
Senate

Date: 29 March 2023

Time: 12:15pm

Venue: Council Chamber, First Floor, Clocktower Building

Note: Items left open for discussion are indicated by ## in the margin. To send your apology if you are unable to attend the meeting or to receive the Zoom login details, please email Academic Committees and Services (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 report of the Senate dated 22 February 2023.

- [20230222 Senate report](#)

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3. Intimations from Council

To note
that the Council, 14 March 2023, received Communications from the Senate, dated 30 November 2022 and 22 February 2023, and approved the following:

a) Academic Proposals

The following programme deletions to be submitted to the Committee on University Academic Programmes:

- 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)

b) Scholarships and Prizes

The disestablishment of the following scholarship and prize:

- Alumni in America Inc. Rugby Performance Entrance Scholarship
- University of Otago Graduates' Association Aotearoa New Zealand Prize

4. ## Honorary Degrees

To consider for joint approval with the Council
recommendations from the Honorary Degrees Committee to award honorary degrees to
specified nominees, with further information to be conveyed by the Acting Convener.

5. Academic Division Restructure

To note
the establishment of the position of Dean, Learning and Teaching - reporting to the Deputy
Vice-Chancellor (Academic) - and corresponding restructure of the Academic Division.

- [Academic Division current and proposed structures](#)

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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
- Studholme College, 6-8 March 2023
- School of Social Sciences, 20-24 March 2023

Upcoming reviews

- Department of Public Health, UOW, 29-31 May 2023
- Quality Advancement Unit, 12-14 June 2023
- Department of Preventive and Social Medicine, DSM, 31 July - 2 August 2023
- Publications/Outputs Office/PBRF Office, 23-25 August 2023
- ELM Programme, week of 4 September 2023 - to be confirmed
- University College, 4-6 September 2023
- Ecology Programme, 2-4 October 2023
- Communication Section, External Engagement, week of 2 October 2023 - to be confirmed
- Neuroscience Programme, 25-27 October 2023
- Department of Women's and Children's Health, DSM; Department of Obstetrics and Gynaecology, UOC; Department of Obstetrics, Gynaecology and Women's Health, UOW - week of 30 October 2023 - to be confirmed
- Department of Zoology - November 2023 - to be confirmed

7. 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
26 January 2023.

- [20230126 CALT minutes](#)

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8. Quality Advancement Committee

To receive
the minutes of a meeting of the Quality Advancement Committee on 9 February 2023.

- [20230209 QAC minutes](#)

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9. Internationalisation Committee

To receive
the minutes of a meeting of Internationalisation Committee on 6 March 2023, 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 the Faculty of Medicine, Universität Hamburg, Germany
- An MOU between the University of Otago and Thammasat University, Thailand
- An MOU between the University of Otago and Olympic College, U.S.A.
- An MOU and Student Exchange Agreement (SEA) between the University of Otago and the University of the South Pacific, Fiji
- An MOU between the University of Otago and the South Seas Healthcare Trust, Auckland
- An MOU and SEA between the University of Otago and Instituto Tecnológico y de Estudios Superiores de Monterrey, Mexico
- An MOU between the University of Otago and BHL Education, Vietnam
- An MOU with Ekalesia Fa'apopototoga Kerisiano Samoa (EFKS), Auckland

Renewed agreements

- The SEA between the University of Otago and the University of Texas, McCombs School of Business, U.S.A.
- The MOU between the University of Otago and UCSI University, Malaysia

- [20230306 IC minutes](#)

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10. Research Committee

To receive
the minutes of a meeting of the Research Committee on 8 March 2023.

- [20230308 RC minutes](#)

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11. Distance Learning Advisory Committee

To receive
the minutes of a meeting of the Distance Learning Advisory Committee on 9 March 2023.

- [20230309 DLAC minutes](#)

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12. Scholarships and Prizes Committee

To receive

a manatu from the Scholarships and Prizes Committee dated 14 March 2023, and

To recommend

that the following new prize, new scholarships and disestablished scholarship be approved:

New Prize

- Caledonian Society Prize for Scottish Literature

New Scholarships

- Otago Council Postgraduate Scholarship in Commerce
- The Professor John Steele Honours Scholarship in Musicology
- The Professor John Steele Master's Scholarship in Musicology
- The Professor John Steele Doctoral Scholarship in Musicology
- The Eamon Cleary Trust Postgraduate Travel Award

Disestablished Scholarship

- The Eamon Cleary Trust Honours Scholarship

- [20230314 SaPC New and amended scholarships and prizes](#)

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13. Board of Undergraduate Studies

To receive

the minutes of a meeting of the Board of Undergraduate Studies on 1 March 2023, and

- [20230301 BUGS minutes](#)

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a) To recommend

that the following amended programme, including new and deleted papers, be approved:

(CUAP approval required)

Amended programme

- Bachelor of Dental Surgery with Honours (BDS(Hons))

New papers

- DENT 570
- DENT 572

Deleted papers

- DENT 561
- DENT 563
- DENT 580
- DENT 581

b) To approve

the following new, deleted and amended papers and amended programmes:

New papers

- DENT 531
- DENT 533

Deleted papers

- DENT 551
- DENT 553
- ENGL 126

Amended papers

- AGRI 321
- INFO 130
- ENGL 127
- ENGL 128
- ENGL 222
- ENGL 319
- ENGL 320
- ENGL 335

Amended programme:

- Politics major subject
- Religious Studies major subject
- Functional Human Biology major subject
- Bachelor of Biomedical Sciences (BBiomedSc)
- Bachelor of Dental Surgery (BDS)

c) To note

that the following special topic has been approved:

- LAWS 478 Special Topic: Remedies in Private and Commercial Law

d) To note

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

Amended paper

- MANT 346

14. Board of Graduate Studies

To receive

the minutes of a meeting of the Board of Graduate Studies on 2 March 2023, and

- [20230302 BoGS minutes](#)

a) To approve

the following new and deleted papers:

New paper

- FINC 444

Deleted papers

- GENA 825
- FINC 460

15. Convener's Business

16. Date of Next Meeting

To note

that the Senate will next meet on Wednesday 26 April 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

REPORT OF THE SENATE

22 February 2023

1. Minutes

The minutes of a meeting of the Senate on 30 November 2022 were confirmed.

2. Intimations from Council

The Senate noted 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
- An MoU between the University of Otago and Suankularb Wittayalai Thonburi School, Thailand
- An MoU between the University of Otago and the Prince Royal's College, Chiang Mai, Thailand
- An MoU between the University of Otago and Watpapradoo School, Thailand
- An MoU between the University of Otago and Bangkok Christian College, Thailand
- An MoU between the University of Otago and Chonkanyanukoon School, Thailand
- An MoU between the University of Otago and Chonradsadornumrung School, Chonburi, Thailand
- An MoU between the University of Otago and Phanatpittayakarn School, Thailand
- An MoU between the University of Otago and Piboonbumpen Demonstration School Burapha University, Thailand
- An MoU between the University of Otago and Rayongwittayakom School, Thailand
- An MoU between the University of Otago and Satit PIM School, Thailand
- An 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

3. Appointments to Committees

The Senate noted that it had 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

4. Approval of International Agreements

The Senate noted 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.

5. 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):

- 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

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

- 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

6. Quality Advancement Committee

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

7. Summer School and Continuing Education Board

The Senate received the minutes of a meeting of the Summer School and Continuing Education Board on 16 November 2022.

8. Internationalisation Committee

The Senate received the minutes of a meeting of Internationalisation Committee on 21 November 2022, and noted 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 Rissyo University, Japan
- The MOU and SEA between the University of Otago and Keio University, Japan

Item 2
For confirmation

- 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

9. Committee for the Advancement of Learning and Teaching

The Senate received the minutes of a meeting of the Committee for the Advancement of Learning and Teaching on 24 November 2022.

10. Scholarships and Prizes Committee

The Senate received the minutes of a meeting of the Scholarships and Prizes Committee on 13 December 2022, and

RECOMMENDED 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

11. Research Committee

The Senate received the minutes of a meeting of the Research Committee on 14 December 2022.

12. Board of Undergraduate Studies

The Senate received the minutes of a meeting of the Board of Undergraduate Studies on 1 February 2023, and

APPROVED 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

NOTED 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

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

Amended paper

- POLS 230

NOTED 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

13. Board of Graduate Studies

The Senate received the minutes of a meeting of the Board of Graduate Studies held on 2 February 2023, and

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

Amended paper

- CLAS 490

NOTED 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

Item 2
For confirmation

14. Convener's Business

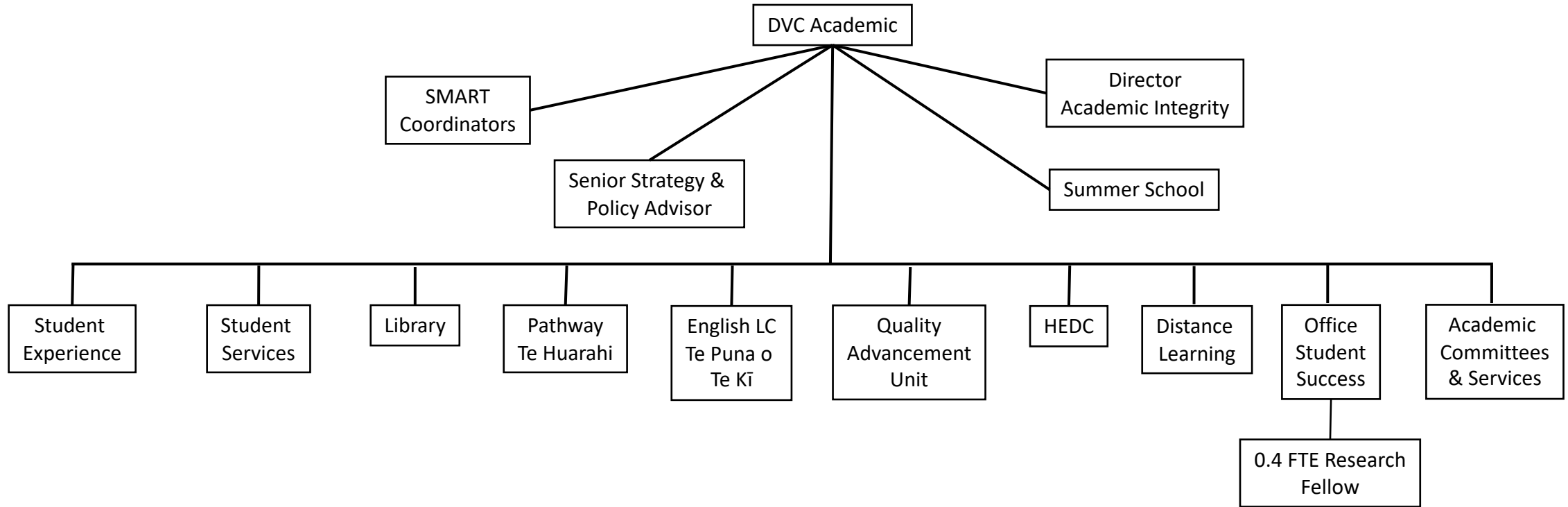
The Senate noted that the Convener did not have any business to report.

15. Date of Next Meeting

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

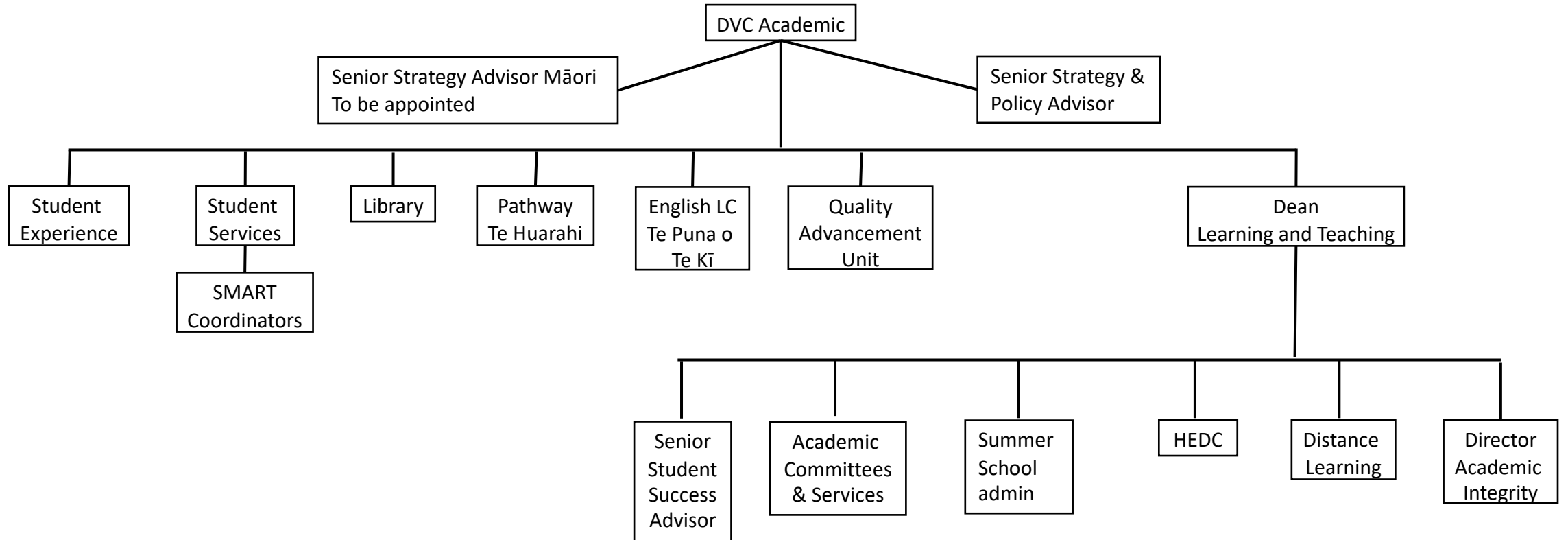
Current structure of Academic Division

Item 5 - For noting



Funding for Senior Strategic Advisor Māori approved in 2023 budget, this role will report to the DVC Academic

Proposed structure





Committee for the Advancement of Learning and Teaching

Committee Secretary: Carol Forbes
Telephone: 03 479 8792
E-mail: carol.forbes@otago.ac.nz

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

26 January 2023

Present: Professor Helen Nicholson (Convener), Dr Lee Adam, Cate Bardwell, Professor Richard Blaikie, Dr Russell Butson, Jason Cushen, Dr Fairleigh Gilmour, Mia Heaphy Butts, Dr Rachel Martin, Dr Stephen Scott, Professor Sheila Skeaff, Associate Professor Alesha Smith, Dr Sarah Stein, Nicola Walmsley, Dr John Williams

Apologies: Professor Ben Daniel, Margaret Morgan, Dr Tracy Perry

In attendance: Carol Forbes

1. Welcome

Professor Nicholson welcomed everyone to the meeting.

2. Minutes from Previous Minutes

The minutes of the Committee held on 24 November 2022 previously circulated, were confirmed.

3. Matters Arising from Previous Minutes

- Amend the sentence relating to the submission to Senate on committee changes to “The proposed reporting lines for the Distance Learning and Summer School groups to lie with CALT, will be submitted to Senate for approval”.
- The ‘CALT Korero Talks’ begin on 8th February with ‘Open Resources’ hosted by [REDACTED] and will be available across three modes – studio location, live stream and recorded asynchronous access.

4. Digital Learning Environment Review

The Committee received a verbal update on the Review of the Digital Learning Environment, noting the following

Item 7 For noting

- One of the Activity streams, which was to gather feedback from staff, was undertaken towards the end of last year. This involved 13 focus group workshops being held in November and early December. Eight were held in Dunedin, 2 in Christchurch, 1 in Wellington and 2 by Zoom. Email responses were also collected. Approximately 150 staff participated
- Insights from the responses show that the following are critical to a successful learning environment:
 1. *Information flow* – how does the data connect together and work with each other
 2. *Digital pedagogies* – a good digital learning environment can provide this
 3. *Feasibility* – tools supporting DLE and how processes happen
 4. *Analysis* – help understand learning and provide better support
 5. *Support* – for technology and pedagogical aspects
 6. *Communications* – who has access, what is the appropriate level, who makes decisions
- A survey, based on the findings of the focus groups, is currently being developed for release as soon as possible. It is hoped that the survey will provide an opportunity for many more staff to share their thoughts.
- The final report will be written by the end of March.

5. Convenor's Business

Professor Nicholson advised the Committee on the following,

- *Changes to CALT membership* – the Distance and Learning Advisory Group will now report to CALT and the Terms of Reference and membership composition will be reviewed to reflect this. The group will provide regular reports to the CALT meetings each year. The DVC(A) will look at the current Terms of Reference and membership and report back to the March CALT meeting.
- *Open Artificial Intelligence tools* – update on the AI tool ChatGPT and its increased use, and how we can learn from northern hemisphere university results on AI usage. It was reported that the Academic Integrity manuals have been updated to include its usage and these will be sent to Associate Deans Academics for distribution to staff. The Academic Integrity Group can assist academic units on how to communicate its use with staff and students.
- *Vision 2040* – this was approved by Council in December 2022 and the Vice-Chancellor will be launching it in February 2023.
- *Programmes and Papers Working Group* – this has been established and will consider reducing the number of papers offered across the university and the simplification of some programme structures.
- *Learning Success Plan* – the previous plan provided to TEC needs some improvement and should demonstrate targets and key performance indicators (KPIs). There are seven key areas and the University has made progress across these areas, and is narrowing the gaps for academic success for Māori, Pacific and Disability.
 1. People, Cultural, Leadership
 2. Data/Technology
 3. Guided Pathways
 4. Holistic Student Support
 5. Student centric systems
 6. Teaching and Learning

7. Partnerships

- *Cycle-6 Academic Audit* – the information collected for the Learning Success Plan is also relevant for the Cycle 6 Academic Audit. The Self-Review report will identify what has been done well, where are the gaps and provide evidence for the actions. Members of CALT have been invited to attend the Academic Audit Workshop presented by [REDACTED] in early February.

6. Other Business

The Committee discussed the new CALT Kōrero events, noting the following

- A range of topics should be considered to get engagement from staff and could be pitched at different levels (eg specific to a Division or broad across the University).
- Projects from CALT grants or academics doing interesting things in the teaching and learning space could be asked to present.
- These events are not intended to be solution-focussed but to get conversations started across all areas within the university.
- Suggested possible topics for future events could include assessment, Māori and Pacific learning success.
- The March CALT Kōrero will focus on the area of Artificial Intelligence tools.
- The team organising the events will produce a general schedule and bring to the March CALT meeting.

7. Date of Next Meeting

Noted that the next meeting of the Committee will be held on **Thursday 30th March 2023** at 2.00 pm in Committee Room North.

8. Membership of Committee

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



Quality Advancement Committee

Stand in Committee Secretary: Carol Forbes Telephone 03 479 8792

E-mail: carol.forbes@otago.ac.nz

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

9 February 2023

Present: Professor Helen Nicholson (Convener), Professor David Baxter, Jason Cushen, Jo Gibson, Mia Heaphy Butts, Professor Niels Kjaergaard, Kevin Maley, Associate Professor Lynn McBain, Margaret Morgan, Professor Kerry Shepherd, Mandy Taia

In Attendance: Carol Forbes, Dr Julie Weaver

Apologies: Professor Richard Blaikie, Dr Simon Connell, Professor Tim Cooper, Professor Anna High, Associate Professor Andrew Trotman

1. Welcome

Professor Nicholson welcomed the following new members to the committee – Mia Heaphy Butts, OUSA Academic Representative, Dr Julie Weaver, DVC(A) Analyst and Mandy Taia representing the Office of Pacific Development.

2. Minutes

Confirmed the minutes of a meeting of the Committee held on 9 November 2022.

3. Matters Arising from the Previous Minutes

The Director Quality Advancement reported that a meeting 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) is still planned for 2023 with a date yet to be confirmed.

4. Changes to Quality Advancement Committee

The Committee noted that 30 November 2022 Senate meeting approved changes to academic committee structures, noting

- QAC would have oversight responsibility for the Student Pastoral Care Code Group, which is still to be established.

Item 8
For noting

- The current Terms of Reference and composition will need to be reviewed to incorporate these changes. A small working group consisting of [REDACTED] will undertake this task and report back to the May meeting.

5. Director, Quality Advancement Unit Update

The Committee received a verbal update from the Director, noting

- The AQA Cycle 6 Academic Audit workshop is scheduled for Thursday 5th February.
- The first audit report for Cycle 6 for Waipapa Taumata Rau, University of Auckland was released in November 2022 and the audit report for Te Herenga Waka, Victoria University will be released soon; an executive summary of this report to be tabled at the May QAC meeting and the executive summaries of other universities to be included in future meeting agendas on release, as appropriate.
- To be mindful that the report recommendations made for each university will be different.
- [REDACTED] is chairing the Massey academic audit panel in March.

6. Quality Surveys and Evaluations Report

The Committee received a Quality Evaluations and Surveys Report dated February 2023, noting the following:

- The Hands-On-Otago Survey is due to close soon and a cursory look at the data collected indicates that the feedback is very positive.
- A Student Evaluation Process Improvement Survey will be launched in February. The intent of this survey is to collect feedback from staff who ordered Student Evaluations of Teaching and use information to help improve the service.
- The University will again take part in the International Student Barometer survey of international students and results are benchmarked against other institutions taking part in the survey worldwide.
- Work on the implementation of a set of common items in all eight NZ universities graduate surveys is ongoing and the first draft report should be released later in 2023.
- Discussion on whether teacher 'evaluations' is the correct terminology and the best way to evaluate teaching. They are used for multiple purposes and the written feedback can be useful.

7. Quality Reviews Report

The Committee received the Quality Reviews Report dated February 2023, noting the following:

- 16 Reviews are scheduled for 2023 and are at various stages.
- There are four outstanding review reports for 2022.
- Preparations for the 2023 Graduating Year Reviews (GYRs) are underway and a GYR Annual Programme Report (APR) workshop is scheduled for the week of 13 February.
- The outstanding Status Reports and Mid-Cycle Assessments has been largely cleared but nine remain overdue.
- Committee should encourage their colleagues to make submissions for relevant Reviews.

8. Convenor's Business

No items to report.

9. Other Business

The Committee noted that there would be no contestable Quality Improvement Grant round in 2023.

10. Date of Next Meeting

Noted that the next meeting of the Committee is currently scheduled for Tuesday 2nd May from 2-4pm, in Committee Room North.

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

Mia Heaphy Butts

Professor Anna High

Professor Niels Kjaergaard

Kevin Maley

Margaret Morgan

Professor Kerry Shephard

Mandy Taia

Associate Professor Andrew Trotman



INTERNATIONALISATION COMMITTEE

MINUTES OF THE INTERNATIONALISATION COMMITTEE
MONDAY, 6 MARCH 2023

PRESENT: Professor Tony Ballantyne (Convenor), Associate Professor Leah Watkins and Mr Cyrus Yam (for first 30 minutes).

IN ATTENDANCE: Dr Jo Oranje, Dr Paul Baker, Mrs Megan Smith, Mr Garry Chronican, Ms Bronwen Stephens, Dr Sally Henderson, Mrs Susan Steer, Tofilau Nina Kirifi-Alai, Mrs Chriss Hamilton, Ms Jennifer Haugh (representing Student Experience) and Ms Lynda McIver (Secretary).

Part 1: Matters to be Reported to Senate

1. Apologies

Apologies were received from Jason Cushen, Associate Professor Joel Tyndall, Dr Florian Beyer and Dr Hunter Hatfield.

██ were unable to attend the meeting.

2. Confirmation of the Minutes of the Meeting of 21 November 2022

Part 1 of the Minutes of the meeting of 21 November 2022 was accepted as a true and accurate record.

3. Intimations from the Senate

The Committee noted that at its meeting on 22 February 2023, the Senate received the Minutes of the meeting of the Internationalisation Committee held on 21 November 2022, and approved the recommendations contained therein.

4. Intimations from the University Council

The Committee noted that at its meeting on 29 November 2022, the University Council approved the recommendations of the meeting of Senate held on 26 October 2022.

5. Agreements

In the absence of a quorum, the Committee considered new agreements and agreements to be renewed by way of email. On the advice of the Committee, the Deputy Vice-Chancellor (External Engagement) approved the following proposed new agreements and renewals:

5.1 Proposed New Agreements

- Recommended that the University of Otago enters into a Memorandum of Understanding (MOU) with Faculty of Medicine, Universität Hamburg, Germany;
- that the University of Otago enters into a MOU with Thammasat University, Thailand;
- that the University of Otago enters into a MOU with Olympic College, U.S.A.;
- that the University of Otago enters into a MOU and Student Exchange Agreement (SEA) with the University of the South Pacific, Fiji;
- that the University of Otago enters into a MOU with the South Seas Healthcare Trust, Auckland;
- that the University of Otago enters into a MOU and SEA with Instituto Tecnológico y de Estudios Superiores de Monterrey, Mexico;
- that the University of Otago enters into a MOU with BHL Education, Vietnam.
- that the University of Otago enters into a MOU with Ekalesia Fa'apopotoga Kerisiano Samoa (EFKS), Auckland.

5.2 Agreements to be Renewed

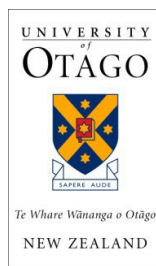
- Recommended that the SEA between the University of Otago and the University of Texas, McCombs School of Business, U.S.A., be renewed;
- that the MOU between the University of Otago and UCSI University, Malaysia, be renewed.

5.3 Finalised Agreements

- Noted that the following agreements have been finalised since the last meeting:
- an Academic Co-operation Agreement between the Division of Health Sciences, University of Otago and Karolinska Institutet, Department of Dental Medicine, Sweden;
- a MOU between the University of Otago and Musashino University, Japan;
- a SEA between the University of Otago and the University of Sydney, Australia;
- a MOU between the University of Otago and Van Lang University, Vietnam;
- a MOU between the University of Otago and Vancouver Island University, Canada.

6. Committee Membership

The Committee welcomed the new OUSA representative, Mr Cyrus Yam.



Research Committee

Minutes

RESEARCH COMMITTEE MEETING

8 March 2023

Centre for Innovation seminar room, 2:00pm

Present: Professor Richard Blaikie (Convenor)(z), Professor David Baxter, Dr Rosie Brown, Professor Hugh Campbell, Professor Tamlin Conner, Associate Professor Ceridwen Fraser, Dr Martin Gagnon, Professor Roslyn Kemp (z), Associate Professor Logan Walker (z), Professor Rose Richards, Associate Professor Sara Walton, Mike Wall (late arrival), Professor Emma Wyeth (z)

Apologies: Dr Sara Filoche

In Attendance: Dr David Geraghty (z), Dr John Milnes, Paulette Milnes,

1. Minutes of the Previous Meeting

Accepted

That the minutes of the meeting of 15 February 2023, be accepted as a true and accurate record.

2. No Matters Arising

3. No Intimations from the Senate

4. Research Committee Strategic Activities

4.1 PBRF Sector Reference Group update

Noted

The submission on the technical matters discussion paper has been submitted. Awaiting response

4.2 Research Responsiveness to Māori Policy

Noted

Currently with rūnaka, Ngāi Tahu Research Consultation Committee, Te Poutama Māori, and Associate Deans Māori for feedback
deadline 28 April.

To be circulated to Associate Deans Research tomorrow.

Dependent on feedback, due to Research Committee at May/June meeting.

Concerns from Associate Deans Māori regarding workloads. Potential block to implementation of policy.

Awaiting formal feedback

New roles within R&E to support the policy.

Those roles will be useful irrespective of policy implementation.

Reiteration that these roles will need to be filled by people with research or academic experience.

4.3

Te Ara Paerangi – Future Pathways

Sector reference group will continue to meet while Te Ara Paerangi is rolled out, providing an avenue for meaningful sector input during implementation of the research prioritisation framework.

A coordinated, collective strategic approach will align the University with Te Ara Paerangi priorities while differentiating the University from other institutions.

Te Ara Paerangi can provide a guide for internal strategic work, so that the University can align institutional and national priorities.

Research Committee will take a leading role in the implementation of this at an institutional level, positioned between priorities from senior leadership and council, and ideas for priorities from the research community.

5.

5.1

UORGs

UORG process review

Alignment with University strategy and current fiscal constraints are primary drivers from reconsideration of the way the research budget is invested, including awarding UORGs, and whether the established system is fit for purpose.

Proposed

Limit UORG applications to Early Career Researchers, Maori researchers, and Pasifika Researchers

Discussed

Main points of discussion:

- Tightening criteria for applications, based on need, rather than limiting to specific groups.
- Reworking primary purpose within UORG documentation to better reflect priorities for awarding UORGs.
- Disciplinary panels are not strategic.
- Phased introduction of changes, particularly as Strategy 2040 is still in draft form.
- 2023 UORG round should have clear guidelines for applicants and panel members regarding funding priorities, particularly de-emphasising blue sky thinking.
- Major changes for 2023 would create unnecessary work for a transition year, before further major changes in 2024.
- Communications about any major restructuring of UORGS should begin now. Professor Blaikie to action.

Decided

Panel based UORG round will be held in 2023 with modifications to guidelines, assessment criteria and application forms to emphasise priorities (Early Career researchers, Maori researchers, Pasifika researchers, and strategically aligned research).

Decided

Changes to documentation to be approved by Professor Blaikie as convenor and reported back to Committee. Updated documentation will include a caveat that confirmation of grants and final allocation and delivery of grants will be subject to financial availability.

3:00 [REDACTED] left the meeting and [REDACTED] joined via zoom.

5.2
Approved

UORG Extensions/Variations

UORG Summary List

[REDACTED], UORG time extension

5.3
Approved

Out of Season UORG

[REDACTED]

Decoding the impact of severe storm events on New Zealand landscapes

6

Incoming correspondence

No incoming correspondence

7.

Convener's Business

7.1
Noted

Research Spending Budget

The Research budget is currently weighted to UORGs rather than Centres and Themes

Proposed

Reallocation of money from UORGs to Centres and Themes

Discussion

Main points of discussion:

- Reallocating money to Centres and Themes would allow for flagship activities to deliver research outputs rather than merely coordinate activities.
- Reallocation of funds would allow for strategic use of research budget.
- Centres and Themes have allowed the University to build a profile in areas of research not previously recognised.
- Transfer to funds from UORGs to Centres and Themes as they currently operate is not likely to be viewed favourably by researchers.
- Consideration would be needed on the equity of funds distribution if predominantly routed through Centres and Themes.
- As with the UORGs, the current system of funding for Centres and Themes needs reconsideration to assess if it is still fit for purpose.

The Committee is reluctant to directly divert funds allocated to UORGs into other activities as they currently stand. Further consideration of how Centres and Themes operate, and their strategic alignment is needed if changes are to be made.

Decided

The 2023 UORG round will proceed, as decided earlier in the meeting. Although committed to continue running Centres and Themes, further work is required to align applications and operations with the strategic direction of the University, and consideration of changes to allocation of funds from the Research budget is premature.

3:40 [REDACTED] left the meeting.

7.2

Review of UORG processes

As discussed under 5.1

8. General Business

8.1 ORIS

The goal is to have a minimally viable product by August-September 2023. Dissemination to the wider University community will progress through to mid 2024.

Data collected in ORIS on gender and ethnicity comes from Human Resources. It is expected that access to this information will be role based, but discussions with HR are ongoing to see what information will be included.

8.2 Research Outputs system

It is currently out to tender. The closing date is next week.

Intention is to have a new system in 6-8 months with implementation after that.

8.3 Gender Equity

Gender Equity working group raised the possibility of women only research awards.

No evidence of gender bias in Early Career awards for distinction in research. Gender bias is apparent for awards at a more senior level.

Women only awards, or increased support and encouragement of female nominations for awards, are two ways to address this.

██████████ to explore options, to discuss at a further date.

9. Next Meeting

The next meeting of the Committee has been set down for 5 April 2023, mode to be advised.

Distribution List

Professor Richard Blaikie
Associate Professor Sara Walton
Professor Roslyn Kemp
Professor Hugh Campbell
Associate Professor Ceridwen Fraser
Dr Sara Filoche
Associate Professor Logan Walker
Professor Tamlin Conner
Dr Rosie Brown
Dr Martin Gagnon
Professor David Baxter
Professor Rose Richards
Professor Emma Wyeth

Mike Wall
Professor Maree Thyne
Professor Patricia Priest
Professor Jessica Palmer
Professor Richard Barker
Professor Jeff Smith
Stephen Willis
Gary Witte
Cc Matt Angel
Cc Dr David Geraghty
Cc Dr John Milnes
Cc Paulette Milnes
Cc Fiona Seaton



DISTANCE LEARNING ADVISORY COMMITTEE

Committee Secretary: Michelle Bennie: Telephone 03 479 9105
Email: michelle.bennie@otago.ac.nz

REPORT OF THE DISTANCE LEARNING ADVISORY COMMITTEE **9 March 2023**

Present: Professor Helen Nicholson (Convener), Dr Sarah Stein, Associate Professor Rob Griffiths (z), Dr James Harding (z), Professor David McBride (z), Jeffrey Ormandy (z), Associate Professor Andrew Trotman, Jacinda Boivin, Dr Sarah Carr, Associate Professor Joyce Koh (z), Megan Smith, Dr Keryn Pratt (z), Daniel Macshane, Cyrus Yam

In attendance: Julie Weaver (z), Michelle Bennie

Apologies: Dr Cherie McConville, Professor Paul Trebilco

1 Apologies and Welcome

Apologies were noted. The Committee welcomed Cyrus Yam as the new OUSA International Students' Representative.

2 Minutes

The minutes of a meeting of the Committee held on 9 November 2022 were confirmed.

3 Matters Arising from Previous Minutes (Actions List)

There were no matters arising.

4 Terms of Reference and Composition

The Committee reviewed the Terms of Reference and composition and discussed

- The status of the Distance Education Strategy, given that the Teaching and Learning Plan will now be overarching.
- A paper on the future of distance learning has gone to the Senior Leadership Team following a query from the University Council.

(z) indicates attendance via Zoom

Item 11
For noting

- We are predominantly a campus-based university but there is opportunity to expand distance learning, especially in the postgraduate taught area for international students. There are also niche areas in the undergraduate space such as Theology where we should continue to develop, but few undergraduate programmes will be delivered entirely via distance, as these students want to be on campus.
- A significant proportion of postgraduate international students wish to study on campus in an English-speaking country because of the opportunities for language development, and work experience following graduation.
- There is potential to increase the number of professional programmes offered by distance for people who require flexibility because of their employment.
- The International Reset and Recovery will include international online programmes. Susan Steer's group (International Programmes Development) is available to help departments develop programmes for international students.
- The majority of the International Office's work is directed toward on-campus study. Developing a closer connection between international and distance would require quite a different strategy.

The Committee

AGREED That the Terms of Reference will be updated to reflect that the reporting line is now via the Committee for the Advancement of Learning and Teaching (CALT).

That the name Advisory Committee will be retained, as this is considered more appropriate than Operational Group.

That Vision 2040 will be specifically included in the Terms of Reference.

That the Convenor will work with the Director of Distance Learning to identify any appropriate Māori and Pacific roles to add to the composition of the Committee.

That the OUSA nominee will consult with OUSA and invite interested Māori/Pacific students to join the Committee.

5 Director's Report

The Committee received the March 2023 report from the Director, Distance Learning and discussed

- A lot of energy is currently going into the review of the digital learning environment, a key area for the University.
- It may be useful to include a section for international students in the *Distance Learning Information and Support for Students* handbook. [REDACTED] will review this with colleagues to see whether anything might be added. Support for distance international students may be more appropriately located at departmental level, rather than with the International Office.

6 Vision 2040 and the Distance Education Strategy

The Committee discussed

- The scope of distance learning and this committee, given that new, deliberate hybrid arrangements are not covered by the current split of on-campus and distance learning. Hybrid is the most complex mode for teaching. Issues requiring consideration include: planning and approval of hybrid paper delivery; ensuring we know where students are; teaching spaces that enable interactive teaching; and supporting students to think about how they can best engage with their learning. These issues should be addressed in the Teaching and Learning Plan.
- Responsibilities in providing distance learning to Māori and Pacific students. A model of teaching based on not being physically present with other students works for some, but not for others. We need to be aware of isolation issues and how this can be supported in a culturally-responsive way. Noted that Theology's distance learning programme is moving to intensives offering face-to-face teaching away from the Dunedin campus.

7 Paper Enrolment and Statistics

Distance Learning Enrolment Statistics (*December 2022*) from the Strategy, Analytics and Reporting Office (SARO) were noted and discussed

- 2022 Distance Year on Year tables as at 31 December 2022:
 - 3282 heads enrolled; 15.5% of total enrolments
 - Generally growth across divisions
 - Humanities up from 2017 (185.6 to 276.4) following approval of a number of individual distance papers
 - Rise in undergraduate heads to 1052 (437 in 2017)
 - This has been achieved with minimal marketing.

The Committee discussed the *Student Services Improvement Survey 2022* (Distance Students) noting that the lack of shared understanding of terms used in the survey, including what constitutes a distance paper and what 'student services' refers to, means it is difficult to consider actions to improve based on comments. The Committee noted the very positive responses regarding library services.

8 Reports from Members

██████████ noted that COSC360 Computer Game Design was offered at Summer School for first time this year. Group projects were very successful, with students enjoying interacting with each other. COMP161 Computer Programming is not going as well as the Department would like, but the pre-Christmas Summer School cohort did better than those in semester 2.

██████████ noted that Student Experience has been involved in enrolling incarcerated applicants. Distance learning papers are returning to in-person exams, requiring re-establishment of networks and relationships with supervisors and venues. There have been some challenges around this, especially for international students, and there is more work to do. Paper management will begin capturing data from 22 March. This is three weeks earlier than usual (meaning information will be available earlier for the Distance Learning Prospectus) because the eVision upgrade is occurring later than usual. There are a range of week changes for every second semester and full year paper. It will be challenging for some departments to meet the earlier deadline. The importance of providing the additional information required by the Distance Learning Office for the Distance Learning Prospectus (e.g. assessment, in-person

Item 11 For noting

events/components) will be reiterated in a variety of communication. Members are asked to highlight this with divisions.

██████████ noted that a lot of work is going into the e-reserve management system (course readings) to ensure as much as possible is available online and is easy to access. The library is working with lecturers to get lists ahead of them going out to students, to ensure more of what is in the library is available to a wider range of students.

██████████ noted that it has been exciting to welcome back international students. While numbers were still to be finalised at the time of the meeting, over 750 new international students had arrived on campus for both full degree and semester-based studies.

██████████ noted that Commerce, like other divisions, is looking to secure further enrolments, including looking at taught masters' structures. Currently two masters' are offered online, with interest so high that one is now offered as a purely distance programme. This success is driving thinking about where EFTS can be grown elsewhere. The focus is on postgraduate courses, especially taught, and particularly international.

██████████ noted that year has started well with no major issues being raised. There has been a pleasing increase in the level of skill and confidence of those using Zoom-based systems.

██████████ noted that HEDC has started to do orientation jointly with ITS for new teachers around Otago's technology environment. This has gone well and they are considering offering a session at the beginning of every semester. They are stepping up one-to-one support for Vevox and Echo360 and are running workshops on ChatGPT. They are dealing with a lot of postgraduate enquiries and remote postgraduates coming onboard (with accommodation for postgraduates a challenge).

██████████ noted that the residential weekend for the Postgraduate Diploma in Health Sciences endorsed in Occupational Health will be held this weekend (with online participation enabled).

██████████ noted that northern campuses enrolments are suffering a little. They focus on postgraduate professional training and the crisis in the health sector means people are not enrolling. Health Sciences enrolments down because people have insufficient energy for study on top of everything else and academic training is being deferred until the crisis is over. Occupational Aviation Medicine is cushioned from this because of its high proportion of international students.

██ had nothing specific to report.

9 Convener's Business

The Committee noted that the management of change process currently under consultation may see the establishment of a Dean of Teaching and Learning within the Academic Division. The Dean would lead the new Teaching and Learning Plan, including distance learning.

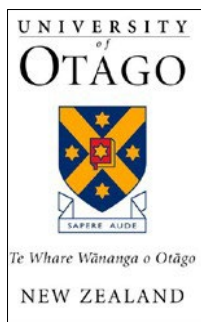
10 Next Meetings

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For noting

The Committee noted that 2023 meetings are scheduled for 11 May, 23 August and 9 November.

11 Membership

Professor Helen Nicholson (Convener)
Dr Sarah Stein
Jacinda Boivin
Dr Sarah Carr
Associate Professor Rob Griffiths
Dr James Harding
Associate Professor Joyce Koh
Daniel Macshane
Professor David McBride
Cherie McConville
Jeffrey Ormandy
Associate Professor Andrew Trotman
Megan Smith
Cyrus Yam
Professor Paul Trebilco
Dr Keryn Pratt



Manatu *Memorandum*

Ki a The Senate
To

Nā Scholarships and Prizes Committee
From

Te rā 14 March 2023
Date

Te Kaupapa **New and Amended Scholarship and Prize proposals**
Re

Preamble

The recommendation of the Senate is sought for the following new prize, new scholarships and disestablished scholarship to proceed to the University Council for approval.

The Scholarships and Prizes Committee has approved an amended prize and amended scholarships.

1. NEW PRIZE

a) Caledonian Society Prize for Scottish Literature

- **Department:** Centre for Irish and Scottish Studies
- **Value:** \$500
- **Background:** Established by the University of Otago in 2023 through a generous donation from the Caledonian Society of Otago, this prize will be awarded each year to a student nominated by the Stuart Professor of Scottish Studies. The main purpose of the Caledonian Society (1862-2020), now dissolved, was to celebrate Scottish national literature, customs and accomplishments. The prize will be presented to the student judged to have written the finest essay on a topic relating to Scottish literature, or to have produced the finest piece of creative writing on a Scottish theme.
- **Recommended by:**
 - Professor Liam McIlvanney, Stuart Professor of Scottish Studies, Centre for Irish and Scottish Studies, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Proposed Regulations

Caledonian Society Prize for Scottish Literature

Established by the University of Otago in 2023, through a generous donation from the Caledonian Society of Otago. From its establishment in 1862 until its dissolution in 2020, the

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For recommendation of approval

Caledonian Society of Otago pursued its stated aims of promoting benevolence, Scottish national literature, and Scottish customs and accomplishments. For over a hundred and fifty years, the Society (the oldest Scottish Society in New Zealand) organised the annual Caledonian Games in Dunedin.

This prize is awarded annually by the University Council on the recommendation of the Stuart Professor of Scottish Studies to the student judged to have (i) written the finest essay on a topic relating to Scottish literature, broadly conceived, or (ii) produced the finest piece of creative writing on a Scottish theme.

This award may be given concurrently with other awards.

The value of the prize will normally be \$500.

2. NEW SCHOLARSHIPS

a) Otago Council Postgraduate Scholarship in Commerce

- **Department:** Division of Commerce
- **Value:** \$3,000
- **Background:** Established in 2023 with funds from the Otago Council Trust, this scholarship provides \$3,000 to a master's student enrolled in a taught (i.e. coursework only) programme in the Division of Commerce to help cover tuition fees. Application is restricted to students whose final two years of secondary education were completed at a school in Otago. The broader purpose of the award is to promote the economic, social and cultural welfare of the people of Otago. More than one scholarship in a year may be awarded where Trust funds allow.
- **Recommended by:**
 - Professor Neil Carr, Associate Dean – Postgraduate Programmes, Division of Commerce
 - Professor Maree Thyne, Pro-Vice-Chancellor, Division of Commerce

Proposed Regulations

Otago Council Postgraduate Scholarship in Commerce

Established in 2023 by the University of Otago with funds from the Otago Council Trust, this scholarship was created to promote the economic, social and cultural welfare of the people of Otago by supporting University of Otago postgraduate Commerce students. Specifically, the scholarship targets master's degree students in coursework-only programmes whose studies advance or explore themes of development and expansion in Otago, in areas such as industry, trade, commerce, agriculture, pastoral, forestry, fishing, tourism, transport, communications, mining, energy, construction, economic and scientific development, employment opportunities and natural resources.

Eligibility

Applicants must be:

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- a New Zealand citizen whose last two years of secondary education were completed at a school in Otago;
- enrolled in a taught (coursework only) master's programme in the Division of Commerce at the University of Otago for the duration of the award, and in the semester of application be about to commence the research or applied project for that programme;

Students undertaking the papers year of a master's degree by thesis are ineligible to apply.

Application Process

Every application for the scholarship must be submitted to Student Administration (Scholarships) at the University of Otago by the specified closing date. Every applicant must submit:

- a cover letter explaining the applicant's financial need, and how their intended studies relate to the economic, social or cultural welfare of the people of Otago;
- a completed application form including, where applicable, the topic of the proposed dissertation or applied project component of the applicant's taught master's programme; and
- an academic record, if previous study was at a tertiary institution other than the University of Otago.

Selection Process

The Selection Panel will consist of the Associate Dean, Postgraduate Programmes (Division of Commerce); the Director, Development and Alumni Relations; and the Manager, Postgraduate Scholarships, Prizes and Awards, or their nominees.

The following factors shall be considered in awarding the scholarship:

- Academic ability of the applicant.
- Alignment of the applicant's proposed dissertation or applied project topic to the goals of the Otago Council Trust.
- The applicant's general financial position and other relevant life circumstances.

Financial

- The scholarship is valued at \$3,000 per year for full-time study, to be used towards tuition fees.
- The Selection Panel may award more than one scholarship in a year should trust funds so permit.
- The value of the scholarship may be reviewed from time to time.

Tenure

- The scholarship may be held with full-time or part-time tenure.
- The scholarship must be taken up within one year of being awarded.
- The scholarship may be held concurrently with any other University of Otago scholarship, where its regulations so allow.

Other Requirements

The University of Otago reserves the right to use the names, photographs, and details of successful applicants for advertising and publicity. The award holders must agree to be reasonably available to participate in interviews and promotional activities if requested by the University of Otago.

b) The Professor John Steele Honours Scholarship in Musicology

- **Department:** Music Programme, School of Performing Arts
- **Value:** \$3,000
- **Background:** Established in 2023, with funding from the John Steele Memorial Trust. A long serving member of the (then) Music Department, Prof John Steele was world-renowned for his research into early Western art music. This award provides financial support to students of musicology, and supports academic research into music by students engaged in the writing of a MUSI490 dissertation. Offering \$3,000 per year for full-time study, it is one of a trio of scholarships created by the Trust to promote postgraduate research into the benefit of Western Musicology.
- **Recommended by:**
 - Professor Jennifer Cattermole, Head of Programme (Music), School of Performing Arts, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Proposed Regulations

The Professor John Steele Honours Scholarship in Musicology

Established by the University of Otago in 2023, from the John Steele Bequest. Professor John Steele was a long serving member of the Music Department, and world-renowned for his research on early Western art music. The scholarship aims to provide financial support for students of musicology, and supports the academic research of music in preparation for the writing of a MUSI490 dissertation.

Eligibility

Applicants must:

- be a New Zealand citizen or New Zealand Residence Class Visa Holder;
- hold a Bachelor of Music degree, and be qualified to enter the Honours programme;
- demonstrate proof of potential academic research ability through prior research experience at undergraduate level;
- be enrolled (or intend enrolling) in an Honours degree in music at the University of Otago.

Application Process

Every application for this scholarship must be submitted to Student Administration (Scholarships) by the specified closing date.

Every applicant must submit:

- a certified copy of their academic record;
- evidence of their eligibility to enrol in postgraduate study;
- a short Curriculum Vitae, including information on any current awards held;
- a statement (maximum two pages) outlining their intended area of study, potential supervisors, study timeframe and future plans; and
- a statement of support from the School of Performing Arts confirming their ability to host the student and their ability to provide supervisory support.

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For recommendation of approval

Selection Process

The selection panel, comprising the Head of the School of Performing Arts, the Head of the Music Programme, and the Chair of the Postgraduate Committee (or their nominees), shall consider the following factors in selecting the scholarship recipient:

- the applicant's overall academic ability, including their GPA;
- the applicant's proposed research programme, including whether it features an achievable goal or aim;
- the applicant's career goals and plans; and
- the applicant's personal qualities.

Preference will be given to a student studying on the Dunedin campus.

Shortlisted applicants may be required to attend an interview with the selection panel, either in person or by video-conference.

Funds permitting, more than one scholarship per year may be awarded at the discretion of the School of Performing Arts.

Financial

The scholarship is valued at \$3,000 per year for full-time study.

Eighty percent (80%) of the payment will be made at the commencement of the research, with the remaining twenty percent (20%) to be paid upon receipt of a progress report to the chair of the selection panel, within one year of the award being made, indicating how the scholarship funding has been used.

The value of the scholarship may be reviewed periodically.

Tenure

The scholarship may be held with full-time or part-time tenure.

The scholarship must be taken up within one year of being awarded.

The University reserves the right to terminate the scholarship if the required progress report is not received, or progress is deemed to be unsatisfactory.

The scholarship may be held concurrently with other awards, provided current awards are declared in the application for this scholarship, and the regulations of the other awards allow co-tenure.

Other Requirements

None.

c) The Professor John Steele Master's Scholarship in Musicology

- **Department:** Music Programme, School of Performing Arts
- **Value:** \$5,000
- **Background:** Established in 2023, with funding from the John Steele Memorial Trust. A long serving member of the (then) Music Department, Prof John Steele was world-renowned for his research into early Western art music. This award provides financial support to students of musicology, and supports academic research into music by students completing a Master of Arts (by thesis or coursework) or Master of Music degree. Offering \$5,000 per year for

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For recommendation of approval

one year of full-time study, or \$2,500 per year for up to two years of part-time study, it is one of a trio of scholarships created by the Trust to promote postgraduate research into the benefit of Western Musicology.

- **Recommended by:**
 - Professor Jennifer Cattermole, Head of Programme (Music), School of Performing Arts, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Proposed Regulations

The Professor John Steele Master's Scholarship in Musicology

Established by the University of Otago in 2023, from the John Steele Bequest. Professor John Steele was a long serving member of the Music Department, and world-renowned for his research on early Western art music. The scholarship aims to provide financial support for students of musicology, and supports the academic research of music in preparation for completing either a Master of Arts degree (by thesis or coursework) or a Master of Music degree.

Eligibility

Applicants must:

- be a New Zealand citizen or New Zealand Residence Class Visa Holder;
- demonstrate proof of potential academic research ability through (i) successful completion of a Bachelor of Music with Honours degree, or (ii) appropriate and equivalent prior research experience;
- be enrolled (or intend enrolling) in a Master of Arts degree or Master of Music degree at the University of Otago.

Application Process

Every application for this scholarship must be submitted to Student Administration (Scholarships) by the specified closing date.

Every applicant must submit:

- a certified copy of their academic record;
- evidence of their eligibility to enrol in postgraduate study;
- a short Curriculum Vitae, including information on any current awards;
- a statement (maximum two pages) outlining their intended area of study, potential supervisors, study timeframe and future plans; and
- a statement of support from the School of Performing Arts confirming their ability to host the student and their ability to provide supervisory support.

Selection Process

The selection panel, comprising the Head of the School of Performing Arts, the Head of the Music Programme, and the Chair of the Postgraduate Committee (or their nominees), shall consider the following factors in selecting the scholarship recipient:

- the applicant's overall academic ability, including their GPA;
- the calibre of the applicant's track record in research;
- the applicant's proposed research programme, including;

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- the value or significance of the research, and
- whether it features an achievable goal or aim;
- the applicant's career goals and plans; and
- the applicant's personal qualities.

Preference will be given to a student studying on the Dunedin campus.

Shortlisted applicants may be required to attend an interview with the selection panel, either in person or by video-conference.

Funds permitting, more than one scholarship per year may be awarded at the discretion of the School of Performing Arts.

Financial

The scholarship is valued at \$5,000 per year for up to one year of full-time study or \$2,500 per year for up to two years of part-time study.

Eighty percent (80%) of the payment will be made at the commencement of the research, with the remaining twenty percent (20%) to be paid upon receipt of a progress report to the chair of the selection panel, within one year of the award being made, indicating how the scholarship funding has been used.

The value of the scholarship may be reviewed periodically.

Tenure

The scholarship may be held with full-time or part-time tenure.

The scholarship must be taken up within one year of being awarded.

The University reserves the right to terminate the scholarship if the required progress report is not received, or progress is deemed to be unsatisfactory.

The scholarship may be held concurrently with other awards, provided current awards are declared in the application for this scholarship, and the regulations of the other awards allow co-tenure.

Other Requirements

The scholarship recipient's research is expected to produce publications for academic journals and presentations for national and/or international academic meeting(s). All publications and presentations arising from the work must acknowledge the scholarship.

d) The Professor John Steele Doctoral Scholarship in Musicology

- **Department:** Music Programme, School of Performing Arts
- **Value:** \$5,000
- **Background:** Established in 2023, with funding from the John Steele Memorial Trust. A long serving member of the (then) Music Department, Prof John Steele was world-renowned for his research into early Western art music. This award provides financial support to students of musicology, and supports academic research into music by students undertaking a PhD or Doctor of Musical Arts thesis. Offering \$5,000 per year for one year of full-time study, or \$2,500 per year for up to two years of part-time study, it is one of a trio of

scholarships created by the Trust to promote postgraduate research into the benefit of Western Musicology

• **Recommended by:**

- Professor Jennifer Cattermole, Head of Programme (Music), School of Performing Arts, Division of Humanities
- Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Proposed Regulations

The Professor John Steele Doctoral Scholarship in Musicology

Established by the University of Otago in 2023, from the John Steele Bequest. Professor John Steele was a long serving member of the Music Department, and world-renowned for his research on early Western art music. The scholarship aims to provide financial support for students of musicology, and supports the academic research of music in preparation for the writing of a PhD or DMA thesis.

Eligibility

Applicants must:

- be a New Zealand citizen or New Zealand Residence Class Visa Holder;
- demonstrate proof of potential academic research ability through (i) successful completion of a research Honours or Master's degree in music, or (ii) appropriate and equivalent prior research experience;
- be enrolled (or intend enrolling) in a PhD or Doctor of Musical Arts (DMA) degree at the University of Otago.

Application Process

Every application for this scholarship must be submitted to Student Administration (Scholarships) by the specified closing date.

Every applicant must submit:

- a certified copy of their academic record;
- evidence of their eligibility to enrol in postgraduate study;
- a short Curriculum Vitae, including information on any current awards;
- a statement (maximum two pages) outlining their intended area of study, potential supervisors, study timeframe and future plans; and
- a statement of support from the School of Performing Arts confirming their ability to host the student and their ability to provide supervisory support.

Selection Process

The selection panel, comprising the Head of the School of Performing Arts, the Head of the Music Programme, and the Chair of the Postgraduate Committee (or their nominees), shall consider the following factors in selecting the scholarship recipient:

- the applicant's overall academic ability, including their GPA;
- the calibre of the applicant's track record in research;
- the applicant's proposed research programme, including;
 - the value or significance of the research, and
 - whether it features an achievable goal or aim;
- the applicant's career goals and plans; and
- the applicant's personal qualities.

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Preference will be given to a student studying on the Dunedin campus.

Shortlisted applicants may be required to attend an interview with the selection panel, either in person or by video-conference.

Funds permitting, more than one scholarship per year may be awarded at the discretion of the School of Performing Arts.

Financial

The scholarship is valued at \$5,000 per year for up to one year of full-time study or \$2,500 per year for up to two years of part-time study.

Eighty percent (80%) of the payment will be made at the commencement of the research, with the remaining twenty percent (20%) to be paid upon receipt of a progress report to the chair of the selection panel, within one year of the award being made, indicating how the scholarship funding has been used.

The value of the scholarship may be reviewed periodically.

Tenure

The scholarship may be held with full-time or part-time tenure.

The scholarship must be taken up within one year of being awarded.

The University reserves the right to terminate the scholarship if the required progress report is not received, or progress is deemed to be unsatisfactory.

The scholarship may be held concurrently with other awards, provided current awards are declared in the application for this scholarship, and the regulations of the other awards allow co-tenure.

Other Requirements

The scholarship recipient's research is expected to produce publications for academic journals and presentations for national and/or international academic meeting(s). All publications and presentations arising from the work must acknowledge the scholarship.

e) The Eamon Cleary Trust Postgraduate Travel Award

- **Department:** Centre for Irish and Scottish Studies, School of Arts
- **Value:** \$5,000
- **Background:** The Eamon Cleary Trust suite of scholarships is being consolidated to create a purely postgraduate focus, reflective of available programmes of study. Changes include the establishment of a new Eamon Cleary Trust Postgraduate Travel Award, designed to support students doing an Honours paper or Master of Arts programme with an Irish Studies focus to attend conferences or undertake research outside of Dunedin.
- **Recommended by:**
 - Professor Sonja Tiernan, Eamon Cleary Professor of Irish Studies, Centre for Irish and Scottish Studies, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Proposed Regulations

The Eamon Cleary Trust Postgraduate Travel Award

Established by the University of Otago in 2023 through a generous donation from the Eamon Cleary Trust, the Eamon Cleary Trust Postgraduate Travel Award was created to support promising University of Otago students undertaking an Honours paper or Master of Arts programme with an Irish Studies focus to attend conferences or undertake research outside of Dunedin.

Eligibility

Applicants for this award must be enrolled (or plan to enrol) in a 400-level paper or Master of Arts programme with an Irish Studies focus.

Application Process

Every application for this scholarship must be submitted to Student Administration (Scholarships) by the specified closing date.

Every applicant must submit:

- A completed application form including an Honours or Master's research abstract and tentative budget (with quotes for travel and research cost support).
- A covering letter containing relevant information for the Selection Panel, including how the conference and/or travel will benefit the programme of study.
- A curriculum vitae.
- The names of two referees who may be contacted to comment on the applicant's suitability for the scholarship (Master's applicants only).

Selection Process

The Selection Panel, consisting of the Pro-Vice Chancellor Humanities (as convenor), the Research Advisor for the Division of Humanities, the Eamon Cleary Professor of Irish Studies, and the Manager, Postgraduate Scholarships, Prizes and Awards (or their nominees), shall consider the following factors in awarding the scholarship:

- The applicant's stated reasons for seeking the scholarship.
- The academic record of the applicant, with a particular focus on papers pertaining to Irish Studies.
- Any other University of Otago or publicly available information considered to be relevant.

Financial

- The scholarship is valued at up to \$5,000.
- The value of the scholarship will be determined by the selection panel and may be reviewed from time to time.
- Travel and research costs will be processed with eighty percent (80%) of the payment made at the time of booking for travel or commencement of the research, with the remaining twenty percent (20%) to be paid upon receipt of a progress report to the convenor of the Selection Panel, within one year of the award being made, indicating how the scholarship funding has been used.

Tenure

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- The scholarship will normally be held with full-time tenure.
- The scholarship must be taken up within one year of being awarded.
- The scholarship may be held concurrently with any other scholarship.
- The University reserves the right to terminate the scholarship if the report is not received, or progress is deemed to be unsatisfactory.

Other Requirements

The University of Otago reserves the right to use the names, photographs, and details of successful applicants for advertising and publicity. The award holders must agree to be reasonably available to participate in interviews and promotional activities if requested by the University of Otago.

3. DISESTABLISHED SCHOLARSHIP

a) The Eamon Cleary Trust Honours Scholarship

- **Department:** Centre for Irish and Scottish Studies
- **Value:** \$3,000
- **Background:** The Eamon Cleary Trust suite of scholarships is being consolidated to create a purely postgraduate focus, reflective of available programmes of study. As the Honours level major in Irish Studies is no longer available, the Eamon Cleary Trust Honours Study Scholarship will be disestablished. However, students undertaking 400-level papers with an Irish Studies focus may instead be eligible to apply for the (new) Eamon Cleary Trust Postgraduate Travel Award, designed to help qualifying postgraduate students meet expenses related to conference attendance or research conducted outside Dunedin. Dunedin.
- **Recommended by:**
 - Professor Sonja Tiernan, Eamon Cleary Professor of Irish Studies, Centre for Irish and Scottish Studies, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Current Regulations

The Eamon Cleary Trust Honours Scholarship

Established in 2016 by the University of Otago Council from a generous donation by the Eamon Cleary Trust. The Eamon Cleary Trust Honours Study Scholarship was created to support the most promising University of Otago students undertaking an Honours paper with an Irish Studies focus.

Eligibility

Applicants must:

- Be enrolled in a 400-level paper with an Irish Studies focus.

Application Process

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Every application for the scholarship must be submitted to the University of Otago Scholarships Office by the specified closing date.

Every applicant must submit:

- A completed application form including honours research abstract and tentative budget (with quotes if scholarship funding is sought for research cost support).
- A covering letter containing relevant information for the Selection Panel.
- A curriculum vitae.
- The names of two referees who may be contacted to comment on the applicant's suitability for the scholarship.

Selection Process

The selection panel consisting of representatives of the Pro-Vice Chancellor Humanities as convenor, the Research Advisor for the Division of Humanities, and the Chair of Irish Studies, and the Dean of the Graduate Research School, or their nominees, shall consider the following factors in awarding of the scholarship:

- The applicant's stated reasons for the scholarship.
- The academic record of the applicant, with a particular focus on the papers that are part of the Irish Studies programme.
- Any other University of Otago or public information available considered to be relevant to the selection panel.

Financial

- The scholarship is valued at up to \$3,000 per year for full-time study (or pro-rata equivalent).
- The value of the scholarship may be reviewed from time to time.
- Payments will primarily be made towards tuition fees, however if the recipient intends to spend it on travel and research costs then eighty percent (80%) of the payment will be made at the commencement of the research, with the remaining twenty percent (20%) to be paid upon receipt of a progress report to the convenor of the selection panel, within one year of the award being made, indicating how the scholarship funding has been used.

Tenure

- The scholarship will normally be held with full-time tenure.
- The scholarship must be taken up within one year of being awarded.
- The scholarship may be held concurrently with any other scholarship.
- The University reserves the right to terminate the scholarship if the report is not received, or progress is deemed to be unsatisfactory

Other Requirements

The University of Otago reserves the right to use the names, photographs, and details of successful applicants for advertising and publicity. The award holders must agree to be reasonably available to participate in interviews and promotional activities if requested by the University of Otago.

4. AMENDED PRIZE

a) Richard Kamman Memorial Prize in Applied Psychology

- **Department:** Department of Psychology
- **Value:** \$300
- **Background:** This prize was established in 1986 in memory of Associate Professor Richard Kammann, a lecturer in the Department of Psychology whose research interests included human happiness, positive well-being, and applied psychology. The amendment changes the name of the award from "Richard Kamman Memorial Prize in Applied Psychology" to "Richard Kammann Well-being Prize". It also establishes a selection committee to assess candidates, extends the preference for undergraduate candidates to honours candidates, and stipulates the value of the prize (currently \$300).
- **Recommended by:**
 - Professor Jamin Halberstadt, Head of Department, Department of Psychology, Division of Sciences
 - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences

Current Regulations

Richard Kammann Memorial Prize in Applied Psychology

Founded in 1986 in memory of Associate Professor Richard Kammann who taught in the Department of Psychology and whose research interests included the application of Psychology to communication, road safety, environmental issues and human happiness. The fund is based on donations from students, colleagues and his estate for the purposes of furthering human happiness.

The prize may be awarded annually by the University Council on the recommendation of the Vice-chairman of the Senate after consultation with the Trustees of the Richard Kammann Memorial Fund to a student from any part of the University who has completed a research project which focuses on issues likely to enhance human well-being.

In considering applications the Trustees will take into account the following criteria:

- (a) Area. Research on human wellbeing will be given first priority. Related projects on applied social topics will also be considered.
- (b) Level. Undergraduate projects will be given preference over postgraduate research.
- (c) Quality. The quality of the project will be taken into account. No award need be made in any one year.

The prize shall consist of a certificate and money or books to the value set down in the current schedule of prizes.

Proposed Regulations

Richard Kammann Well-being Prize

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Founded in 1986 in memory of Associate Professor Richard Kammann, who taught in the Department of Psychology (1973-1984), and whose research interests included human happiness, positive well-being, and applied psychology.

The Prize may be awarded annually by the University Council on the recommendation of the Richard Kammann Well-being Prize Selection Committee, comprising the Head of the Department of Psychology or their nominee (Chair) and two further academic staff members nominated by the Chair (at least one of whom is not from the Department of Psychology). It may be awarded to a student from any part of the University who has completed a research project which focuses on issues related to human well-being, or applied projects likely to enhance human well-being.

In considering applications, the Selection Committee will take into account the following criteria:

- Area of Study: Research on human well-being will be given first priority. Related projects on applied topics will also be considered.
- Level of Study: Undergraduate or Honours projects will be given preference over postgraduate research.
- Quality: The quality of the project will be taken into account. No award need be made in any one year.

The current value of the Prize is \$300.

The Prize may be awarded to more than one candidate in any one year if funding permits.

5. AMENDED SCHOLARSHIPS

a) David A Grant Memorial Scholarships in Scottish Piping and Scottish Drumming

- **Department:** Music Programme, School of Performing Arts
- **Value:** \$5,000 (enrolled in MusB) or \$3,000 (not enrolled in MusB)
- **Background:** Established in 2008, these two awards offer a tuition fee waiver to students completing a performance paper in Scottish piping and Scottish drumming. To ensure the scholarships remain financially viable, the amendment caps the total level of tuition support available at \$5,000 per scholarship (if enrolled in MusB degree) or \$3,000 per scholarship (if not enrolled in MusB). Students may apply for the scholarships more than once. The amendment also provides that first year students already eligible for a full tuition fee waiver (under the "fees free" subsidy) shall be paid their scholarship in two semester instalments.
- **Recommended by:**
 - Professor Jennifer Cattermole, Head of Programme (Music), School of Performing Arts, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Current Regulations

David A Grant Memorial Scholarships in Scottish Piping and Scottish Drumming

Established in 2008 by Dr Peter and Mrs Ruth Grant, in memory of their ancestor David A Grant, to assist a student who has demonstrated outstanding ability in solo performance in Scottish piping, and a student who has demonstrated outstanding ability in Scottish drumming, to attend the University of Otago.

David A Grant fought in the battle of the Somme in 1918 and died of wounds on 7th April.

Eligibility

Applications are open to students who:

- Are intending to enrol for full-time study at the University of Otago in the year following the closing date, and are intending to take a music performance paper in Scottish piping. A second award is available to a student intending to take a music performance paper in Scottish drumming.

Application Process

Every applicant must:

- Submit an application on the prescribed form to the University of Otago Scholarships Office by the prescribed closing date in the year preceding that of intended tenure of the scholarship.
- Arrange for a confidential reference from their music tutor regarding the applicant's potential (on the prescribed form) to be forwarded separately by the referee to the Scholarships Office no later than 1 September.
- Outline (on the application form) their all round academic ability, and other interests outside of music, including evidence of community involvement and/or ability to engage in the community.
- Submit with their application form a statement of up to 500 words outlining why they have chosen their programme of study at the University of Otago and what they see as the benefits of this university study.
- Submit their up-to-date academic results, from school and, if relevant, prior tertiary study.
- Submit an audition form for music performance to the Music Department. This form is available from the Music Department on its website.

Selection Process

The Selection committee shall include the Head, Department of Music; a person or persons suitably qualified in Scottish piping and drumming to be nominated by the Head of Department; and a representative or nominee of the descendants of the David A Grant family as nominated by the donor or their executors. The Head, Department of Music, will normally assess applications with regard to their suitability for consideration in the first instance.

The panel shall consider the following factors in recommending the award of the scholarships:

- Demonstrated musical ability in Scottish piping and drumming respectively
- All round academic ability
- Evidence of engagement or potential to engage with the community

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Applicants may be required to attend an interview either in person or by teleconference, and the University will meet reasonable expenses associated with participation. The University is not obliged to award this scholarship if in any year there is no candidate of sufficient merit, or if no suitable tutor is available.

Financial

- For recipients completing a performance paper in Scottish piping or drumming as part of a Bachelor of Music degree, the scholarship provides a full tuition fee waiver for the tenure of the scholarship.
- For recipients completing a performance paper in Scottish piping or drumming but not completing a Bachelor of Music degree, the scholarship provides a tuition fee waiver up to a maximum of \$3500 per annum for the tenure of the scholarship.
- If the scholar withdraws from the University during the tenure of the scholarship no scholarship monies will be refunded to the student.

Tenure

- The scholarship may be held for up to three years of study at the University of Otago, provided the recipient continues to enrol consecutively in performance papers in Scottish piping or drumming and maintain a B minimum grade in those papers.
- The scholarship must be taken up in the year in which it is awarded.
- The scholarship may be held concurrently with other awards.

Other Requirements

The scholarship recipient/s must:

- Obtain admission to the University if not already admitted.
- Agree to reasonable requests from the University of Otago to represent the University and the scholarship appropriately.
- Be prepared to perform at least two Scottish airs, Amazing Grace and The Road to the Isles, as specified by the donors, annually on the anniversary of the death of David A Grant on 7 April, 1918.

Proposed Regulations

David A Grant Memorial Scholarships in Scottish Piping and Scottish Drumming

Established in 2008 by Dr Peter and Mrs Ruth Grant, in memory of their ancestor David A Grant, to assist a student who has demonstrated outstanding ability in solo performance in Scottish piping, and a student who has demonstrated outstanding ability in Scottish drumming, to attend the University of Otago.

David A Grant fought in the battle of the Somme in 1918 and died of wounds on 7th April.

Eligibility

Applications are open to students who:

- Are intending to enrol for full-time study at the University of Otago in the year following the closing date, and are intending to take a music performance paper in Scottish piping. A second award is available to a student intending to take a music performance paper in Scottish drumming.

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Application Process

Every applicant must:

- Submit an application on the prescribed form to [Student Administration \(Scholarships\)](#) by the prescribed closing date in the year preceding that of intended tenure of the scholarship.
- Arrange for a confidential reference from their music tutor regarding the applicant's potential (on the prescribed form) to be forwarded separately by the referee to [Student Administration \(Scholarships\)](#) no later than 1 September.
- Outline (on the application form) their all-round academic ability, and other interests outside of music, including evidence of community involvement and/or ability to engage in the community.
- Submit with their application form a statement of up to 500 words outlining why they have chosen their programme of study at the University of Otago and what they see as the benefits of this university study.
- Submit their up-to-date academic results, from school and, if relevant, prior tertiary study.
- Submit an audition form for music performance to the [Music programme](#). This form is available from the [Music programme](#) on its website.

Selection Process

The Selection panel shall include the [Head of Music, School of Performing Arts](#); a person or persons suitably qualified in Scottish piping and drumming to be nominated by the Head of Department; and a representative or nominee of the descendants of the David A Grant family as nominated by the donor or their executors. The [Head of Music, School of Performing Arts](#), will normally assess applications with regard to their suitability for consideration in the first instance.

The panel shall consider the following factors in recommending the award of the scholarships:

- Demonstrated musical ability in Scottish piping [or drumming](#);
- All round academic ability;
- Evidence of engagement or potential to engage with the community.

Applicants may be required to attend an interview either in person or by teleconference, and the University will meet reasonable expenses associated with participation. The University is not obliged to award this scholarship if in any year there is no candidate of sufficient merit, or if no suitable tutor is available.

Financial

- For recipients completing a performance paper in Scottish piping or drumming as part of a Bachelor of Music degree, the scholarship [normally provides a tuition fee waiver up to a maximum of \\$5,000](#) for the tenure of the scholarship.
- For recipients completing a performance paper in Scottish piping or drumming but not completing a Bachelor of Music degree, the scholarship [normally provides a tuition fee waiver up to a maximum of \\$3,000](#) for the tenure of the scholarship.
- [For domestic students in their first year of study who are eligible for a full waiver of tuition fees, the scholarship shall be paid in two equal instalments, one at the start of each academic semester.](#)

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- If the recipient withdraws from the University during the tenure of the scholarship no scholarship monies will be refunded to the student.

Tenure

- Scholarship tenure shall be for a period of 12 months' study.
- The scholarship must be taken up in the year in which it is awarded.
- The scholarship may be held concurrently with other awards.

Other Requirements

The scholarship recipient must:

- Obtain admission to the University if not already admitted.
- Agree to reasonable requests from the University of Otago to represent the University and the scholarship appropriately.
- Be prepared to perform at least two Scottish airs, Amazing Grace and The Road to the Isles, as specified by the donors, annually on the anniversary of the death of David A Grant on 7 April, 1918.

b) The Eamon Cleary Trust Postgraduate Study Scholarship

- **Department:** Centre for Irish and Scottish Studies
- **Value:** \$17,172 (master's stipend) or \$30,696 (doctoral stipend)
- **Background:** Established in 2016, the Eamon Cleary Trust Postgraduate Study Scholarship supports students undertaking postgraduate research in Irish Studies. The stipend levels currently awarded under the scholarship to master's and doctoral students (\$15,000 and \$25,000) require updating to \$17,172 and \$30,696 per annum respectively, to bring them into line with current postgraduate stipend rates.
- **Recommended by:**
 - Professor Sonja Tiernan, Eamon Cleary Professor of Irish Studies, Centre for Irish and Scottish Studies, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Current Regulations

The Eamon Cleary Trust Postgraduate Study Scholarship

Established in 2016 by the University of Otago Council from a generous donation by the Eamon Cleary Trust. The Eamon Cleary Trust Postgraduate Study Scholarship was created to support University of Otago students undertaking postgraduate research in Irish Studies. The scholarship may be used for expenses associated with postgraduate study, such as tuition fees, research expenses or travel associated with their research programme.

Eligibility

Applicants must:

- Be intending to enrol in a Doctoral or Research Master's programme in Irish Studies or a Coursework Master's programme in Irish Studies with a research component greater than or equal to 60 points at the University of Otago for the year of the award;

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- Have made contact to discuss satisfactory supervisory arrangements with the Eamon Cleary Professor of Irish Studies prior to submission of the application.

Application Process

Every application for the scholarship must be submitted to the University of Otago Scholarships Office by the specified closing date.

Every applicant must submit:

- A completed application form including research abstract and tentative budget (with quotes if scholarship funding is sought for research and travel cost support);
- A covering letter containing relevant information for the Selection Panel;
- A curriculum vitae;
- The names of two referees who may be contacted to comment on the applicant's suitability for the scholarship.

Selection Process

The selection panel consisting of representatives of the Pro-Vice Chancellor Humanities as Convenor, the Research Advisor for the Division of Humanities, and the Chair of Irish Studies, and the Dean of the Graduate Research School, or their nominees, shall consider the following in awarding the scholarship:

- The applicant's stated reasons for seeking scholarship support;
- The indicative budget and likely success in achieving applicant's goal;
- The academic record of the applicant;
- Any other University of Otago or public information available considered to be relevant to the selection panel.

Financial

- The scholarship value is subject to available funding at the time of award. The award may not necessarily constitute the full funding requested in the application.
- The *maximum* value for Master's study will be an emolument of \$15,000 per annum plus a tuition fee waiver at the domestic student rate, for one year, and additional research and travel costs as approved by the Convenor, Selection Panel,
- The *maximum* value for Doctoral study will be an emolument of \$25,000 per annum plus a tuition fee waiver, for three years, and additional research and travel costs as approved by the Convenor.
- A request for a partial scholarship (as a top-up to a University of Otago Master's or Doctoral Scholarship) may be considered.
- A request for a contribution towards tuition fees at the international student rate (instead of receiving a stipend) may be considered.
- If the award includes an additional research and travel cost component then eighty percent (80%) of this payment will be made at the commencement of the research, with the remaining twenty percent (20%) to be paid upon receipt of a progress report to the Convenor of the selection panel, within one year of the award being made, indicating how the scholarship funding has been used.
- The value of the scholarship may be reviewed from time to time.

Tenure

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- The scholarship will normally be held with full-time tenure.
- The scholarship must be taken up within one year of being awarded.
- The scholarship may be held concurrently with any other University of Otago scholarship, subject to approval by the Convenor of the selection panel, if the regulations of those scholarships allow.
- A scholarship offer does not guarantee an offer of place at the University of Otago. If you have not already done so, you will need to seek admission to your chosen qualification. Scholarship payments will not begin until you are admitted and fully enrolled.

Other Requirements

The University of Otago reserves the right to use the names, photographs, and details of successful applicants for advertising and publicity. The award holders must agree to be reasonably available to participate in interviews and promotional activities if requested by the University of Otago.

The Regulations and Notes for University of Otago Postgraduate Research Scholarships shall be used to guide the management of this scholarship where these regulations are silent.

Proposed Regulations

The Eamon Cleary Trust Postgraduate Study Scholarship

Established in 2016 by the University of Otago Council from a generous donation by the Eamon Cleary Trust. The Eamon Cleary Trust Postgraduate Study Scholarship was created to support University of Otago students undertaking postgraduate research in Irish Studies. The scholarship may be used for expenses associated with postgraduate study, such as tuition fees, research expenses or travel associated with their research programme.

Eligibility

Applicants must:

- Be intending to enrol in a Doctoral or Research Master's programme in Irish Studies, or a Coursework Master's programme in Irish Studies with a research component greater than or equal to 60 points at the University of Otago for the year of the award;
- Have discussed supervisory arrangements with the Eamon Cleary Professor of Irish Studies prior to submission of the application.

Application Process

Every application for this scholarship must be submitted to Student Administration (Scholarships) by the specified closing date.

Every applicant must submit:

- A completed application form including research abstract and tentative budget (with quotes if scholarship funding is sought for research and travel cost support);
- A covering letter containing relevant information for the Selection Panel;
- A curriculum vitae;

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- The names of two referees who may be contacted to comment on the applicant's suitability for the scholarship.

Selection Process

The Selection Panel, consisting of the Pro-Vice-Chancellor Humanities (as Convenor), the Research Advisor for the Division of Humanities, the [Eamon Cleary Professor of Irish Studies](#), and the [Manager, Postgraduate Scholarships, Prizes and Awards](#) (or their nominees) shall consider the following in awarding the scholarship:

- The applicant's stated reasons for seeking scholarship support;
- The indicative budget and likely success in achieving the applicant's goal;
- The academic record of the applicant;
- Any other University of Otago or public information available considered to be relevant to the Selection Panel.

Financial

- The scholarship value is subject to available funding at the time of award. The award may not necessarily constitute the full funding requested in the application.
- The *maximum* value for Master's study will be an emolument of [\\$17,172](#) per annum plus a tuition fee waiver at the domestic student rate, for one year, and additional research and travel costs as approved by the Convenor of the Selection Panel.
- The *maximum* value for Doctoral study will be an emolument of [\\$30,696](#) per annum plus a tuition fee waiver, for three years, and additional research and travel costs as approved by the Convenor.
- A request for a partial scholarship (as a top-up to a University of Otago Master's or Doctoral Scholarship) may be considered.
- A request for a contribution towards tuition fees at the international student rate (instead of receiving a stipend) may be considered.
- If the award includes an additional research and travel cost component then eighty percent (80%) of this payment will be made at the commencement of the research, with the remaining twenty percent (20%) to be paid upon receipt of a progress report to the Convenor of the Selection Panel, within one year of the award being made, indicating how the scholarship funding has been used.
- The value of the scholarship may be reviewed from time to time.

Tenure

- The scholarship will normally be held with full-time tenure.
- The scholarship must be taken up within one year of being awarded.
- The scholarship may be held concurrently with any other University of Otago scholarship, subject to approval by the Convenor of the Selection Panel, if the regulations of those scholarships allow.
- A scholarship offer does not guarantee an offer of place at the University of Otago. If you have not already done so, you will need to seek admission to your chosen qualification. Scholarship payments will not begin until you are admitted and fully enrolled.

Other Requirements

Item 12
For recommendation of approval

The University of Otago reserves the right to use the names, photographs, and details of successful applicants for advertising and publicity. The award holders must agree to be reasonably available to participate in interviews and promotional activities if requested by the University of Otago.

The Regulations and Notes for University of Otago Postgraduate Research Scholarships shall be used to guide the management of this scholarship where these regulations are silent.

Recommendation

That the following new prize, new scholarships and disestablished scholarship proceed to the University Council for its approval:

- a. New Prize
 - i. Caledonian Society Prize for Scottish Literature
- b. New Scholarships
 - i. Otago Council Postgraduate Scholarship in Commerce
 - ii. The Professor John Steele Honours Scholarship in Musicology
 - iii. The Professor John Steele Master's Scholarship in Musicology
 - iv. The Professor John Steele Doctoral Scholarship in Musicology
 - v. The Eamon Cleary Trust Postgraduate Travel Award
- c. Disestablished Scholarship
 - i. The Eamon Cleary Trust Honours Scholarship

To note

That the Scholarships and Prizes Committee has approved the following amended prize and amended scholarships:

- a. Amended Prize
 - i. Richard Kammann Memorial Prize in Applied Psychology
- b. Amended Scholarships
 - i. David A Grant Memorial Scholarships in Scottish Piping and Scottish Drumming
 - ii. The Eamon Cleary Trust Postgraduate Study Scholarship

Item 13
For approval, recommendation of approval, and noting
as outlined in the agenda



Board of Undergraduate Studies

Committee Secretary: Matt Angel
E-mail: academic.committees@otago.ac.nz
Telephone: 03 479 4852

Minutes of a Meeting of the Board of Undergraduate Studies

1 March 2023

Present: Professor Tim Cooper (Acting Convener), Mia Heaphy Butts, Associate Professor Richard Greatbanks, Jennifer Haugh, Professor Karl Lyons, Professor Simone Marshall, Professor Brendan McCane, Margaret Morgan, Professor Lois Surgenor, Dr Julie Timmermans

In attendance: Matt Angel, Carol Forbes, Richard German, Julie Weaver, Mark Wilesmith

Apologies: Professor Helen Nicholson (Convener), Ngaroma Bennett, Jason Cushen, Dr Sarah Stein

1. Minutes

The minutes of a meeting of the Board held on 1 February 2023, previously circulated, were confirmed.

2. Intimations from Senate

The Board noted that the Senate, 22 February 2023, received the minutes of a meeting of the Board held on 1 February 2023, and approved all recommendations contained therein.

3. Matters Still to be Finalised

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

- a) Proposals to amend the regulations for the Bachelor of Medicine and Bachelor of Surgery (MB ChB) and health professional programmes concerning eligibility to apply for admission to the programme (June 2022)
- b) Inclusion of prompts regarding internationalisation, mātauranga Māori, and Pacific content in the Annual Programme Report template (September 2022)
- c) Approaches to obtain student feedback for small programmes (October 2022)
- d) Implementing the process to record significant changes to papers that do not require formal academic proposals (February 2023)

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).

Item 13
For approval, recommendation of approval, and noting
as outlined in the agenda

4. Division of Sciences

The Board

RECOMMENDED that the following proposal from The Division of Sciences (13 February 2023) be approved:

Agricultural Innovation

SCI-1 - To amend the prerequisite of AGRI 321

5. Division of Commerce

The Board

RECOMMENDED that following proposal from the Division of Commerce (15 February 2023) be approved:

Information Science

COM-1 - To create a Pre-Christmas Summer School (PXSS) occurrence of INFO 130, *subject to:*

- *Increasing the student workload time allocated to class preparation and to test preparation by one hour each, and*

Noting that:

- *The Board discussed whether student workload expectations should be required to align precisely with a paper's point value and agreed that while the exercise of determining student workload expectations is notional and while there is not a desire to make this exercise onerous, it is also important to encourage workload consistency between papers and to align with CUAP expectations.*
- *The Board suggested investigating how much detail is provided around student workload expectations in other universities' paper proposals submitted to CUAP as part of new programme proposals.*
- *PXSS papers entail a higher administrative load than other papers and that there is a different process for students to add papers for the current academic year after the date when enrolments have opened for the next financial year.*
- *University staff wishing to take PXSS papers still need to go through the admission process, and while the University tries to keep this process straightforward, there are still documents that are required which cannot simply be accessed for admission, even Human Resources holds them.*

NOTED that the following proposal was approved under the Expedited Approval Process for Academic Proposals:

Management

COM-2 - To amend the prescription of MANT 346

Item 13
For approval, recommendation of approval, and noting as outlined in the agenda

6. Division of Humanities

The Board

RECOMMENDED that the following proposals from the Division of Humanities (15 February 2023) be approved:

School of Arts

HUM-1 - To amend the prescription of ENGL 127 and to amend the title from Effective Writing to Essentials of Writing

HUM-2 - To amend the teaching mode of ENGL 127 to add distance learning, *noting that:*

- *While the prescription of the paper indicates that it will focus on academic and professional writing, the learning outcomes appear weighted to academic writing and could be expanded to better reflect content on professional writing.*

HUM-3 - To amend the prescription and paper rules for ENGL 128, to amend the title from Effective Communication to Essentials of Communication, and to delete ENGL 126 English for University Purpose

HUM-4 - To amend the teaching mode of ENGL 128 to add distance learning, *noting that:*

- *The learning outcomes could be more succinct and could better reflect content on effective oral communication, with [REDACTED] signalling that she would be happy to discuss this further with [REDACTED] outside this meeting.*

HUM-5 - To amend the prescription of ENGL 222 and to amend the title from Contemporary American Fiction to Literature and Activism: The Art of Protest, *noting that:*

- *The amended title and prescription for this paper suggest significantly different content from the previous title and prescription, but that the Associate Dean, Academic for the Division of Humanities has assured the Board that the changes in content are within accepted limits and that the new title and prescription better frame the focus of the paper.*
- *The content of this paper has likely been changing slowly over time – which is positive as it suggests updates have been made to maintain currency – resulting in the current content being out of sync with the title and prescription.*
- *The University does not currently have a process to record how papers change over time except when major changes requiring an academic proposal occur, but that the incoming process for recording significant changes to papers may help with this.*

HUM-6 - To amend the prescription of ENGL 319 and to amend the title from Modern and Contemporary Poetry to Poetic Revolt from Soho to Social Media, *noting that:*

- *The amended title and prescription for this paper suggest significantly different content from the previous title and prescription, but that the Associate Dean, Academic for the Division of Humanities has assured the Board that the content has not changed and that the new title and prescription better frame the focus of the paper.*

Item 13

For approval, recommendation of approval, and noting as outlined in the agenda

- *The content of this paper has likely been changing slowly over time – which is positive as it suggests updates have been made to maintain currency – resulting in the current content being out of sync with the title and prescription.*
- *The University does not currently have a process to record how papers change over time except when major changes requiring an academic proposal occur, but that the incoming process for recording significant changes to papers will help with this.*

HUM-7 - To amend the prescription of ENGL 320 and to amend the title from Advanced Creative Writing to Creative Writing: Crafting Voice

HUM-8 - To amend the prescription and paper rules for ENGL 335 and to amend the title from Romantic Literature to Romantics, Revolutionaries, and the Imagination

School of Social Sciences

HUM-9 - To amend the Politics and Religious Studies major subject requirements

NOTED

that the Division of Humanities (15 February 2023) has approved the following special topic:

Faculty of Law

HUM-10 - To offer LAWS 478 as Special Topic: Remedies in Private and Commercial Law, *noting that:*

- *The summary incorrectly identifies the proposer as Professor Murray Rae and that the correct proposer is Dr Moshood Abdussalam.*

7. Division of Health Sciences

The Board

RECOMMENDED

that the following proposals from the Division of Health Sciences (16 February 2023) be approved:

Biomedical Sciences

HSC-1 - To amend the major subject requirements for Functional Human Biology, to amend the the recommend papers for all BBiomedSc major subjects, and to amend the BBiomedSc regulations, *noting that:*

- *Clarification is needed regarding which papers may count toward the ‘at least 36 points from...’ list in the Functional Human Biology major subject requirements, particularly in regard to how the brackets for PHSL paper should be interpreted, with the Board suggesting that these requirements could be edited for better clarity.*

Item 13

For approval, recommendation of approval, and noting as outlined in the agenda

Dentistry

(CUAP approval required)

HSC-2 - To introduce DENT 531, 533, 570 and 572, to delete DENT 551, 553, 561, 563, 580 and 581, and to amend the final year requirements of the BDS and BDS(Hons), *noting that:*

- *The changes to BDS(Hons) will require CUAP approval, but the changes to BDS may be approved by the University Senate.*
- *While there is some commonality of content between the BDS(Hons) and the final year of the BDS due to shared accreditation competency requirements, the BDS(Hons) has a greater focus on interdisciplinary learning and research.*
- *The Board queried whether the BDS(Hons) research component was scrutinised at too high of a level for an honours degree, but accepted that the language around producing publishable research was aspirational rather than expressing a requirement and advised that this should be made clear to students embarking on the programme.*
- *The Board was not comfortable with having a 60% mark as the threshold for successfully completing DENT 531 – preferring instead that marking scrutiny should be adjusted to make a 50% mark sufficient – but acknowledged that this was an existing aspect of the programme that has not changed in this proposal and thus considered it beyond the remit of current considerations.*

8. AQA Academic Audit

The Board received the guideline statements for the AQA Cycle 6 Academic Audit and acknowledged the work the University would be undertaking on its self-review this year.

9. Process for Significant Paper Changes

The Board discussed the implementation of a process for recording significant changes to papers not requiring a formal academic proposal, *noting that:*

- *It is intended that the process will facilitate innovation and the sharing of best practice.*
- *There are questions around how information collected through this process might be stored and promulgated in the long-term, with the Board suggesting that a simple database could be a solution at some stage.*
- *The Board suggested that trigger points be incorporated into the process at which heads of departments and other academic units would request information from staff regarding changes that have occurred or are planned for papers.*
- *A manatu from the office of the Deputy Vice-Chancellor (Academic) will be drafted to communicate the process to staff.*
- *The Board will review how the process is working at a later stage in the year.*

10. Convener's Business

The Board noted that the Acting Convener did not have any business to discuss.

11. Date of Next Meeting

The Board noted that it will next meet at 2:00 pm on Wednesday 5 April 2023 in the Council Chamber, First Floor, Clocktower Building.

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

12. 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
Telephone: 03 479 4852

Minutes of a Meeting of the Board of Graduate Studies

2 March 2023

Present: Professor Helen Nicholson (Convener), Professor David Baxter, Professor Neil Carr (representing the Division of Commerce), Professor Tim Cooper, Jason Cushen, Professor Tony Harland, Professor Chrys Jaye, Kirsty Lewis, Margaret Morgan, Dr Christian Ohneiser, Professor Gisela Sole, Associate Professor Wayne Stephenson, Keegan Wells

In attendance: Matt Angel, Rebecca Connaughton, Carol Forbes, Professor Zhiyi Huang (incoming Acting Associate Dean, Postgraduate for the Division of Sciences), Dr Tosh Stewart, Scott Venning, Julie Weaver, Mark Wilesmith

Apology: Professor Richard Blaikie, Professor Lisa McNeill, Lini Roberts, Dr Sarah Stein

1. Membership Changes

The Board welcomed Professor Tony Harland, representing Te Pokapū Whakapakari Kaimahi | The Higher Education Development Centre (HEDC), returning to the Board from research and study leave and replacing [REDACTED], and

Noted that Professor Zhiyi Huang would join the Board next month, replacing [REDACTED] while he is on research and study leave and representing the Division of Sciences, and

Noted that Professor Neil Carr would be representing the Division of Commerce during the First Semester 2023 due to [REDACTED] teaching commitments.

2. Minutes

The minutes of a meeting of the Board held on 2 February 2023, previously circulated, were confirmed.

3. Intimations from Senate

The Board noted that the Senate, 22 February 2023, received the minutes of a meeting of the Board on 2 February 2023, noting that there were no recommendations contained therein.

Item 14
For approval and noting
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) Inclusion of prompts regarding internationalisation, mātauranga Māori, and Pacific content in the Annual Programme Report template (September 2022)
- b) Approaches to obtain student feedback for small programmes (October 2022)
- c) Implementing the process to record significant changes to papers that do not require formal academic proposals (February 2023)
- d) Consideration of changes to the process for external moderation of postgraduate papers (February 2023)
- e) A proposal to standardise the entry requirement for coursework master's degrees at a B grade average (February 2023)

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).

5. Graduate Research Committee

GRC Minutes

The Board received the minutes of a meeting of the Graduate Research Committee on 29 November 2022, *noting that:*

- *The pilot version of the programme for professional development of supervisors will run on 14 and 15 April 2023, with a number of staff already signed up.*
- *The Landing Pad initiative is helping provide short-term accommodation options and fluidity for incoming international postgraduate students.*
- *A revised single set of regulations for higher doctorates is under consideration and is currently in a draft version, including an explicit proscription of a single individual applying for multiple higher doctorates.*
- *A proposed conflict of interest policy regarding research supervision is awaiting consultation with Te Poutama Māori and the Pacific Academic Staff Caucus.*
- *The Postgraduate Scholarships Working Group is looking at a move to quarterly allocations of awards for 2024.*
- *International fees will again apply to offshore international students – except for approved offshore research leave – from 1 March 2023.*
- *The change in fee status for offshore international students seems to be generating an increase in deferrals, complicated by issues obtaining visas and flights to study in New Zealand.*

Graduate Research School Report

The Board received a report on doctoral candidates for November 2022, December 2022, and January 2023, *noting that:*

- *The enrolment data for 2022 consistently tracked lower than 2021, but that there were complexities around increased deferrals, ongoing impacts of COVID-19, visa issues, etc.*
- *Data trends for 2023 will not start to become clear until the end of the first quarter.*

Item 14
For approval and noting
as outlined in the agenda

6. Division of Health Sciences

The Board

RECOMMENDED that the following proposal from the Division of Health Sciences (16 February 2023) be approved:

General Practice and Rural Health

HSC-1 - To delete GENA 825 Culture, Health and Society

7. Division of Commerce

The Board

RECOMMENDED that the following proposals from the Division of Commerce (15 February 2023) be approved:

Accountancy and Finance

COM-1 - To delete FINC 460 Advanced Fixed Income Securities

COM-2 - To transition the special topic content Behavioural Finance into a permanent paper, FINC 444

8. AQA Academic Audit

The Board received the guideline statements for the AQA Cycle 6 Academic Audit and acknowledged the work the University would be undertaking on its self-review this year.

9. External Moderation Process

The Board discussed and considered changes to the process for external moderation of postgraduate papers, and

AGREED to establish a small working group – comprising [REDACTED] – to draft a guidance document for an updated moderation process, which the Board will plan to consider at its 4 May 2023 meeting, *noting that:*

- *External moderation helps ensure consistency of outcome standards over time and across institutions.*
- *There is support of making external moderation of postgraduate papers a requirement every other year rather than every year, but that this would ideally be supported by internal moderation processes in years for which external moderation is not required.*
- *The updated guidance document should focus on the value of moderation processes for quality assurance.*
- *It would be beneficial to have institution-wide consistency for guidance around moderation processes, but acknowledging that some programmes are already subject to other processes, such as external accreditation.*

Item 14
For approval and noting
as outlined in the agenda

10. Process for Significant Paper Changes

The Board discussed the implementation of a process for recording significant changes to papers not requiring a formal academic proposal, *noting that:*

- *It is intended that the process will facilitate innovation and the sharing of best practice.*
- *There are questions around how information collected through this process might be stored and promulgated in the long-term, with the Board of Undergraduate Studies (BUGS) having suggested that a simple database could be a solution at some stage.*
- *BUGS suggested that trigger points be incorporated into the process at which heads of departments and other academic units would request information from staff regarding changes that have occurred or are planned for papers, with this Board suggesting that the first trigger point come after the First Semester examination period in 2023*
- *A manatu from the office of the Deputy Vice-Chancellor (Academic) will be drafted to communicate the process to staff.*
- *The Board will review how the process is working at a later stage in the year.*

11. Convener's Business

The Convener noted that the Director, Academic Integrity is part of a network putting together Australasian guidelines around the use of AI applications such as ChatGPT and has been delivering a slideshow on this subject to departments, programmes, and schools. The Convener also noted the HEDC workshop on 8 March 2023 and the CALT korero on 9 March 2023, both of which address matters related to ChatGPT.

12. Date of Next Meeting

The Board noted that it will next meet at 2:00 pm on Thursday 6 April 2023 in the Council Chamber, First Floor, Clocktower Building.

13. Members of the Board

Professor Helen Nicholson (Convener)
Professor David Baxter
Professor Richard Blaikie
Professor Tim Cooper
Jason Cushen
Professor Tony Harland
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
Keegan Wells