time-commitment entailed in a two-day workshop – noting that much information around regulations, guidelines, and best practice is already available online – but noted that the intention is to offer the workshop twice a year and that it may be presented in a modular format that would not require staff to complete all modules at a single workshop.*
- *The Senate queried whether the workshop should be a requirement – noting that there is some expectation that new staff will already have a level of competency with this material – but acknowledged that professional development of supervisors is not well covered at present, with uptake being poor for current workshops, and that staff do not always perform well in this area.*
- *Consideration should be given to the impact on northern campus staff, including consideration around travel and the resulting sustainability implications.*
- *The Senate queried whether online training modules on supervision could be made available for staff to utilise as needed.*
- *2023 will be used to pilot the intended delivery method for the new programme.*

## **7. Changes to Academic Committees and Groups**

The Senate

**APPROVED**

changes to the committee structure for several academic committees and groups, which would affect the Committee for the Advancement of Learning and Teaching, the Quality Advancement Committee, the Distance Learning Advisory Committee, and the Summer School and Continuing Education Board and would establish a new Pastoral Care Code Group and a new Learner Success Plan Advisory Group.

## **8. Variations to DipGrad Regulations**

The Senate confirmed that the Deputy Vice-Chancellor (Academic) may approve variations to an individual student's course of study for the Diploma for Graduates (DipGrad) on behalf of Senate.

## **9. University of Otago Quality Review Reports**

### a) Recently Released Review Reports

The Senate noted that the following Review Reports have been authorised for release and are available from Megan Wilson of the Quality Advancement Unit (email: [m.wilson@otago.ac.nz](mailto:m.wilson@otago.ac.nz)):

- Department of Information Science, 28 February - 2 March 2022
- Pacific Development Office, 15-17 March 2022
- Biomedical Research Facility, 16-18 March 2022
- Department of Microbiology and Immunology, BMS, 21-23 March 2022
- Department of Radiation Therapy, 2-4 May 2022
- Social Impact Studio, 16-17 August 2022

(Please note that these Reports are confidential to the University community and distribution outside this group requires the approval of the Deputy Vice-Chancellor (Academic)).

### b) Recently Completed and Upcoming Reviews

The Senate noted that the following reviews have been recently completed, but have not yet released Review Reports, or are schedule to take place over the listed dates:

#### Recently completed reviews

- Department of Anatomy, BMS, 26-28 July 2022
- Māori Centre, 28-30 September 2022
- Department of Chemistry, 12-14 October 2022
- School of Arts, 17-20 October 2022
- Disability Information and Support, 7-9 November 2022
- Department of Food Science, 15-17 November 2022

#### Upcoming reviews

- Genetics Teaching Programme, 28-30 November 2022
- Employment-Related Processes, 5-8 December 2022

## **10. Research Committee**

The Senate received the minutes of a meeting of the Research Committee on 9 November 2022.

## **11. Distance Learning Advisory Committee**

The Senate received the minutes of a meeting of the Distance Learning Advisory Committee on 9 November 2022.

## **12. Internationalisation Committee**

The Senate received the minutes of a meeting of the Internationalisation Committee on 21 November 2022, and

**RECOMMENDED** that the following new and renewed agreements be approved:

### New agreements

- A Memorandum of Understanding (MoU) between the University of Otago and Vancouver Island University, Canada
- An MoU between the University of Otago and the University of Maribor, Slovenia
- An MoU and Student Exchange Agreement (SEA) (undergraduate and MBA) between the University of Otago and Nagoya University of Commerce and Business, Japan
- An MoU and SEA between the University of Otago and National Taiwan University, Taiwan
- An SEA (restricted to Law, Economics and Politics) between the University of Otago and ESADE Law School, Spain
- An MoU and SEA (restricted to Law) between the University of Otago and the University of New South Wales, Australia
- An MoU between the University of Otago and Vietnam National University: Hanoi University of Languages and International Studies, Vietnam

### Renewed agreements

- The SEA between the University of Otago and the University of Richmond, U.S.A.
- The MoU and SEA between the University of Otago and University of North Carolina, MBA Programme, U.S.A.
- The SEA between the University of Otago and University of Minnesota Carlson School of Management, U.S.A.
- The SEA between the University of Otago and University of Colorado Boulder, U.S.A.
- The MoU and SEA between the University of Otago and Duke University, Fuqua School of Business MBA, U.S.A.
- The MoU and SEA between the University of Otago and Erasmus University, Rotterdam School of Management, Netherlands
- The MoU and SEA between the University of Otago and Mahidol University, College of Management, Thailand
- The MoU and SEA between the University of Otago and Universität St Gallen, Switzerland
- The MoU and SEA between the University of Otago and Uppsala University, Sweden
- The MoU and SEA between the University of Otago and Stockholm School of Economics, Sweden
- The MoU and SEA between the University of Otago and Lund University, Sweden
- The MoU and SEA between the University of Otago and University of Edinburgh, Scotland
- The MoU and SEA between the University of Otago and Rissho University, Japan
- The MoU and SEA between the University of Otago and Keio University, Japan
- The MoU and SEA between the University of Otago and Corvinus University of Budapest, Hungary
- The MoU and SEA between the University of Otago and Grenoble Ecole de Management, France

**Item 2**  
**For confirmation**

- The MoU and SEA between the University of Otago and the University of the West of England, England
- The MoU and SEA between the University of Otago and University of East Anglia, England
- The SEA between the University of Otago and Dalian University of Foreign Languages, P.R. China
- The MoU and SEA between the University of Otago and York University, Schulich School of Business, Canada
- The MoU and Undergraduate SEA between the University of Otago and Western University, Ivey Business School, Canada
- The SEA between the University of Otago and McGill University, Canada
- The MoU and SEA between the University of Otago and Brock University, Canada
- The MoU and SEA between the University of Otago and Pontifícia Universidade Católica do Rio de Janeiro, Brazil
- The MoU and SEA between the University of Otago and University of Western Australia, Australia
- The MoU and SEA between the University of Otago and Pontificia Universidad Católica Argentina, Argentina
- The MoU between the University of Otago and Universiti Brunei Darassalam, Brunei
- The MoU between the University of Otago and Sun Yat-sen University, Business School, P.R. China
- The MoU between the University of Otago and Indian Institute of Management Ahmedabad, India
- The MoU between the University of Otago and Texas Tech University, U.S.A.
- The MoU between the University of Otago and the University of Oregon, U.S.A.
- The MoU between the University of Otago and Falmouth University, England

*Noting that the following new agreement has been held back for the time being on the advice of the Deputy Vice-Chancellor (External Engagement):*

- An MoU between the University of Otago and the University of Petroleum and Energy Studies, India

### **13. Board of Undergraduate Studies**

The Senate received the minutes of a meeting of the Board of Undergraduate Studies on 2 November 2022, and

**APPROVED** the following amended programmes:

Amend programmes

- Bachelor of Dental Surgery (BDS)
- Bachelor of Dental Technology (BDentTech)
- Bachelor of Oral Health (BOH)
- Master of Nursing Science (MNSc)
- Bachelor of Medical Laboratory Science (BMLSc)
- Bachelor of Radiation Therapy (BRT)
- Bachelor of Medicine and Bachelor of Surgery (MB ChB)
- Bachelor of Pharmacy (BPharm)
- Bachelor of Physiotherapy (BPhty)

**Item 2**  
**For confirmation**

- NOTED** that the Committee on University Academic Programmes (CUAP) has approved the following programmes:
- Diploma in Arts (DipArts)
  - Diploma in Commerce (DipCom)

**14. Board of Graduate Studies**

The Senate received the minutes of a meeting of the Board of Graduate Studies on 3 November 2022, and

- RECOMMENDED** that the following programme deletions be approved:

Deleted programmes (**CUAP notification required**)

- Oral and Maxillofacial surgery endorsement for the Doctor of Clinical Dentistry (DClinDent)
- Endodontics, Prosthodontics, and Special Needs Dentistry endorsements for the Postgraduate Diploma in Clinical Dentistry (PGDipClinDent)
- Postgraduate Diploma in Dental Therapy (PGDipDentTher)

- APPROVED** the following new and amended papers and amended programmes:

New paper

- NEUR 456 Magnetic Resonance Imaging in Neuroscience

Amended paper

- PUBH papers

Amended programmes

- Doctor of Clinical Dentistry (DClinDent)
- Postgraduate Diploma in Clinical Dental Technology (PGDipCDTech)
- Postgraduate Diploma in Clinical Dentistry (PGDipClinDent)

- NOTED** that the Committee on University Academic Programmes (CUAP) has approved the following programme:

- Statistics as a new subject for the Master of Applied Science (MAppSc), PGDipAppSc, and PGCertAppSc

- NOTED** that an Annual Programme Report has been received for the following programme:

Division of Humanities

- Master of Arts (Coursework) (MA(Coursework))

**15. Convener's Business**

The Convener noted that selection criteria for health professional programmes are being put in place for 2023 and that there will be an opportunity for Senate to discuss selection criteria for future years.

**Item 2**  
**For confirmation**

**16. Date of Next Meeting**

The Senate noted that it will meet on the following dates in 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed:

- 22 February
- 29 March
- 26 April
- 31 May
- 28 June
- 26 July
- 30 August
- 27 September
- 25 October
- 29 November

**17. Karakia Whakamutunga**

The Convener closed the hui with a karakia.





## Manatu Memorandum

**Ki a** Professor David Murdoch, Vice-Chancellor  
**To**

**He kape mā** Professor Tony Ballantyne, Deputy Vice-Chancellor (External  
**Cc** Engagement)  
Judith Thompson, Secretary to the Council

**Nā** Matt Angel, Te Tari kā Komiti Mātauraka  
**From**

**Te rā** 22 November 2022  
**Date**

**Te Kaupapa** Delegation and approval process for Memoranda of Understanding  
**Re** and Student Exchange Agreements

I am writing to recommend a new, simplified process for approving international Memoranda of Understanding (MoUs) and Student Exchange Agreements (SEAs). Currently, new and renewed international agreements progress from the [Internationalisation Committee](#) to Senate before being escalated to the Council for formal approval. In practice, however, the details of international agreements are not considered beyond the Internationalisation Committee, and the process of obtaining Senate endorsement and Council approval adds weeks or months to the approval timeline for most international agreements.

Judith Thompson, in her role as Secretary to the Council, has been investigating a more streamlined process for approving new and renewed international agreements. Consequently, the University has received advice from [REDACTED] in relation to delegations for approving international agreements as part of preparing the Council Delegations 2023:

[REDACTED]

In light of this advice – and having consulted with Professor Ballantyne, Deputy Vice-Chancellor (External Engagement) – I recommend that the steps for obtaining Senate endorsement and Council approval be removed from the approval process for international agreements and that authority to approve international agreements be delegated to the Deputy Vice-Chancellor (External Engagement) on the advice of the Internationalisation Committee. If this recommendation is approved, Senate will continue to receive Internationalisation Committee minutes and will note any new and renewed international agreements that have been approved. If Council wishes to receive notification of new and renewed international agreements, these will be listed in the Senate Communications to Council produced after each Senate meeting.

**RECOMMENDATION** That authority to approve international Memoranda of Understanding (MoUs) and Student Exchange Agreements (SEAs) be delegated from the Council to the Vice-Chancellor and further delegated to the Deputy Vice-Chancellor (External Engagement) on the advice of the Internationalisation Committee, effective 1 January 2023.



## **Quality Advancement Committee**

Stand in Committee Secretary: Carol Forbes Telephone 03 479 8792

E-mail: [carol.forbes@otago.ac.nz](mailto:carol.forbes@otago.ac.nz)

### **Minutes of a Meeting of the Quality Advancement Committee (QAC)**

**9 November 2022**

**Present:** Margaret Morgan (Acting Convener), Professor Richard Blaikie, Dr Simon Connell, Professor Tim Cooper, Jason Cushen, Jo Gibson, Professor Niels Kjaergaard, Associate Professor Lynn McBain, Professor Kerry Shepherd

**In Attendance:** Carol Forbes, Romain Miroso, Bernard Morrison, Michael Swanson

**Apologies:** Professor David Baxter, Claire Gallop, Caitlin Hancy, Professor Jackie Hunter, Dr Viktoria Kahui, Kevin Maley, Professor Helen Nicholson, Dr Tasileta Teevale, Associate Professor Stephanie Woodley

#### **1. Welcome**

Margaret Morgan welcomed Dr Tasileta Teevale, representing the Pacific Development Office, noting her apology at this meeting.

#### **2. Minutes**

Confirmed the minutes of a meeting of the Committee held on 1 September 2022.

#### **3. Matters Arising from the Previous Minutes**

The Executive Director of the Academic Quality Agency for New Zealand Universities (AQA), [REDACTED], has been invited to present on the topic of Cycle 6 Academic Audit in February 2023 (see Item 4).

Reminder for QAC members to email the DVC(A) with any views or ideas on the merging of Senate committees and future QAC structure and membership.

#### **4. Director, Quality Advancement Update**

The Director, Quality Advancement Unit reported the following items:

- That a meeting of university quality managers, facilitated by the AQA, is happening on December 8<sup>th</sup> 2022 and will be attended by the Director and the QAU Surveys and Evaluations Manager.

**Item 7**  
**For noting**

- That a potential meeting may be held in early 2023 to look at the changing quality landscape and inter-relationships between quality assurance bodies Academic Quality Agency (AQA), Committee on University Academic Programmes (CUAP) and Committee on University Student Pastoral Care (CUSPaC).
- That [REDACTED], AQA Executive Director has accepted the invitation to present on the topic of the Cycle 6 Academic Audit in the New Year. The date set for this meeting is the afternoon of **Thursday 9 February 2023**. Committee members were asked to save this date in their diaries.

## **5. Quality Surveys and Evaluations Report**

The Committee received a Quality Evaluations and Surveys Report dated November 2022 and noted the following:

- Results from the 2022 College and First-Year survey were presented to the Salmond and Knox Colleges Board and a presentation looking specifically at food service feedback was delivered to CACLS food service and management staff.
- Insights from the *Covid-19 Effect on Students Learning Experiences Survey* were to be presented at the HEDC Lessons Learned Symposium on 15 November and that survey data would be used to inform the work of the Digital Learning Environment Review Steering Group.
- Preparations for the 2023 Staff Values and Behaviour Survey were underway.
- The closing dates for the Student Opinion Survey Academic Experience, and Student Opinion Survey Support Services Improvement had been extended by a few weeks due to the low response rates received to date. It is unclear why the response rate is so low and slow this year, but it may be part of a wider student disengagement trend.
- The Surveys and Evaluations Manager has been contributing to the work of the UNZ Graduate Students' Survey Implementation Group providing advice on the implementation of a set of common questions in the graduate surveys conducted by all eight universities.
- Otago will take part in the 2023 International Student Barometer (ISB) survey of international students; results are benchmarked against other institutions who take part worldwide.

## **6. Quality Reviews Report**

The Committee received the Quality Reviews Report dated November 2022, noting the following:

- 13 Reviews were scheduled for 2022, 10 reviews have been completed, one review was taking place at the time of the meeting and preparations for the two other reviews scheduled this year are in hand.
- 17 Reviews have been scheduled for 2023
- Identifying suitable venues with Zoom capacity remains a challenge especially during the exam period.
- The backlog of outstanding Status Reports and Mid-Cycle Assessments have been largely cleared; 15 remain overdue.

**7. Convenor's Business**

The Acting Convenor advised the Committee that several memberships were due to expire at the end of the year. The Committee Secretary will inform them of the process in due course.

**8. Other Business**

The 2023 QAC meetings dates have been scheduled for the following dates, noting the February meeting may be rescheduled to align with the presentation from the Director, AQA (see Item 4).

Tuesday February 7

Tuesday May 2

Tuesday August 1

Tuesday November 7

**9. Covid-19 Survey 2022**

██████████ and ██████████ from the Quality Advancement Unit (QAU) presented an overview of the results from the *Covid-19 Effect on Students Learning Experiences Survey*.

Three iterations of the survey have been conducted (2020, 2021 and 2022) and the surveys addressed areas such as student concerns, student experience of Covid, communication, safety, financial impact, barriers to online learning, use of technology, face-to-face vs online learning, improvement opportunities and overall satisfaction.

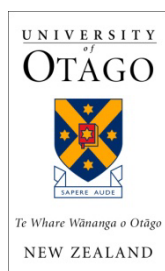
- The surveys were conducted at different times in each of the survey years with response rates of 39% in 2020, 37% in 2021, 37% in 2022.
- General findings from the 2022 survey indicate students were satisfied overall with the University's response to Covid-19, communications to students, and with online learning options.
- Higher technology issues in 2022 may have been due to a more intense reliance on technology for teaching in S1, 2022, it is unclear if these issues were with the software/platforms used or internet connection or a combination of both.
- Barriers to online learning where students had a limited ability to participate were mostly health related but also included internet connection and work commitments.
- Students were generally satisfied with their online learning and/or face-to-face experiences but areas such as group work and laboratories created more issues.
- Possible improvements to making online learning experiences more effective could include more support and communication.
- Potential areas for improvement include addressing comparatively more challenging experiences for students with disabilities, honours students, and 3<sup>rd</sup> year students.
- The Covid survey will not be done again but results and experiences could be used to frame future surveys and to help modify questions.
- The survey results will be presented at the HEDC Lessons Learned Symposium in November; summarised reports have already been made available to relevant staff including PVCs and heads of departments, which received sufficient feedback.

**10. Date of Next Meeting**

Noted that the next meeting of the Committee is scheduled for **Tuesday 7<sup>th</sup> February 2023** from 2.00-4.00pm, venue to be confirmed.

**11. Members of the Committee**

Professor Helen Nicholson (Convener)  
Professor David Baxter  
Professor Richard Blaikie  
Dr Simon Connell  
Professor Tim Cooper  
Jason Cushen  
Claire Gallop  
Jo Gibson  
Caitlin Hancy  
Associate Professor Jackie Hunter  
Dr Viktoria Kahui  
Professor Niels Kjaergaard  
Kevin Maley  
Associate Professor Lynn McBain  
Dr Rachel Martin  
Margaret Morgan  
Professor Kerry Shephard  
Dr Tasileta Teevale  
Associate Professor Stephanie Woodley



## **SUMMER SCHOOL & CONTINUING EDUCATION BOARD**

Committee Secretary: Michelle Bennie: Telephone: 479 9105  
E-mail: michelle.bennie@otago.ac.nz

### **REPORT OF THE SUMMER SCHOOL & CONTINUING EDUCATION BOARD** **16 November 2022**

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**Present:** Professor Helen Nicholson (Convener), Dr Sherlock Licorish (z), Dr Nic Rawlence (z), Daniel Macshane (z), Monique Wright (z), Sean Teow (z), Dr Simon Connell (z), Professor Sian Halcrow

**In attendance:** Katia Borisova, Michelle Bennie

**Apologies:** Jason Cushen, Claire Gallop, Dr Sarah Stein

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#### **1. Apologies and Welcome**

The Board noted apologies from members and welcomed Katia Borisova.

#### **2. Minutes**

The 20 July 2022 minutes of the Board were confirmed.

#### **3. Matters Arising from Previous Minutes (Actions List)**

The Actions List was received, with the Board noting

(a) Nomenclature, Reporting and Terms of Reference

Professor Nicholson advised the Board that she is preparing a document to go to the DVCs/PVCs Advisory Group and Senate recommending that the Board become an Operational Group of the Committee for the Advancement of Learning and Teaching (CALT).

(b) Future Student Surveys

The Board discussed surveying students about the impact of their work commitments on Summer School paper uptake.

Professor Nicholson will contact the Surveys Coordination Group to have a question added to the Student Opinion Survey.

*(z) indicates attendance via Zoom*

#### **4. Summer School Director's Report and Convener's Business**

The Board received a verbal update from Professor Nicholson, as Acting Director and noted that

- Pre-Xmas Summer School enrolments total 384 with the highest number of enrolments in RELS 203 Ancient Religion: Egypt to Mesopotamia.
- This compares with totals of 327 in 2019, 334 in 2020, and 481 in 2021.
- Of these enrolments 263 (68%) are distance papers, 121 (32%) on campus.
- The proportion of distance enrolments is increasing; in 2019 41% were distance; in 2020 43% were distance; and in 2021 63% were distance.
- Students can enrol until December for Summer School, and a slight lift is expected following the release of exam results.
- Usually less than 10% of Summer School enrolments are international students.

#### **5. Reports from Members**

██████████ noted that Summer School numbers are likely to be lower in January 2023 than in previous years, as the University is offering fewer papers.

██████████ noted that the Division of Health Sciences is offering its usual three Summer School papers BIOA 201 Biocultural Human Skeletal Biology, FORB 201 Forensic Biology, ANAT 131 Origins of Anatomical Language. These are distinct from Wellington's Public Health Summer School. ██████████ is on sabbatical next year.

██████████ noted that the Division of Sciences will begin developing a divisional strategy for Summer School, addressing any barriers to offering Summer School papers.

██████████ noted that next year the Division of Humanities will consider its Summer School offerings.

██████████ noted that the Division of Commerce now has approved Summer School Guidelines. In developing the Guidelines, the past five years' data and trends across different departments were considered, alongside discussions with key people involved in successful Summer School offerings. The *Otago Business School (OBS) Summer School Guidelines* will be circulated to Board members.

██████████ noted that pre-Xmas Summer School is up and running, with students now at the stage of submitting requests to change. Enrolments are still being received for the main Summer School period. Admissions have observed that staff applicants are expressing frustration with being asked to provide documentation, and request that upcoming communications reinforce the need for staff to provide documentation. Wording will be discussed with ██████████.

██████████ noted that many international students are now returning home to reunite with their families, but noted that it would be useful to promote Summer School to international students as a means of progressing their study faster, or pursuing interests. He noted an increasing interest from students in taking distance Summer School papers while working fulltime.

██████████ noted that the main marketing for Summer School has gone out. A second wave of marketing will occur around exam result release, mainly online and through social media. ██████████ and ██████████ hope to connect with a new OUSA contact in the next few days,

**Item 8**  
**For noting**

following which they will update the Board and academics, and follow up with communications.

**6. Other Business**

The Board thanked Sean Teow for his contribution as an excellent OUSA International Representative.

**7. Next Meetings**

The Board noted that 2023 meetings are set down for 15 March, 19 July and 15 November, with the venue to be confirmed.





INTERNATIONALISATION COMMITTEE

**MINUTES OF THE INTERNATIONALISATION COMMITTEE**  
**MONDAY, 21 NOVEMBER 2022**

**PRESENT:** Mr Jason Cushen (Acting Convenor), Associate Professor Trent Smith, Dr Florian Beyer, Dr Hunter Hatfield (representing Humanities) and Mr Sean Teow.

**IN ATTENDANCE:** Dr Jo Oranje, Ms Danielle Yamamoto-Kerr, Mrs Megan Smith, Ms Celia Corteletti, Mr Garry Chronican, Professor David Baxter, Dr Sally Henderson, Mrs Susan Steer, Tofilau Nina Kirifi-Alai, Mrs Chriss Hamilton, Ms Catriona Duncan (representing Student Experience) and Ms Lynda McIver (Secretary).

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**Part 1: Matters to be Reported to Senate**

**1. Apologies**

Apologies were received from Professor Tony Ballantyne, Dr Stephen Young and Associate Professor Joel Tyndall.

██ were unable to attend the meeting.

**2. Confirmation of the Minutes of the Meeting of 10 October 2022**

Part 1 of the Minutes of the meeting of 10 October 2022 was accepted as a true and accurate record.

**3. Intimations from the Senate**

The Committee noted that at its meeting on 26 October 2022, the Senate received the Minutes of the meeting of the Internationalisation Committee held on 10 October 2022, and approved the recommendations contained therein.

**4. Intimations from the University Council**

The Committee noted that at its meeting on 11 October 2022, the University Council approved the recommendations of the meeting of Senate held on 31 August 2022.

**5. Agreements**

The Committee

**5.1 Proposed New Agreements**

Recommended that the University of Otago enters into a Memorandum of Understanding

(MOU) with Vancouver Island University, Canada;

that the University of Otago enters into a MOU with the University of Maribor, Slovenia;

that the University of Otago enters into a MOU and Student Exchange Agreement (SEA) (undergraduate and MBA) with Nagoya University of Commerce and Business, Japan;

that the University of Otago enters into a MOU and SEA with National Taiwan University, Taiwan;

that the University of Otago enters into a SEA (restricted to Law, Economics and Politics) with ESADE Law School, Spain;

that the University of Otago enters into a MOU and SEA (restricted to Law) with the University of New South Wales, Australia;

that the University of Otago enters into a MOU with Vietnam National University: Hanoi University of Languages and International Studies, Vietnam.

## **5.2 Agreements to be Renewed**

### **Recommended**

that the SEA between the University of Otago and the University of Richmond, U.S.A., be renewed;

that the MOU and SEA between the University of Otago and University of North Carolina, MBA Programme, U.S.A., be renewed;

that the SEA between the University of Otago and University of Minnesota Carlson School of Management, U.S.A., be renewed;

that the SEA between the University of Otago and University of Colorado Boulder, U.S.A., be renewed;

that the MOU and SEA between the University of Otago and Duke University, Fuqua School of Business MBA, U.S.A., be renewed;

that the MOU and SEA between the University of Otago and Erasmus University, Rotterdam School of Management, Netherlands, be renewed;

that the MOU and SEA between the University of Otago and Mahidol University, College of Management, Thailand, be renewed;

that the MOU and SEA between the University of Otago and Universität St Gallen, Switzerland, be renewed;

that the MOU and SEA between the University of Otago and Uppsala University, Sweden, be renewed;

that the MOU and SEA between the University of Otago and Stockholm School of Economics, Sweden, be renewed;

that the MOU and SEA between the University of Otago and Lund University, Sweden, be renewed;

that the MOU and SEA between the University of Otago and University of Edinburgh, Scotland, be renewed;

**Item 9**  
**For noting**

that the MOU and SEA between the University of Otago and Risssho University, Japan, be renewed;

that the MOU and SEA between the University of Otago and Keio University, Japan, be renewed;

that the MOU and SEA between the University of Otago and Corvinus University of Budapest, Hungary, be renewed;

that the MOU and SEA between the University of Otago and Grenoble Ecole de Management, France, be renewed;

that the MOU and SEA between the University of Otago and the University of the West of England, England, be renewed;

that the MOU and SEA between the University of Otago and University of East Anglia, England, be renewed;

that the SEA between the University of Otago and Dalian University of Foreign Languages, P.R. China, be renewed;

that the MOU and SEA between the University of Otago and York University, Schulich School of Business, Canada, be renewed;

that the MOU and Undergraduate SEA between the University of Otago and Western University, Ivey Business School, Canada, be renewed;

that the SEA between the University of Otago and McGill University, Canada, be renewed;

that the MOU and SEA between the University of Otago and Brock University, Canada, be renewed;

that the MOU and SEA between the University of Otago and Pontifícia Universidade Católica do Rio de Janeiro, Brazil, be renewed;

that the MOU and SEA between the University of Otago and University of Western Australia, Australia, be renewed;

that the MOU and SEA between the University of Otago and Pontificia Universidad Católica Argentina, Argentina, be renewed;

that the MOU between the University of Otago and Universiti Brunei Darassalam, Brunei, be renewed;

that the MOU between the University of Otago and Sun Yat-sen University, Business School, P.R. China, be renewed;

that the MOU between the University of Otago and Indian Institute of Management Ahmedabad, India, be renewed;

that the MOU between the University of Otago and Texas Tech University, U.S.A., be renewed;

that the MOU between the University of Otago and the University of Oregon, U.S.A., be renewed;

that the MOU between the University of Otago and Falmouth University,

England, be renewed.

**5.3 Finalised Agreements**

Noted

that the following agreements have been finalised since the last meeting:

a Memorandum of Understanding (MOU) between the University of Otago and Kindai University, Japan;

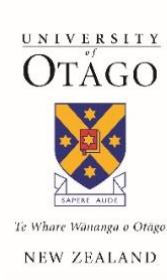
a MOU between the University of Otago and Northwestern Polytechnical University, P.R. China;

a SEA between the University of Otago and the University of Bristol, United Kingdom;

a MOU and SEA between the University of Otago and the University of Amsterdam, Netherlands.

**6. Committee Membership**

As it was the last meeting for OUSA representative, Mr Sean Teow, the Committee thanked him for all he had done to promote internationalisation at the University.



## **Committee for the Advancement of Learning and Teaching**

Committee Secretary: Carol Forbes

Telephone: 03 479 8792

E-mail: [carol.forbes@otago.ac.nz](mailto:carol.forbes@otago.ac.nz)

### **Minutes of a Meeting of the Committee for the Advancement of Learning and Teaching**

**24 November 2022**

Present: Professor Helen Nicholson (Convener), Dr Lee Adam, Cate Bardwell, Professor Richard Blaikie, Dr Russell Butson, Associate Professor Ben Daniel, Dr Rachel Martin, Margaret Morgan, Dr Stephen Scott, Professor Sheila Skeaff, Associate Professor Alesha Smith, Dr Sarah Stein, Nicola Walmsley

Apologies: Jason Cushen, Dr Fairleigh Gilmour, Caitlin Hancy, Dr Tracy Perry, Dr John Williams

In attendance: Carol Forbes, Michael Swanson

#### **1. Welcome**

Professor Nicholson welcomed Dr Rachel Martin, Associate Dean Māori representative to the meeting.

#### **2. Minutes from Previous Minutes**

The minutes of the Committee held on 29<sup>th</sup> September previously circulated, were confirmed.

#### **3. Matters Arising from Previous Minutes**

- It was noted that the Vevox licence item has been removed.
- Preparation for the CALT sponsored talks has begun and examples of the material that will be used to promote the talks was shared. The talks will be advertised by the event website and held in a studio to ensure high quality video. It was suggested that bilingual naming of the talks is considered. Feedback from CALT members is encouraged.
- The merging of the Distance Learning and Summer School operational groups into CALT, will be submitted to Senate for approval.

#### **4. Academic Integrity Report**

The Committee received the Academic Integrity Report for November, noting the following

- Many plagiarism cases are dismissed as not deemed misconduct. More educative practices are required to inform students around plagiarism and misconduct.
- Serial misconduct is tracked and academic integrity data collection will provide information comparing trends and patterns.
- Otago's academic integrity concerns similar to other universities but Academic Integrity policies at Otago are rated high compared to other universities.
- There is an increase in online 'cheating sites' and it is difficult for the University to block these as new ones become available.
- A student survey has collected data on student behaviour and attitudes towards cheating which will be used to form part of a national data set. Most of the universities have been collecting data and results should be out early next year.

#### **5. Library Report**

The Committee received the Library Report, noting the following discussion,

- In 2023, the Library and Student Learning and Development (SLD) will offer a coordinated Academic Skills Programme for first-year students to promote the support available from these areas.
- Library staff report challenges for first-year students to learn multiple referencing and citation styles across different disciplines, and have provided support with one-to-one consults and workshops on referencing and plagiarism.
- Tools such as Endnote are available but are not helpful at first-year level as everything is done for the student.
- Should a scaffolding approach be used to introduce progression of referencing skills at the appropriate level?
- There is no consistency across the university and suggestion that a single citation style for all first-year students is considered. The Library's recommendation is APA.
- This is a complex issue that flows into academic integrity and will be discussed by the Academic Integrity Advisory Committee.
- There is room for library content to be 'embedded' in papers delivered across the Dunedin campus to maximise exposure of library resources to students.

**ACTION:** CALT Divisional representatives to discuss referencing practices, styles and concerns with their Divisions.

#### **6. Higher Education Development Centre (HEDC) Report**

The Committee received a report from HEDC, noting the following

- HEDC offered 108 staff workshops from July to November where 839 staff attended.
- New staff have been appointed in Christchurch and begin early December.

#### **7. University Teaching Development Grants (UTD) Report**

**Item 10**  
**For noting**

The Committee received the Project Snapshots and Final Reports for four 2022 UTD projects, noting two reports are still pending. It was noted that the 2022 projects had achieved many constructive outcomes and some could help provide insight into the work happening in the Digital Learning Environment Review.

Professor Nicholson provided an update on the 2023 Grant Applications:

- 15 applications submitted which is lower than normal.
- 11 of these have been funded (to the total value of [REDACTED]).
- 7 have been funded in full with the remaining 4 receiving partial funding.
- The Panel appreciated the high quality of applications received.
- Application guidelines should encourage recipients to look at the proposed 'CALT Talks' to showcase their project.
- Noted that no projects requested technology or software requiring ITS support.

**8. Cycle 6 Academic Audit Summary – University of Auckland**

The Committee received the Executive Summary of the 'Cycle 6 Academic Audit, Waipapa Taumata Rau, University of Auckland', noting the following

- The report provides an insight into what Otago may expect and will help with preparation and responses.
- Identifies the need for comprehensive data collection from groups and projects.
- Preparations for the Otago audit begins in 2023, the report is due in March 2024, and the review scheduled for June 2024.
- CALT members to be invited to the February presentation by AQA Executive Director, [REDACTED].

**9. Convenor's Business**

Professor Nicholson advised the Committee on the following,

- Applications for the University Teaching Awards are due in February 2023 and applicants encouraged to be creative and showcase a celebration of teaching and learning.
- There are multiple conferences being held across the University in the coming weeks.

**10. Other Business**

The 2023 CALT meetings dates have been scheduled for the following dates.

January 26  
March 30  
May 25  
July 27  
September 28  
November 30

**11. Date of Next Meeting**

Noted that the next meeting of the Committee will be held on **Thursday 26<sup>th</sup> January 2023** at 2.00 pm in Committee Room North.

**12. Membership of Committee**

Professor Helen Nicholson (Convener)  
Dr Lee Adam  
Cate Bardwell  
Professor Richard Blaikie  
Dr Russell Butson  
Jason Cushen  
Associate Professor Ben Daniel  
Dr Fairleigh Gilmour  
Caitlin Hancy  
Margaret Morgan  
Dr Stephen Scott  
Professor Sheila Skeaff  
Associate Professor Alesha Smith  
Dr Sarah Stein  
Nicola Walmsley  
Dr John Williams



**Item 11**  
**For noting, and for recommendation of approval**  
**as outlined in the agenda**



## **SCHOLARSHIPS AND PRIZES COMMITTEE**

Committee Secretary: Michelle Bennie – Telephone 03 479 9105  
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### **MINUTES OF A MEETING OF THE SCHOLARSHIPS AND PRIZES COMMITTEE** **13 December 2022**

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**Present:** Professor Richard Blaikie (Convenor), Professor Tony Ballantyne (9.54 to end), Professor Robin Gauld, Associate Professor Chrys Jaye (for Pro-Vice-Chancellor Health Sciences), Professor Jessica Palmer, Associate Professor Nigel Lucas (for Pro-Vice Chancellor Sciences)

**In attendance:** Ben Rickerby, Peter Boston, Professor David Baxter, Michelle Bennie

**Apologies:** Professor Helen Nicholson, Professor Brendan McCane

#### **1 Karakia Timatanga**

The hui opened with a karakia.

#### **2 Apologies**

The Committee noted apologies.

#### **3 Minutes**

The minutes of a meeting of the Committee held on 19 August 2022 were confirmed.

#### **4 Matters Arising from previous meetings**

There were no matters arising.

#### **5 Postgraduate Scholarships Strategy Working Group (PSSWG)**

The Committee received a verbal update from [REDACTED] (PSSWG Convenor) and noted

- The Working Group has developed a strategic direction which has been approved in principle by senior leadership.
- Key points include

**Item 11**  
**For noting, and for recommendation of approval**  
**as outlined in the agenda**

- a move to quarterly processes for allocation, aligning with quarterly admission and induction of graduate research candidates
  - alternative approaches to benchmarking stipends
  - an increased proportion of strategic scholarships available for award at divisional level.
- Membership is being finalised for subgroups focusing on specific areas, to begin meeting early in 2023.
  - Subgroups will consider the split between divisions, and between central and divisional awards. Further consultation will be undertaken with the DVCs/PVCs Advisory Group and the Senior Leadership Team.
  - Pilots may run in 2023, with implementation planned for 2024.
  - The University Council approved *Vision 2040* at its last meeting. More detailed strategic planning will occur with the Senior Leadership Team and Council this week, to establish a framework of short to medium-term strategic priorities and indicators.
  - Nationally, *Te Ara Paerangi - Future Pathways* will inform strategies for supporting the future academic workforce.

**6 Prince of Wales Prize**

The Committee noted the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 13 December 2022 and

**APPROVED** the selection of [REDACTED] from the Division of Sciences as the recipient of the Prince of Wales Prize for 2022.

**7 University of Otago Study Grants for Māori and Pacific Students**

The Committee

- noted the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 13 December 2022
- received and noted the tabled documents in relation to a proposed Humanities Pacific recipient
- discussed improving communication with divisions and Māori and Pacific students, to increase awareness of available awards, with the aim of identifying pathways for students
- discussed the future possibility of additional awards for divisions with strong numbers of Māori and Pacific applicants
- discussed the approach to reserve nominees for Study Grants for Māori and Pacific Students, given the aim of ensuring pathways for Māori and Pacific students across all divisions

**Item 11**  
**For noting, and for recommendation of approval**  
**as outlined in the agenda**

**AGREED** that awards to reserve nominees should be made only to nominees from the relevant division, and where no reserve nominee has been named the division will be requested to nominate a further candidate

**APPROVED** the selection of the following recipients of University of Otago Study Grants for Māori and Pacific Students

**Commerce**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Health Sciences**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Humanities**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Sciences**

[REDACTED]  
[REDACTED]  
[REDACTED]

**APPROVED** the award of University of Otago Study Grants for Māori and Pacific Students to reserve nominees from the relevant division if any of the above recipients do not enrol in their intended programme of study in 2023 or have ancestry verified.

**8 University of Otago Scholarships and Prestige Scholarships and Related Named Prizes and Scholarships**

The Committee

- noted the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 13 December 2022
- noted, with regard to the posthumous award of the University of Otago Prestige Scholarship in Arts to [REDACTED], that the decision to award was based on an outstanding creative writing grade

**APPROVED** the selection of recipients of University of Otago Scholarships, Prestige Scholarships and related named scholarships as per the document attached to these minutes as [REDACTED]

**9 Report on Postgraduate Scholarships**

The Committee

**Item 11**  
**For noting, and for recommendation of approval**  
**as outlined in the agenda**

- noted the report from the Manager, Postgraduate Scholarships, Prizes and Awards
- [REDACTED]
- thanked [REDACTED] for his hard work this year.

**10 Report on Undergraduate Entrance Scholarships**

The Committee

- noted the report from the Manager, Undergraduate Entrance Scholarships
- thanked [REDACTED] for his hard work this year.

**11 Disestablished Prize**

The Committee noted the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 13 December 2022 and

**RECOMMENDED** that the following disestablished prize proceed to Senate for its consideration:

**Disestablished Prize**

University of Otago Graduates' Association Aotearoa New Zealand Prize.

**12 Disestablished Entrance Scholarship**

The Committee noted the memorandum from the Manager, Undergraduate Entrance Scholarships, dated 7 December 2022 and

**RECOMMENDED** that the following disestablished prize proceed to Senate for its consideration:

**Disestablished Prize**

Alumni in America Inc. Rugby Performance Entrance Scholarship proceed to Senate for its consideration for disestablishment.

The Committee acknowledged the significant contribution that Alumni in America Inc. makes toward scholarships.

**13 New Scholarship and Prize Proposals - Electronic Recommendations**

The Committee noted

- a. the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 31 August 2022
  - the decision of the Committee via correspondence prior to this meeting to recommend that the following new prizes, new scholarships and disestablished scholarship proceed to Senate for its consideration

**Item 11**  
**For noting, and for recommendation of approval**  
**as outlined in the agenda**

**New prizes**

Marples Ecology Prize 200-level  
Marples Ecology Prize 300-level  
Marples Ecology Prize 400-level

**New scholarships**

Donald Scott Memorial Scholarship in Freshwater Ecology  
The Isaac Conservation Scholarship  
The Marks' Ecology Award

**Disestablished scholarship**

Science Horizons Scholarship.

- b. the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 10 October 2022, with subsequent amendments as advised by email

References to "[REDACTED]" to be changed to "[REDACTED]" because he has a PhD.

Under Selection Process, "cumulative GPA for 100-300 level Computer Science papers" to be changed to "cumulative GPA for 200-300 level Computer Science papers."

- the decision of the Committee via correspondence prior to this meeting to recommend that the following new prizes, new scholarships and amended scholarship proceed to Senate for its consideration

**New prizes**

Platinum Recruitment Prize in Human Resource Management 100-level  
Platinum Recruitment Prize in Human Resource Management 200-level  
Platinum Recruitment Prize in Human Resource Management 300-level

**New scholarships**

The Bishara Scholarship in Neurology  
Willem Labuschagne Award for Excellence in Computer Science  
James Hodge Maurice and Phyllis Paykel Scholarships in Medical and Health Sciences

**Amended scholarship**

Neville Bain Travel Award.

**14 Prize and Scholarship Regulations: minor amendments approved by DVC (Research and Enterprise) on delegation from University Council**

The Committee noted that

- a. on 12 September 2022 and 3 October 2022 the Deputy Vice Chancellor (Research and Enterprise) approved minor amendments for the following scholarships

71-73 Alumni Frank Leong Entrance Scholarship  
Alumni Appeal Entrance Scholarship  
Alumni in America Inc Entrance Scholarship

**Item 11**  
**For noting, and for recommendation of approval**  
**as outlined in the agenda**

Alumni in America Inc. Rugby Performance Entrance Scholarship  
Callis Trust Performance Scholarship  
Donna-Rose McKay Entrance Scholarship  
Dr John F Ward Southland Entrance Scholarship  
Dux Scholarship  
Graeme and Mary Fogelberg Entrance Scholarship  
Law Alumni Scholarship  
Leaders of Tomorrow Entrance Scholarship  
New Frontiers and New Frontiers Sustained Excellence Entrance Scholarships  
Performance Entrance Scholarship  
Ralph & Eve Seelye Academic Excellence Entrance Scholarships  
S&G Higgs Entrance Scholarship  
Yarrow South

- b. on 23 October 2022 the Deputy Vice Chancellor (Research and Enterprise) approved minor amendments to the Clive Ronson Prize in 200 Level Genetics
- c. on 28 October 2022 the Deputy Vice Chancellor (Research and Enterprise) approved minor amendments to the Regulations and Notes for University of Otago Postgraduate Research Scholarships
- d. on 2 December 2022 the Deputy Vice Chancellor (Research and Enterprise) approved minor amendments for the following scholarship and prizes

Philip Ashton Smithells Memorial Scholarship  
Harold Silverstone Memorial Prize in Statistics  
Prince of Wales Prize.

**15 Intimations from Senate and Council**

The Committee noted that recommendations to Senate have been approved as follows:

- a. At its meeting on 11 October 2022 the University Council received Communications from the Senate, dated 28 September 2022, and approved the following new prizes, new scholarships, and disestablished scholarship

**New prizes**

Marples Ecology Prize 200-level  
Marples Ecology Prize 300-level  
Marples Ecology Prize 400-level

**New scholarships**

Donald Scott Memorial Scholarship in Freshwater Ecology  
The Isaac Conservation Scholarship and  
The Marks' Ecology Award

**Disestablished scholarship**

Science Horizons Scholarship.

- b. At its meeting on 29 November 2022 the University Council received Communications from the Senate, dated 26 October 2022, and approved the

**Item 11**  
**For noting, and for recommendation of approval**  
**as outlined in the agenda**

following new prizes and new scholarships and amended scholarship

**New prizes**

Platinum Recruitment Prize in Human Resource Management 100-level  
Platinum Recruitment Prize in Human Resource Management 200-level  
Platinum Recruitment Prize in Human Resource Management 300-level

**New scholarships**

The Bishara Scholarship in Neurology  
Willem Labuschagne Award for Excellence in Computer Science  
James Hodge Maurice and Phyllis Paykel Scholarships in Medical and Health Sciences

**Amended scholarship**

Neville Bain Travel Award.

**16 Convener's Business**

The Committee thanked Ben Rickerby, Peter Boston, Michelle Bennie and other Academic Committees staff for the support provided to the Committee during the year.

**17 Next Meetings**

The Committee noted that the meetings of the Committee for 2023 have been set down for 2.00-3.30pm in Committee Room North on 17 May, 17 August and 11 December.

**18 Karakia Whakamutunga**

**Membership**

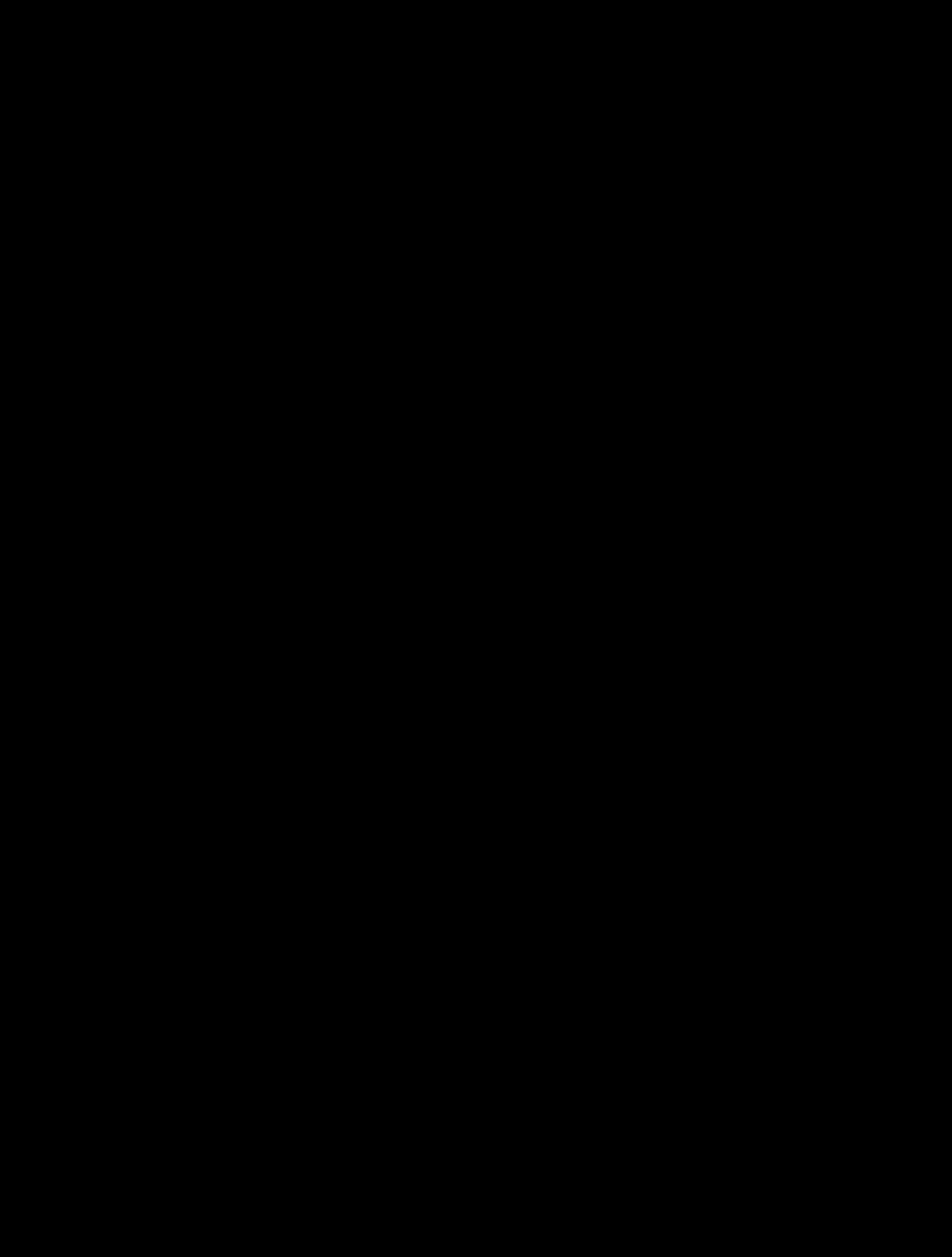
|                           |  |
|---------------------------|--|
| Professor Richard Blaikie | Convener, Deputy Vice-Chancellor Research                |
| Professor Helen Nicholson | Deputy Vice-Chancellor Academic                          |
| Professor Tony Ballantyne | Deputy Vice-Chancellor External Engagement               |
| Professor Robin Gauld     | Pro-Vice-Chancellor Division Commerce/School of Business |
| Professor Jessica Palmer  | Pro-Vice-Chancellor Division of Humanities               |
| Professor Richard Barker  | Pro-Vice-Chancellor Division of Sciences                 |
| Professor Patricia Priest | Pro-Vice-Chancellor Division of Health Sciences (Acting) |

**Distribution**

|                                |   |
|--------------------------------|---|
| Professor Richard Blaikie      | Convener, Deputy Vice-Chancellor Research                                     |
| Professor Helen Nicholson      | Deputy Vice-Chancellor Academic   |
| Professor Tony Ballantyne      | Deputy Vice-Chancellor External Engagement                                    |
| Professor Robin Gauld          | Pro-Vice-Chancellor Division Commerce/School of Business                      |
| Professor Jessica Palmer       | Pro-Vice-Chancellor Division of Humanities                                    |
| Professor Richard Barker       | Pro-Vice-Chancellor Division of Sciences                                      |
| Professor Brendan McCane       | Alternate for Division of Sciences  |
| Professor Patricia Priest      | Pro-Vice-Chancellor Division of Health Sciences (Acting)                      |
| Associate Professor Chrys Jaye | Alternate for Division of Health Sciences                                     |
| Professor David Baxter         | Dean, Graduate Research School  |
| Ben Rickerby                   | Manager, Undergraduate Entrance Scholarships, Division of External Engagement |
| Peter Boston                   | Manager, Postgraduate Scholarships, Prizes and Awards, Division of Research   |
| Michelle Bennie                | Academic Committees   |
| Matt Angel                     | Academic Committees   |
| Gary Witte                     | Academic Committees   |
| Michael Swanson                | Senior Analyst Research and Policy, Academic Divisional Office                |





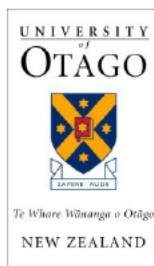












**Research Committee**

**MINUTES**

**RESEARCH COMMITTEE MEETING**

**14 December 2022**

**Centre for Innovation Seminar Room, 1:00pm**

**Present:** Professor Richard Blaikie (Convenor), Dr Rosie Brown, Dr Sara Filoche (1.50 to end), Associate Professor Ceridwen Fraser (z), Associate Professor Emma Wyeth, Professor Roslyn Kemp, Associate Professor Logan Walker (z), Associate Professor Tamlin Conner, Associate Professor Rose Richards, Dr Martin Gagnon, Associate Professor John Shaver (alternate for Division of Humanities Associate Dean Research)

**Apologies:** Professor Hugh Campbell, Dr John Milnes, Professor David Baxter, Associate Professor Kirsten Robertson

**In Attendance:** Dr David Geraghty (z), Mike Wall, Professor Suzanne Pitama (Item 5.2) (z), Ben Te Aika (Item 5.2) (z), Michelle Bennie

**1. Karakia Timatanga**

**2. Minutes of the Previous Meeting**

*Accepted* The notes of the sub-quorate meeting of 9 November 2022 were accepted.

**3. Matters Arising**

*Noted*

**Research Committee dates for 2023**

Circulated by email 11 November 2022 with calendar invites to be sent following room confirmation. Meetings are likely to remain hybrid in-person/Zoom.

**4. No Intimations from the Senate**

**5. Research Committee Strategic Activities**

**5.1 PBRF Sector Reference Group update**

*Noted*

Further papers are coming out for consultation, with some technical consultation to be undertaken with PBRF managers. There is potential for future impact on PBRF following Te Ara Paerangi reforms. There is no specific date for consideration of the implications of Te Ara Paerangi for PBRF.

**5.2 Research Responsiveness to Maori Policy**

*Tabled*

Draft of the *University of Otago Research Responsiveness to Māori Policy* and two flowcharts.

*Discussion*

The Committee discussed the draft policy and flowcharts.

Proposed pilot for Christchurch campus in 2023, with mana whenua agreement to be part of a Māori Research Advisory Rōpū.

The policy aims to: meet mana whenua expectations with a clear, culturally safe process for all researchers including professional development for new researchers; ensure that every piece of research from Otago is risk mitigated not to cause harm; create a database of research; manage cultural workload particularly for rūnaka.

Seeking efficiency and streamlining, while ensuring all researchers are required to explicitly consider the relevance of their research early in the process. All research is of interest to Māori, and Māori will determine what is relevant.

Responsibility could sit with the entire research team rather than the principal investigator, providing experience for new researchers.

Policy review can be advanced through the early part of 2023, without waiting for the result of the Christchurch pilot if the policy is focused in its core intent and separated from the operational processes, which will be determined by location-specific considerations.

These processes remain separate from ethics processes, which are currently undergoing change and may potentially require related expertise on ethics committees, or context provided through documentation.

The pilot should establish time required for the process to inform planning for sustainable implementation and provide clarity around the timeframes involved.

Introduction of the policy should be accompanied by a strong message of institutional support.

*Action*

Undertake consultation on the draft policy with relevant stakeholders, including the Compass project group, in the new year.

**6.**

**6.1**

*Tabled*

**UORGs**

**UORG Extensions/Variations**

UORG Summary List

*Approved*

[REDACTED] UORG ext to 16 December 2023  
[REDACTED] UORG, amended project dates 1 July 2023 – 30 September 2024

[REDACTED] UORG ext to 30 June 2023

[REDACTED] UORG ext to 30 June 2023

*Declined*

[REDACTED] UORG budget variation (lock in savings)  
[REDACTED] UORG budget variation (lock in savings)

**6.2**

**Centres and Themes Extensions/Variations**

Centres and Themes Summary List

*Approved*

[REDACTED] Performance of the Real Research Theme, budget variation

*Declined*

[REDACTED] ext to 31  
October 2023 (residual funds to be returned)

**6.3**

*Noted*

**CRAG application**

[REDACTED] application from November meeting, partial funding approved under convenor's prerogative

**7**

*Noted*

**Correspondence**

Email from [REDACTED] CEFGroup leadership change

*Noted*

Now that Vision 2040 has been released, a request for expressions of interest for new centres and themes will be ready to go in the new year.

**8**

**8.1**

*Discussion*

**Convener's Business**

**Open Access Update**

New Ministry of Business, Innovation and Employment (MBIE) Open Research policy aligns with other countries except that a 12-month embargo is possible here.

Methods of open access publication require further clarification from NZ university librarians.

Work is required on a strategy around retention of copyright. An institution statement would reduce the requirement for individual academics to request retention on a case-by-case basis.

The intention is that there will be no additional cost to the University.

Funder acknowledgement and institutional acknowledgement are not currently handled consistently.

Five Read and Publish agreements have been negotiated, with another five nearing completion. All agreements have slightly different coverage. Update to November: 272 articles published through these agreements. Some agreements have a cap on number which has been reached. Some allow for an increase in the cap, and in future the cap will not apply for selected titles.

**8.2**

*Discussion*

**Te Ara Paerangi – Future Pathways White paper**

<https://www.mbie.govt.nz/te-ara-paerangi-future-pathways>

It is likely a Reference Group will continue as details of system changes are designed and implemented by MBIE. Processes for setting national research priorities will be a major focus for 2023.

University strategies will reference and align with Te Ara Paerangi, and with national priorities (once set), where appropriate.

RSI Te Tiriti Statement and Māori and Pacific fellowships will precede Māori regional research platforms to enable consideration of appropriate funding mechanisms, levels and rules.

*Noted*

Constructive engagement and feedback are welcomed.

**9**

*Noted*

**General Business**

Noted that apologies sent as a reply to the meeting invite are going to an email address that is not monitored. Please forward apologies directly to [dvc.research@otago.ac.nz](mailto:dvc.research@otago.ac.nz) and [paulette.milnes@otago.ac.nz](mailto:paulette.milnes@otago.ac.nz)



**10**  
*Noted*

**Next Meeting**

That the next meeting of the Committee has been set down for 15 February 2023, mode to be advised.

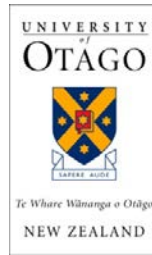
**11**

**Karakia Whakamutunga**

**Distribution List**

Professor Richard Blaikie  
Associate Professor Kirsten Robertson  
Professor Roslyn Kemp  
Dr Ting Wang  
Professors Hugh Campbell  
Associate Professor Tamlin Conner  
Dr Rosie Brown  
Dr Martin Gagnon  
Professor David Baxter

Professor Lisa Stamp  
Dr Sara Filoche  
Associate Professor Rose Richards  
Associate Professor Emma Wyeth  
Mike Wall  
Cc Dr John Milnes  
Cc Dr David Geraghty  
Cc Fiona Seaton  
Cc Paulette Milne



**Board of Undergraduate Studies**

Committee Secretary: Matt Angel  
E-mail: [academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)  
Telephone: 03 479 4852

**Minutes of a Meeting of the Board of Undergraduate Studies**

**1 February 2023**

**Present:** Professor Helen Nicholson (Convener), Mia Heaphy Butts, Professor Tim Cooper, Jason Cushen, Associate Professor Richard Greatbanks, Jennifer Haugh, Professor Karl Lyons, Professor Simone Marshall, Professor Brendan McCane, Dr Sarah Stein, Professor Lois Surgenor, Dr Julie Timmermans

**In attendance:** Matt Angel, Richard German, Dr Tosh Stewart, Mark Wilesmith

**Apologies:** Ngaroma Bennett, Margaret Morgan

**1. Membership Changes**

The Board welcomed the following members:

- Mia Heaphy Butts, representing the Otago University Students' Association, replacing [REDACTED].
- Ngaroma Bennett, representing Te Rōpū Māori, replacing [REDACTED].
- Professor Karl Lyons, having been appointed by the Senate, replacing [REDACTED].
- Dr Julie Timmermans, representing Te Pokapū Whakapakari Kaimahi | The Higher Education Development Centre (HEDC), returning to the Board from research and study leave and replacing [REDACTED].

**2. Minutes**

The minutes of a meeting of the Board held on 2 November 2022, previously circulated, were confirmed.

**3. Intimations from Senate**

The Board noted that the Senate, 30 November 2022, received the minutes of a meeting of the Board held on 2 November 2022, and approved all recommendations contained therein, and

Noted that Senate has approved the expedited academic approval process, which is now in effect.

**Item 13**  
**For noting, and for approval**  
**as outlined in the agenda**

**4. Matters Still to be Finalised**

The Board noted that the following matters previously considered by the Board were still to be finalised:

- a) Guidelines for Establishing New Academic Programmes or Papers (July 2021) (September 2021), *noting that this issue will be taken up by the Programmes and Papers Working Group and does not need to appear on future agendas for the Board.*
- b) A proposal to amend the regulations for the Bachelor of Medicine and Bachelor of Surgery (MB ChB) concerning eligibility to apply for admission to the programme (June 2022), *noting that other health professional programmes will likely also have proposals coming forward around eligibility and admission ahead of CUAP 2023 Round 1.*
- c) Inclusion of prompts regarding internationalisation, mātauranga Māori, and Pacific content in the Annual Programme Report template (September 2022), *noting that Academic Committees and Services hopes to advance work on this prior to commencing the APR process in 2023.*
- d) Approaches to obtain student feedback for small programmes (October 2022)

For enquiries regarding the follow-up of matters discussed by the Board relating to administrative processes, amendments to forms, and work being undertaken by other boards, working parties or offices, please contact Academic Committees and Services ([academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)).

**5. OPEL Academic Advisory Group**

The Board received the minutes of a meeting of the University of Otago Pathway and University of Otago English Language Centre (OPEL) Academic Advisory Group on 20 October 2022, *noting that:*

- *Noting that [REDACTED] of Te Pokapū Whakapakari Kaimahi | The Higher Education Development Centre (HEDC) will be taking over as Convener of the Group, replacing [REDACTED], who has left the University.*
- *Domestic and international student applications for the Diploma in Arts (DipArts) and Diploma in Commerce (DipCom) are arriving in eVision, and students are beginning to be course approved.*
- *A secondment will be made to appoint a director for the DipArts and DipCom.*
- *Residential Colleges have been enthusiastic about the prospect of welcoming some students from the DipArts and DipCom.*

**6. Division of Sciences**

The Board

**RECOMMENDED** that the following proposal from The Division of Sciences (21 November 2022) be approved:

**School of Surveying**

SCI-1 - To delete SURV 169 Special Topic: Nautical Theory 1, including deletion of both the topic and paper code.

**7. Division of Humanities**

The Board

**RECOMMENDED** that the following proposals from the Division of Humanities (23 November 2022) be approved:

**Item 13**  
**For noting, and for approval**  
**as outlined in the agenda**

**School of Arts**

HUM-1 - To amend the prerequisites for EURO 202/302 The Culture of the European City, *subject to removing 'from the Arts and Music Schedule' from both of the proposed prerequisites.*

HUM-2 - To amend the Criminology minor subject requirements so that HIST 216 may count toward the requirements

**NOTED** that the Division of Humanities (23 November 2022) has approved the following special topic:

**School of Social Sciences**

HUM-3 - To offer POLS 230 as Special Topic: Settler State Politics in Aotearoa and Australia

**NOTED** that the following proposals were approved under the Expedited Approval Process for Academic Proposals:

**School of Arts and School of Social Sciences**

HUM-4 - To amend the prerequisites for CLAS 490 and POLS 230, *noting inaccuracies in the EFTS and points value listed for CLAS 490 in the summary document.*

**8. Division of Commerce**

The Board

**NOTED** that the Division of Commerce (23 November 2022) has approved the following special topic:

**Information Science**

COM-1 - To offer INFO 352 as Special Topic: Pervasive Game Development, *noting that 'This course will prepare students...' will be amended to 'Prepares students...' in the prescription.*

**NOTED** that the following proposal has been granted executive approval by the Deputy Vice-Chancellor (Academic) (5 December 2022):

**Tourism**

COM-2 - To dual-teach TOUR 304 and TOUR 426 in 2023 only and amend paper rules accordingly

**Item 13**  
**For noting, and for approval**  
**as outlined in the agenda**

**9. Convener's Business**

The Convener noted that this Board and the Board of Graduate Studies had recommended toward the end of 2021 a light process for recording significant changes to papers that did not reach the threshold for requiring a formal academic proposal. (The manatu recommending this process has been distributed with these minutes.) At the time of this recommendation, leadership among the Divisions was unable to form a consensus around implementing the process. However, in light of the University's upcoming [AQA Cycle 6 Academic Audit](#) in 2024, it now seems advisable to implement the process in 2023 as it will help establish evidence of the currency and continuous improvement of the University's papers, in addition to providing the University with valuable insights.

Additional consideration is needed to determine criteria for notifying Divisions of significant changes to papers and how departments, programmes, and schools will go about notifying their Divisions. However, the Board noted that changes would need to be major – such as significant changes to assessment, learning outcomes, or content – to require notification. Communication regarding this process will be distributed within Divisions in due course.

The Convener also advised the Board that the [AQA Cycle 6 Audit Framework](#) is available and that it contains guideline statements setting out the expected outcomes and standards that the University will want to demonstrate. The Board will discuss this Framework at its next meeting.

**10. Date of Next Meeting**

The Board noted that it will next meet at 2:00 pm on Wednesday 1 March 2023 in Committee Room North, First Floor, Clocktower Building.

**11. Members of the Board**

Professor Helen Nicholson (Convener)  
Ngaroma Bennett  
Mia Heaphy Butts  
Professor Tim Cooper  
Jason Cushen  
Associate Professor Richard Greatbanks  
Jennifer Haugh  
Professor Karl Lyons  
Professor Simone Marshall  
Professor Brendan McCane  
Margaret Morgan  
Dr Sarah Stein  
Professor Lois Surgenor  
Dr Julie Timmermans



## **Board of Graduate Studies**

Committee Secretary: Matt Angel  
E-mail: [academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)  
Telephone: 03 479 4852

### **Minutes of a Meeting of the Board of Graduate Studies**

**2 February 2023**

**Present:** Professor Helen Nicholson (Convener), Professor Richard Blaikie, Professor Tim Cooper, Professor Chrys Jaye, Kirsty Lewis, Professor Lisa McNeill, Dr Christian Ohneiser, Professor Gisela Sole, Dr Sarah Stein, Associate Professor Wayne Stephenson, Dr Rob Wass

**In attendance:** Matt Angel, Carol Forbes, Dr Tosh Stewart, Scott Venning, Mark Wilesmith

**Apology:** Professor David Baxter, Jason Cushen, Margaret Morgan, Lini Roberts

#### **1. Membership Changes**

The Board welcomed the following members:

- Keegan Wells, representing the Otago University Students' Association, replacing [REDACTED].
- Dr Christian Ohneiser, representing the Division of Sciences, replacing [REDACTED].
- Kirsty Lewis, having been appointed by the Senate, replacing [REDACTED].

#### **2. Minutes**

The minutes of a meeting of the Board held on 3 November 2022, previously circulated, were confirmed, noting that the list of deleted endorsements for PGDipClinDent in Item 7, HSC-5 should have included the Restorative Dentistry endorsement, in accordance with the proposal recommended for approval by the Board.

#### **3. Intimations from Senate**

The Board noted that the Senate, 30 November 2022, received the minutes of a meeting of the Board on 3 November 2022 and approved all recommendations contained therein, and

Noted that Senate has now approved items relating to professional development of supervisors, to guidelines for a PhD with practice research, and to establishing an expedited academic approval process.

#### **4. Matters Still to be Finalised**

The Board noted that the following matters previously considered by the Board were still to be finalised:

- a) Guidelines for Establishing New Academic Programmes and Papers (July 2021) (September 2021), *noting that this issue will be taken up by the Programmes and Papers Working Group and does not need to appear on future agendas for the Board.*
- b) Inclusion of prompts regarding internationalisation, mātauranga Māori, and Pacific content in the Annual Programme Report template (September 2022), *noting that Academic Committees and Services hopes to advance work on this prior to commencing the APR process in 2023.*
- c) Approaches to obtain student feedback for small programmes (October 2022)

For enquiries regarding the follow-up of matters discussed by the Board relating to administrative processes, amendments to forms, and work being undertaken by other boards, working parties or offices, please contact Academic Committees and Services ([academic.committees@otago.ac.nz](mailto:academic.committees@otago.ac.nz)).

#### **5. Graduate Research Committee**

##### **GRC Minutes**

The Board received the minutes of a meeting of the Graduate Research Committee on 25 October 2022.

##### **Graduate Research School Report**

The Board received a report on doctoral candidates for October 2022, *noting that:*

- *Enrolments and examinations were down from 2021 and deferrals are up from 2021, but also noting that 2021 was an extraordinary year, so this may simply be a reversion to the mean.*

#### **6. HEDC Interdivisional Board of Studies**

The Board received the minutes of a meeting of Te Pokapū Whakapakari Kaimahi | the Higher Education Development Centre (HEDC) Interdivisional Board of Studies on 18 November 2022.

#### **7. Division of Commerce**

- a) The Board

**NOTED** that the following proposal has been granted executive approval by the Deputy Vice-Chancellor (Academic) (5 December 2022):

##### **Tourism**

COM-1 - To dual-teach TOUR 304 and TOUR 426 in 2023 only and amend paper rules accordingly

#### **8. Division of Humanities**

The Board

**NOTED** that the following proposals were approved under the Expedited Approval Process for Academic Proposals:

### **School of Arts and School of Social Sciences**

- HUM-1 - To amend the prerequisites for CLAS 490 and POLS 230, *noting inaccuracies in the EFTS and points value listed for CLAS 490 in the summary document.*

## **9. Convener's Business**

### **Process for Significant Changes to Papers**

The Convener noted that this Board and the Board of Undergraduate Studies had recommended toward the end of 2021 a light process for recording significant changes to papers that did not reach the threshold for requiring a formal academic proposal. (The manatu recommending this process has been distributed with these minutes.) At the time of this recommendation, leadership among the Divisions was unable to form a consensus around implementing the process. However, in light of the University's upcoming [AQA Cycle 6 Academic Audit](#) in 2024, it now seems advisable to implement the process in 2023 as it will help establish evidence of the currency and continuous improvement of the University's papers, in addition to providing the University with valuable insights.

Additional consideration is needed to determine criteria for notifying Divisions of significant changes to papers and how departments, programmes, and schools will go about notifying their Divisions. However, the Board noted that changes would need to be major – such as significant changes to assessment, learning outcomes, or content – to require notification. Communication regarding this process will be distributed within Divisions in due course.

The Convener also advised the Board that the [AQA Cycle 6 Audit Framework](#) is available and that it contains guideline statements setting out the expected outcomes and standards that the University will want to demonstrate. The Board will discuss this Framework at its next meeting.

### **External Moderation of Postgraduate Papers**

The Convener noted that the University has typically required external moderation of postgraduate papers every year, but this requirement has been suspended since 2020 due to the COVID-19 pandemic. The Convener advised that the time is now right to bring back the requirement for external moderation, but there is scope to reconsider how the process will work moving forward. One particular suggestion has been to require external moderation every two years rather than every year.

The Board expressed support for not requiring moderation every year, but queried how the process might be handed for papers that are not offered every year. The Board also suggested that there be consideration of how moderation is viewed and practised across the University, with a view to achieving better alignment and ensuring that the process is meaningful to the University and to individual academic units and paper coordinators, in addition to providing valuable evidence for processes like the AQA Academic Audit.

The Board also noted that external moderation should only be one component of a suite of measures to ensure quality of papers and suggested that there could also be value in internal moderation. At its next meeting, the Board will consider:



**Item 14**  
**For noting**

- The University's [current guidance on external moderation](#)
- The requirements and practice around external moderation at other New Zealand universities
- Feedback on the external moderation process from Divisional Academic Boards and the DVCs/PVCs Advisory Group
- Good practice at other institutions

**Programmes and Papers Working Group**

The Convener advised that the Programmes and Papers Working Group would soon commence its work to review the programme and paper offerings at the University. For staff seeking to introduce a new programme or paper it is currently advised that they refer to the checklist developed by the Division of Sciences and discuss the matter with their Pro-Vice-Chancellor.

The Board noted that one particular area to consider may be research methods papers and whether some research methods papers for similar disciplines could be merged.

**Entry Requirements for Coursework Master's Degrees**

The Convener noted that Senate has recently approved a standardised entry requirement of a B grade average for coursework master's degrees. Consequently, the University will need to submit a formal proposal to the Committee on University Academic Programmes (CUAP) for any degree that will be lowering its entry requirement. The University's CUAP representative requested assistance from the Associate Deans (Postgraduate) / (Graduate Studies) to identify which programmes will be affected by this change.

**10. Date of Next Meeting**

The Board noted that it will next meet at 2:00 pm on Thursday 2 March 2023 in the Council Chamber, First Floor, Clocktower Building.

**11. Members of the Board**

Professor Helen Nicholson (Convener)  
Professor David Baxter  
Professor Richard Blaikie  
Professor Tim Cooper  
Jason Cushen  
Professor Chrys Jaye  
Kirsty Lewis  
Professor Lisa McNeill  
Margaret Morgan  
Dr Christian Ohneiser  
Lini Roberts  
Professor Gisela Sole  
Dr Sarah Stein  
Associate Professor Wayne Stephenson  
Dr Rob Wass  
Keegan Wells