



Agenda

Central Committee Meeting #2 – Monday, 14th August 2023

Time : 17:00

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. CCM #1

4. Proposals

- 4.1. International Week Proposal
- 4.2. Meet and Greet Carnival 2023 Proposal

5. Reports

- 5.1. Academic Skills Workshop Report
- 5.2. ISA Appreciation Night and Winning House Dinner (July & August 2022)
Report
- 5.3. SWOTSNACC Semester 1 2023 Report
- 5.4. Exam Pack Giveaway Report
- 5.5. International Student Survey Semester 1 2023 Report

6. Other Business

6.1. HR Presentation

6.2. Committee 23/24 Bonding Dinner + Bonding Trip

6.3. Committee 22/23 Signing Out Video

6.4. AGM 2023

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #1 – Monday, 31st July 2023

Time : 17:00

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 29 members

Absent with Apologies

Officers: Chien (Amanda) CHEN, Sina (Zina) MAIZA, Allan THOMAS, Man Yan LAU (Jess), Jodis TJUNTORO,

Leaving Early with Apologies

Directors: Ella LEE

Officers: Rio FIERIS

Motion 1

Move that Standing Orders be adopted for CCM #1 at 5:07PM.

Mover : Ella LEE

Seconder : Tarish KADAM

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #1 be adopted.

Mover : Tarish KADAM



Seconded : Christopher PRAWIRA

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of eCCM #4 be accepted and confirmed as a true and accurate record.

Mover : Richard HA

Seconded : Robertus INDRADAJA

Motion Carried.

Motion 4

Move that **Heads of Clubs Semester 2 2023 Proposal** be accepted.

Mover : Aurelia ISKANDAR

Seconded : Stephanie Daniella HARTONO

Motion carried.

Motion 5

Move that the **International Students Career Networking Proposal** be accepted.

Mover : Tarish KADAM

Seconded : Yee Hang Shea LAW

Motion carried.

Motion 6

Move that the **Committee Member Appreciation Event 2023 Proposal** be accepted.



Mover : Jeslyn TANDYAJAYA

Seconders : Wun Tung LAM (Cherry)

Motion carried.

Motion 7

Move that the **Haunted House 2023 Proposal** be accepted.

Mover : Ying Yu CHEN (Danielle)

Seconders : Elsa DAI

Motion carried.

Motion 8

Move that the **Roller Disco Night Report** be accepted.

Mover : Khanh Chi LE

Seconders : A Sophia De Alwis (Sophia)

Motion carried.

Motion 9

Move that the **ISA Recruitment July 2023 Intake Report** be accepted.

Mover : Richard HA

Seconders : Tarish KADAM

Motion carried.

Motion 10

Move that the **Merry Giveaway Report** be accepted.

Mover : Pok Wing CHEUNG (Audrey)

Seconders : Felice ALEXANDRA

Motion carried.

Motion 11

Move that the **Buddy Up Program Report** be accepted.

Mover : Ojas CHOPRA

Seconders : Jaqueline MARSHIELA

Motion carried.

Motion 12

Move that the **President's Monthly Report** be accepted.

Mover : Robertus INDRADJAJA

Seconders : Jeslyn TANDYAJAYA

Motion carried.

4. Other matters

Motion 13

Move that Standing Orders for CCM #1 be suspended at 6:20PM.

Mover : Richard HA

Seconders : Ojas CHOPRA

Motion carried.

Motion 14

Move that CCM #1 be adjourned at 6:20PM.

Mover : Tarish KADAM

Seconders : Jeslyn TANDYAJAYA

Motion carried.

Prepared by,



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU** INTL *Care for, Act for, Stand for International Students*

Yhi Zhen LIM (Ethan)
Secretary 2023/24
UMSU International

International Week Proposal

Central Committee Meeting #2 – Monday 14th August 2023

1. Introduction

International Week is a dynamic and immersive event that unites university students in a celebration of global diversity. With a diverse range of cultural activities, performances, and interactive experiences, attendees will embark on an adventure of cross-cultural understanding, engagement, and community building.

2. Objectives

This event aims to:

- Create a vibrant and immersive cultural experience for university students by bringing together various cultural clubs from different student clubs.
- The primary goals are
 - **Culture Exchange and Awareness**
 - By showcasing a diverse range of cultural activities, traditions, games, and cuisines, the event aims to promote cross-cultural understanding and appreciation among students.
 - **Student Engagement**
 - The passport-based tasks assigned to students encourage active participation and engagement with different cultural booths. This interactive approach enhances students' involvement and learning about various traditions.
 - **Performance Showcase**
 - The cultural performances, such as traditional dances from different parts of the world, add an entertaining and visually appealing dimension to the event. They highlight the beauty and richness of various cultures.
 - **Community Building**
 - By bringing together students from different nationalities, the event facilitates networking, socializing, and the formation of new connections among attendees who share similar cultural backgrounds and interests
 - **Promoting Cultural Clubs and Societies**
 - The event serves as a platform to showcase and promote the different cultural clubs and societies within the university.

3. Event Details

Date : Tuesday-Wednesday, 5th-6th September 2023 (12pm-3pm)

Venue : In person, Concrete Lawn

Number of Attendees : 1,000+

Coordinators : Christian VALERIAN, Christopher MINN, Jason Yuen Jie NG,

Yashvi NARULA, Chenxi SONG

Manpower : 16 OBs & 60 ISAs (including coordinators which consists of 6 OBs)

Budget : \$35,000

4. Event Overview

International Week features a stamp collection journey. Allowing students to earn rewards by engaging with diverse cultural clubs through interactive tasks, fostering education and community bonds. Enjoy games, captivating performances, and a culinary adventure, all celebrating the rich tapestry of our university's cultures.

Passport stamp collection: Students will collect an A5 booklet from UMSU INTL booth and they will proceed to game booths areas where they will get their passports stamped when they participate. To win a reward, students must collect all 12 stamps across 2 days. The consolation prize for participating will be merch from UMSU INTL

Performances: will be done by professionals and some student clubs spread out across two days. They will start at 1PM on each day and finishes by 2PM latest.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	31th July	Initial planning	Initial draft of ideas + activities + performances + rewards Rough budget estimates	Christopher, Jason, Vicky, Yashvi
			Informed M&M to help out with Passport + Photo Strips Design	Jason, Christopher, Christian + Maddy, Coby, Kristie
3	7th August		Meetings to finalise activities being hosted for the 2 days (potential risk, appropriateness, etc.)	Christian, Christopher, Jason, Vicky, Yashvi
		Enquiries of Performances	Reached out to local performance vendors to enquire for availability and quote	Jason, Christopher, Christian

		Enquired of Food vendors	Met with Brodie to discuss possible food truck vendors available for 5th-6th Sept + Food Vendors for Umsu Intl to liaise with to distribute Free Food	Yashvi, Jason, Christopher, Vicky
		Meet with AVM	Discuss on required equipment for International Week (Eg: Marquees, Speakers)	Christian, Christopher, Jason, Yashvi
	10th August	On-site Inspection	Decided on layout of international week with queue management, entry & exit points, placement of booths, stages & changing room. Taken note of dimensions of allowed space	Jason, Christopher, Vicky, Christian
		Finalisation of Layout	Designing layout on Canva to distribute to AVM + during ISA & OB briefing	Christopher
6	2nd September	Briefing	Brief ISAs & OBs of their roles and flow of activities for both days + resolve enquiries and unclarities	Jason, Christopher, Christian, Vicky, Yashvi
Event Day				
7	5th September 12:00PM - 03:00PM	International Week D-1	Participants will enter through the entrance facing the Union House and head straight to Umsu Intl booth to collect their Passport + Free Food. They then head off to the first 6 booths present to play the games/try the food provided to gain their stamps. Craft + Photo Booths, x3 food trucks are present as non-collection activities Performances will also be running simultaneously from 1pm-2pm	Christopher, Jason, Christian, Yashvi
7	6th September 12:00PM - 03:00PM	International Week D-2	Participants will enter through the entrance facing the Union House and head straight to Umsu Intl booth to collect their Passport. Then they head off to the last 6 booths present to play the games/try the food provided to gain their stamps. Performances will also be running simultaneously from 1pm-2pm Passport Collection of 12 stamps over the 2 day Reward Redemption starts from 2pm-3pm	Christopher, Jason, Vicky, Christian
Post Event				

7	6th September	Pack Down	Settled by the professionals and staffs	
		Clean Up	OBs & ISAs	Christopher, Jason, Vicky, Yashvi, Christian
		Responses	Tabulate and analyse the Feedback form about the event	Christopher, Jason, Vicky
	7th September	Give ISA Hours	C&S officers liaise with HR	Jason, Christopher, Vicky, Yashvi
	7th - 8th September	Report	Write up report w Feedback + suggestions for future committee	Jason, Christopher, Vicky, Yashvi
	14th September	Presentation	Present outcome and feasibility of International Week at CCM#4	Jason, Christopher, Vicky, Yashvi

Pre-event

Event Day

Event Flow

Day 1

Time	Activity	Details	PIC
10:45AM-12:00PM	Set up	This will be when the team set up the tables and booths	Jason, Christopher
12:00PM-03:00PM	Event time	Everyone is working on their assigned roles and station	OBs
03:00PM-04:00PM	Clean up	Clean up stalls and booths for day 2 by cleaning team	C&S officers

Day 2

Time	Activity	Details	PIC
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10:45AM-12:00PM	Set up	This will be when the team set up the tables and booths	Jason, Christopher
12:00PM-03:00PM	Event time	Everyone is working on their assigned roles and station	OBS
03:00PM-04:00PM	Clean up	Clean up stalls and booths Done by cleaning team	CnS officers

Post Event

6. Budget

A total of **\$35,000.00** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
AV Melbourne Logistics		10000	10000.00
Food distribution		3000	3000.00
Interactive World map		255	255.00
12 page A5 Passport Booklet	1500 copies	2	3000.00
Lion Dance (APE)	20 minutes	1400	1400.00
Taiko Drummers (Applause)	5-15 minutes	780 + 10% GST	858.00
Brazilian Samba Show (EDC)	20 minutes	899	899.00
Photo Booth (Shutterbooth)	3 hours	750	1500.00
Club Expenses	12 clubs	680	8160.00
Rewards/Prizes	200 pieces	2000	2000.00
Other expenses		1208	1208.00
Miscellaneous		2000	2000.00
TOTAL			35000.00

7. Conclusion

This concludes our proposal for the International Week Proposal 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,
Christopher Minn & Jason Yuen Jie Ng
Cultural and social Department 2023/24
UMSU International**



Meat and Greet Carnival 2023 Proposal

Central Committee Meeting #2 – Monday 14th August 2023

1. Introduction

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbecues and drinks. Considering only one meat and greet will be conducted this semester, the Human Resources (HR), the Partnership & Sponsorship (P&S) Departments decided to collaborate with the Cultural & Social Department to include mini carnival games to enhance student's university experiences. The event coordinators consist of members in the Human Resources (HR), the Partnership & Sponsorship (P&S) and the Cultural & Social Department.

2. Objectives

This event aims to:

- Introduce UMSU International to students at the University of Melbourne
- Give out free barbecues and drinks
- To provide a platform where the diverse student communities can interact, bond and bridge their cultural differences.
- To enhance the university experience of all members of the University of Melbourne.
- To organise a large-scale event which promotes the presence of UMSU International.

3. Event Details

Date	: Monday, 18th September 2023 [11 am - 2pm]
Venue	: Amphitheatre
Number of Attendees	: 550+
Coordinators	: Christian VALERIAN, Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Aksh BATRA, Tam LUONG, Angelina PENG
Manpower	: 7 Committee Members & 50 ISAs (including coordinators which consists of 7 Committee Members)
Budget	: \$5,000 (\$3400 from HR; \$1600 from Cultural & Social)

4. Budget Breakdown

Event	Budget (AUD)
Meat & Greet	\$3,400.00



Mini Carnival	\$1,600.00
Total	\$5,000

5.1 Meat & Greet

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques and drinks.

Date	: Monday, 18th September 2023 [11 am - 2pm]
Venue	: Amphitheatre
Number of Attendees	: 550+
Coordinators	: Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
Manpower	: 15 Committee Members & 40 ISAs (including coordinators which consists of 5 Committee Members)
Budget	: \$3,400

5.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	4th August 2023	Venue Booking	Book AMPHITHEATRE	Cherry LAM
4	14th August 2023	Proposal	Creating Proposal and Presenting in CCM	Cherry LAM, Cynthia WANG
4	14th August 2023	Teamwork	Communicate with CME regarding the event details	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
4-5	14th August - 25th September 2023	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Tam LUONG
3-8	7th August - 15th September 2022	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG

Event Day				
9	19th September 2023	Pick up	Pick up Halal Meat	Cynthia WANG, Angelina PENG
9	19th September 2023	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
Post Event				
9-10	20th September - 2nd October 2023	Report	Writing the Report	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
10	3rd October 2022	Present Report in CCM	Presenting the Report	Cherry LAM, Cynthia WANG

Event Flow

Time	Activity/ Details	PIC
9 am - 11 pm	Set up/ Collecting Order	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
2 pm - 3 pm	Clean up	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG

5.1.2 Budget

A total of **\$3400** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
UMSU BBQ Hire and Trestle Table	950.00
Woolworths Orders	650.00
Food Product - Halal Meat	400.00
Food Product - Vegan Options	500.00
Popcorn Machine (from UMSU)	150.00
Cotton Candy Machine	350.00



Miscellaneous	400.00
TOTAL	3400.00

5.2 Mini Carnival

Mini Carnival will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities. This fun and engaging event held by the Cultural and Social Department will give students the chance to socialise, make new connections, play carnival games and win prizes.

Date	: Wednesday, 21st September 2022 [11 am - 2pm]
Venue	: Market hall
Number of Attendees	: 550+
Coordinators	: Christian VALERIAN, Shifa NATHANI, Sol KWON
Manpower	: 7 Committee Members & 16 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$1600

5.2.1 Game overview (subject to change):

***min win: merch; **max win: miniso/daiso teddy bears, [typo stuff](#) (\$15), squish mellow (\$10)*

2x Archery darts - Participants have 3 tries at shooting towards a board, aiming to obtain a high score. They will be 3-4 metres away from the target as they try to shoot the arrow onto the target board. The target will be stabilised on a table. The ends of the arrows are made of rubber and the outer areas of the playing area will be fenced off to prevent injury from the game. (sticky dart)

-> min win: min score on board x 2

->max win: Max score on board once

1x Soda Toss - 24 Soda bottles are placed on a table securely, packed together. Participants stand 3-4 metres away from the bottles, attempting to toss a small ring and land it on the soda bottles. One at a time, they take turns trying to throw the four rings so that they land around the necks of the bottles.

-> min win: 1

-> max win: 4

1x Bean Bag knock down - Each player get 3 bean bags to toss. Players will throw it at heavy can. If a player knock down all the cans they win a prize.

-> person wins get max price or merch (they choose)

2x Ball Pong - Participants are given 10 attempts to throw ping pong balls into the targets on a board with different points. They will throw the balls from a marked distance (make it bounce on the table) and try to land the ping pong balls into the cups stuck onto the target board. There will be fencing around the game to prevent the ping pong balls from bouncing to other areas.

Target: inverted triangle of cups (10 cups)

-> min win: manage to land in > 3 cups (50)

-> max win: manage to land in ≥ 8 cups

4x Pencil in a bottle - In this activity, players are required to insert a string-tethered pencil into a bottle. Each player will have the string fastened to their waist, extending downward. The objective is to manipulate their hips and orient themselves away from the bottle while guiding the pencil into the bottle's opening. Participants aim to complete this task within a time limit of one minute.

5.2.2 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	14th August 2022	Proposal	Creating Proposal and Presenting in CCM	Christian
6	1st September 2022	ISA Sign Ups with HR	Coordinating ISA signups with the HR Department	Christian
7	5th September 2022	Purchasing Prizes	Checking the current stock of merchandise and buying higher valued prizes	Sol, Shifa
8	11th September 2022	Allocation of ISAs/OBs	Allocating the ISAs and OBs into their roles	Sol, shifa
8	11th September 2022	Creating briefing materials	Creating slidedeck/document outlining how the event will work and what each role's job is	Sol, shifa
8	13th September	Briefing	Briefing all ISAs and OBs about the event	Sol, Shifa

	2022		rundown and what their roles are	
8	14th September 2022	Trial Run	A short run through of the event to test all planned games	Christian, shifa, sol
	September 20	Buying refreshers	Buying refreshers (drink and snack for game masters and coordinators)	Christian, sol shifa
Event Day				
	September 21	Taking attendance of game masters	Taking attendance of ISAs and OBs	Sol, Shifa
Post Event				
	September 22	Send ISA hours to HR	Record and report ISAs hours	Sol, shifa
	September 22	Report	Prepare report and present at next ccm	Sol, shifa

5.2.2.1 Pre-event

A trial run with the OBs and ISAs will be conducted **1 week prior** to the event to ensure carnival games can be played and is suitable for the outdoor setting.

A briefing will be done to ensure that OBs and ISAs are aware and confident about their respective roles.

5.2.2.2 Prospective Event Timeline

**For each game, there will be one OB + 2 ISAs in one shift (OBs be in charge of giving out prizes)

Time (AEST)	Activity	Details
9:30AM - 11:00PM	Set Up begins	Marquees, tables and games are set up in respective booths.
11:00AM - 12:30PM	Session 1	First group of students are able to freely roam, play games, socialise and have refreshments.
12:30PM - 2:00PM	Session 2	Second group of students are able to freely roam, play games,

		socialise and have refreshments
2:00PM - 3:00PM	Clean Up	tables and games are cleaned up

5.2.3 Budget Allocation

A total of **\$1600** have been allocated for this event, with the breakdown as listed below:

Items	Budget (\$)
Carnival Prizes (Merchs, plushies, big prizes (others) x \$15)	900
Game Logistics	600
Miscellaneous	100
TOTAL	1600

6. Conclusion

This concludes our proposal for the Meet and Greet Carnival Proposal 2023. Please do not hesitate to contact the Human Resources Department, Partnership & Sponsorship Department and Cultural and Social Department should you have any queries.

Prepared by,

Christian VALERIAN, Cherry LAM, Cynthia WANG
Cultural and Social Vice President 2023/24,
Human Resources Director 2023/24,
Partnership and Sponsorship Director 2023/24
UMSU International

Academic Skills Workshop Report

Central Committee Meeting #2 – Monday, 14th of August, 2023

1. Introduction

This report summarises the Academic Skills Workshop 2023, which took place on the 24th of July, 2023. The event was held in order to equip international students with the right tools to excel in their degrees, as well as make them familiar with the services and workshops offered by the university's Academic Skills Department.

2. Event Details

Date : Monday, 24th of July (4pm-5pm)

Venue : Arts West Lectorial Room II

Number of Attendees : Expected: 50; Actual: 20

Coordinators : Zina Maiza

Manpower : 2 OBs & 2 ISAs

Budget : \$0.00

3. Event Overview

A workshop run by a member of the University's Academic Skills Department in order to familiarise international students with the services offered by the university, which can help them further excel in their degree. Many of these courses and workshops cater specifically towards students whose first language is not English, and help them improve both in class participation and assessments, as well as small-talk and establishing social connections with the native speakers around them. The presentation also included general study and time management advice, as well as some advice regarding post-graduate studies and events.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
Week 2	8th of March, 2023	Contacting the Academic Skills Team	An initial email was sent out to the Academic Skills team to ask about the possibility of cooperating on an event	Zina
Week 4-7		Multiple meetings to work out more Details	Working out the details of the event with the Academic Skills Department (what do students want/need, etc.)	Zina
Week		Promotional	Contacting & Coordinating with M&M	Rio

11		Designs		
Over the break	June-July 2023	Risk Assessment, Ticketing, etc	Risk Assessment forms, establishment of ticketing links via teamwork	Zina & UMSU
Over the break	June-July 2023	Venue Reservation	Reserving a for the event to be held in	Robertus
Week 0 (Orientation Week)		Feedback Form	Setting up a short feedback form for the participants of the event	Zina, Robertus
Event Day				
Week 1	24th of July, 2023	General Setup	Hanging up posters, registrations & ticketing, introducing the speaker	Zina, Robertus & ISAs
Week 1	”	Cleanup	Taking off posters, making sure the room is left in same condition as before	Zina, Robertus & ISAs
Post Event				
Week 3		Analysis of Feedback Form & Report Writing	Analysing the feedback given by participants via the feedback form and putting together a short, comprehensive report on the key takeaways from this event	Zina

Pre-event

- No further details

Event Day

- No further details

Event Flow

Time	Activity	Details	PIC
3.30pm	Setup	Printing: posters for advertising, sign-up sheets	Zina, Robertus & ISAs



4pm	Participants Arrive	Checking registrations, introducing feedback form	""
4pm	Speaker Arrives	Setting up of technical equipment for presentation	Speaker (Grace)
5pm	Workshop Ends	Participants leave	
5-5.15pm	Cleanup	Taking down posters, etc.	Zina, Robertus & ISAs

Post Event

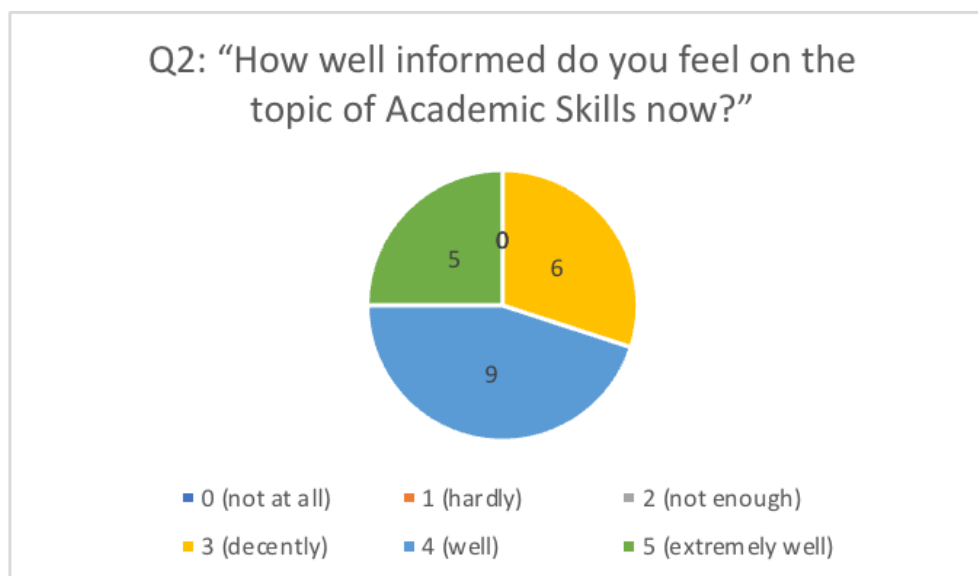
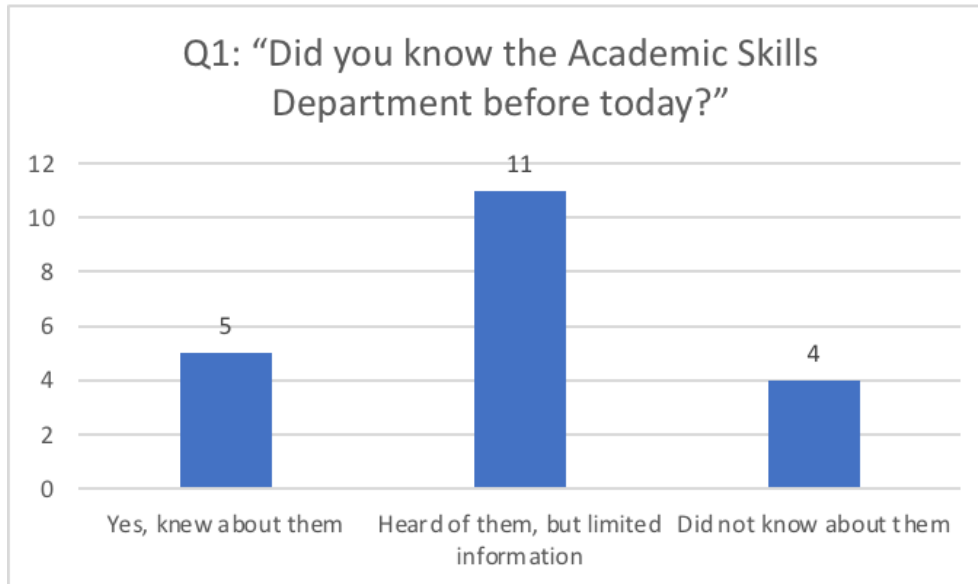
- No further details

5. Reflections

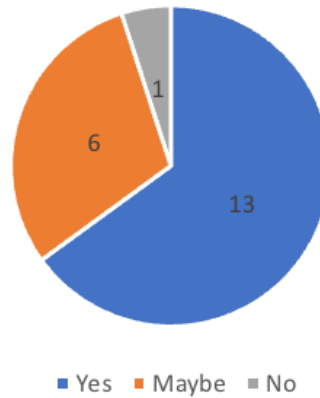
Attendance

- Out of **50** intended participants, **35** online sign-ups were received
- However on the day, only **15** of those who signed up attended the event
- Plus a few walk-ins, bringing the total attendance to **20**

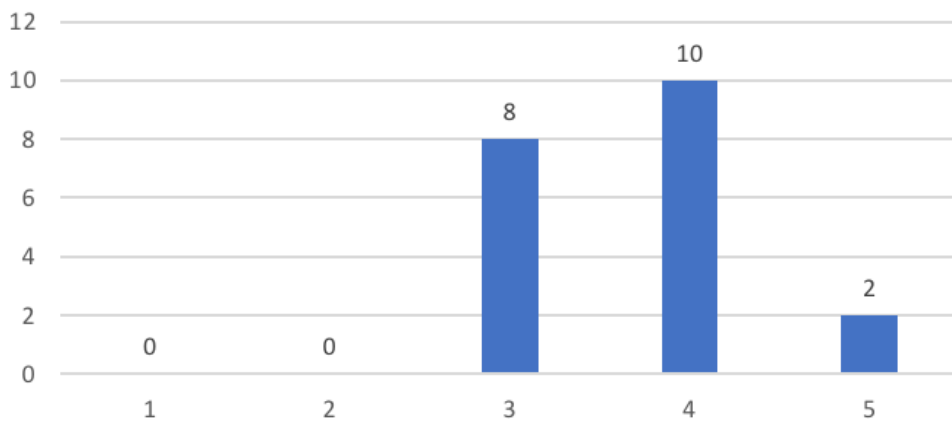
6. Feedback



Q3: "Would you attend/ recommend any of the Workshops you heard about today?"



Q4: "How would you rate today's workshop out of 5?"



Q5: "How could today's event be improved?"

Notable Responses:

- Having more time for students to ask questions at the end of the workshop
- More faculty-specific advice, not just general study tips
- Snacks could be provided for attending students

7. **Suggestions for Future Events:**

- The Academic Skills Department were very good to work with; they seemed very eager to cater better towards the needs of international students, and were very open to the idea of cooperating again

- They even mentioned the possibility of “making” our own workshop with their help (empowering students to help other students)
- Attendance for this event could be improved; a bigger timeline and more lead-up to the event could be a deciding factor here, rather than right towards the beginning of the semester (in this case; the Academic Skills Team insisted on this date). This would give more time for advertising on social media, and sign-ups would be improved.
- In this case, sending out an email reminder of the event to all those who have registered might help in making sure that people do not forget about the event (so that all those who register end up attending as well).
- Taking more time to organise the event would also facilitate general preparation and coordination. In this case, many people involved in the event ended up being on holiday/ in different time zones over the break, which further complicated planning.
- Due to the semester starting, timetables were not yet finalised, and changes to lectures and tutorials were still being made. Thus, we ended up being unable to hold the event in the venue that we had originally planned. This could also be avoided by holding the event later on in the semester.
- Could potentially be coupled with give-away of snacks or study materials, but this would need to be worked out/discussed in more detail.

8. Budget

A total of **\$300** had originally been allocated for this event for miscellaneous purposes, however the total actual expenditure for this event ultimately came to **\$0.00**. The speaker was a University of Melbourne staff member, and therefore did not need to be compensated separately by us for their efforts, and due to the use of a lectorial room, no microphones or other technical items had to be sourced for this event.

9. Conclusion

This concludes my report for the Academic Skills Workshop 2023. Please do not hesitate to contact the Education Department should you have any further queries.

Prepared by,

**Zina Maiza
Education Department 2022/23**

UMSU International

ISA Appreciation Night and Winning House Dinner (July & August 2022) Report

Central Committee Meeting #2 – Monday 14th August 2023

1. Introduction

This report summarises the ISA Appreciation Night and Winning House Dinner (July & August Intake 2022), which was held on 2nd August 2023 and 3rd August 2023 respectively. The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner were the events to celebrate graduating ISAs by inviting them to dinner, as a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it has opened a space for more meaningful interactions between ISAs with one another and with the committee members, which they may not have been able to in the past.

2. Events Details

2.1 Appreciation Night

Date	: Wednesday, 2nd August 2023 (6:00-8:30 PM AEST)
Venue	: Oriental Teahouse (Little Collins Street)
Number of Attendees	: 42 (Dinner)
Coordinators	: Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM, Tam LUONG
Manpower	: 5 Committee Members & 3 ISAs (including coordinators which consists of 5 Committee Members)
Budget	: \$5500.00

2.1.1 Event Overview

This was a celebratory event for all ISAs in the July & August 2022 Intake who graduated, while providing an environment for them to interact with others and all the committee members.

2.1.2 Event Timeline/ Event Flow

Date & Time	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
25/5-31/7	Event Preparation	Come up with venue suggestions, themes, confirm the attendees	Ella LEE, Wun Tung (Cherry) Lam
05/07	Contact the M&M department	Discuss with the M&M department about the design of certificates	Ella LEE, Wun Tung (Cherry) Lam
06/07 - 13/07	Google form application for ISAs	Create google form for ISAs to apply for planning team	Ella LEE, Wun Tung (Cherry) Lam
From 25/06	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request them to create the Trybooking form	Ella LEE, Wun Tung (Cherry) Lam
Event Day			
17:30-18:00, 2nd August 2023	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP, Cherry LAM, Tam LUONG ISAs
18:00-18:30, 2nd August 2023	Event Commence	Graduating ISAs meet up at the venue and commence with introduction.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP, Cherry

			LAM, Tam LUONG ISAs
18:00-20:30 2nd August 2023	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP, Cherry LAM, Tam LUONG ISAs
18:15-18:40, 2nd August 2023	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	Michele Avalo DJAP, Tam LUONG ISAs
19:40-20:00 2nd August 2023	Certificate & Prize Distribution	Handing out certificates to graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Ella LEE, Jeslyn TANDYAJAYA Michele Avalo DJAP, Cherry LAM, Tam LUONG ISAs
20:00- 21:00, 2nd August 2023	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP, Cherry LAM, Tam LUONG ISAs
Post Event			
2nd August 2023	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Cherry LAM

2.1.3 Reflections & Suggestions

Certificate Printing

- We will recommend having the certificate printed at Little Print. They were friendly and were able to send us the invoice before printing. The shop is also ethically approved by UMSU.

Reaching out to restaurants

- The staff at Oriental Teahouse was friendly. The food and venue were nice and the restaurant provided huge support for our event. Although we have changed the details of the event several times, they were still patient in the whole process and willing to provide suggestions for our meal orders. However, since there is a minimum consumption fee, we would recommend hosting future ISA Appreciation Night here if there are going to be more than 50 participants on the event day. Contacting via phone call or visiting in person will be ideal. In addition, reaching out to the restaurant earlier will also be helpful.

Table Arrangement

- This time, the HR team chose to allocate the seats for participants to allow ISAs to interact with each other and committee members. It was great to see people making new friends and socialising with each other, and hence, we highly recommend doing the same thing on all the future appreciation nights.

Attendance

- Although 44 people signed up for the event, 2 of them did not attend the event without any notice. The deposit strategy could effectively reduce the possibility of people not showing up. However, due to the change of UMSU policy, the procedures for reimbursement have become more complicated. Therefore, we would suggest sending out constant reminders instead of collecting deposits for the next appreciation night.
- As this appreciation night was held after the semester ended, and therefore, many ISAs went back home since the broader restrictions eased. However, we were not able to hold the event during week 12 as their term ends in the same week and we did not have sufficient time to finalise the number of ISAs graduating and book a restaurant. Hence, we have changed the new ISAs term (from 2023 intakes) to Week 8, so the HR team can hold the next event in week 12 to encourage more ISAs to attend.



2.2 ISA Winning House Dinner

- Date : Thursday, 3rd August 2023 (6:45 - 8:45 PM AEST)
- Venue : Straight Outta Saigon
- Number of Attendees : 11 signed up, 11 attended
- Coordinators : Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM, Tam LUONG
- Manpower : 5 Committee Members (including coordinators which consists of 5 Committee Members)
- Budget : \$850

2.2.1 Event Overview

This was a dinner for the winning house of the ISA July and August 2022 Intake to celebrate their achievement and interact with house members in person.

2.2.2 Event Timeline/ Event Flow

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
13/07 - 02/08	Event Preparation	Come up with venue suggestions and confirm the attendees	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
From 25/06	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request UMSU to make a Trybooking deposit form for us	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
Event Day			
18:30-18:45	Meet up	Coordinators go to the venue and check if	Ella LEE

3rd August 2023		there is any potential issue.	Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam LUONG
18:45-21:00 3rd August 2023	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam LUONG
21:00 3rd August 2023	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam, Tam LUONG

2.2.3 Reflections & Suggestions

Straight Outta Saigon

- The restaurant was super responsive and co-operative. They replied to the message very fast and assisted us in the phone payment as well. The staff on the day was very friendly and confirmed everyone's dietary requirements again to ensure there is no cross contamination.
- The food and portions were great. The restaurant can flexibly change the food options according to participants' dietary requirements. We recommend this restaurant for future winning house dinner.

3. Budget

A total of \$6350 have been allocated for this event, and the total actual expenditure for this event is \$5838.65 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
ISA Appreciation Night				

Certificate Printing (Quantity: 31)	31	2.13	66.00	810.00
Awards & Trophies (Top 5 ISA Medal)	5	14.33	71.65	
Presents for Games	1	96.00	96.00	100.00
Oriental Teahouse - Food & Beverages	1	5,000.00	5,000.00	4420.00
Miscellaneous	-	-	-	170.00
TOTAL			5233.65	5500.00
ISA Winning House Dinner				
Straight Outta Saigon - Food	11	55.00	605.00	760.00
Miscellaneous	-	-	-	90.00
TOTAL			605.00	850.00
GRAND TOTAL (ISA Appreciation Night + Winning House Dinner)			5838.65	6350.00
Surplus/ Deficit				511.35

4. Conclusion

Overall the Appreciation Night and Winning House Dinner were successful as it has created an environment for ISAs to interact with one another and committee members easily. The Human Resources Department would like to thank the committee members that have attended the event/ made an effort.

This concludes our report for the ISA Appreciation Night and Winning House Dinner (July & August 2022). Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Wun Tung (Cherry) LAM
Human Resources Department 2023/24
UMSU International



SWOTSNACC Semester 1 2023 Report

Central Committee Meeting #2 – Monday 14th August 2023

1. Introduction

SWOTSNACC was held over two days with the intention of providing conducive study spaces along with an assortment of snacks and refreshments to relieve international and local students of the pressures of finding a comfortable place to study for the duration of SWOT-VAC.

2. Objectives

This event aims to provide conducive study spaces for students to study during SWOTVAC.

3. Event Details

Date	:	Tuesday, 30th May 2023, Wednesday, 31st May 2023 Thursday, 1st June 2023) [Duration: 3 days]
Venue	:	<ul style="list-style-type: none">• PAR-Arts West North Wing-461• PAR-Arts West North Wing-454• PAR-Arts West North Wing-455
Number of Attendees	:	40-50 students per day
Coordinators	:	Tarish Kadam
Manpower	:	8 Committee Members and 8 ISAs
Budget	:	\$1285.00

4. Event Overview

The event simply involved students getting access to study spaces on campus to prepare for exams. To ensure that they can study well, we ensured to keep the area quiet while also providing an assortment of refreshments for the students.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
8	24 April 2023	Proposal	Present the proposal at CCM	Tarish
8	24 April 2023	Room booking	Rooms at Art West have been booked	Tarish
11	15 May 2023	Allocation of ISAs/OBs	Getting ISAs from HR and OBs, setup for the time slots	Robertus
12	20 May 2023	Purchasing refreshments	Buying snacks and drinks	Tarish
Event Day (Repeat for 30th & 31st May)				
SV	29 May 2023	Setup	Bring snacks, drinks, dispensers, tables to arts west	Tarish
SV	29 May 2023	Study sessions	Give out food and drinks, study if nothing is happening	Tarish. Robertus
SV	29 May 2023	Feedback	Ask students to fill out feedback form	Robertus
SV	29 May 2023	Cleanup	Bring remaining snacks, drinks and also return dispenser to international lounge	Tarish
Post Event				
-	1st June 2023	ISA Hours	Send ISA hours to HR	Tarish
-	1st June 2023	Reimbursement	Reimburse money spent for snacks, drinks, etc.	Tarish
-	31st June 2023	Report	Complete Swotsnacc report	Tarish and Robertus

Pre-event

Purchasing snacks and drinks might be combined with purchasing goods for exam pack giveaway; this is not confirmed.

Event Flow

Time	Activity	Details
9.30 a.m. - 10.00 a.m.	Setup	Set up. First OBs/ISAs arrive with food and drinks. QR code and appliances are set up etc.
10.00 a.m. - 16.00 p.m.	Study sessions	Study session commences. Notes: <ul style="list-style-type: none"> • Students will be advised to converse minimally during the event. • If food or drinks run out it is the onus of the OB in charge to replenish them (this will be unlikely). • At 3.55 pm, OBs will signal the end of the event.
10.00 a.m. - 16.00 p.m.	Feedback	Ask participants throughout the event to fill in feedback form.
16.00 p.m. - 16.30 p.m.	Cleanup	Pack up. <ul style="list-style-type: none"> • Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge. • Wipe the tables used.

5. Budget

A total of **\$1285** had been allocated for this event, and the total actual expenditure for this event is **\$1628.79** with the breakdown as listed below:

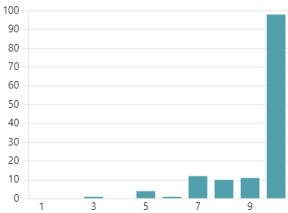
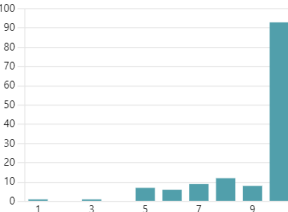
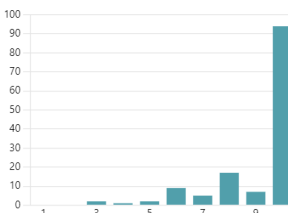
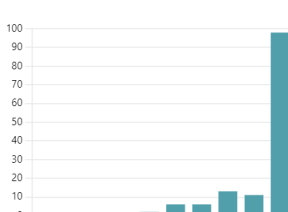
Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
Snacks and drinks	1050.00	1628.79



Transportation	25.00	0
Miscellaneous	210.00	0
TOTAL	1285.00	1628.79
Deficit		343.79

6. Feedback and Suggestions

137 responses were collected over the two days the event was held.

<p>How satisfied were you with the event?</p>	<p>9.28 Average Rating</p> 
<p>How satisfied were you with the snacks and drinks that were provided?</p>	<p>9.02 Average Rating</p> 
<p>How satisfied were you with the study spaces provided?</p>	<p>9.11 Average Rating</p> 
<p>How likely are you to recommend this event to your friends?</p>	<p>9.30 Average Rating</p> 

6.1 Event satisfaction and venue

Most responses were overwhelmingly positive indicating that participants were satisfied with the event, its planning and venue. The study spaces provided were sufficient as at no point throughout the event were any of the rooms fully occupied. Similarly, respondent rating for event spaces was overwhelmingly positive.

6.2 Snacks.

There was a similarly overwhelmingly positive response regarding the variety and selection of snacks provided. There was a sufficient number of snacks such that there was no shortage by the end of the event. However, regarding the variety of the snacks provided, many attendees reported a preference for healthier snacks and international varieties. This can be attributed to the fact that Costco was not permitted as a vendor by the UMSU ethical register. This also significantly affected the overall cost of the snacks. Transportation of snacks was done through a direct delivery service to campus.

6.3 Collaboration with Buddy Up

This time, the education department had collaborated with the welfare department in conjunction with the 'Buddy Up' event that was occurring at the same time. This resulted in a necessity to allocate more snacks for the event and thus, increasing the overall cost of snacks purchased for the event.

7. Conclusion

This marks the end of the report for SWOTSNACC Semester 1 2023. Overall, the event was a success with a fair participant turnout. The event team did a good job in ensuring that the event went smoothly.

We would like to express our gratitude to all the ISAs and the OBs who helped make the event successful. Please do not hesitate to contact the Education and Welfare department should you have any further queries or concerns.

**Prepared by
Tarish Kadam
Education Officer
UMSU International**



Exam Pack Giveaway Report

Central Committee Meeting #2 – Monday, 14th August, 2023

1. Introduction

This report summarizes Exam Pack Giveaway Semester 1 2023, which was held on 31st May 2023. This event was held by the Welfare department with support from our office bearers and ISA volunteers. Exam pack items consisted of necessities such as stationary, food, and nutritional snacks that were given out to students during SWOTVAC. The main purpose of this event was to boost the morale and the overall well-being of students during the stressful exam preparation period.

2. Event Details

Date	: Wednesday 31st May [11:00 AM - 15:00 PM]
Venue	: Concrete Lawn
Number of Attendees	: 650 students (196 from registrations + 454 walk-ins)
Coordinators	: Elsa DAI, Ojas CHOPRA, Audrey CHEUNG, Shea LAW
Manpower	: 12 ISAs
Budget Allocated	: \$5000

3. Event Overview

Exam pack items were displayed with the item collection limit presented in front of each item. Students were queued up, checked in/registered for walk-ins and then collected items across the stations. A QR code to the feedback form was provided at the end of the collection process to encourage students to provide feedback on the event. ISAs and OBs were in charge of each exam pack item(s) to assist the collection process.

Registrations for this event were opened for each hour of the event, however, limited walk-in slots were also provided.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
11	10/05	Contact redbull	Reach out to Redbull to ask for event support/sponsorship	Richard HA, Elsa DAI

11	16/05	Venue booking	Booked venue through CME for Concrete Lawn	Shea LAW
11	16/05	Meeting	Write proposal and event planning	Elsa DAI
11	18/05	Logistics	Send finalized item list to Treasurer to order and get delivered	Elsa DAI
12	26/05	Collect stock	Remain present on campus to receive delivery of all EPG giveaway materials	Audrey CHEUNG
12	26/05	Feedback survey	Preparing the feedback survey for students to scan	Ojas CHOPRA
Event Day				

Pre-event

- Bookings and walk in
- QR code to scan and fill out a form asking about the items students chose and a feedback at the end (to maintain a record of participants and the items given out).
- We will be allowing 400 registrations with a capacity of 50 registrations per half hour
- We will be allowing 200 walk ins, with a capacity of 50 walk ins per hour
- Students that do not show up to their designated time slot will give up their spot to walk ins

Event Day

Event Flow

Time	Activity	Details	PIC
10:00AM-11:00AM	ISAs and OBs come to set up	2 x Marquee, tables, chairs, and banners	Elsa DAI, Ojas CHOPRA
10:00AM-11:00AM	Transporting items, liaising with sponsor	All EPG items transported to concrete lawn, liaising with Red Bull team	Elsa DAI, Shea LAW, Richard HA
11:00AM - 3:00PM	EPG	EPG will be occurring between 11am-3pm. ISAs will be taking 2 hour slots (can take multiple shifts). ISAs will check registered students in as well as taking walk ins	Shea LAW, Audrey CHEUNG, Ojas CHOPRA, Elsa DAI

3:00PM-4:00PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Audrey CHEUNG, Shea LAW
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5. Reflections

Attendance

- A total of 650 students attended this event
- 30.1% were registrations, 69.9% were walk-ins
- The attendance and check-in method ran much more smoothly than previous EPG registration methods
- 400 students were registered prior to the event, approximately 196 of them came to the event.
- Despite lacking in attendance of registered students, there was a huge demand for walk-ins with a total of 454 walk-ins attending
- The students who came late for their registered session were identified as walk-ins, required to queue up

Feedback

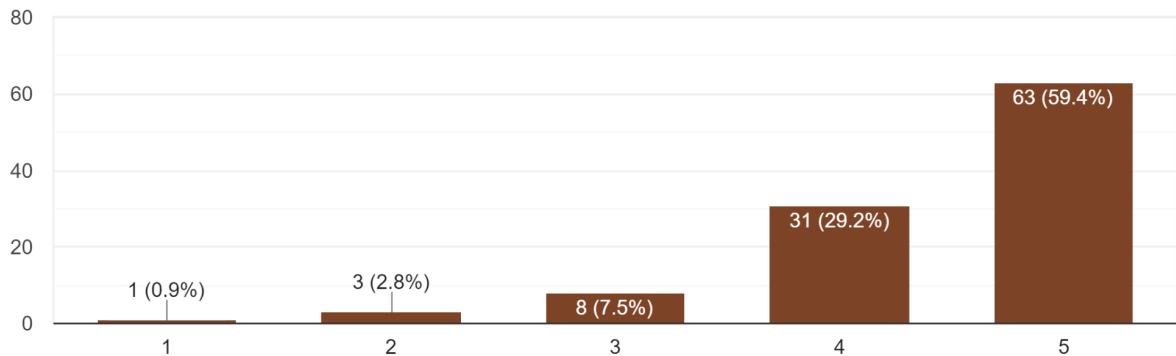
- Overall, the event was executed very successfully. Almost all items were given out to students, with only some redbull and tea bags left.
- We had exceeded the expected attendance of 600 students.
- A total of 106 students completed the feedback form.

Satisfaction:

- Students were largely satisfied with the exam pack items.

How satisfied are you with the availability of items?

106 responses

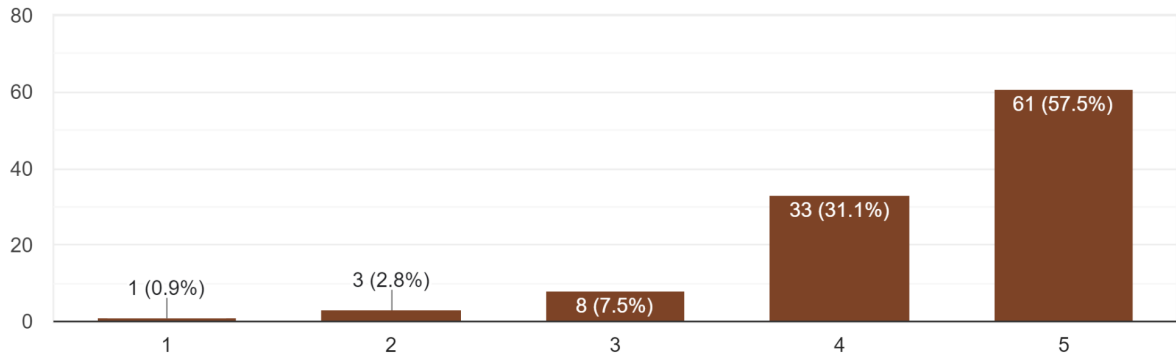


- 88.6% of students were very satisfied/satisfied with the availability of items

Organization:

How organised was the event?

106 responses

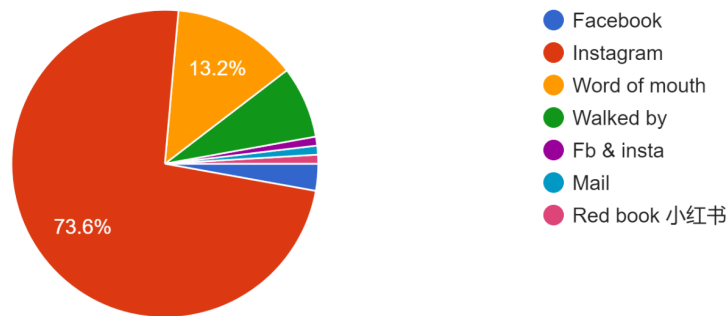


- 88.6% of students felt that the event was very organized/organized
- Some students suggested that there were two lines/better organized for registered students
 - We had two lines but our crowd control was limited at the beginning of the event due to overwhelming amount of walk-ins
 - In future events, we aim to distinguish the lines better and have better methods of crowd control
 - It is inevitable that there was a long wait time at the beginning duration of the event due to availability of items
- The item collection process ran very smoothly and was efficient
- Most time consuming aspect was the wait time in line
- The students who were late for their session were not happy with the way we managed, they said they should still have the priority when queueing up

Publicity:

How did you hear about this event?

106 responses



- A large majority of students found out about EPG through Instagram with the next highest method being via word of mouth

Sponsorship:

- For this event, we were sponsored by Redbull. This was very well received by students
- Sponsorship → in the form of an 'airdrop' crate delivery, with 1000 Redbulls provided
- All Redbulls were given out to students
- Had some problems negotiating with CME sponsorship officer but was resolved through a compromise and negotiation
- Suggest in future to organize this earlier to prevent conflict of interests, discuss with CME what our PnS department responsibilities are and how we can work stuff out smoothly

Suggestions

- Increase amount of lines to avoid long wait times, better distinguishment of registration vs walk-in lines
 - Recommend in future EPG to have more check-in stations at the beginning of the event due to high demand → can reduce manpower as the event runs throughout the day
- Students have suggested some more items to be included into the exam pack, including protein bars, pens, lollies, and generally more snacks
- Bollards can be used to manage the queue
- Make ISA duties more clear ⇒ especially for crowd control

Budget

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Cost (AUD)
Notebooks	600	\$0.99	600.00	594.00
Sticky Notes	600	\$0.99	300.00	594.00
Highlighter (12 pk)	60	\$5.50	600.00	330.00
Noodles:			1080.00	
Mi Goreng (carton)	30	\$18.15		544.5
Oriental noodle (carton)	15	\$21.60		317.40
Chicken noodle (carton)	10	\$21.60		211.60
				Subtotal: 1073.50
Energy drinks (redbull 30 pk)	25	\$45.92	600.00	1262.80
Coffee sachets (carton)	1	\$123.39	360.00	123.39
Tea bag (carton)	1	\$54.37	360.00	54.37
Muesli bars (carton)	7	\$81.44	600.00	627.09
Chocolate (boost bar carton)	8	\$126	0.00	1108.80
Miscellaneous	N/A	\$500	500.00	4.35

TOTAL	5000.00	5772.30
Deficit		-\$722.30

- Overall there was a deficit of \$722.30 which was accounted for due to the Welfare department having surplus from other events and overall budget planning.
- Costco was banned, we had to purchase the items from other vendors, which caused the cost of the event to increase.

Conclusion

The Exam Pack Giveaway is an event that the Welfare Department consistently runs every semester. We hope to continue bringing necessities and morale support to students in these stressful times.

This concludes our report for the Exam Pack Giveaway Semester 1 2023 Report. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Elsa DAI
Welfare Department 2022/23
UMSU International**

International Student Survey Semester 1 2023 Report
 Central Committee Meeting 2 - Monday 14th August 2023

1) Introduction

This report summarizes the annual International Student Survey (ISS) which was conducted in semester 1 2023 from 27 March to 30 April 2023. Aiming to develop and enhance the understanding of current international students' experience in different aspects of life in Melbourne. ISS focuses on 8 different areas: Accommodation, UMSU International Awareness and Perception, University Experience, Academic Experience, Graduate Student Experience, Health, Safety and Inclusivity, Work and Employment, and Financial Situation.

2) Event Details

Date : 27 March - 30 April 2023 (Survey Open Period)

Venue (Promotion) : MacFarland Court, South Lawn

Number of Attendees : 1666 Total and 1317 valid participants

Coordinators : Shea LAW, Robertus INDRADJAJA and Tarish KADAM

Manpower : 13 Committee Members + 26 ISAs

Budget : \$ 6463.44

3) Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2023 S1 1-3	27 February - 17 March 2023	Survey Drafting		Shea LAW, Robertus INDRADJAJA, Sanskar ARGAWAL, Christopher PRAWIRA
2	6 March 2023	Event Proposal		Shea LAW
2-4	6 March - 24 March 2023	Survey Creation and Prizes Finalization		Shea LAW, Robertus INDRADJAJA, Jaqueline MARSHIELA
3-9	13 March - 7 May 2023	Prize Acquisition		Shea LAW, Jaqueline MARSHIELA



Event Day				
5-8 Week	27 March - 30 April 2023	Survey Distribution		Shea LAW, Robertus INDRADJAJA
Post Event				
9 - 10 Week	1 - 12 May 2023	Lucky Draw		Shea LAW
10 - Exam Week	8 May - 20 June 2023	Prize Distribution		Shea LAW
Exam Week - Break	29 May - 22 June 2023	Data Analysis and Report Drafting		Shea LAW, Robertus INDRADJAJA, Ethan LIM, Tarish KADAM, Rio FIERIS, Zina MAIZA
Exam Week	23 June - 27 July 2023	Report Drafting		Shea LAW, Robertus INDRADJAJA, Ethan LIM, Tarish KADAM, Rio FIERIS, Zina MAIZA
Break - Week 1 2023	27 July - 28 July 2023	Report Finalization		Shea LAW, Robertus INDRADJAJA, Sanskar Agarwal
Week 1 2023	28 July 2023	Submission to University stakeholders	Boards which this report was submitted to includes TALQAC and Elected Students Representative Meeting (Vice Chancellor).	Shea LAW
Week 3 2023	10 August 2023	Presentation at Elected Reps	Summarize report at Elected Reps meeting	Shea LAW, Robertus INDRADJAJA
2023 S2		Report Publication		Marketing and Media

Pre-event

- Survey questions were evaluated and generated on Typeform by coordinators, EXCO members and University Chancellery in reference to the previous year's ISS questions
- The prize list was discussed and ordered
- To promote ISS to a high extent, a promotion request was sent to different clubs/societies, UMSU Comms, and the University.
- Promotion materials (snacks, brochures, etc.) were prepared before the physical ISS promotion on campus.

Event Days

This survey was distributed and/or promoted in multiple channels as listed below:

- UMSU International's social media (Facebook and Instagram)
- UMSU social media (Instagram)
- UMSU International Mailing list
- UMSU International ISA
- International Student Clubs and Societies
- My Unimelb Notice Board
- UMSU Website and Newsletter

Post Event

- Distributed prizes throughout the rest of the semester
- Data analysis was done by the Education department through Excel and Google sheet and key findings were established.
- The ISS report was generated by the Education department and EnW VP
- Lucky draw is performed anonymously (utilized students' emails) in Excel through randomization of a range.

4) Prizes

Item	Quantity
Coffee/Drink Voucher	500
\$25 Woolworths Giftcard	20
Kindle Book Reader	4
iPad Air	2
Sony Wireless earphone	2

5) Results

The ISS 2023 report could be accessed through this link:

https://www.umsuinternational.com/pageassets/informationssupport/ISS-2023-Report.pdf?fbclid=IwAR0Fs5aKwJ-KbQHg9CWBPEpYhr6axy8z2p4Vx7yA3QkPSgPQXzyznEkCMo_aem_AWo0jTez7hca6lGyCGkqZ_d9RdlIQcZyobU8jXMavBmJ4BDt3XbiYCPN53l7Qn_EiwM or through the 2022/2023 committee's drive.

This year our number of responses has reached over 1500, a total of 1667 (1317 valid international repon). Our strategy this time was strong promotion online, active on-campus promotion by committees and ISA and shorten the survey length, which increased the number of completion compared to last year. The main discoveries of this ISS are

1. Issue of Food Security

Many students were not satisfied with the current affordable food option on campus and 999 students were demanding for more affordable food and beverage option on campus.

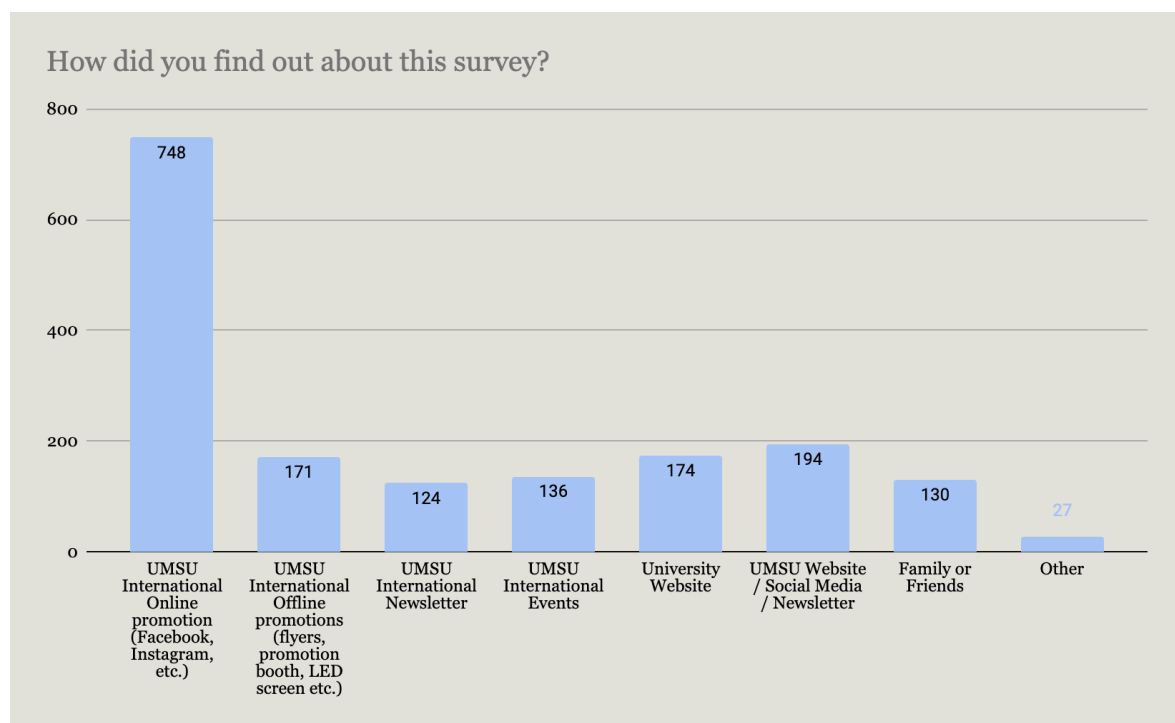
2. Discrimination

The incidence rate of discrimination incident on campus has increased comapred to last year. Racism was still the most critical one with 191 responses. University should focus on the report system and how to prevent/reduce the number of incidence.

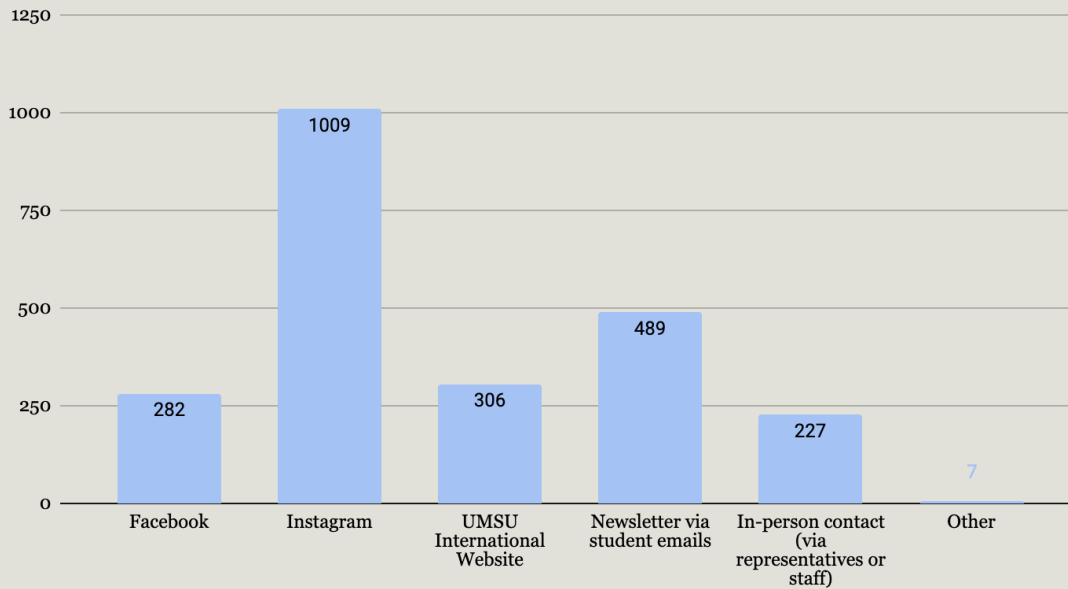
3. Lack of accommodation supply.

Students found it difficult to find affordable housing (n=677) and had issues with unfixed contract dates (n=355). Potentially due to the fully return of Chinese students, escalated the demand of accommodation and increase the burden of the market when it was already lack of supply.

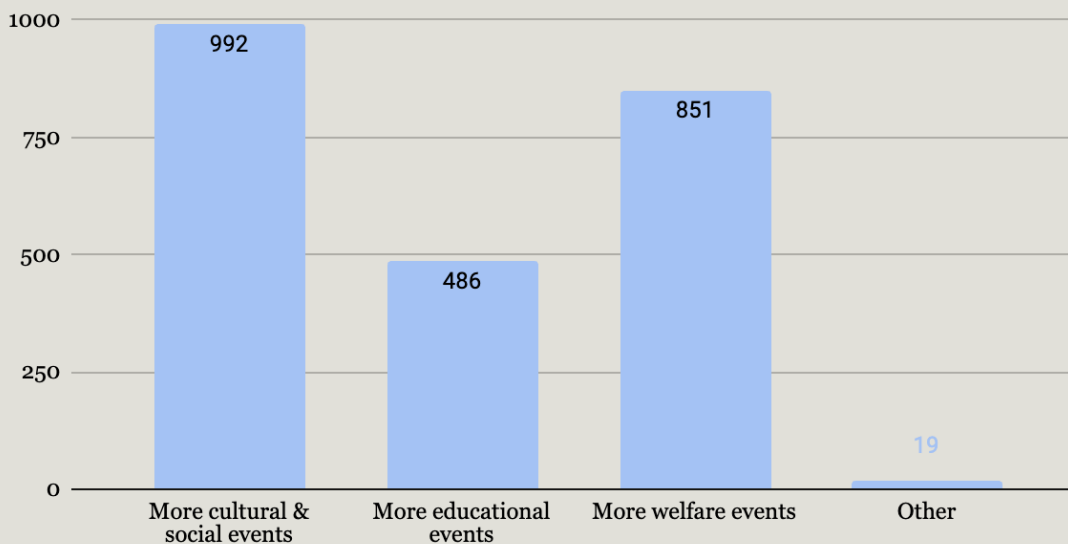
4. Umsu International Perception and Awareness



How do you want to connect with UMSU International?



What other services/events would you like to see UMSU International provide?



6) Reflection and Suggestions

- Continue to update questions according to current international students' situations and the University's action plans
- Continue to collaborate with Chancellery when drafting for the survey questions
- Current length of ISS is alright, but always look to try and make it shorter so students don't stop filling in the survey midway
- From elected reps, it was suggested to see if students were using health services from abroad (tele-health) and to add a question regarding that in future ISS, but it is not a must
- Reach out to Tim (Stop 1) and the Uni social media team if they can promote our survey next time.
- Carriers were not able to find the location of INFO DESK (to drop off the parcels), it is suggested to find a new location / send to officers' home if it is possible

7) Budget

A total of **\$7220** has been allocated for this event, and the total actual expenditure for this event is **\$6463.44** with the breakdown as listed below:

Item	Quantity	Unit Cost (AUD)	Allocated Cost (AUD)	Actual Cost (AUD)
Snacks	16 packs	20	320	44
Coffee/Drink Voucher	500	5	2500	2500
\$25 Woolworths Giftcard	20	25	500	500
Kindle Book Reader	4	250	1000	996
iPad Air	1/2	1800/900	1800	1838
Sony Wireless earphone	2	300	600	263
Typeform (monthly) Subscription	2	150 AUD	300	307.98
Miscellaneous		200	200	14.46
Subtotal			\$7220	6463.44
Surplus				756.56

8) Conclusion

This concludes our report for the International Student Survey. Please do not hesitate to approach us for any further enquiries.

Prepared by,

**Shea LAW and Robertus INDRADJAJA
Education and Welfare Vice President 2022/23, 2023/2024
UMSU International**



6. Other Business

- 6.1. HR Presentation
- 6.2. Committee 23/24 Bonding Dinner + Bonding Trip
- 6.3. Committee 22/23 Signing Out Video
- 6.4. AGM 2023
- 6.5 CME Kick-Off Meetings
- 6.6 Melbourne Plus

7. Next Meeting

CCM #3

Date : Monday, 28th August 2023 (17:30)

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)