

---

# Senate

Date: 31 May 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](mailto:academic.committees@otago.ac.nz)) or contact Matt Angel on 03 479 4852.



# Agenda

Agenda

2

## 1. Karakia Timatanga

To open  
the hui with a karakia.

## 2. Minutes

To confirm  
the minutes of the Senate hui on 26 April 2023.

- [20230426 Senate minutes](#)

8

## 3. Intimations from Council

To note  
that the Council, 9 May 2023, received Communications from the Senate dated 29 March 2023  
and 26 April 2023, and

a) Approved the following:

i) Academic Proposals

To be submitted to the Committee on University Academic Programmes (CUAP):

- The amendment of the Bachelor of Dental Surgery with Honours, including new and  
deleted papers:

New papers

- DENT 570 Clinical Dental Practice for Honours
- DENT 572 Dental Research for Honours

Deleted papers

- DENT 561 General Practice Dentistry for Honours
- DENT 563 Community Service Learning
- DENT 580 Dental Honours Research Project 1
- DENT 581 Dental Honours Research Project 2

- The amendment of the name of the Advertising endorsement for the Diploma for  
Graduates to Creative Marketing.

- The amendment of the Bachelor of Dental Technology and Bachelor of Dental  
Technology with Honours, including new and deleted papers:

New papers

- DTEC 111 Fundamental Sciences for Dental Technology
- DTEC 113 3D and Digital Fixed Prosthetics 1
- DTEC 311 Applied Research for Dental Technology
- DTEC 312 Integrated 3D and Digital Prosthetics
- DTEC 411 Dental Technology Research for Honours
- DTEC 412 Dental Technology Practice

#### Deleted papers

- DTEC 204 Applied Design for Orthodontics
- DTEC 301 Special Topics: Dental Technology Research
- DTEC 302 Dental Technology 4
- DTEC 490 Dental Technology Research 3

- The deletion of the Electronics subject for the Bachelor of Science, Master of Science, Postgraduate Diploma in Science, Master of Applied Science, Postgraduate Diploma in Applied Science, and Bachelor of Science with Honours, and to delete all ELEC papers.

- The deletion of the Bachelor of Applied Science and Bachelor of Applied Science with Honours, with some subjects to be retained and transferred to new qualifications:

#### Transfer the following majors to the BSc

- Agricultural Innovation
- Aquaculture and Fisheries
- Data Science
- Energy Management
- Environmental Management
- Forensic Analytical Science
- Geographic Information Systems
- Physical Education, Activity and Health
- Software Engineering
- Sport and Exercise Nutrition

#### Transfer the following minors to the BSc

- Agricultural Innovation
- Aquaculture and Fisheries
- Computational Modelling
- Energy Management
- Environmental Management
- Geographic Information Systems
- Physical Education, Activity and Health
- Software Engineering
- Sport and Exercise Nutrition
- Supplementary Nutritional Science (for students majoring in Sport and Exercise Nutrition only)

#### Add to the BA, BA(Hons), PGDipArts and BACom

- Environmental Management

#### Transfer the following subjects to the BSc(Hons)

- Aquaculture and Fisheries
- Energy Management
- Environmental Management
- Forensic Analytical Science
- Geographic Information Systems
- Software Engineering
- Sport and Exercise Nutrition
- Telecommunications

- The deletion of the Ethnomusicology and Classical Music minor subjects for the Bachelor of Arts.

- The amendment of the minimum required GPA to enter coursework master's degrees to B.

ii) Scholarships and Prizes

The establishment of the following scholarships:

- Otago Council Postgraduate Scholarship in Commerce, noting that Council recommended a name change to this scholarship, to amend name to the University of 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

- Stewart Petrie Diversity & Equity Scholarship in Surveying & Spatial

The establishment of the following prizes:

- Caledonian Society Prize for Scottish Literature

- Mayne Wetherell Prize

- Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Clinical Oral Health Practice Prize

- Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Community Oral Health and Oral Health Promotion Prize

The disestablishment of the following scholarships:

- the Eamonn Cleary Trust Honours Scholarship

- A J Park Intellectual Property Prize

b) Agreed to carry the following matter forward to its next scheduled meeting:

Ti Kōuka - The Sustainability Strategic Framework 2022-2030

#### **4. ## Disestablishment of German, Asian Studies, and European Studies Programmes**

To consider for endorsement

a proposal from the Pro-Vice-Chancellor, Te Kete Aronui Humanities to disestablish the German, Asian Studies, and European Studies programmes and the Diploma in Global Studies.

- [Proposal to disestablish German, Asian Studies, and European Studies majors and minors](#)

16

#### **5. ## Regulations for Higher Doctorates**

To consider for approval

the establishment of generic Regulations for the Higher Doctorate Degrees Awarded by the University of Otago, replacing the current separate regulations for the higher doctorates.

- [Proposal to establish generic Regulations for Higher Doctorates](#)

20

## 6. ## PhD Regulations

To consider for approval amendments to the regulations for the Degree of Doctor of Philosophy (PhD) regarding programme duration.

- [Proposal to amend PhD regulations regarding duration of the programme](#)

25

## 7. 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](mailto:m.wilson@otago.ac.nz)):

- 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
- Māori Centre, 28-30 September 2022
- School of Arts, 17-20 October 2022
- Employment-Related Processes, 5-8 December 2022 (Please contact the Office of the Vice-Chancellor to request this Report.)

(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

- Genetics Teaching Programme, 28-30 November 2022
- Studholme College, 6-8 March 2023
- School of Social Sciences, 20-24 March 2023

Upcoming reviews

- Department of Public Health, UOW, 23-25 May 2023
- Quality Advancement Unit, 13-15 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, 2-4 October 2023
- 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 - 30 October - 3 November 2023
- Department of Zoology - November 2023 - to be confirmed

## 8. Scholarships and Prizes Committee

To receive  
the minutes of a meeting of the Scholarships and Prizes Committee on 17 May 2023, and

to recommended that the following new scholarship and new prize be approved:

New scholarship

- The University of Otago Ralph Moir Memorial Entrance Scholarship

New prize

- Steph Dyhrberg Labour Law Prize

- [20230517 SaPC minutes](#) 28
- [20230524 New entrance scholarship proposal](#) 34
- [20230512 New prize proposal](#) 37

## 9. Board of Undergraduate Studies

To receive  
the report of the Board of Undergraduate Studies dated 3 May 2023, and

- [20230503 BUGS report](#) 46

a) To approve

the following amended papers, new paper codes and amended programmes:

Amended papers

- SOCI 306
- SOCI 304

New paper codes

- MICN paper codes (for administrative use to facilitate enrolment in exceptional circumstances)

Amended programmes:

- Criminology minor subject
- Criminology endorsement for DipGrad

b) To note

that the following deleted paper was approved under the expedited approval process for academic proposals:

Deleted paper

- MART 325

c) To note

that the following special topic has been approved:

New special topic

- SOCI 304 Special Topic: Exploring Neurodisability in Health, Welfare and Justice Systems

## 10. Board of Graduate Studies

To receive  
the minutes of a meeting of the Board of Graduate Studies on 4 May 2023, and

- [20230504 BoGS minutes](#)

49

a) To approve

the following deleted paper and amended programme:

Deleted paper

- NEUR 461 Clinical Neurology

Amended programme:

- Ecology subject for BSc(Hons), PGDipSci, and MSc

b) To note

that the following amended papers were approved under the expedited approval process for academic proposals:

Amended papers

- BDBA 909
- BDBA 913

## 11. Convener's Business

## 12. Date of Next Meeting

To note

that the Senate will next meet on Wednesday 28 June 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed.

## 13. Karakia Whakamutunga

To close

the hui with a karakia.



**Senate**

Committee Secretary: Matt Angel Telephone: 03 479 4852

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

**MINUTES OF A MEETING OF THE SENATE**

**26 April 2023**

**Present:** Professor H D Nicholson (Acting Convener), Associate Professor A Alm, Associate Professor V R Anderson, Professor A J Ballantyne, Professor I G Barber, Professor R J Barker, Professor J M Baxter, Associate Professor M A Beres, Professor J M Bering, Dr F Beyer, Associate Professor S A Biggemann, Professor R J Blaikie, Professor P B Blakie, M E H Butts, Professor H R Campbell, Professor C J Charles, Professor T S Conner, Professor P R Cooper, Professor T D Cooper, J R Cushen, Professor B K Daniel, Associate Professor M Dawson, Associate Professor G C Dick, Associate Professor A D Eketone, Associate Professor C Fraser, Professor N J Gemmell, Associate Professor R W Greatbanks, Professor J B Halberstadt, Professor L A Hale, Associate Professor E A Hargreaves, Associate Professor A J High, Professor C L Hulbe, Professor S J Jackson, Q D Jane, Professor R A Kemp, Professor M A Kennedy, Professor S M Knowles, Dr S W Lau, Dr G H Leonard, Professor W M M Levack, Associate Professor P M Lokman, Associate Professor N T Lucas, Professor K M Lyons, Associate Professor L J Machado, Associate Professor C J Marshall, Dr R S Martin, Professor E A Matisoo-Smith, Professor B J McCane, Professor N J Medicott, Associate Professor A B Moore, Dr P M O’Kane, Professor D A Orlovich, Professor J F M Palmer, Associate Professor T G Patterson, Professor R J A P Peeters, Associate Professor M A C Perry, Professor J N J Reynolds, Associate Professor K R Ruckstuhl, Dr D Schumayer, Professor G Sole, Dr S J Stein, Professor L J Surgenor, Professor W Sweetman, A Taia, Professor M Thompson-Fawcett, D J Thomson, Professor M A Thyne, Associate Professor S J Wakes, Associate Professor S W Walker, Associate Professor S C Walton, K L Wells, R K A White

**In attendance:** M T Angel, K J Maley, M A Morgan, R J O’Brien, J E Weaver, M J Wilesmith

**Apologies:** Vice-Chancellor (Convener), Professor R W Aitken, Professor G D Baxter, Associate Professor S E Bond, Professor P J Bremer, Associate Professor A M Carr, S D Carrington, Dr J A Cattermole, Professor N J Cullen, Professor W J Duncan, Professor F J Edgar, J Gibson, Associate Professor A R Gorman, Professor S E Griffiths, Professor C L Jasoni, Associate Professor C M L Johnson, Dr V Kahui, Associate Professor D N Kenwright, Associate Professor J R Kirman, Professor M D Lamare, E Lemalu-Eteuati, Professor B A Lovelock, Professor J B Maclaurin, Professor C A Marra, Professor S C Marshall, Professor S P A McCormick, C D McQueen, Professor M J Miroso, Associate Professor C M Moy, Dr T L Perry, Professor N F Pierse, Professor S G Pitama, Professor P C Priest, Professor R Richards, Associate Professor K J Robertson, Associate Professor D R Ruwhiu, Dr R M Schaaf, Professor B Schonthal, Professor L N Signal, E F Taukolo, Professor R W Taylor, Professor P P Vakaoti, Dr X J Walker, M Wall, Professor T J Wilkinson, Professor T J Wilkinson, S W Willis, Professor E H Wyeth, Professor J Zhang



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

**1. Karakia Timatanga**

Professor Ballantyne opened the hui with a karakia.

**2. Minutes**

The minutes of the Senate hui on 29 March 2023 were confirmed.

**3. Intimations from Council**

The Senate noted that the Council will receive Communication from the Senate dated 29 March 2023 when it next meets on 9 May 2023.

**4. Tī Kōuka - Sustainability Strategic Framework**

The Senate

**ENDORSED**

Tī Kōuka - The Sustainability Strategic Framework 2022-2030, which the Council will consider for approval, *noting that:*

- *The Senate queried whether the advisory group for implementing Tī Kōuka would include student representation, with the Tumuaki, Toitū te Taiao | Head of Sustainability confirming that this would be the case.*
- *The Sustainability Policy received alongside Tī Kōuka is still a draft version, the final version of which will be considered in due course, noting that lifting Tī Kōuka to the aspirational level will leave a gap at the operational level for the Sustainability Policy to fill.*
- *Further policies and procedures are expected to cascade out from Tī Kōuka should it be approved.*

**5. AAIN Generative AI Guidelines**

The Senate discussed a document from the Australian Academic Integrity Network (AAIN) regarding guidance on the appropriate use of generative artificial intelligence (AI) in higher education, and

**APPROVED**

the AAIN guidance for use within the University on an interim basis until the University has developed its own guidelines, *noting that:*

- *The development of the University's own guidelines on the appropriate use of generative AI should be undertaken as a matter of priority, with responsibility for this work resting on the Digitally-Enhanced Learning and Teaching Group (DELT), Academic Integrity Advisory Group, and the Equity Advisory Committee.*
- *A particular insufficiency of the AAIN guidance is its silence on matters of equity, inclusivity, and justice, which it will be imperative to remedy in the University's guidelines.*
- *The AAIN guidance is also silent on staff use of generative AI, which the University's guidelines should address.*
- *There is some urgency to developing specific examples around the appropriate use and misuse of generative AI to guide staff.*
- *Existing guidance on citation – which does cover AI in a general manner – is still applicable, and guidance on how to cite AI is beginning to emerge from external bodies.*

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

- *Planning is likely needed around the implications that making AI applications free to students would entail.*
- *Sessions on aspects of generative AI use are being hosted by the Committee for the Advancement of Learning and Teaching (CALT), Te Pokapū Whakapakari Kaimahi | The Higher Education Development Centre (HEDC), and the Director, Academic Integrity.*

**6. Strategic Direction for Distance Learning**

The Senate discussed a document from the Deputy Vice-Chancellor (Academic) regarding the strategic direction for distance learning at the University, and

**RECOMMENDED** that the strategic direction outlined in the document be approved, *noting that:*

- *Postgraduate research was not included in the document's focus, but that the University is considering lessons learned from the pandemic around distance learning in the postgraduate research space, with investigation taking place into how this may be expanded in policies and frameworks.*
- *The overall direction outlined in the document should not be impacted by the unexpected drop in recent enrolment figures.*
- *Some permanent shifts in the distance learning environment have occurred in recent years.*
- *This document was drafted prior to the recent launch of an online initiative from Waipapa Taumata Rau | The University of Auckland and may not reflect their true presence in the distance learning space.*

**7. University of Otago Quality Review Reports**

a) Recently Released Review Reports

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

- Department of 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:

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

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, 23-25 May 2023
- Quality Advancement Unit, 13-15 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, early October 2023
- Communication Section, External Engagement, 2-4 October 2023
- 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

**8. 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 30 March 2023.

**9. Research Committee**

The Senate received the minutes of a meeting of the Research Committee on 5 April 2023.

**10. Scholarships and Prizes Committee**

The Senate received a manatu from the Scholarships and Prizes Committee dated 17 April 2023, and

**RECOMMENDED** that the following new prizes, new scholarship and disestablished prize be approved:

New Prizes

- Mayne Wetherell Prize
- Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Clinical Oral Health Practice Prize
- Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Community Oral Health and Oral Health Promotion Prize

New Scholarship

- Stewart Petrie Diversity & Equity Scholarship in Surveying & Spatial

Disestablished Prize

- A J Park Intellectual Property Prize

**11. Board of Undergraduate Studies**

The Senate received the minutes of a meeting of the Board of Undergraduate Studies on 5 April 2023, and

**RECOMMENDED** that the following deleted and amended programmes, including new, amended and deleted papers, be approved:

**(CUAP approval required)**

Amended programmes

- Advertising endorsement for the Diploma for Graduates (DipGrad), to be renamed to Creative Marketing
- Bachelor of Dental Technology (BDentTech)

New papers

- DTEC 111 Fundamental Sciences for Dental Technology
- DTEC 113 3D and Digital Fixed Prosthetics 1
- DTEC 311 Applied Research for Dental Technology
- DTEC 312 Integrated 3D and Digital Prosthetics

Amended papers

- DTEC 102
- DTEC 201
- DTEC 202
- DTEC 203
- DTEC 303

Deleted papers

- DTEC 204 Applied Design for Orthodontics
- DTEC 301 Special Topics: Dental Technology Research
- DTEC 302 Dental Technology 4

**(CUAP notification required)**

Deleted programmes

- Electronics subject
- Bachelor of Applied Sciences (BAppSc)
- Ethnomusicology minor subject
- Classical Music minor subject

Deleted papers

- ELEC papers

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

New papers

- LAWS 482
- CLAS 247/347

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

Amended papers

- MATH 304
- PHSI 170, amended to ASTR 101
- EMAN 204
- RELS 217/317
- MUSI 105
- MUSI 140
- MUSI 240
- MUSI 340

Deleted papers

- MATH 374
- LAWS 442
- CLAS 337/437

Amended programmes:

- Mathematics minor subject
- Geology major subject
- Music minor subject
- Music Technology minor subject, renamed to Music Production

**NOTED**

that the following deleted papers were approved under the expedited approval process for academic proposals:

Deleted papers

- MANT 343
- MANT 370

**12. Board of Graduate Studies**

The Senate received the minutes of a meeting of the Board of Graduate Studies on 6 April 2023, and

**RECOMMENDED**

that a proposal amending the minimum required GPA to enter coursework master's degrees to B be submitted to CUAP.

**RECOMMENDED**

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

**(CUAP approval required)**

Amended programmes

- Bachelor of Dental Technology with Honours (BDentTech(Hons))

New papers

- DTEC 411 Dental Technology Research for Honours
- DTEC 412 Dental Technology Practice

Deleted paper

- DTEC 490 Dental Technology Research 3

**(CUAP notification required)**

Deleted programmes

- Electronics subject
- Bachelor of Applied Sciences with Honours (BAppSc(Hons))

Deleted papers

- ELEC papers

**APPROVED**

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

New papers

- ENGL 470 Storyworlds and Cognition
- PHIL 417 Advanced Problems in Foundational Philosophy
- PHIL 418 Advanced Problems in Applied Philosophy
- ZOOL 425 Conservation Genomics
- MATH 421 Analytical Number Theory
- MATH 422 Functional Analysis
- MATH 423 Measure and Integration
- MATH 424 Techniques in Applied Mathematics I
- MATH 425 Differential Geometry
- MATH 426 Techniques in Applied Mathematics II
- MATH 427 Advanced Algebra
- MATH 431-434 Topics in Advanced Mathematics

Amended papers

- EDUC 572 Primary Curriculum 2
- EDUC 577 Secondary Curriculum 2
- EMAN 490

Deleted papers

- PHIL 405 Philosophy of Biology
- PHIL 462 Special Topic
- ZOOL 421
- MATH 401-412

Amended programme:

- Mathematics subject for BSc(Hons)

**NOTED**

that the following amended papers were approved under the expedited approval process for academic proposals:

Amended papers

- ANTH 405
- ANTH 409
- ANTH 430

**13. Convener's Business**

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

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

**14. Remembrance**

The Senate observed a moment of silence in honour of Dr Tasileta Teevale.

**15. Date of Next Meeting**

The Senate noted that it will next meet on Wednesday 31 May 2023 at 12:15 pm in the Council Chamber, with attendance via Zoom also welcomed.

**16. Karakia Whakamutunga**

Professor Ballantyne closed the hui with a karakia.

# Memorandum / Manatu



**To/ Ki a** Members of Senate

**From/Nā** Professor Jessica Palmer  
Pro-Vice-Chancellor, Te Kete Aronui Humanities

**Date/Te rā** 22 May 2023

**Re/Te  
Kaupapa** Proposal to disestablish German, Asian Studies,  
and European Studies majors and minors

---

## [Request for endorsement of proposal](#)

In February 2023, I received approval from the Vice-Chancellor to begin consultation with affected staff on a formal proposal to significantly revise the curriculum offered in the Languages and Cultures Programme in the School of Arts (L&C), and to reduce staff accordingly.

The proposal is made in response to a sustained and substantial EFTS loss in L&C and the increasingly large gap that has developed between its operational costs and the income it generates. In 2013 L&C had 249 EFTS; in 2022 that number had dropped to 170, a decline of 32%.

The Management of Change proposal followed a long period of informal discussions with L&C staff on the future of the programmes offered within L&C and was released for consultation to relevant staff and stakeholders on 21 March 2023. 96 submissions were received on the proposal and were considered by an advisory panel. The final proposal incorporates feedback received in those submissions.

The final proposal includes disestablishment of majors and minors in German, European Studies and Asian Studies. While German would be disestablished entirely, revised papers in the latter two subject areas would still be offered as part of majors and minors in the remaining four languages (Chinese, French, Japanese and Spanish) and in Global Studies. In addition, the currently offered Diploma in Global Studies would be replaced by a minor in Global Studies.

If the proposal goes ahead, the University would phase out these programmes over the period of 2024-2025.

I seek endorsement by Senate of the final proposal to disestablish German, European Studies and Asian Studies and the Diploma in Global Studies, before it is forwarded to the University Council for final decision.



**Item 4**  
**For consideration of endorsement**

**Background**

L&C faces particular sustainability challenges. The staff in L&C work hard to deliver a wide range of programmes and are to be commended for the industry and dedication required to sustain these programmes. However, it has experienced declining EFTS over the last decade and has a very low student-to-staff ratio of 12:1. The EFTS decline is consistent with a national trend and has resulted in a significant gap between cost and income that is not sustainable.

At Otago, Russian and Portuguese were withdrawn in the early 2000s and an attempt to introduce Arabic failed for lack of sufficient enrolments. In 2016, L&C underwent a management of change in which the number of staff teaching each of the 5 remaining languages (Chinese, French, German, Japanese, and Spanish) was reduced. Further curriculum development included the introduction of a major in Global Studies in 2019 which has proved successful (and for which L&C is to be commended) but, unfortunately, has not prevented the continuing decline in the language programmes (see tables below).

**Table 1: University of Otago L&C EFTS by language 2013 – 2022**

Language	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Var 2013-2022	
Chinese	28.5	37.3	28.1	22.5	22.4	25.4	27.7	20.6	21.8	16.7	-11.8	-41.4%
French	66.5	60.0	46.9	38.1	36.2	32.3	37.6	35.0	34.6	31.8	-34.8	-52.3%
German	23.9	21.8	23.9	18.4	17.5	15.8	15.0	14.7	13.4	12.2	-11.7	-49.1%
Japanese	47.6	43.4	35.6	35.7	42.1	38.1	40.0	41.7	39.4	36.2	-11.4	-24.0%
Spanish	61.1	58.8	48.5	49.4	38.2	42.0	48.9	47.9	46.5	42.9	-18.1	-29.7%
Asian Studies	8.0	7.4	6.5	7.5	9.9	7.2	6.2	6.2	7.7	6.5	-1.4	-18.1%
European Studies	4.7	4.4	4.7	2.3	4.4	4.2	1.5	2.3	2.6	2.1	-2.6	-54.8%
Global Studies	-	-	-	-	-	13.5	9.5	23.6	21.5	19.8	+19.8	
Other	6.4	4.6	1.4	3.2	4.4	4.7	3.3	2.1	1.5	1.8	-4.6	-71.4%
Portuguese/Arabic	2.1	1.8	-	-	-	-	-	-	-	-	-2.1	-100.0%
<b>Total</b>	<b>248.7</b>	<b>239.4</b>	<b>195.6</b>	<b>177.1</b>	<b>175.0</b>	<b>183.0</b>	<b>189.7</b>	<b>194.0</b>	<b>188.8</b>	<b>170.0</b>	<b>-78.7</b>	<b>-31.6%</b>

**Table 2: University of Otago L&C Majors by EFTS, 2013-2022**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2022 vs 2013	
Global Studies	-	-	-	-	-	-	2.0	9.9	19.9	16.6	+16.6	
Japanese	23.2	19.0	13.4	10.4	9.0	13.1	17.5	13.8	14.6	13.2	-10.0	-43.0%
Spanish	15.9	14.4	15.1	9.2	6.4	4.9	8.9	7.5	8.3	7.1	-8.8	-55.4%
French	30.5	27.2	21.0	15.6	12.0	10.7	13.0	13.1	7.5	6.5	-24.0	-78.8%
Chinese	12.3	13.1	8.5	6.7	7.4	9.0	10.0	6.9	2.4	2.5	-9.8	-79.8%
Asian Studies	1.7	1.0	1.0	0.8	0.3	0.4	0.2	0.5	2.0	1.6	-0.1	-7.7%
German	9.0	8.4	6.7	4.6	4.2	4.1	2.0	3.2	1.7	1.1	-7.9	-88.3%
European Studies	2.0	0.3	0.3	-	-	0.3	-	-	-	-	-2.0	-100.0%
<b>Total*</b>	<b>89.4</b>	<b>80.0</b>	<b>64.8</b>	<b>46.4</b>	<b>38.6</b>	<b>41.5</b>	<b>48.4</b>	<b>51.1</b>	<b>53.5</b>	<b>45.4</b>	<b>-44.0</b>	<b>-49.2%</b>

\*Double majors only count once towards the total

**Proposed response**

The proposed revised curriculum provides for a smaller number of papers and greater use of papers shared across the language majors within L&C and of relevant papers from other departments.

However, even with the revised curriculum, my assessment is that Asian Studies, European Studies and German cannot be made sustainable and would therefore no longer be offered.

## Item 4 For consideration of endorsement

Asian Studies and European Studies have struggled with extremely low numbers for several years and have likely been overtaken largely by the Global Studies major. Numbers of students majoring in German have dramatically reduced over the past 10 years to a level that is no longer financially viable to staff. While EFTS numbers for Chinese are only marginally stronger, there is nevertheless good strategic reason to continue with Chinese, given our geographic location and possible future partnerships.

L&C ultimately relies on a large subsidy from the University to enable it to operate and it is important that within L&C, the curriculum is carefully managed to respond to changing student trends while ensuring that the subsidy received is not larger than it needs to be at the cost of other University programmes and services.

It is anticipated that the expected savings from the reduction in staff FTE needed for the revised curriculum (including both the proposed disestablishments and the revised curriculum in the remaining languages, outlined below) will result in \$1.2m of savings annually, measured against the 2023 budget. This would reduce the overall deficit to \$0.35m (using 2022 as a comparison).

### Proposed changes to other programmes in Languages and Cultures – for information only

The initial proposal contained an indicative curriculum that included a reduced level of proficiency offered to students in each language major, preserved a strong cultural dimension alongside each language offering, and sought to align language tuition with greater use of current digital tools for student learning. The submissions received on the proposal and a forum held with students indicated several points of concern with these aspects of the proposal in particular. The proposed curriculum has been amended taking account of these concerns, while still resulting in a more sustainable offering in light of reduced student enrolments and increased costs over several years.

L&C will offer the following qualifications:

- BA major in Global Studies
- BA minor in Global Studies
- BA major in Chinese, French, Japanese, and Spanish
- BA minor in Chinese, French, Japanese, and Spanish
- DipLang endorsed in Chinese, French, Japanese, and Spanish

In partnership with Linguistics, the Programme could continue to offer the major in Language and Linguistics. In partnership with the Division of Commerce, the Programme would continue to offer the major in Tourism, Languages and Cultures and the BCom major in International Business.

The revised proposed curriculum would:

- Retain the level of proficiency currently offered in the language majors;

**Item 4**  
**For consideration of endorsement**

- Remove culture-related papers specific to individual language majors and introduce two new papers that provide regional studies in European and Asian cultures for the language majors and which are also available to Global Studies students;
- Introduce an 18-point capstone language skills paper for all language majors; and
- Increase recognition of cognate interdisciplinary culture-related papers taught elsewhere in the Division (and potentially the University) towards the language majors.

Overall, the revised proposal requires the addition of 3 new papers within a total curriculum of 31 papers taught each year by Languages & Cultures, representing a reduction of 47 papers from the 78 papers currently available in the curriculum.



## Manatu *Memorandum*

**Ki a** Senate

*To*

**Nā** Matt Angel, Secretary to Senate and to the Board of Graduate  
*From* Studies

**Te rā** 24 May 2023

*Date*

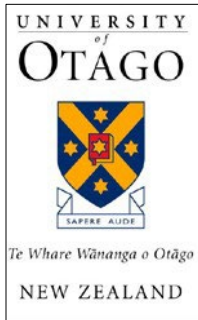
**Te Kaupapa** Proposal to establish generic Regulations for Higher Doctorates

*Re*

---

At its meeting on 4 May 2023, the Board of Graduate Studies (BoGS) recommended that the attached proposal to establish generic Regulations for Higher Doctorates be approved, noting minor suggested changes, which have been incorporated into the attached version.

**RECOMMENDATION** that Senate approve the proposed Regulations for the Higher Doctorate Degrees Awarded by the University of Otago.



## **Manatu** *Memorandum*

**Ki a** Board of Graduate Studies

*To*

**Nā** Professor David Baxter, Convenor  
**From** Graduate Research Committee

**Te rā** 18 April 2023

*Date*

**Te Kaupapa** Generic Regulations for Higher Doctorates

*Re*

---

### **Background**

At its meeting on 28 March 2023, the Graduate Research Committee recommended that the attached proposed *Regulations for the Higher Doctorate Degrees Awarded by the University of Otago* be approved, to replace the current separate regulations for the higher doctorates.

The proposed generic regulations encompass aspects relevant to all higher doctorates, with appendices providing specific information on individual awards. They include proscription on individuals applying for multiple higher doctorates.

These have been considered by the Graduate Research Committee in terms of strategy and regulations, and have been discussed widely, with feedback received from the DVCs/PVCs Advisory Group.

## **REGULATIONS FOR THE HIGHER DOCTORATE DEGREES AWARDED BY THE UNIVERSITY OF OTAGO**

(Approved by Council, tbc)

### OVERVIEW

Graduates of the University of Otago, or people who have a formal academic appointment or association with the University, may apply for a Higher Doctorate in the appropriate field. The application first involves submission of a curriculum vitae, and an abstract explaining the proposed work to be examined.

The application is considered by the appropriate Pro-Vice-Chancellor, who decides whether the submission should continue. If so, the applicant collates and generates a digital copy of the work to be examined and pays an examination fee.

Higher Doctorates awarded by the University of Otago are:

- Doctor of Commerce (DCom)
- Doctor of Dental Science (DDSc)
- Doctor of Laws (LLD)
- Doctor of Literature (LittD)
- Doctor of Medicine (MD)
- Doctor of Music (MusD)
- Doctor of Science (DSc)

### 1. ELIGIBILITY

- (a) A degree shall be awarded for published original contributions of special excellence in the appropriate discipline. An individual shall only ever be entitled to be awarded one Higher Doctorate from the University of Otago – applications for multiple Higher Doctorates are not permitted.
- (b) Every candidate for a Higher Doctoral degree must have held a degree for at least five years before applying for admission to the degree.
- (c) A candidate for the degree shall normally be a graduate of the University of Otago, or shall have completed a substantial proportion of the work to be presented while working in an academic or research unit of the University.

### 2. APPLICATION

- (a) A candidate must apply for admission<sup>1</sup> to the degree by submitting the following in the first instance:
  - (i) a curriculum vitae;
  - (ii) an abstract and/or brief description of the work including a list of the published original contributions upon which the application is based; and
  - (iii) a statutory declaration identifying the submitted work as original and stating that it has not previously been accepted for another qualification at any university or equivalent institution. Where co-authored work is submitted those parts which are a candidate's own work should be identified,whereupon the University will review and advise if a case for the award of the degree exists.
- (b) Where the case for an award exists, every candidate shall submit a digital copy of the work<sup>2</sup> upon which the application is based together with a narrative summary of the body of work of 5000-10000 words, which clearly describes the impact of the work or contribution to the relevant discipline or area of practice, and the required entry fee<sup>3</sup>.
- (c) In exceptional circumstances, and with the prior approval of the Senate, unpublished material may be submitted as part of the work.
- (d) Additional work, published or unpublished, may be submitted as appendices in support of the application.

- Notes: 1. *The application shall be forwarded to the Dean, Graduate Research School.*  
2. *Permanently bound copies are acceptable if the work is already in that format.*

**Item 5**  
**For consideration of approval**

3. EXAMINATION

- (a) The submitted work shall be assessed by three examiners, appointed by the Senate on the recommendation of the appropriate Pro-Vice-Chancellor, at least one of whom shall be an overseas authority.
- (b) Where the examiners cannot agree on a result, they should so report to the appropriate Pro-Vice-Chancellor, who shall nominate a referee to advise the Senate.
- (c) Upon the successful completion of the examination process and award of the degree, a final digital copy of the work shall be deposited in the University's online repository.

4. VARIATIONS

Notwithstanding anything in these regulations, the Senate shall have the discretion to vary any provision set down if, in its opinion, special or unusual circumstances warrant such variation.

*Note: The Senate has delegated authority over the Higher Doctoral degrees to the Deputy Vice-Chancellor (Research & Enterprise).*

For queries regarding the application process email [higher.doctorates@otago.ac.nz](mailto:higher.doctorates@otago.ac.nz).

**Item 5**  
**For consideration of approval**

5. APPENDICES

Doctor of Commerce (DCom)

A Doctor of Commerce is awarded only to individuals who have published original contributions of special excellence in an area of business and related subjects, including private, public, or non-government sectors.

Doctor of Dental Science (DDSc)

A Doctor of Dental Science recognises the results of substantial and original investigation of relevance to dentistry.

Doctor of Laws (LLD)

A Doctor of Laws is awarded only to individuals who have published original contributions of special excellence in the history, philosophy, exposition, or criticism of law.

Doctor of Literature (LittD)

A Doctor of Literature is awarded only to individuals who have achieved special excellence in their original contributions to linguistic, literary, social, or historical knowledge.

Doctor of Medicine (MD)

A Doctor of Medicine is awarded only to individuals who have achieved special excellence in their original contributions to medicine, or to health sciences.

To be eligible to apply for admission to the Otago Doctor of Medicine, the applicant must be a medical graduate of the University of Otago, or a medical graduate from another University who has completed a substantial proportion of the work to be presented while working in a department of the University.

Doctor of Music (MusD)

A Doctor of Music shall be awarded on the basis of publicly performed or published original contributions of special excellence in musical composition, performance (including conducting), or scholarship.

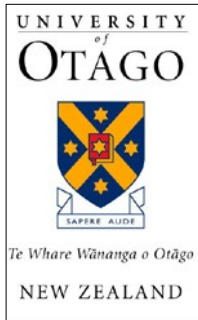
Every candidate for a MusD shall submit three copies of a portfolio of the work, associated recordings, and supporting material upon which the application is based. The portfolio should include, but shall not be limited to, the following:

1. In the case of a composer, manuscript or printed scores, details of performances of the works with supporting evidence such as posters and programmes for the concerts, media reviews of the performances, and recordings of musicians performing the works;
2. In the case of a performer (instrumentalist, vocalist, or conductor), details of performances with supporting evidence such as posters and programmes for the concerts, media reviews of the performances, and recordings;
3. In the case of a musicologist, copies of books and articles together with reviews from scholarly journals.

Doctor of Science (DSc)

A Doctor of Science degree is awarded for published original contributions of special excellence, normally in the form of books or papers in scholarly journals, in some branch of science.





## Manatu *Memorandum*

**Ki a** Senate

*To*

**Nā** Matt Angel, Secretary to Senate and to the Board of Graduate  
*From* Studies

**Te rā** 24 May 2023

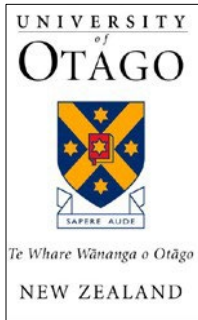
*Date*

**Te Kaupapa** Proposal to amend PhD regulations regarding duration of the  
*Re* programme

---

At its meeting on 4 May 2023, the Board of Graduate Studies (BoGS) recommended that the attached proposal to amend the Regulations for the Doctor of Philosophy (PhD) regarding duration of the programme be approved, noting minor suggested changes, which have been incorporated into the attached version.

**RECOMMENDATION** that Senate approve the proposed amendments to the Regulations for the Doctor of Philosophy (PhD) regarding duration of the programme.



## **Manatu** *Memorandum*

**Ki a** Board of Graduate Studies

*To*

**Nā** Professor David Baxter, Convenor  
**From** Graduate Research Committee

**Te rā** 18 April 2023

*Date*

**Te Kaupapa** Amendment to PhD Regulations – Duration of Programme

*Re*

---

### **Background**

At its meeting on 28 March 2023, the Graduate Research Committee recommended approval of the attached proposed amendments to section 4 (Duration of the Programme) of the *Regulations for the Degree of Doctor of Philosophy (PhD)*.

The amendments are proposed in order to ensure that the PhD regulations are robust, and reflect current practice.

Current Regulations

## Duration of the Programme

- a. A candidate shall pursue a programme of study and research under supervision for a period normally equivalent to 3 full-time years.
- b. The minimum period of study shall be equivalent to 3 full-time years and the maximum period shall be equivalent to 4 full-time years. Exceptions shall be permitted only with approval of the Senate.
- c. No programme shall exceed the equivalent of six years of full-time study from the date of first admission.
- d. A candidate shall be enrolled continuously for the entire period of the candidacy, up to the submission of the thesis, except that a candidate may apply to the Senate for permission to withdraw temporarily from study.

Proposed Regulations

## Duration of the Programme

- a. A candidate shall pursue a programme of study and research under supervision for a period normally equivalent to at least 3 full-time years.
- b. The minimum period of study shall be equivalent to 3 full-time years and the maximum period shall be equivalent to 4 full-time years.
- c. Exceptions to these periods shall be permitted only with approval of the Senate and will normally subject to an independent review of progress.
- d. No programme shall exceed the equivalent of six years of full-time study from the date of first admission.
- e. A candidate shall be enrolled continuously for the entire period of the candidacy, up to the submission of the thesis, except that a candidate may apply to the Senate for permission to withdraw temporarily from study.



## **SCHOLARSHIPS AND PRIZES COMMITTEE**

Committee Secretary: Michelle Bennie – Telephone 03 479 9105  
E-mail [michelle.bennie@otago.ac.nz](mailto:michelle.bennie@otago.ac.nz)

### **MINUTES OF A MEETING OF THE SCHOLARSHIPS AND PRIZES COMMITTEE** **17 May 2023**

---

**Present:** Professor Richard Blaikie (Convenor), Professor Chrys Jaye (for Pro-Vice-Chancellor Health Sciences) (2.00-2.45pm) (z), Professor Brendan McCane (for Pro-Vice Chancellor Sciences), Associate Professor Wayne Stephenson (for Pro-Vice-Chancellor Humanities), Professor Maree Thyne

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

**Apologies:** Professor Tony Ballantyne, Professor Helen Nicholson

#### **1 Karakia Timatanga**

The hui opened with a karakia.

#### **2 Apologies**

The Committee noted apologies.

#### **3 Minutes**

The minutes of a meeting of the Committee held on 13 December 2022 were confirmed.

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

There were no matters arising.

#### **5 Report on Postgraduate Scholarships**

The Committee

- noted the report from the Manager, Postgraduate Scholarships, Prizes and Awards

- [REDACTED]

The Committee discussed University of Otago Master's Research Scholarships

- *Offers for 2023 have been made to students who achieved GPA 8 or higher at 300-level.*
- *Given the favourable variance of this budget (which will increase slightly when 5 students are moved to trust-funded awards in the next few weeks), offers could be made to waitlisted students with a GPA 7.9.*
- *No awards have been made below a GPA of 8 for the last 5 years.*

The Committee

**APPROVED** maintaining the award standard for Otago Master's Research Scholarships at a GPA of 8 and not making offers to waitlisted students this year, noting that

- *This decision was not unanimous, with a member of the Committee dissenting.*

The Committee discussed the cost drivers involved in funding research scholarships, noting that the Postgraduate Scholarships Strategy Working Group (PSSWG) is currently considering such drivers of behaviour as part of the development of a scholarships strategy.

The Committee thanked [REDACTED] for his work.

## 6 Report on Undergraduate Entrance Scholarships

The Committee

- noted the report from the Manager, Undergraduate Entrance Scholarships.
  - *Soft student engagement this year is reflected in scholarship numbers.*
  - *The number of withdrawals is currently significantly lower than this time last year.*
  - *Tracking favourably as a result of requests for deferrals and declines of offers.*
  - *Currently working through donor-funded scholarships to match donors to applicants, where scholarship offers were accepted but students did not enrol.*

- *Pathway also positive with new applications being received for the next intake.*
- *Working with SARO to predict international enrolments for second semester.*
- *The Vice-Chancellor's Scholarship for International Students (VCSIS) has been approved for 2024. This is effectively a fee rebate rather than a true scholarship and will be decoupled from the Entrance Scholarships budget and reported separately as a direct reduction of fees received by departments.*

The Committee discussed *Pae Tata* in relation to the role of graduate research students in the research lifecycle of the University. It is important to know where and how we provide the right support for students coming to Otago.

The Committee thanked [REDACTED] for his work.

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

The Committee received a verbal update from [REDACTED] (PSSWG Convenor) and noted that the Group is currently working through high level recommendations which will go to DVCs/PVCs and SLT for ratification. These include:

- *Shifting from the current system of central awards to a mix of central awards and more strategic awards focused on departmental and divisional strategies.*
- *Enhancing support for Māori and Pacific students (including the opportunity for more strategic awards at divisional level to support Māori and Pacific students).*
- *Increased flexibility in the types of scholarships available, including looking at fees-only awards at divisional level.*
- *Expanding criteria for evaluation of applications from a primary focus on GPA, to include strategic considerations.*
- *Potential to move to a quarterly allocation process, aligned with induction and accommodation processes for international students, enabling departments to strategically consider cohorts in terms of e.g. subject areas, demographics, diversity.*
- *Employment opportunities for graduate research students, including those without scholarships, such as Teaching Assistant roles and opportunities in the wider university.*
- *Decoupling the cost (even below the line) to departments from allocations, with a mechanism for divisions/departments to contribute to the scholarships budget, without contribution levels rising and falling quickly depending on the number of successful scholarship applications.*
- *Modelling allocation to divisions, possibly based on the simple allocation driver of permanent academic FTEs with research as a job function (either standard 40:40:20 or research-only academics), ensuring environments equally supportive of access to graduate research scholarships whatever the division. There were no objections to this approach from Committee members.*

- *Creating an expectation of willingness to engage with graduate research student supervision.*
- *Incentivising departments to write scholarships into grant applications for externally-funded research income, reducing the central cost burden of scholarships.*

## **8 New Undergraduate Entrance Scholarship Proposal**

The Committee noted the memorandum from the Manager, Undergraduate Entrance Scholarships, dated May 2023 and

**RECOMMENDED** that the following new scholarship proceed to Senate for its consideration:

### **New Scholarship**

The University of Otago Ralph Moir Memorial Entrance Scholarship.

## **9 New and Amended Scholarship and Prize Proposals**

The Committee noted the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated May 2023 and

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

### **New Prize**

Steph Dyhrberg Labour Law Prize

**APPROVED** the following amended scholarships:

### **Amended Scholarships**

University of Otago Academic General Practitioner Registrar PhD Scholarship  
Chris Burks Memorial Bursary at the University of Otago.

## **10 New and Amended Scholarship and Prize Proposals - Electronic Recommendations**

The Committee noted

- a. the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 1 March 2023 (previously considered via email)
  - the decision of the Committee via correspondence prior to this meeting to recommend that the following new prize, new scholarships and disestablished scholarship proceed to Senate for its consideration:

### **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

- the decision of the Committee via correspondence prior to this meeting to approve the following amended prize and amended scholarships:

**Amended prize**

Richard Kammann Memorial Prize in Applied Psychology

**Amended scholarships**

David A Grant Memorial Scholarships in Scottish Piping and Scottish Drumming

The Eamon Cleary Trust Postgraduate Study Scholarship

- b. the memorandum from the Manager, Postgraduate Scholarships, Prizes and Awards, dated 4 April 2023 (previously considered via email)

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

**New prizes**

Mayne Wetherell Prize

Te Ohu Pūniho Ora o Aotearoa – The New Zealand Oral Health Association Clinical Oral Health Practice Prize

Te Ohu Pūniho Ora o Aotearoa – The New Zealand Oral Health Association Community Oral Health and Oral Health Promotion Prize

**New scholarship**

Stewart Petrie Diversity & Equity Scholarship in Surveying & Spatial

**Disestablished prize**

A J Park Intellectual Property Prize

- the decision of the Committee via correspondence prior to this meeting to approve the following amended prizes and amended scholarship:

**Amended prizes**

Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Oral Health Therapy 1 Prize

Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Advanced Oral Health Therapy 1 Prize

Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Oral Health Therapy 2 Prize

Te Ohu Pūniho Ora o Aotearoa - The New Zealand Oral Health Association Advanced Oral Health Therapy 2 Prize

**Amended scholarship**



Dr EC Grant and Mrs HM Grant Memorial Medical Scholarship

**11 Intimations from Senate and Council**

The Committee noted that, at its meeting on 14 March 2023, the University Council received Communications from the Senate, dated 22 February 2023, and approved the following disestablished scholarship and prize:

**Disestablished scholarship**

Alumni in America Inc. Rugby Performance Entrance Scholarship

**Disestablished prize**

University of Otago Graduates' Association Aotearoa New Zealand Prize

**12 Convener's Business**

**13 Next Meeting**

The Committee noted that the next meeting of the Committee has been set down for 2.00-3.30pm in Committee Room North on 17 August 2023.

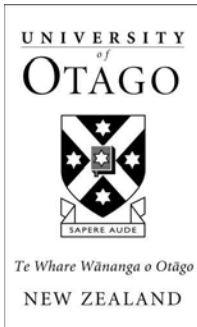
**14 Karakia Whakamutunga**

**Membership**

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

**Distribution**

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



# Manatu

<b>Ki a:</b>	Scholarships and Prizes Committee
<b>He kape mā:</b>	Professor Tony Ballantyne Deputy Vice-Chancellor (External Engagement)
<b>Nā:</b>	Ben Rickerby Manager, Undergraduate Entrance Scholarships Division of External Engagement
<b>Te rā:</b>	24 May 2023
<b>Re:</b>	<b>New Undergraduate Entrance Scholarship Proposal</b>

## Preamble

The recommendation of the Scholarships and Prizes Committee is sought for the following new Scholarship to proceed to Senate for its consideration.

## NEW SCHOLARSHIP

- **The University of Otago Ralph Moir Memorial Entrance Scholarship**
- **Department:** School of Surveying
- **Value:** \$15,000 over 2 years
- **Background:** Established in 2022 from a generous gifting of funds from Don Moir in the memory of his late father Ralph Moir (1921-2001), a dedicated surveyor of over 60 years who worked across all parts of Otago and Southland. This Scholarship supports students to pursue a Bachelor of Surveying degree at the University of Otago.
- **Recommended by:**
  - Professor Christina Hulbe, Dean of School, School of Surveying, Division of Sciences.
  - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences.

## Proposed Regulations

### The University of Otago Ralph Moir Memorial Entrance Scholarship

Established in 2022 from a generous gifting of funds from Don Moir in the memory of his late father Ralph Moir (1921-2001), a dedicated surveyor of over 60 years who worked across all parts of Otago and Southland. This Scholarship supports students to pursue a Bachelor of Surveying degree at the University of Otago.

#### *Application and award*

Every applicant must submit an Entrance Scholarship application through the University's student management system (eVision) by 15 August in the year prior to enrolment. If no suitable applicant is found, the due date for submission of applications may be extended.

Applications will be open to students who are normally eligible for the University of Otago 150th Entrance Scholarships. To be considered for this scholarship, applicants are advised to complete the Financial and/or Family Circumstances sections of the Entrance Scholarship application.

### ***Selection process***

The Selection Panel, consisting of the Manager, Undergraduate Entrance Scholarships, a representative of the School of Surveying, and a representative of Development and Alumni Relations, or their nominees shall consider the following factors in awarding the scholarship:

- Academic ability (a minimum of NCEA Level 2 awarded with merit, or equivalent, is normally required for consideration).
- Financial need and/or life circumstances which present significant barriers to studying at university.
- Potential and motivation to succeed at university.
- First consideration to be given to those applicants who normally reside in the Southland region.

### ***Financial arrangements***

- The value of the scholarship is \$15,000 with a two-year tenure.
- For those accepting a place in a Residential College, or University Flat, it will be paid as an accommodation fee waiver of \$5,000 in year one, paid directly to the Residential College or University Flat (the scholarship is not able to be used for payment or part-payment of Residential College placement, deposit, activity or equivalent fees due prior to studying), and \$10,000 towards tuition fees for year two.
- For those living in the local community (boarding, flatting or living at home), it will normally comprise of \$5,000 in year one, firstly towards tuition and student services fees, if applicable, then as a monthly stipend or lump sum, and \$10,000 towards tuition fees for year two.
- If the tuition fees for year two are greater than \$10,000 the donor may choose to provide additional support at their discretion.

### ***Scholarship terms and conditions***

In addition to the standard Undergraduate Entrance Scholarship terms and conditions the following provisions apply, subject to the specific provisions of the offer letter for the recipient:

- To receive the scholarship the recipient must be enrolled in the Surveying First Year (BSc) programme in year one of tenure.

- Tenure in year two is subject to the recipient being accepted into and enrolled in the full Bachelor of Surveying programme.
- Payment of this scholarship will only be made once a copy of a message of appreciation from the scholarship recipient to the donor has been received by the Development and Alumni Relations Office.
- This scholarship may be held concurrently with any other University of Otago Entrance Scholarship at the discretion of the selection panel.



# Memorandum

Item 8C - For recommendation of approval  
Proposal document as endorsed by  
SaPC for Senate consideration

**To** Scholarships and Prizes Committee

**From** Peter Boston  
Manager, Postgraduate Scholarships, Prizes and Awards

**Date** 12 May 2023

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

---

## Preamble

The recommendation of the Scholarships and Prizes Committee is sought for the following new prize to proceed to the Senate for its consideration. The approval of the Committee is also sought for two amended scholarships.

## 1. NEW PRIZE

### a) Steph Dyhrberg Labour Law Prize

- **Department:** Faculty of Law
- **Value:** \$1,000
- **Background:** This new prize is sponsored by Stephanie Dyhrberg, Barrister, an employment law specialist and alumna of the University, and honours the top student in Labour Law. It will be awarded annually to the student with the highest academic achievement in LAWS413 Labour Law.
- **Recommended by:**
  - Professor Shelley Griffiths, Dean of Law, Division of Humanities
  - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

### Proposed Regulations

#### Steph Dyhrberg Labour Law Prize

*Established by the University of Otago in 2023 through a generous donation from Steph Dyhrberg, Barrister, an alumna of the University.*

The prize will be awarded annually by the University Council, on the recommendation of the Dean of Law, to the student with the highest academic achievement in LAWS413 Labour Law.

The value of the prize will normally be \$1,000.

## 2. AMENDED SCHOLARSHIPS

### a) University of Otago Academic General Practitioner Registrar PhD Scholarship

- **Department:** Faculty of Medicine, Otago Medical School
- **Value:** \$30,696 per annum for three years plus tuition fee waiver
- **Background:** Established in 2013 by the Faculty of Medicine, and approved by Senate in May 2015, the Academic General Practitioner Registrar PhD Scholarship was created to support the sustainability and development of the Primary Health Care and General Practice academic discipline. The Scholarship aims to help establish research capability among a new generation of General Practitioners by supporting the achievement of a Doctoral (PhD) degree at the

University of Otago as well as vocational registration as a Fellow of the Royal New Zealand College of General Practitioners (RNZCGP).

- **Recommended by:**
  - Professor Tim Wilkinson, Dean, Otago Medical School, Division of Health Sciences
  - Professor Patricia Priest, Pro-Vice-Chancellor, Division of Health Sciences

## Current Regulations

### **University of Otago Academic General Practitioner Registrar PhD Scholarship**

Established in 2013 by the Faculty of Medicine, the University of Otago Academic General Practitioner Registrar PhD Scholarship was created to support the sustainability and development of the Primary Health Care and General Practice academic discipline. The scholarship aims to help establish research capability among a new generation of General Practitioners by supporting the achievement of a Doctoral degree (PhD) at the University of Otago as well as vocational registration as a Fellow of the Royal New Zealand College of General Practitioners (RNZCGP).

#### ***Eligibility***

Applicants must:

- be a NZ citizen or NZ permanent resident;
- hold a Bachelor of Medicine and Bachelor of Surgery degrees (MBChB) or an equivalent medical degree;
- demonstrate a formal commitment to a General Practice career by having successfully completed either
  - (i) the General Practice Education Programme first year (GPEP1) with an above average pass in the Primary Membership Examination (PRIMEX) or
  - (ii) a RNZCGP Fellowship;
- have successfully completed either the 'Health Sciences Research Methods' paper (HASX417) or the 'Research Methods in General Practice' paper (GENX821), or an alternative 30 point postgraduate research methods paper with a minimum B+ grade;
- demonstrate proof of potential academic research ability through (i) successful completion of a research Master's degree, or (ii) appropriate and equivalent prior research experience;
- be enrolled or intending to enrol for a PhD through one of the following Departments:
  - Department of Public Health & General Practice, University of Otago, Christchurch;
  - Department of General Practice & Rural Health, Dunedin School of Medicine, University of Otago;
  - Department of Primary Health Care & General Practice, University of Otago, Wellington.

#### ***Application Process***

Every application for the scholarship must be submitted to the University of Otago Scholarships Office by 15 September. The scholarship will only be awarded to one recipient at a time and so will only be offered in such years as it is available.

Every applicant must submit:

- a certified copy of their academic record;
- evidence of eligibility for enrolment in postgraduate study at PhD level;

- 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 time-frame and future plans;
- a statement of support from the proposed host department confirming their ability to host the student and their ability to provide or support supervision.

### ***Selection Process***

The selection panel, comprising three members of the University of Otago Primary Health Care & General Practice Board of Studies (one representative from each campus, normally the Heads of each General Practice Departments or their nominees from the Board of Studies for Primary Health Care), one of whom shall act as the Chair, and an Education Representative from the RNZCGP, shall consider the following factors in selecting the scholarship:

- the applicant's academic ability
- the applicant's proposed programme of research
- the applicant's career goals and plans
- the applicant's personal qualities

A representative from the University of Otago Faculty of Medicine will also serve on the selection panel in an advisory capacity.

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

### ***Financial***

The scholarship provides a stipend of \$25,000 per year for full-time study or \$12,500 per year for part-time study plus a tuition fee waiver for the PhD thesis paper for the period of tenure.

### ***Tenure***

- The scholarship may be held with part-time or full-time tenure.
- The scholarship may be held for a maximum of three equivalent full-time years or five years of enrolment, whichever period is shorter. Upon submission of the thesis for examination, the scholarship shall cease.
- Continuation of the scholarship is dependent on satisfactory progress in the PhD. The scholarship holder must submit copies of all completed PhD progress reports to the Chair of the selection panel for each year the scholarship is held. The University reserves the right to terminate the scholarship if reports are 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. Recipients of the scholarship will be required to seek approval from the University of Otago Primary Health Care & General Practice Board of Studies before applying for other awards during their scholarship tenure.

### ***Other Requirements***

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

## University of Otago Academic General Practitioner Registrar PhD Scholarship

Established in 2013 by the Faculty of Medicine, [now the Otago Medical School](#), the University of Otago Academic General Practitioner Registrar PhD Scholarship was created to support the sustainability and development of the Primary Health Care and General Practice academic discipline. The scholarship aims to help establish research capability among a new generation of General Practitioners by supporting the achievement of a Doctoral degree (PhD) at the University of Otago as well as vocational registration as a Fellow of the Royal New Zealand College of General Practitioners (RNZCGP).

### *Eligibility*

Applicants must:

- be a NZ citizen or NZ permanent resident;
- hold a Bachelor of Medicine and Bachelor of Surgery degrees (MBChB) or an equivalent medical degree;
- demonstrate a formal commitment to a General Practice career by having successfully completed either
  - (i) the General Practice Education Programme first year (GPEP1) with an above average pass in the Primary Membership Examination (PRIMEX) or
  - (ii) a RNZCGP Fellowship;
- have successfully completed either the 'Health Sciences Research Methods' paper (HASX417) or the 'Research Methods in General Practice' paper (GENX821), or an alternative 30 point postgraduate research methods paper with a minimum B+ grade;
- demonstrate proof of potential academic research ability through (i) successful completion of a research Master's degree, or (ii) appropriate and equivalent prior research experience;
- be enrolled or intending to enrol for a PhD through one of the following Departments:
  - Department of Public Health & General Practice, University of Otago, Christchurch;
  - Department of General Practice & Rural Health, Dunedin School of Medicine, University of Otago;
  - Department of Primary Health Care & General Practice, University of Otago, Wellington.

### *Application Process*

Every application for the scholarship must be submitted to [Student Administration \(Scholarships\)](#) by 15 September. The scholarship will only be awarded to one recipient at a time and so will only be offered in such years as it is available.

Every applicant must submit:

- a certified copy of their academic record;
- evidence of eligibility for enrolment in postgraduate study at PhD level;



- 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 time-frame and future plans;
- a statement of support from the proposed host department confirming their ability to host the student and their ability to provide or support supervision.

### ***Selection Process***

The selection panel, comprising three members of the University of Otago Primary Health Care & General Practice Board of Studies (one representative from each campus, normally the Heads of each General Practice Departments or their nominees from the Board of Studies for Primary Health Care), one of whom shall act as the Chair, and an Education Representative from the RNZCGP, shall consider the following factors in selecting the scholarship:

- the applicant's academic ability
- the applicant's proposed programme of research
- the applicant's career goals and plans
- the applicant's personal qualities

A representative from the University of Otago [Medical School](#) will also serve on the selection panel in an advisory capacity.

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

### ***Financial***

The scholarship provides a stipend of \$[30,696](#) per year for full-time study or \$[15,348](#) per year for part-time study plus a tuition fee waiver for the PhD thesis paper for the period of tenure.

### ***Tenure***

- The scholarship may be held with part-time or full-time tenure.
- The scholarship may be held for a maximum of three equivalent full-time years or five years of enrolment, whichever period is shorter. Upon submission of the thesis for examination, the scholarship shall cease.
- Continuation of the scholarship is dependent on satisfactory progress in the PhD. The scholarship holder must submit copies of all completed PhD progress reports to the Chair of the selection panel for each year the scholarship is held. The University reserves the right to terminate the scholarship if reports are 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. Recipients of the scholarship will be required to seek approval from the University of Otago Primary Health Care & General Practice Board of Studies before applying for other awards during their scholarship tenure.

### ***Other Requirements***

- The scholarship recipient's research is expected to produce publications for scientific journals and presentations for national and/or international scientific meeting(s). All

publications and presentations arising from the work must acknowledge the scholarship.

**b) Chris Burks Memorial Bursary at the University of Otago**

- **Department:** Campus and Collegiate Life
- **Value:** \$3,000
- **Background:** Created in 2003-04, this scholarship honours the memory of Christopher George Burks (1973-1999), a student who lived at Carrington College between 1992 and 1996. Chris Burks was a passionate advocate for student welfare, and dedicated to the wellbeing of his fellow Carrington residents. The bursary is awarded to a returning resident who displays a similar spirit of service to the Carrington community. The changes proposed to the current regulations include a widening and redefinition of the eligibility criteria, a reconfiguration of the selection panel, and a separation of the application and selection processes.
- **Recommended by:**
  - Ali Norton, College Warden, Carrington College;
  - James Lindsay, Director, Campus and Collegiate Life Services.

**Current Regulations**

**Chris Burks Memorial Bursary at the University of Otago**

*Christopher George Burks (1973-1999) was a student at Carrington College from 1992 until 1996. Chris was Vice President of the Students' Association from 1993 to 1995 and President in 1996. He graduated from the University of Otago in 1996 with a BSc in Information Science and in 1997 with a BA in Psychology.*

*Throughout his time at Carrington College Chris put himself second. His commitment first and foremost was to the Hall and all other residents. This generous spirit earned him the respect of both staff and students who came to realise his motives and actions were unselfish and always for the good of the Carrington community.*

*Carrington College and the University of Otago are pleased to be able to offer this award to assist second year students with their academic progress at the University of Otago.*

***Eligibility***

Candidates must be:

- In their second year of residence at Carrington College
- Considered to have made an exceptional contribution to the welfare of other students of Carrington College
- Enrolled full time for a first undergraduate degree at the University of Otago
- Under 25 years of age on the first day of February in the year of application
- History of contribution to other student's welfare, personality, and academic and leadership qualities will be the primary criteria by which recipients are selected.

***Financial***

- The bursary has a value of \$3,000.

### ***Tenure***

- The bursary may be held for one year only. The selection panel may, in exceptional circumstances, consider an extension of the award to more than one year provided that the scholar continues to be resident at Carrington College and makes satisfactory progress in all respects. This progress must include passing a minimum of 108 points each year unless there are mitigating factors that the Selection Panel may consider.
- Each bursary must be taken up in the year in which it is awarded.
- The Chris Burks Memorial Bursary may be held concurrently with another award, with approval of the Selection Panel.

### ***Requirements***

The scholarship holder must:

- Agree to participate in the University of Otago mentoring programme
- Agree to act as a role model for his/her College community during the tenure of the bursary
- Submit a report on the progress of his/her studies to the Undergraduate Scholarships Officer by 1 December of the year they hold the bursary.

### ***Publicity***

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

### ***Application Process***

The applicant must submit

- An application form, including the name of two nominated referees.
- A statement (max 500 words), written by the applicant, outlining the qualities and extra-curricular activities, interests and achievements making them a worthy recipient of the bursary.

Application documents must be sent to the Scholarships Office, University of Otago, no later than 20 February.

Candidates may be required to present for a pre-selection interview.

The Selection panel includes the Warden and the Student President of Carrington College, a former resident of Carrington College (where possible a contemporary of Chris Burks) and a nominee of the Scholarships Committee.

### **Amended Regulations**

#### **Chris Burks Memorial Bursary at the University of Otago**

*Christopher George Burks (1973-1999) was a student at Carrington College from 1992 until 1996. Chris was Vice President of the Students' Association from 1993 to 1995 and President*

*in 1996. He graduated from the University of Otago in 1996 with a BSc in Information Science and in 1997 with a BA in Psychology.*

*Throughout his time at Carrington College Chris put himself second. His commitment first and foremost was to the **College** and all other residents. This generous spirit earned him the respect of both staff and students who came to realise his motives and actions were unselfish and always for the good of the Carrington community.*

*Carrington College and the University of Otago are pleased to be able to offer this award to assist students with their academic progress at the University of Otago.*

### ***Eligibility***

#### **Candidates must:**

- be enrolled full-time in a first undergraduate degree at the University of Otago;
- be under 25 years of age on 01 February in the intended year of tenure;
- have resided at Carrington College for at least two semesters prior to the intended year of tenure;
- have made an exceptional contribution to the welfare of other students at Carrington College; and
- plan to reside at Carrington College throughout the intended year of tenure.

### **Application Process**

#### **The applicant must submit:**

- An application form, including the names of two nominated referees.
- A statement (max 500 words), written by the applicant, outlining the qualities and extra-curricular activities, interests and achievements making them a worthy recipient of the bursary.

Application documents must be sent to Student Administration (Scholarships) no later than 20 February in the intended year of tenure.

### **Selection Process**

The Selection Panel will consist of the Warden of Carrington College, the Warden of Arana College, and the Manager, Postgraduate Scholarships, Prizes and Awards (or their nominees).

#### **The following factors shall be considered in selecting the recipient:**

- the nature and extent of the applicant's contribution to Carrington students' welfare;
- the applicant's academic and leadership qualities; and
- the applicant's personality.

Candidates may be required to present for a pre-selection interview.

### ***Financial***

- The bursary has a value of \$3,000.

### ***Tenure***

- The bursary may be held for one year only. The Selection Panel may, in exceptional circumstances, consider an extension of the award to more than one year provided that the scholar continues to be resident at Carrington College and makes satisfactory progress in all respects. This progress must include passing a minimum of 108 points each year unless there are mitigating factors that the Selection Panel may consider.

- Each bursary must be taken up in the year in which it is awarded.
- The Chris Burks Memorial Bursary may be held concurrently with another award, with the approval of the Selection Panel.

### ***Requirements***

The scholarship holder must:

- Agree to participate in the University of Otago mentoring programme.
- Agree to act as a role model for their College community during the tenure of the bursary.
- Submit a report on the progress of their studies to Student Administration (Scholarships) by 01 December of the year they hold the bursary.

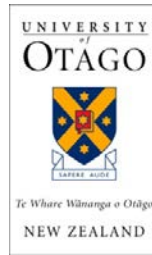
### ***Publicity***

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

### **Recommendations**

- 1) The Scholarships and Prizes Committee recommends that the following new prize proceed to Senate for its consideration:
  - a. New Prize
    - i. Steph Dyhrberg Labour Law Prize;
- 2) The Scholarships and Prizes Committee approves the following amended scholarships:
  - a. Amended Scholarships
    - i. University of Otago Academic General Practitioner Registrar PhD Scholarship;
    - ii. Chris Burks Memorial Bursary at the University of Otago.

**Item 9**  
**For noting and approval of items**  
**as outlined in the agenda**



**Board of Undergraduate Studies**

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

**Report of the Board of Undergraduate Studies**

**3 May 2023**

**1. Minutes**

The minutes of a meeting of the Board held on 5 April 2023, previously circulated, were confirmed.

**2. Intimations from Senate**

The Board noted that the Senate, 26 April 2023, received the minutes of a meeting of the Board held on 5 April 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 Health Professional programmes concerning eligibility to apply for admission to the programme (June 2022) (April 2023)
- b) Approaches to obtain student feedback for small programmes (October 2022)

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

**4. Updated APR template**

The Board noted the updated APR template - incorporating prompts regarding internationalisation, Te Tiriti o Waitangi responsiveness, mātauranga Māori, and Pacific content.

**5. Division of Commerce**

The Board

**NOTED** that that following proposal has been approved under the expedited approvals process:

**Item 9**  
**For noting and approval of items**  
**as outlined in the agenda**

**Marketing**

COM-1 - To delete MART 325 Services Marketing

**6. Division of Humanities**

The Board

**RECOMMENDED** that the following proposals from the Division of Humanities (19 April 2023) be approved:

**School of Social Sciences**

HUM-1 - To amend the prescription of SOCI 306 Public Sociology

HUM-2 - To amend the teaching mode of SOCI 304 Special Topic: Exploring Neurodisability in Health, Welfare and Justice Systems

HUM-3 - To amend the requirements for the Criminology minor subject and the Criminology endorsement for DipGrad

**NOTED** that the Division of Humanities (19 April 2023) has approved the following special topic:

**School of Social Sciences**

HUM-4 - To offer SOCI 304 as Special Topic: Exploring Neurodisability in Health, Welfare and Justice Systems

**7. Division of Health Sciences**

The Board

**RECOMMENDED** that the following proposal from the Division of Health Sciences (20 April 2023) be approved:

**Medicine**

HSC-1 - To introduce new MICN paper codes

**NOTED** that the previously deferred proposal regarding eligibility amendments for Health Professional programmes will be delayed for further consideration later in 2023, with the intention of the submitting the proposal to CUAP for 2024 Round 1.

**8. Convener's Business**

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

**9. Date of Next Meeting**

The Board noted that it will next meet at 2:00 pm on Wednesday 7 June 2023 in the Council Chamber, First Floor, Clocktower Building.

**Item 9**  
**For noting and approval of items**  
**as outlined in the agenda**

**10. 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



**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**



**Board of Graduate Studies**

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

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

**4 May 2023**

**Present:** Professor Richard Blaikie (Acting Convener), Professor David Baxter, Professor Neil Carr (representing the Division of Commerce), Professor Zhiyi Huang, Professor Chrys Jaye, Kirsty Lewis, Margaret Morgan, Professor Gisela Sole, Associate Professor Wayne Stephenson, Dr Rob Wass (representing the Higher Education Development Centre)

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

**Apology:** Professor Helen Nicholson (Convener), Professor Tim Cooper, Jason Cushen, Professor Tony Harland, Professor Lisa McNeill, Lini Roberts, Dr Sarah Stein, Keegan Wells

**1. Minutes**

The minutes of a meeting of the Board held on 6 April 2023, previously circulated, were confirmed.

**2. Intimations from Senate**

The Board noted that the Senate, 26 April 2023, received the minutes of a meeting of the Board on 6 April 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) Approaches to obtain student feedback for small programmes (October 2022), *noting that the Board suggested liaising with the Deputy Vice-Chancellor (Academic) regarding whether this item might be a better fit for the Quality Advancement Committee.*
- b) Consideration of changes to the process for external moderation of postgraduate papers (February 2023) (March 2023)
- c) Amendments to regulations for master's degrees to achieve consistency regarding which papers or courses should be considered when determining an applicant's GPA for entry into the programme (April 2023), *noting that the Board suggested that using a student's entire degree to calculate GPA could be disadvantageous for some cohorts and create inequities.*

**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**

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

**4. Graduate Research Committee**

**GRC Minutes**

The Board received the minutes of a meeting of the Graduate Research Committee on 28 March 2023, *noting that:*

- *The initiative to relaunch the Postgraduate Research Culture Excellence Awards has been put on hold until 2024.*
- *The Graduate Research School has received positive feedback regarding the recently updated professional development course for research supervisors.*
- *There have been ongoing issues stemming from the pandemic around international research students not having feasible opportunities to leave New Zealand and visit home due to rules set by the Tertiary Education Commission (TEC).*
- *Recommendations from the Postgraduate Scholarships Working Group are expected to arrive soon.*
- *Issues have been arising from retrospective approval of deferrals – which have a number of implications for visas, scholarships, etc. – and as such, these should only be utilised in exceptional circumstances.*

**Graduate Research School Report**

The Board received a report on doctoral candidates for March 2023, *noting that:*

- *Enrolment numbers are tracking similarly to 2022, with deferral numbers being down.*

**GRC Proposals**

The Board

**RECOMMENDED** that the following proposals from the Graduate Research Committee be approved:

**Higher Doctorates**

GRC-1 - To establish Generic Regulations for Higher Doctorates, *noting that:*

- *The entry fee should be set out in a schedule separate to the regulations to allow for future updates.*
- *Research domains should be listed for the Doctor of Medicine.*

**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**

**PhD Regulations**

GRC-2 - To amend the regulations for the Degree of Doctor of Philosophy (PhD) regarding programme duration, *noting that:*

- *The delegation to the Dean, Graduate Research School (Dean, GRS) should be removed from the regulations and set out in a separate schedule or manatu.*
- *There is a separate piece of work underway to help identify when PhD candidates are at risk of surpassing four EFTS, which the Dean, GRS would be prepared to address at Senate.*
- *Clause 4(c) should be amended to read ‘will normally be’ rather than ‘may be’.*

**5. Moderation Processes for Postgraduate Papers**

The Board

**RECOMMENDED** that a proposal regarding moderation processes for postgraduate papers be approved, *subject to:*

- *Input from and further consultation at the discretion of the incoming Dean, Learning and Teaching, and*

*Noting that:*

- *There should be consideration as to guidance for when assessments require moderation or a minimum threshold for assessments requiring moderation.*
- *Academic units should have discretion to utilise a single moderator or reviewer for groups of papers within a programme or thematic cluster.*
- *It is envisioned that internal moderation would help support consistency of marks over time and across areas while external moderation and reviews could provide more holistic feedback on the fitness of programmes and their assessments.*
- *Further consideration is needed around the preamble and framing of the proposed process before it is finalised.*
- *It is intended that this process would be adaptive to the needs of various areas rather than being highly prescriptive.*

**Division of Sciences**

The Board

**RECOMMENDED** that the following proposals from the Division of Sciences (17 April 2023) be approved:

**Ecology**

SCI-1 - To amend the Ecology subject requirements for BSc(Hons), PGDipSci, and MSc

**Neuroscience**

SCI-2 - To delete NEUR 461 Clinical Neurology (endorsed by Sciences and Health Sciences)

**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**

**6. Division of Commerce**

The Board

**NOTED** that the following proposal has been approved under the expedited approvals process:

**Doctor of Business Administration**

COM-1 - To amend the titles of BDBA 909 and BDBA 913

**7. Convener's Business**

The Acting Convener raised the matter of reducing the number of research methods papers offered by the University and consolidating the remaining research methods papers and queried whether the Board should allocate this work to a particular group, and the Board

**AGREED** that the Associate Deans, Postgraduate (or equivalent) should report on developments in their Divisions with this work to the Graduate Research Committee (GRC), *noting that:*

- *This work should be coordinated with the work being undertaken by the Programmes and Papers Working Group, with the Secretary to the Board communicating this to the Strategy, Analytics and Reporting Office (SARO) and the Deputy Vice-Chancellor (Academic).*
- *The Divisions of Commerce and Health Sciences have indicated that work in this area is already in progress, and the Division of Sciences has indicated that initial investigations are taking place.*
- *GRC should discuss this work as a standing agenda item and may also consider criteria for which content could be consolidated and how it could be consolidated for research methods papers.*
- *Information regarding the number of research methods papers offered by the University and enrolment data for these papers should be requested from SARO.*
- *Despite this work being overseen by GRC, it will also have an impact on taught postgraduate programmes such as coursework master's degrees.*

**8. Date of Next Meeting**

The Board noted that it will next meet at 2:00 pm on Thursday 8 June 2023 in the Council Chamber, First Floor, Clocktower Building.

**Item 10**  
**For noting and approval of items**  
**as outlined in the agenda**

**9. Members of the Board**

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