



Agenda

Central Committee Meeting #7 – Monday, 6th March 2023

Time : 17:00 PM

Venue : PAR-Building 168-416 (Steve Howard Theatre)
& Zoom (only for committee members that were excused)

1. Procedural Matters

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

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. eCCM #2

4. Proposals

- 4.1. International Student Survey (ISS) Semester 1 2023 Proposal
- 4.2. UMSU International Buddy Up 2023 Proposal
- 4.3. Financial Workshop 2023 Proposal
- 4.4. March Intake ISA Proposal

5. Reports

- 5.1. International Queer Film Night Report
- 5.2. Exam Pack Giveaway 2022 Report
- 5.3. International Student Survey (ISS) 2022 Report
- 5.4. Swotsnacc 2022 Semester 2 Report
- 5.5. Cultural Parade 2022 Report

5.6. Lights and Chai 2022 Report

5.7. International Hangout 2022 Report

5.8. ISA Appreciation Night and Winning House Dinner (February & March 2022)
Report

5.9. ISA Recruitment February 2023 Intake Report

5.10. Co-Options 2022 Report

5.11. Committee Bonding Camp 2022 Report

5.12. President's Report March

6. Motions

6.1. New UMSU International Signature

6.2. Vote of No Confidence for Cultural and Social Director

7. Other Business

7.1. Resignation of Graduate Director

7.2. Change of Regulation for Election

7.3. Staffs Cards

7.4. Dietary Requirements for Bonding Dinner

7.5. Welfare Breakfast Briefing

7.6. Aviya's in person availability

7.7. Union Email Issues

7.8. OBs responsibility expectations

8. Next Meeting



Unconfirmed Minutes

Emergency Central Committee Meeting #2 – Friday, 13th January 2023

Time : 13:00 PM

Venue : Zoom

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
 - Attendance – 22 Members

Motion 1

Move that **Standing Orders** be adopted for **eCCM #2** at **1:05 PM**

Mover : Rio FIERIS

Secunder : Robertus INDRADJAJA

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for eCCM #1** be adopted at **1:07 PM**

Mover : Richard HA

Secunder : Jodis TJUNTORO

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the **minutes of CCM #6** be accepted and confirmed as a true and accurate **record**.

Mover : Aurelia ISKANDAR

Secunder : Tarish KADAM

Motion Carried.

Motion 4

Move that the **Food Adventure Proposal** be accepted.

Mover : Richard HA

Seconders : Xinyuan (Cynthia) WANG

Motion Carried.

Motion 5

Move that the **Heads of Clubs Proposal** be accepted.

Mover : Jodis TJUNTORO

Seconders : Robertus INDRADJAJA

Motion Carried.

Motion 6

Move that **Standing Orders** be suspended at **1:32 PM**

Mover : Yu Man (Samson) CHEUNG

Seconders : Geraldine CHANDRADINATA

Motion Carried.

Motion 7

Move that **eCCM #1** be resumed at **1:54 PM**

Mover : Stephanie Daniella HARTONO

Seconders : Michelle Avalo DJAP

Motion Carried.

Motion 8

Move that the **Career Con Proposal** be accepted.

Mover : Aurelia ISKANDAR

Seconders : Rio FIERIS

Motion Carried.

Motion 9

Move that the **SummerFest UMSUi Welfare Brekkie Promotion Proposal** be accepted.

Mover : Angeline Cassie GANILY

Seconders : Khanh Chi LE

Motion Carried.



Motion 10

Move that the **UMSUi Welfare Brekkie Proposal** be accepted.

Mover : Christopher PRAWIRA

Seconder : Pok Wing (Audrey) CHEUNG

Motion Carried.

Motion 11

Move that the **Amazing Race Proposal** be accepted.

Mover : Tarish KADAM

Seconder : Jodis TJUNTORO

Motion Carried.

4. Other matters

4.1.1. Budget

4.1.2. CCM

Motion 10

Move that **Standing Orders** be suspended at **2:35 PM**

Mover : A Sophia De Alwis

Seconder : Rio FIERIS

Motion Carried.

Motion 11

Move that **eCCM #2** be adjourned at **2:36 PM**

Mover : Yee Hang Shea LAW

Seconder : Stephanie Daniella HARTONO

Motion Carried.

Prepared by,

Angeline Cassie GANILY

Secretary 2022/23
UMSU International



International Student Survey Semester 1 2023 Proposal

Central Committee Meeting #7 - Monday 6th March 2023

1) Introduction

This is the proposal for the International Student Survey (ISS) which will be conducted throughout Semester 1 2023. The key objective of the survey is to obtain the opinions and overall experience of international students, which acts as a guideline for us to better understand international students' overall experience in university.

2) Objective

- To quantify and study the awareness level of international students in regards to UMSU International.
- To investigate the academic difficulties faced by international students.
- To identify social issues that are of paramount concern in regard to the overall welfare of international students.
- To study the health and safety status of international students.
- To examine the perception and experiences of international students in regard to current and future employment.
- To highlight and raise awareness of services that are provided or made available to students within the university.
- To identify services required by international students that are unavailable upon completion of data collection.
- To attend to the changes international students might suggest improving upon present models.

3) Overview

The International Student Survey (ISS) will be held from week 5 to week 8 of semester 1, 2023. ISS includes the completion of an online survey. The link will be distributed to students through university emails or can be completed with the help of on-campus ISAs during the event duration.

4) **Task Allocation**

Promotional Designs: The E&W Departments will be working with the M&M Department and the UMSU Design Department.

Survey Writers: The main authors of the survey will be Sanskar Agarwal, Shea Law, Christopher Prawira, Robertus Indradjaja and Elsa Dai. The questions are developed and re-evaluated based on the previous years' ISS, and the suggestions from previous and current committees. They are reviewed and approved by current committees and the UMSU Advocacy team ensures an accurate and appropriate survey.

ISAs Management: Shea Law will be working closely with the HR department on allocating the ISAs for the survey promotion and distribution located on campus. One to two booths will be set up, and ISAs will be allocated to the booths, they will promote and fill the survey with the participant together. (4 weeks duration, every Thursday, 2 hours (11:00-13:00) and 3-4 ISAs per shifts)

Giveaway Suggestions and Acquisition: Vouchers and other 4 prizes are recommended for the giveaways for participants who finished the survey and got selected in the lucky draw. It will be the responsibility of Shea Law and Jaqueline Marshiela.

Publicity: Shea Law, Sanskar Agarwal, Chris Prawira, M&M Department and UMSU Communication Department prepare the survey design and publicity materials. After reviewing last year's ISS and preventing unproductive publicity. Ideas of publicizing ISS:

- Promotional Video
- UMSU International newsletter
- University Noticeboard/Social Media
- Social Media Post
- Verbal promotion (with clubs, UMSUi Welfare Brekkie, ISS Promotion booth)
- Posters

Report Writing: Data analysis and report generation will be done by the whole E&W department (including Shea Law, Robertus Indradjaja, Rio Fieris, Tarish Kadam, Ethan Lim, Zina Maiza, Elsa Dai, Audrey Cheung, Felice Alexendra, Ojas Chorpa, Amanda Chen and Danielle Chen).

Section (survey authors)	Name
General information	Shea
UMSU International Awareness and Perception	Chris
University and Academic Experience	Shea
Health and Safety	Elsa
Cultural Climate	Chris
Work and Employment	Robertus
Financial Situation	Robertus
Accommodation	Shea
Graduate Students Experience	Elsa

5) Target

Our aim is to target 1500 valid student responses.

6) Sections of the Survey

- Awareness and Perception of UMSU International
- University Experience and Academic Experience
- Health and Safety
- Cultural Climate
- Working and Employment
- Financial Situation
- Accommodation
- Graduate Students Experience
- General information pertaining to the survey itself, including any suggestions the participant might have

7) Prizes (Brands TBC)

Item	Quantity
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Coffee/Drink Voucher	500
\$25 Woolworths Giftcard	20
Book Reader	4
Laptop/tablet	1/2
Wireless earphone	2

8) Timeline

27/03/2023 (WEEK 5)	Commencement of the survey
30/04/2023 (WEEK 8)	End of Survey
01/05/2023 – Winner Break	Preliminary Analysis
10/05/2023 - 02/06/2023	Collection of Giveaway prizes
24/07/2023	Publication of ISS Final Report

9) Budget

A total of **\$7,220** has been allocated for this event, with the breakdown as listed below:

Item	Quantity	Price per Item	Total
Snacks	16 packs	\$20	\$320
Coffee/Drink Voucher	500	\$5	\$2500
\$25 Woolworths Giftcard	20	\$25	\$500
Book Reader	4	\$250	\$1000
Laptop/tablet	1/2	\$1800/900	\$1800
Wireless earphone	2	\$300	\$600
Typeform (monthly) Subscription	2	\$99 USD (150 AUD)	\$300
Miscellaneous		\$200	\$200
		Subtotal	\$7220

10) Conclusion

This concludes our proposal. Please do approach us for any further enquiries.

Prepared by,

**Shea Law
Education and Welfare Vice President 2022/23
UMSU International**



UMSU Interntional Buddy Up Proposal

Central Committee Meeting #7 – 6th March 2023

1. Introduction

UMSUi Buddy Up is a new initiative to buddy up students (both international and domestic) in order to help students adapt and adjust into the new semester. A lot of students have expressed their concerns in building friendships and suffering from feelings of isolation. The program aims to build long-term friendships between students by grouping participants that share similar interests together. UMSU Intl. acts as an intermediary that brings students together and assists the peer-pairing process through an effectively designed questionnaire. We will also host ongoing fortnightly events such as board game nights, picnics, and outings to further facilitate these relationships.

2. Objectives

This event aims to:

- Accommodate international students in building new connections with their peers
- Helping students to find a sense of belongingness through strengthening their bonds with their peers
- Create a safe and supportive environment for students to form bonds organically
- Create groups that are self-sustainable and active
- Present UMSUi as a welcoming community and support system

3. Event Details

Date	: Week 2 - Week 12
Venue	: Discord & and various social media channels (in person events TBA as the semester goes)
Number of Attendees	: ~150
Coordinators	: Audrey Cheung , Chien (Amanda) Chen, Elsa Dai, Shea Law
Manpower	: All the coordinators
Budget	: \$800.00

4. Event Overview

Buddy Up is a long term program that runs through the semester, as the aim is to help students to build long term friendships where they can find a sense of belongingness and a support system. Registered students will be asked to fill in a questionnaire that collects information on their interests, values, motivations to join the program, etc. According to the answers, UMSU Intl will pair people with similar interests together in a small group form. UMSU Intl will provide an official communication platform on discord that involves subchannels for individual groups but also the whole program for participants to engage with each other. These subchannels will be supervised by the coordinators and they will drop chat prompt if the group is inactive. By effectively putting people with complement hobbies together, we are expecting to see self-organised hangout sessions within the groups. However, to ensure the effectiveness of the event, UMSU Intl will also host fortnightly meetups that include a theme or event for participants to do together. These events will be open exclusively to participants but also may be open to the wider public depending on expressions of interest.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
Summer Break		Creating registration form	<ul style="list-style-type: none"> - Creating a google form to collect data from the participants, along with their consent of having their information shared with their future group mates (mailing address, email address, etc.) 	Audrey CHEUNG
		Creating instructions for participants	<ul style="list-style-type: none"> - Creating detailed instructions for participants - Preparing biweekly event prompt to be sent out later in the process 	Amanda CHEN
First week of Feb		Beginning of registration	<ul style="list-style-type: none"> - Market the event on social media and email - Open the registration form for students to sign up 	Audrey CHEUNG and Amanda CHEN
End of week 2		Finish registration	<ul style="list-style-type: none"> - Finalize the participant list - Pair students into groups based on similarity 	Audrey CHEUNG and Amanda CHEN
		Set up communication platform	<ul style="list-style-type: none"> - Create channels based on group categories on Discord - Invite students to join 	

Event Day				
Even number weeks (starting from W2)		Host fortnightly official meet ups	<ul style="list-style-type: none"> - Send out messages on Discord to remind students about the meetup and pre announce the theme/event - Book venue prior if required - Prepare for events 	Audrey CHEUNG and Amanda CHEN
Odd number week (starting from W2)		Check on Discord channels' activities	<ul style="list-style-type: none"> - Frequent check on Discord channels to make sure they are actively used among the groups - Shoot a message to each group to ask about the updates on their groups - Drop chat prompts (eg. memes) if the chat is inactive 	Audrey CHEUNG and Amanda CHEN
Post Event				
12		Collect event feedback	<ul style="list-style-type: none"> - Create feedback forms for the participants to fill in - Internal meetings to discuss about the performance and how can it be improved 	Audrey CHEUNG and Amanda CHEN

Event Day

- On odd number weeks, official meetup sessions will be help by UMSU Intl. These sessions will be supported by a main event that everyone can enjoy together and build bonds (eg. picnic, speed dating, movie night...). Attendance is not compulsory but strongly encouraged. It is an opportunity for people to meet participants outside their groups.
- On non-official meetup days, the coordinators will check the channels on Discord frequently to ensure the groups are active and the vibe is right. Changes for group might happen and this will be accommodated (maybe can send out a questionnaire asking about people's satisfaction with their group to improve the groups' effectiveness in bonding people?). Coordinators will drop chat prompts to spice up the conversation and keep a good update on the groups in order to facilitate the team building.

Post Event

- Collect feedback from the participants to learn about future improvement opportunities

6. Budget

A total of **\$800** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
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Various snacks	1	\$500	\$500
Various board games	1	\$250	\$250
Miscellaneous	1	\$50	\$50
TOTAL			\$800.00

7. Conclusion

The Welfare department hopes to provide support and enhance the sense of community for international students at the University of Melbourne. We recognise the importance of social and welfare support in a time where students may feel largely disconnected. We understand that short term events are sometimes not realistic in producing long-term friendships thus, we hope this ongoing initiative will help facilitate these bonds.

This concludes our proposal for the Buddy Up. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,
Chien (Amanda) Chen
Audrey Cheung
Welfare Department 2022/23
UMSU International**



Finance Workshop Proposal

Central Committee Meeting #7 - Monday 6th March 2023

1. Introduction

For most international students, living independently in a foreign country for the first time may be difficult. Due to their lack of exposure to financial knowledge, it can result in inefficient management of money, resulting in financial difficulties. In collaboration with the International Commerce Student Society (ICSS), this finance workshop aims to improve financial literacy amongst international students by focusing on personal finance and investment.

2. Objectives

This workshop aims to:

- Enhance financial literacy of international students
- Educate international students of the basics of investment

3. Event Details

Date	: Wednesday, 22 nd March 2023 [4:00pm - 5.30pm]
Venue	: Arts West North Wing-553 (Discursive Space)
Number of Attendees	: 50-100
Coordinators	: Ethan LIM
Manpower	: 2 OBs, 2 ISAs
Budget	: \$320

4. Event Overview

This workshop is open to all students who wish to improve their financial literacy. Event registration will be available a week prior to the workshop through trybooking.com. The event will be separated into 2 sessions with each followed by a Q&A session. Each session will be focusing on different topics, allowing participants to get a better understanding of each topic.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	16th February 2023	Contacting Potential Clubs	Contacted 1 club through an acquaintance	Ethan
0	24th February 2023	Finalizing Event Workflow	ICSS agreed to provide speakers	Ethan
3	20th March 2023	Finalize promotional design	Coordinate with M&M and CME for designs	Ethan
3	21st March 2023	Ticketing	Open ticketing registration	Ethan
Event Day				
4	22nd March 2023	Finance Workshop		Ethan

Event Flow

Time	Activity	Details	PIC
3:30pm - 4:00pm	Set up	Mic, Audio, Screen, Connection, Lights	Ethan
4:00pm - 4:05pm	Introduction		ISA
4:05pm - 4:30pm	Personal Finance Session		ICSS
4:30pm - 4:40pm	Q&A		ICSS
4:40pm - 5:05pm	Investments Session		ICSS
5:05pm - 5:20pm	Q&A		ICSS



5:20pm - 5:30pm	Closing		ISA
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Post Event

All participants will be sent a feedback form upon the completion of the event.

6. Budget

A budget of \$320 has been allocated for this event. Included below is the breakdown of the budget:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Speaker Appreciation	2	60	120.00
Miscellaneous	1	200	200.00
Total			320.00

7. Conclusion

This concludes the 2023 Finance Workshop Proposal. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Ethan LIM
Education Department 2022/23
UMSU International

ISA Recruitment March 2023 Intake Proposal

Central Committee Meeting #7 - Monday 6th March 2023

1. Introduction

The ISA Recruitment 2023 will be divided into two parts: February Intake and March Intake. The March Intake mainly functions to recruit ISAs to support any events going to be conducted after the start of Semester 1, 2023, such as Meet and Greet, Mental Health Day and Night Market.

2. Objectives

This event aims to:

- Start recruiting and selecting the new batch of ISAs for Semester 1, 2023.
- Recruit around 40 ISAs out of 100 applications for the March Intake.

3. Event Details

Date	Friday, 10th March 2023 - Friday, 31st March
Venue	Online
Coordinators	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
Manpower	14 Committee Members (including coordinators which consist of 4 Committee Members)
Budget	\$120

4. Event Overview

We are now aiming to start our March Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources (HR) department members.

5. Event Timeline

We aim to have the application start on 10th March and ends on 17th March. Interviews will be conducted from 24th March to 26th March. Online Big Day Out (induction) will be hosted on 31st March.



Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
Pre-event Preparations			
27/02/2023 - 09/03/2023	Contact M&M and Start Teamwork	Contact M&C and Start Basecamp for ISA Recruitment Promotion Posters	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
Event Day			
10/03/2023 - 17/03/2023	Open ISA Application	Application will be opened to all University of Melbourne's students	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
18/03/2023 - 23/03/2023	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
24/03/ 2023 - 26/03/2023	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM EXCOs, Directors
Post Event			



27/03/2023	Send Emails	Send out acceptance and rejection emails for candidates	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
31/03/2023	Big Day Out	A welcoming and induction event for ISAs	Ella LEE, Jeslyn TENDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM

6. Budget

A total of **\$120** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Social Media Advertisement	1	120	120.00
TOTAL			120.00

7. Conclusion

This concludes our proposal for the ISA Recruitment March 2023 Intake Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Ella LEE
Human Resources Director 2022/23
UMSU International



International Queer Film Night Report

Central Committee Meeting #7 – 6th March 2023

1. Introduction

The UMSU International Welfare Department intends to promote a safer and a more inclusive environment for queer identifying international students and allies. We aim to achieve this through setting up a comfortable and welcoming environment through the International Queer Film Night event. This will be an outdoor event to maximize the ambience and increase participation. This event will also aim to raise awareness for this often underrepresented demographic of students.

2. Objectives

This event aims to:

- To support International students and target the specific demographic of International queer identifying POC, and allies, allowing them to feel a sense of community and safety
- To help international students make friends and develop meaningful bonds
- To showcase UMSU International as a community of friendly and supportive OBs and ISAs that understand the International student demographic

3. Event Details

NEW Date	: Thursday 20th October (backup also 20th October)
Venue	: In person, North Court outdoor screening (backup venue due to weather contingency: Forum Theatre, Arts West)
Number of Attendees	: Approx. 300 people
Coordinators	: Felice ALEXANDRA, Ojas CHOPRA, Elsa DAI
Manpower	: 5 OBs and 15 ISAs
Allocated Budget	: \$6500

4. Event Overview

300 participants in person will come on campus to watch a number of international queer films (1 full-length movies and a selection of short films). We will be providing a variety of refreshments including ice cream, cotton candy, popcorn, and some beverages for the event.



5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	7/8/22	Meeting	Discussing, Filling in proposal	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA
	10/8/22	Contact UMSU	Reach out to UMSU Queer department to make sure we are not having event overlaps	Elsa DAI
	29/8/22	Contact university	Contact the University to get event locations approved	Elsa DAI
	29/8/22	Contact AV Melbourne and get quotes	Reach out to AV Melbourne to ask for screening, projection, and sound system hire. Get a quote and book.	Felice ALEXANDRA
	20/9/22	Prepare logistics and decor	Logistics needs to be purchased from an approved vendor for snacks and decors	Ojas CHOPRA
	25/9/22	Create ticketing and registration	Ticketing will be done through TryBooking. Promotional material will be published.	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA
	10/10/22	Event postponed	Due to extreme weather contingency	Elsa DAI
	10/10/22	Rescheduling event	Reschedule all vendors and contact CME, ISAs, and participants	Elsa DAI, Felice ALEXANDRA
	12/10/22	Contact external AV vendor	AV Melbourne no longer able to support our event	Elsa DAI
	14/10/22	Create feedback forms	Create feedback form surveys.	Ojas CHOPRA
	19/10/22	ISA Briefing	Briefing for ISA about event and SOPs	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA
Event Day				
	20/10/22	Set up	Set up decor, bean bags, popcorn machine, candy floss machine, and ice	Elsa DAI, Ojas CHOPRA, Felice



			cream stand at the venue. Liaise with AV Melbourne to make sure the screening and sound system is working.	ALEXANDRA
	20/10/22	Movie Screenings	The variety of movies are screened for the participants	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA

Pre-event

- Open ticketing and registrations (walk ins welcome)
- Emailing participants informing them about the location and time
- AV set up on outdoor venue

Event Day

Event Flow

Time	Activity	Details	PIC
6PM - 7PM	ISAs and OBs come to set up	Putting beanbags and setting up decor in North Court	Felice Alexandra, Ojas Chopra
7PM-9PM	Short film screening	We will be screening a selection of short international queer films for the first hour	Felice Alexandra, Ojas Chopra
8PM-9:00PM	Full film #1	Screening of the first international queer film	Felice Alexandra, Ojas Chopra, Elsa Dai
9:00PM-11PM	Full film #2	Screening of the second international queer film	Felice Alexandra, Ojas Chopra, Elsa Dai
11PM-12AM	Pack up	Decorations are removed from the vicinity, rubbish is cleaned up.	Felice Alexandra, Ojas Chopra, Elsa Dai

- Throughout the event, a marquee will be set up with the popcorn machine, ice cream, beverages, and candy floss. To be able to get these snacks and beverages, all participants are encouraged to scan the QR code and fill out the feedback form.

ACTUAL Event Flow

Time	Activity	Details	PIC
4PM-5PM	AV bump IN	Running boards drove in through Tin Alley and set up the screen	Elsa Dai, Daniel (Running Boards), Kevin (Traffic Control)
6PM - 7PM	ISAs and OBs come to set up	Putting beanbags and setting up decor in North Court	Felice Alexandra, Ojas Chopra
7PM-8PM	Short film screening	We will be screening a selection of short international queer films for the first hour	Felice Alexandra, Ojas Chopra
Short film screenings	7:05PM - A Thousand Words Unspoken (26 mins) 7:35PM - Wilma (10 mins) 7:50PM - Catcave Hysteria (20 mins) 8:15PM - Kiss of the Rabbit God (15 mins) 8:35PM - The Language of Love (10 mins)	Short film screenings	Elsa Dai
Full film screening	8:50PM - Portrait of a Lady on Fire	Full film screening	Elsa Dai
11PM-12AM	Pack up	Decorations are removed from the vicinity, rubbish is cleaned up.	Felice Alexandra, Ojas Chopra, Elsa Dai

AV bump OUT the following day at 2:30PM

- NOTES: it was very difficult to liaise with the University's traffic and security control as this was an event at night. We needed the bollards removed and access to North Court/Union House. In future events, aim to get these sorted weeks in advance.

6. REVISED Budget

A total of **\$6500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
External AV Vendor (Running Boards)	1	\$3850	3850.00
Popcorn Machine (includ. popcorn)	1	\$100	100.00
Candy Floss Machine (includ. sugar)	1	\$200	200.00
Ice cream	200	\$1.50	300.00
Beverages	300	\$1.50	450.00
Snacks	200	\$1	200.00
Decor	1	\$600	600.00
Film Rights	3	\$130	\$390
Miscellaneous	N/A	\$410	410.00
TOTAL			6500.00

An overall increase of \$1,500 from the original budget proposal.

7. ACTUAL Budget

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
External AV Vendor (Running Boards)	1	\$4400	4400.00
Popcorn Machine (includ. popcorn)	1	\$0	0.00
Candy Floss Machine (includ. sugar)	1	\$194	194.00
Ice cream	200	\$0.545	109.00
Snacks and drinks	Assortment	\$142.41	142.41
Decor (includ. beanbags and filling)	15	~\$24	359.90
Film Rights	3	~\$128	359.49
Transportation	N/A	\$25.21	25.21

Total expenditure	5590.01
Surplus/deficit	\$909.99

- **Some reflections in regards to the budgeting:**

- Popcorn/candy floss machine costs reduced heavily due to existing supply in the UMSU storage room.
- AV Vendor ⇒ if booked externally, will cost a lot more. However, external options may be better given screening time is at night/better quality equipment. AV Melbourne does not provide outdoor LED screens.
- Surplus also due to reduced costs in decor and food. Borrowed existing fake grass from UMSU storage room, if we were to purchase/rent fake turf, it would have cost upwards of \$300. Snacks were just not as expensive as we bulk purchased from Costco.
- Costs were also reduced as generous producers of the films were happy for us to show them for free.

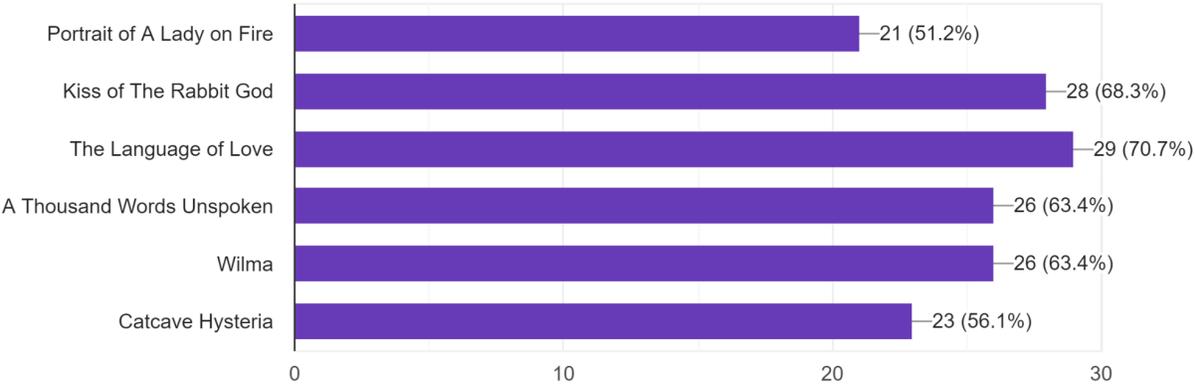
8. Registration and attendance

- We had 218 registrations through Trybooking. Ticketing was organised through CME.
- Walk in registrations consisted of 57 participants, however, it is estimated that roughly ~80 students had walked in without registering.
- Overall attendance was over 300 students over the course of the event, with peak time being the beginning of the event. There were at least 80 students in attendance at one point as observed. Unfortunately, exact numbers for the event were unable to be determined.
- Our registration system did not function as well as we hoped ⇒ mainly due to the fact that the event took place in an open space, we could not force people to go through the registration booth (i.e. they could walk in from all sides).
- Furthermore, we found it difficult to keep track of who has registered as we asked many attendees multiple times whether they have registered. This should be counteracted next time by providing wristbands, stickers, or some sort of identification to check that students have registered.
- However, the turnout for the event was very good, especially due to the fact that this was a new niche event that hadn't been held before.

9. Feedback and suggestions

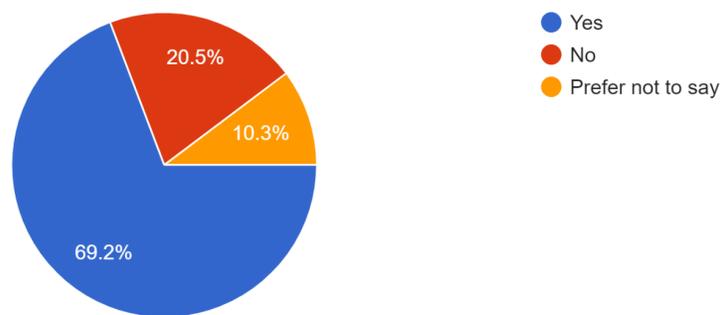
- Feedback was collected by having a feedback QR code at food and beverage stations for students to scan. Feedback forms were also emailed to students post-event.
- We were able to 41 responses from the form:

Figure 1. Chart showing films watched by attendees



- There was a good distribution in films watched, however, it was evident that many attendees left after the short films and did not stay for the long film.
- This was also reflected by our in-person observation where there were definitely a lot less people towards by the time the full film screening was beginning.
- This could be counteracted by having some short films at the beginning, then placing a full film in the middle, followed by some more short films.
- Some feedback suggested having two full films instead, however, many students also said they enjoyed the short films the most. We could maybe look at having this event run over multiple days/run at multiple venues e.g. outdoor AV + indoor forum theatre screening, outdoor showing full film, indoor showing short films etc.

Figure 2. Graph showing students' response to whether they identify as part of the LGBTQ+ community.



- Optional question due to sensitive nature ⇒ 39 students responded to this.
- Majority of the students stated that they do identify as part of the LGBTQ+, this reflects well upon our target demographic in order to create a safe space for this community. It was also good to see that people understood that this event was not limited to LGBTQ+ but open to all.
- A comment criticized this event stating that '[they had] hoped this event was more queer friendly and only open to queer people'. We realize how people may have assumed that this event was exclusive, and may feel uncomfortable with people of all different backgrounds and sexuality to attend. However, the aim of this event was to not only create a safe space but also to raise awareness for the often underrepresented demographic of queer POC, especially due to the large scale nature of the event. In the future, we hope to host more smaller scale queer-friendly events where some may be catered solely towards the specific demographic.
- Many students said they wish to see more queer events in the future!

Satisfaction towards the films and venue arrangements:

- 92.7% of the attendees said they enjoyed/thoroughly enjoyed the film selection.
- 90.2% of the attendees said they liked/really liked the venue/arrangements.
- 95.1% of the attendees liked/really liked the snacks and beverages.
- 95.1% of attendees said that they thought the event duration was just right.
- After chatting with many of the attendees, we were glad to hear that most of them thoroughly enjoyed the event.
- Some suggestions through the survey were that it could be good to include more beanbags, vegan food options, and possibly pizza as a snack option.

- Hire another cotton candy machine, as the line for cotton candy was consistently long throughout the whole event.
- Some students said that it was quite cold ⇒ in the future, we could potentially provide blankets (although this time it was BYO) and hot drinks (milo, coffee, tea etc.)

Figure 3. How well participants thought the film selection was in terms of LGBTQ+ representation.

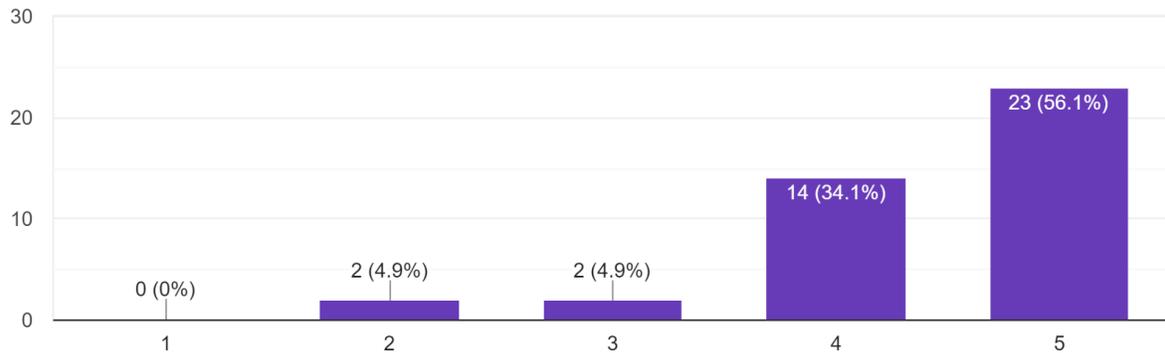
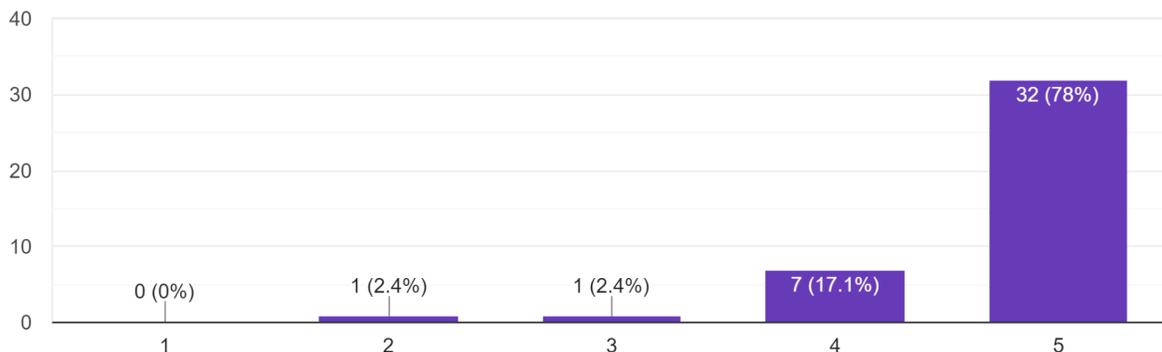


Figure 4. How well participants thought the event captured the ‘international’ aspect.



- 90.2% of respondents said they thought the film selections represented LGBTQ+ well/very well.
- 95.1% of respondents said they thought the event captured the ‘international’ aspect well/very well.
- Some students suggested that the viewer’s understanding of the films could have been “enhanced if, rather than just showing them, the filmmakers’ intentions and the socio-cultural background to LGBTQ+ in the country where the film was made were briefly explained before each film was shown, without imposing their interpretation on the viewers.” This is a great idea we may utilise in the future by making some short announcements or including it in the programme.
- Some films should have had a content/trigger warning prior to screening, we must ensure this is checked for future events.

10. Publicity

- 48.8% of attendees said that they heard of the event through friends, 41.5% said they heard of the event through social media, and 9.7% said they just passed by.

- In terms of promotion, we promoted the event through social media and physical posters. We also had film reveals of UMSUi Instagram released sequentially leading up to the event date.
- 97.5% of the attendees said they would recommend the event to a friend in the future.
- We had also seen many positive posts about the event through social media.

11. Other problems and solutions

- Our department found this event quite difficult to navigate due to multiple factors.
- We had multiple budget, venue, and date changes due to the unexpected flash floods that hit Melbourne during October 2022. We overcame this by booking multiple venues in advance, switching vendors due to availability schedules (AV Melbourne was no longer able to help due to staffing issues), and changing the date (in which we promoted on social media continuously and updated attendees).
- As this was our first time running this event, there were many obstacles that had to be overcome including liaising with traffic control, contacting the University electrician, and operating the popcorn and fairy floss machine. These were overcome and will better prepare us for future events.
- In terms of registration for future events, it would be more ideal if our event had some sort of fencing around the area in order to make sure we got all the registrations and people were not just walking in, taking food, and then leaving.
- We should actively promote the feedback form so that more feedback is received next time as only a small portion of participants had responded to the form/willingly filled the form out.

12. Conclusion

The Welfare department continues to endeavour to provide support and enhance the sense of community for Queer identifying International students at the University of Melbourne. We recognise the importance of social and welfare support in a time where students feel largely disconnected, especially with 2022 being the first year physically on campus for many. We also hope that this event was able to provide many insights and raise awareness towards the niche genre of films and community behind it. The success of this event will hopefully become a catalyst for more events like these to be held in the future.

This concludes our report for the International Queer Film Night 2022. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

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

Exam Pack Giveaway 2022 Report

Central Committee Meeting #1 – Monday, 6th March, 2023

1. Introduction

This report summarises Exam Pack Giveaway Semester 2 2022, which was held on 19th October 2022. This event was held by UMSU International provided support with our office bearers and ISA volunteers. Exam pack items consisted of necessities such as pens, notebooks and snacks were given out to students before SWOTVAC. The main purpose of this event was to boost the morale and overall well-being of students during exam preparation period.

2. Event Details

Date : Wednesday 19th October [10:00 AM - 15:00 PM]

Venue : Deakin Court

Number of Attendees : 600 students

Coordinators : Elsa DAI, Ojas CHOPRA, Audrey CHEUNG, Shea LAW

Manpower : 10 OBs & 20 ISAs

Budget : \$6600

3. Event Overview

Exam pack items were displayed with the item collection limit presented in front of each item. Students were queued up and scanned the registration and feedback form before collecting the items on the table. One OB/ ISA was in-charge of one exam pack item to assist the collection process.

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

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4	Aug 20	Venue booking	Booked venue through CME info desk for Deakin Court and South Court	Shea LAW
7	Sept 7	Meeting	Write proposal and event planning	Elsa DAI



8/9	Sep 12-25	Stock check	Checking existing stock for items in the UMSU Intl lounge to reduce waste.	Audrey CHEUNG, Ojas CHOPRA
10	Oct 8/9	Logistics	Purchasing exam pack items	Ojas CHOPRA, Shea LAW
11	Oct 16	Feedback survey	Preparing the feedback survey for students to scan	Audrey CHEUNG, Elsa DAI
Event Day				
12	Oct 19	Exam Pack Giveaway	Event day	Shea LAW

Event Day

Time	Activity	Details	PIC
9-10 am	Setup	Bring in exam pack items, set up marquees, tables	Shea LAW, Audrey CHEUNG, Ojas CHOPRA, Elsa DAI
10 am - 3 pm	Uni Mart	Checking the registration of the attendees, manage queue and exam pack collection, ensure attendees have submitted feedback form	Shea LAW, Audrey CHEUNG, Ojas CHOPRA, Elsa DAI
3-4 pm	Packup	Pack all marquees, tables & remaining stock.	Shea LAW, Audrey CHEUNG, Ojas CHOPRA, Elsa DAI

5. Reflections

Attendance

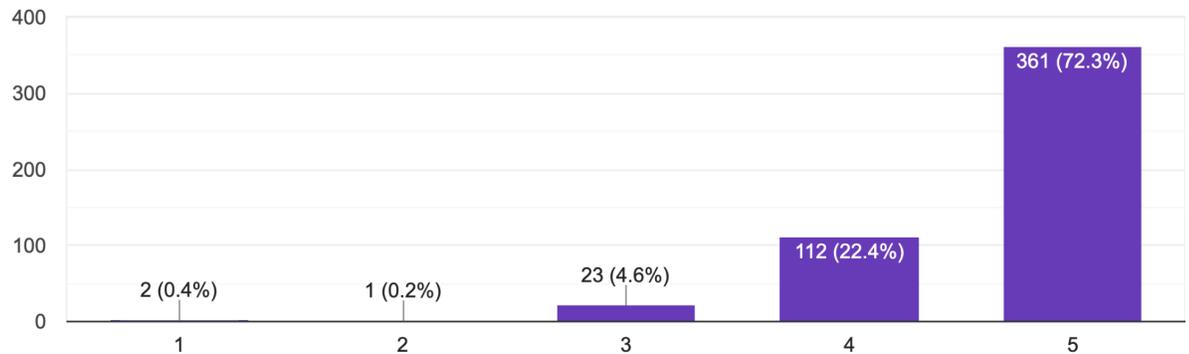
- Accurate attendance number were not recorded due to technical issues regarding the registration & feedback form. After half an hour into the event, the numbers were recorded that 515 people had attended the event, where 39.6% had registered for the event and 60.4% were walk-in attendees.
- 400 students were registered prior to the event, approximately 250 of them came to the event.

Feedback

- Overall, the event was done successfully. Almost all items were given out to students, with only a few boxes of instant noodles and some highlighters left.
- Students are mostly satisfied with the exam pack items.

Are you satisfied with the exam pack items?

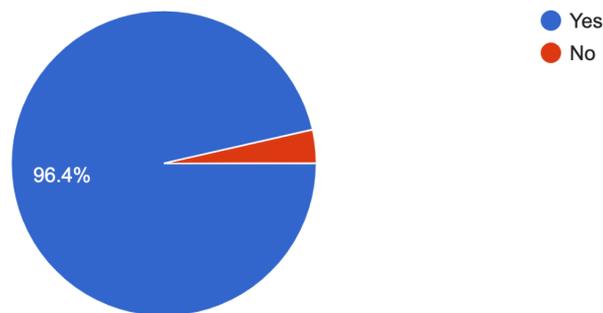
499 responses



- 96.4% of students stated that this event had reduced their stress level

Did this event help reduce your stress at all?

450 responses





- Some items are not available for students (even those who registered) who came for the last hour, because they were all given out to student who came previously
- QR code for registration & feedback form didn't work for the first hour of the event because the google form was created inside the UMSUi google drive, so we had to create a new google form on the day.
- Registration & feedback form were combined to reduce the number of QR codes that attendees have to scan. However, some students submitted the form before collecting their exam packs.
- The gifts acquisition process required a lot of manpower, time consuming and was not well prepared

Suggestions

- Students have suggested some items to be included into the exam pack, including more snacks, energy drinks, motivational cards, smaller notebooks, lunchbox, muesli bars and vouchers
- Allocate items to registered students only to avoid the items running out at the end of the event
- Bollards can be used to manage the queue.
- Request CME to open a Costco business account for UMSU International, so the gift acquisition can be done remotely, so less manpower and no transportation are needed from our side.

Budget

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Cost (AUD)
Notebooks	600	\$1	600.00	660.00
Sticky Notes	600	\$0.5	300.00	269.28
Pen	600	\$1	600.00	117.60
Snacks	600	\$4	2400.00	538.17
Noodles	1200	\$1	1200.00	479.60
Highlighter	600	\$1	600.00	297.00
Coffee/Tea	600	\$0.5	300.00	183.92
Transport	2	\$50	100.00	72.65
Miscellaneous	N/A	\$500	500.00	00.00
TOTAL			6600.00	2618.22



Conclusion

This concludes our report for the Exam Pack Giveaway Semester 2 2022 Report. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Audrey CHEUNG, Ojas CHOPRA
Welfare Department 2022/23
UMSU International**



International Student Survey Report 2022

Central Committee Meeting #1 – Monday 6th March 2023

1. Introduction

This report summarises the annual International Student Survey (ISS) which was conducted in semester 2 2022 from 31 August to 2 October 2022. Aiming to develop and enhance the understanding of current international students' experience in different aspects of life in Melbourne. ISS focuses on 9 different areas: Accommodation, UMSU International Awareness and Perception, University Experience and Academic Experience, Graduate Student Experience, Health and Safety, Cultural and Climate, Work and Employment, Financial Situation and COVID-19 and post-COVID-19 Impacts.

2. Event Details

Date	: 1 September - 31 October 2021
Venue (Promotion)	: MacFarland Court, South Lawn, North Court
Number of Attendees	: 1026 Total and 947 valid participants
Coordinators	: Shea LAW and Robertus INDRADJAJA.
Manpower	: 11 Committee Members + 24 ISA
Budget	: \$ 5892.8

3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2022 S2 2-4	1 August- 16 August 2023	Survey Drafting		Shea LAW, Robertus INDRADJAJA, Elsa DAI, Sanskar ARGAWAL, Christopher PRAWIRA, Andy YU
3	10 August 2023	Event Proposal		Shea LAW
3-6	8 August – 31 August 2023	Survey Creation and Prizes Finalization		Shea LAW, Robertus INDRADJAJA, Jaqueline

				MARSHIELA
Event Day				
6-Non-teaching	31 August – 2 October 2023	Survey Distribution		Shea LAW, Robertus INDRADJAJA
7-Exam Week	5 September – 15 November 2023	Prize Acquisition		Shea LAW, Jaqueline MARSHIELA
Post Event				
10 - 12		Lucky Draw		Shea LAW
9 - Exam Week	19 September – 21 November 2023	Prize Distribution		Shea LAW, Robertus INDRADJAJA
10 - Break		Data Analysis and Report Drafting		Education and Welfare
Exam Week	31 October – 10 November 2023	Preliminary Report Drafting		Shea LAW, Sanskar ARGAWAL
Break		Report Finalization		Shea LAW, Robertus INDRADJAJA, Elsa DAI
2022 Break + 2023 S1		Submission to University stakeholders	Boards which this report was submitted to includes TALQAC and Elected Students Representative Meeting (Vice Chancellor).	Shea LAW
2023 S1		Report Publication		Market and Media

Pre-event

- Survey questions were evaluated and generated on Typeform by coordinators, EnW, Graduate and EXCO members in reference to the previous year's ISS questions
- The prize list was conducted 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.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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



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 and was done by the EnW through Excel and Google sheet and key findings were established.
- A preliminary report was conducted by the president and EnW VP.
- The ISS report generated by the EnW VP and directors
- Lucky draw is performed anonymously (utilized students' emails) in Excel through randomization of a range.

4. Results and Reflection

The ISS 2022 report could be accessed through this link:
https://drive.google.com/file/d/1sIvpKuCDXczgYQA0iWoKwT9zZ8JvVhWb/view?usp=share_link
 or through the 2022/2023 committee's drive.

The number of responses is significantly increased compared to last year, as we have a strong promotion online and also active on-campus promotion by committees and ISA (extra 50ish responses a day). However, as the survey was too long, many students paused/did not submit the response.

In general, students are positioned with a low degree of satisfaction towards most of the aspects, such as the quality of academic staff, and different types of services provided by the University and demanded more affordable food and beverage options on-campus. Moreover, many students had experienced racism throughout their university life, all these aspects require improvements, solutions, and active approaches to increase the satisfaction of students/minimize the number or effect of the issues.

As the ethical committee has unclear guidance towards purchasing ISS prizes, prizes were purchased from different companies that are not under the ethical registration list, many conversations had been made with the ethical committee in order to continue to purchase the items on the prize list.

5. Suggestions

- Request clear guidance from the ethical committee and ensure our committee, the treasurer and UMSU ethical committee have good communication regarding the prize list items and purchase approach.
- Re-evaluate and cut the survey questions, reduce the repetitive questions and time required to finish the survey to increase the number of responses.
- Recommend places on campus with high visibility such as South Lawn to increase exposure and the number of responses
- ISS timeline is recommended to shift to Semester 1 of each academic year and maintain the early timeline
- Increasing relations with International Clubs to strengthen distribution channels of publicity, thus increasing participation.

6. Budget

A total of **\$5892.8** have been allocated for this event, and the total actual expenditure for this event is \$3225 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)



Ida Bar voucher	169	\$5.00	\$845	\$3000
Voucher Printing	1	\$324.50	\$324.5	\$0
iPad Air	1	\$849.00	\$849	\$849
Sony Headphones	2	\$299.00	\$598	\$598
BlendJet Blender 2	4	\$79.95	\$319.8	\$279.8
Blender delivery	1	\$5.00	\$5	\$0
Woolworths Giftcard	20	\$25.00	\$500	\$500
Typeform Subscription (monthly)	2	\$153.75	\$307.5	\$166
Lollies	12	\$10.00	\$120	\$0
Lollies transportation	1	\$15.29	\$15.29	\$0
Miscellaneous		\$500	\$0	\$500
TOTAL			\$3884.09	\$5892.8
Surplus/ Deficit				\$2008.71

7. Conclusion

This concludes our report for the International Student Survey 2022. Please do not hesitate to contact the Education and Welfare Department if you have any queries.

Prepared by,

Shea LAW

Vice President of Education and Welfare Department 2022/23

UMSU International

SWOTSNACC Semester 2 2022 Final Report

Central Committee Meeting #1 – Monday 6th March 2022

1. Introduction

SWOTSNACC will be 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 SWOTVAC.

We will be ensuring the tasks of participating officers will be fairly low-commitment to account for the fact that all participating officers will have heavy study schedules for the duration of the event and will be limited to registration, setup/pack up of refreshments, etc.

2. Objectives

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

3. Event Details

Date	:	Tuesday, 25th October 2022 and Thursday, 27th October 2022) [Duration: 2 days]
Venue	:	<ul style="list-style-type: none">• PAR-Arts West North Wing-354• PAR-Arts West North Wing-355• PAR-Arts West North Wing-361
Number of Attendees	:	40-50 students per day
Coordinators	:	Tarish Kadam
Manpower	:	6 Committee Members and 12 ISAs
Budget	:	\$775

4. Event Overview

The event will simply involve students getting access to study spaces on campus to prepare for exams. To ensure that they can study well, we will make sure 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	12 September 2022	Proposal	Present the proposal at CCM	Tarish
8	12 September 2022	Room booking	Rooms at Art West have been booked	Tarish
11	10 October 2022	Allocation of ISAs/OBs	Getting ISAs from HR and OBs, setup for the time slots	Robertus
12	21 October 2022	Purchasing refreshments	Buying snacks and drinks	Tarish
Event Day (Repeat for 27 October)				
SV	25 October 2022	Setup	Bring snacks, drinks, dispensers, tables to arts west	Tarish
SV	25 October 2022	Study sessions	Give out food and drinks, study if nothing is happening	Tarish. Robertus
SV	25 October 2022	Feedback	Ask students to fill out feedback form	Robertus
SV	25 October 2022	Cleanup	Bring remaining snacks, drinks and also return dispenser to international lounge	Tarish
Post Event				
-	28 October 2022	ISA Hours	Send ISA hours to HR	Tarish
-	23 November 2022	Reimbursement	Reimburse money spent for snacks, drinks, etc.	Tarish
-	29 November 2022	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 **\$775.00** have been allocated for this event, and the total actual expenditure for this event is **\$447.67** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
Snacks and drinks	700.00	\$340.39
Transportation	25.00	\$21.78



Hand Sanitizers	30.00	-
Sanitary Wipes	20.00	-
Miscellaneous	-	85.5
TOTAL	775.00	447.67
Surplus / Deficit		327.33

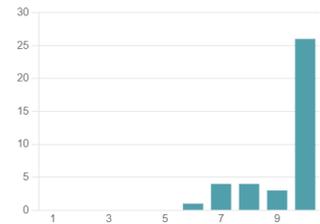
6. Feedback and Suggestions

38 responses were collected over the two days the event was held

<p>How satisfied were you with the event?</p>	<p>9.34 Average Rating</p> <table border="1"> <caption>Satisfaction Data for Event</caption> <thead> <tr> <th>Rating</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr><td>1</td><td>0</td></tr> <tr><td>2</td><td>0</td></tr> <tr><td>3</td><td>0</td></tr> <tr><td>4</td><td>0</td></tr> <tr><td>5</td><td>0</td></tr> <tr><td>6</td><td>1</td></tr> <tr><td>7</td><td>5</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>9</td><td>4</td></tr> <tr><td>10</td><td>27</td></tr> </tbody> </table>	Rating	Number of Responses	1	0	2	0	3	0	4	0	5	0	6	1	7	5	8	2	9	4	10	27
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How likely are you to recommend this event to your friends?

9.29
Average Rating



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 an 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. When asked about snack suggestions, respondents mentioned that there was a preference for more healthy snacks such as: fruits, fruit juice, tea, and sugar-free snacks. Transportation of snacks was done through Uber however, this method of transportation will not be possible in future events so, it is recommended that future events requiring transportation of goods use other means of transportation or looking for delivery option from the saler.

7. Conclusion

This marks the end of the report for SWOT-SNACC 2022. 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



Cultural Parade Report

Central Committee Meeting #7 – Monday, 6th March 2023

1. Introduction

This report summarises the Cultural Parade 2022, which covers the period of Tuesday, 4 October, 2022. Cultural Parade is a cultural talent show, where students are able to not only showcase but also learn about the beauty of their and other cultures. Moreover, it allows students to display their hidden skills to everyone.

2. Event Details

Date	: Tuesday, 4th October 2022 [(3pm - 5.30pm Melbourne time)]
Venue	: North Court, Union House
Number of Attendees	: 465 students
Coordinators	: Aryan GOSWAMI Aurelia ISKANDAR Ayush YATI Jodis TJUNTORO
Manpower	: 7 Committee Members & 20 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$10,290.82

3. Event Overview

Cultural Parade had a talent show where students display their skills that are culturally related. In addition, this event had clubs bringing games from different cultures in game stalls.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	31/8/2022	Contact food provider	Oasis Catering was used.	Aviya
	1/9/2022	Contact AVM		Aryan, Aurelia

	1/9/2022	Book tables, marquees	Used for game stalls.	Aurelia, Aviya
	2/9/2022	Finish registration form and briefing documents	For the talent show, fashion show, and game stalls.	Aurelia
	5/9/2022	Contact clubs for participation in Cultural Parade	Coordinated with P&S department to contact clubs about Cultural Parade.	Aryan, Aurelia
	5/9/2022	ISA and MC Signups	Coordinated with HR department to find ISAs and MCs who are willing to help out in Cultural Parade .	Aurelia, Jodis
	9/9/2022	Search and contact external performances	Contacted Brazilian samba dance and UKC as external performances.	Aryan, Jodis
	14/9/2022	Coordinate ticketing system	Coordinating ticketing system w/ M&C team for audience registration	Aurelia
	15/9/2022	Screening for MCs		Aryan, Jodis
	17/9/2022	Coordinate design	Coordinating design of promotional material (audience and performer registrations) w/ design team and M&M department	Aurelia
	19/9/2022	Create ISA referrals for performers	To encourage more students to join Cultural Parade's talent/fashion show	Aurelia
	26/9/2022	Screening for talent show		Aurelia
	27/9/2022	Screening for game stalls		Aurelia
	29/9/2022	Finalise performance schedule		Aryan, Aurelia
	3/10/2022	ISA promotion flyers	Flyers were used to promote Cultural Parade	Ayush, Aurelia
	3/10/2022	Rehearsal for performers		Aryan, Aurelia
	3/10/2022	Briefing for ISAs		Aurelia
Event Day				



	4/10/2022	Line Management		Ayush
	4/10/2022	Briefing for ISAs		Aurelia
	4/10/2022	Food Catering	Supposedly handled by Aviya	Aryan
	4/10/2022	Performer management		Aurelia
	4/10/2022	MC management		Jodis
	4/10/2022	External performer management		Jodis
	4/10/2022	Record ISA hours		Aurelia
Post Event				
	6/10/2022	Feedback forms sent out		Ayush
	7/10/2022	Reimbursements for Clubs who participated in game stalls		Jodis
	10/10/2022	Giveaways		Aurelia
	10/10/2022	Prizes to winners sent out		Aryan

Event Flow

Time	Activity	Details	PIC
1 PM - 3 PM	Set Up and Briefing for ISAs	Setting up stage, game stalls, catering, and venue	Aryan, Aurelia
3 PM - 5:30 PM	Performances and Line Management for food	Performances by students (Superidols, Trinh Nguyen, Venom Dance Crew, ASAP Dance Crew, Man Yee Or, Olivia Shum, and Bollywood Club) and external (Brazilian Samba Dance, UKC)	Aryan, Aurelia, Ayush, Jodis
5:30 PM - 6 PM	Clean Up and Packing		Aryan, Aurelia

Post Event



- Feedback forms were emailed after the event.
- Reimbursements for clubs' game stalls were also sent out.

5. Reflections

Pre-Event

- After registrations for performers closed, more students reached out about wanting to join and perform for Cultural Parade. Hence, there should be a longer time period for performer registrations.
- The planning for the event was rushed, which may be a result of poor communication. As a result, additional help was needed to ensure everything was completed on time.

During Event

- Although the event started with a decent amount of students watching, this number continuously grew when performances started. As a result, a total of 465 students came to Cultural Parade.
- Game stalls were organised by clubs and catered a lot of attention from the students.
- The venue was a bit hidden and closed off, so a venue such as South Lawn can be used to get more attention from students and to fit more game stalls.
- Aviya was initially supposed to help us with line and food management. However, due to unforeseen circumstances, he was unable to attend which led to unclear queues and the food being often found cold and stale.
- Some performers would disappear when it was close to the time of their performance. This could possibly be due to poor communication between PIC and performers.
- It was difficult to communicate with the other committee members during the event due to loud music and the crowd.
- It was also difficult to hear the MCs talking during the event, a better sound system would be needed. We also had giveaways for those who voted, however, not a lot of students heard about it as it was difficult to hear the MCs.
- Since we had a voting system to determine the winners, a stricter voting system can be implemented to prevent any suspicious votes or judges can also be invited to determine winners.
- Overall, a lot of students mentioned that they loved the performances and game stalls. They also mentioned that the free food was what got them interested in the event.

Post-Event

- Feedback forms were emailed to the students who joined Cultural Parade and to the performers. However, not a lot of students filled out the form. This could be due to how the forms were not emailed right after the event ended.
- As not a lot of performers stayed back to hear the winners, the results should be emailed to all the participants after the event.

6. Summarised Feedback

Food

- Students had mixed feedback regarding it. Some students mentioned that they loved the food but some mentioned that the food was cold and stale.
- It was recommended that we get more culturally-diverse food.
- Students mentioned that it would have been good if we gave out free drinks as well.
- Food catering should also be placed outside, so that students would not miss out on any of the performances.

Performances

- The students loved the performances the most, especially the Brazilian Samba Dance. They also mentioned that they would like to watch them again.
- They suggested getting more performers as well.

Game Stalls

- Students had fun and enjoyed the game stalls, however, they expected more game stalls to be added.

Other

- The voting system can be improved.
- Students thought the event was gonna be bigger (more performances, more game stalls, more food).

7. Suggestions

- Have a longer time period for students to register as performers.
- Choose a different venue.
- Use another form of communication instead of calling to communicate with committee members during the event.
- Implement a stricter voting system where only students are allowed to vote or get judges to determine the winner.
- As the game stalls did very well during the event, the game stalls itself can have its own separate event instead of it being in Cultural Parade. However, if it is still implemented in Cultural Parade, it is suggested to seek coordinators to help with this.

8. Budget

A total of **\$12,000** have been allocated for this event, and the total actual expenditure for this event is **\$10,290.82** with the breakdown as listed below:

Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
Stage	3762.00	4000.00
Food	3184.02	1700.00
Club Performances	250.00	1000.00
Prizes	1167.54	1800.00
Game Stalls	392.26	900.00
External Performances	1035.00	1200
Ads/External Photographer	500.00	200.00
Miscellaneous	0.00	1150.00
TOTAL	10,290.82	12,000.00

Surplus/ Deficit	1709.18
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9. Conclusion

This concludes our report for the Cultural Parade Report 2022. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

**Aurelia Iskandar
Cultural and Social Department 2022/23
UMSU International**



Diwali Lights & Chai Report

Central Committee Meeting #7 – Monday 6th March 2023

1. Introduction

This report summarizes the Diwali Festival 2022, which covers the period of Monday 24th, October, 2022. Diwali Festival is one of the biggest and most important Indian holidays of the year. The event is an opportunity to demonstrate that UMSUi is an inclusive community by hosting interactive games and Diwali-related giveaways for international students to participate in. Through a variety of activities, students will learn about Diwali and immerse themselves in the culture.

2. Event Details

- Date : Monday, 24th October 2022 (4PM - 7PM, Melbourne time)
- Venue : In Person, Concrete Lawn
- Number of Attendees : 300 - 500
- Coordinators : Trinh NGUYEN, Aryan GOSWAMI, Jessica LAU, Tam LUONG
- Manpower : 4 OBs & 11 ISAs (including coordinators which consists of 4 OBs)
- Budget : \$821.26

3. Event Overview

There are 5 stations in total; trivia station, alphabet game station, lantern making station, giveaway station and chill out zone. Students can play the trivia and alphabet game, if they win, they will receive the candle giveaway.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	30 th September	Initial Planning	Planning + submit proposal	Trinh & Aryan
			Create Basecamp Job	Trinh & Aryan

	7th October	Communication and setup	Finalize vendors with JJ and Shari (light blocks and beanbags)	Trinh & Aryan
			Communicate with M&M for support on Basecamp design	Trinh & Aryan
			Communicate with HR for help-out ISAs (3 decor/setting up + 4 main session + 1 photo + 3 packdown)	Trinh & Aryan
	20th October	Event lead-up	Prepare trivia questions	Tam
			Prepare other games (carnival/diwali related) logistics	Jess & Tam
			Prepare decorations + chill out zone logistics	Trinh, Jess, Tam
			Buy prizes (candles + order chai) + prepare merch if needed	Jess
			Book marquees (if needed)	Trinh & Aryan
	21st October		Event briefing slides for volunteers	Jess
Event Day				
	24th October	Event day	Taking attendance	Aryan
			Set up marquees & decoration & the UMSUi flags)	Aryan
Post Event				
	25th October	Post event	Send ISAs hours	Trinh
			Send photos to M&M	Trinh
			Reimbursement	Trinh
			Report	Tam & jess

Pre-event

- Registrations, Promotions to be made and collaborated.
- Communicate with the University and Basecamp for relevant support.

- Prepare games and giveaways items: Candles, lantern papers, riddles, diya, tealights
- Chai supplier was not able to supply chai for the event

Event Day

- At 2:00pm, OBs and the first group of ISAs are to meet at Concrete Lawn to set up the game stations and the chill out zone.
- At 4:00pm, OBs and the second group of ISAs gather to host the trivia game, alphabet diyas game, paper lantern making and distribute feedback form.
- At 6:45pm, OBs and the third group of ISAs clean up the area.

Event Flow

Time	Activity	Details	PIC
2pm - 4pm	Gather Materials and Setting Up	<p>OBs take stationery, cushions, bean bags, fairy lights, candles, diyas, electric candles, marquees and UMSUi flags down to Concrete Lawn.</p> <p>Taking attendance of the first group of the ISAs</p> <p>OBs and ISAs then split up to set up the tables, cushions, bean bags, light blocks and fairy lights for the chill out zone and relevant materials for the games.</p> <p>Print out feedback form QR + trivia questions for game masters</p>	Aryan and Tam
4pm - 4:20pm	Meeting and Briefing Game Rules to the ISAs	Taking attendance of the second group of ISAs and explain the game rules	Coordinators
4:20pm - 6:20pm	Hosting Games / Main Event	OBs and ISAs are divided into 4 teams to coordinate 4 stations; trivia game, alphabet diyas game, paper lantern making and encourage participants to fill out	OB from the Media and Marketing Department

		<p>the feedback form.</p> <p>If the participants get 2 out of 3 answers correctly from the trivia games or if they successfully sorted the alphabet in the order of A-Z within 1 minute, they will receive 1 candle.</p>	University staff
6:20pm - 7:00pm	Clean Up	<p>Taking attendance of the third group of the ISAs</p> <p>OBs and ISAs bring cushions and light blocks back to the UMSUi lounge while game materials, leftover candles, and fairy lights are put back into the cardboard boxes</p>	Coordinators

Post Event

- Attendees fill in feedback form
- Reimbursement forms
- Send HR ISAs hours
- Clean up area
- Bring unused gifts and props back to UMSUi lounge

5. Reflections

- Chai was canceled without any notice to the OBs and ISAs before the event day which caused confusion
- During the peak times, OBs should have told people to wait in line for their turns and to avoid crowd formation
- There were 300 candles and 250 were given out which proves that people love fragrant candles and also giveaways
- 250 candles are handed out but we only get 97 feedbacks, meaning we are missing out a lot of responses
- In the game zone, games with prizes (alphabet diyas and diwali riddles) were given much more attention than other stalls (lantern-making). Should use gifts or other ways to encourage more people to participate in making lantern
- Game section was at the back, it was hard to find and required OBs to ask people to try the games. Next time we could use big signs and banners to make the giveaways and games more obvious.

6. Feedback

Summarized feedback:

- Overall, people had fun and loved the games and giveaways along with the event management, they were enthusiastic about trying the games. However, there is some feedback for the game organization as well as including food and drink options. A few were confused about where the chai station was, despite it being advertised on the poster. Only a few participants list the chilling out zone as their favorite station.

Positive feedback:

- The activities were well represented Diwali and Indian culture
- The event was well organized
- Most of the participants had fun participating and would recommend to their friends
- Most loved activities were trivia questions, candle giveaways and diya alphabet game
- Things to improve:
 - Food and drinks
 - Include food and/or drink. It is requested to have a variety of options.
 - Activities and games
 - More fun activities to play and more engagement between the hosts and participants
 - Increase the number of trivia questions and make it a little more challenging
 - More giveaways

- Be more organized when playing games and receiving giveaways. Maybe have people line up for their turns.
- Faster service

7. Suggestions

- **ISAs & OBs**
 - ISAs for game teams should meet 15-20 minutes earlier before the event starts to understand the game rules (make any adjustments if needed), memorize the trivia answers, discuss ways to control the crowds, etc...
 - Have a few ISAs to control the crowd
 - Update OBs and ISAs of any urgent information before the event day so everyone knows what is going on and can prepare for the situation
- **Activities and games**
 - For big events, could use stanchions so participants can form orderly lines and not crowd in front of the game stalls
 - Ask people to fill out the feedback form before receiving the freebies
 - Label the games section and giveaways with banners and signs so people can see it from far away and go to the games section without needing OBs to ask them.
 - Responses from the feedback include activities that the University provided so make sure to tell the participants next time the feedback is solely based on what the UMSUi is doing.
- **Food and drinks**
 - Chai is important to any Indian festival so it is a good idea to have a plan B of what if the first supplier cancels the order. For example, a backup supplier or a few different food and drink options to make up for missing drinks.

8. Budget

A total of **\$3000** have been allocated for this event, and the total actual expenditure for this event is **\$821.26** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)	Allocated Budget (AUD)
Bean bags	10	30	0	300.00
Cushion	20	5	0	100.00
Decorations:				500.00
- String fairy lights	2	12.00	24.00	
- Light blocks			330.00	

Game logistics: - Stationery for lanterns - Diyas - LED candles		19.93 53.48 17.50	90.91	100.00
Fragrant candles	300	1.25	375.00	450.00
Chai tea	200		0	1000.00
Miscellaneous - Printing			1.35	550
TOTAL			821.26	3000.00
Surplus/ Deficit			2178.74	

★ Bean bags are provided by the University

9. Conclusion

This concludes our report for the Diwali Festival 2022. Thank you to all the OBs and ISAs who volunteered to ensure things run smoothly. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Jessica LAU & Tam LUONG
Cultural & Social Department 2022/23
UMSU International



International Hangout Report

Central Committee Meeting #7 – Monday 6th March 2023

1. Introduction

International Hangout is a publicity event held by Graduate and P&S departments for committee members and ISAs to engage with international students of the University of Melbourne. It is planned to serve donuts and coffees at 1888 Lawn West where graduate students often pass by.

2. Objectives

This event aims to:

- Send the message that UMSU International is actively reaching out to more graduate students and listen to their needs.
- Ask undergraduate students what they are looking forward to in graduate school for future reference as event ideas.

3. Event Details

Date	Friday, 14 th October 2022 [11am - 5pm AEDT]
Venue	1888 Lawn West
Number of Attendees	300
Coordinators	Andy YU and Richard HA
Manpower	3 Committee Members (Angeline Cassie GANILY, Jaqueline MARSHIELA, Alison TRAN) & 8 ISAs (excluding coordinators)
Budget	\$4500

4. Event Overview

Coffee is served by the two baristas, so our main responsibilities are to serve donuts and crowd control. Crowd control is critical because the traffic at the venue is estimated to be busy, in the meantime we want as much feedback from participants as possible.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
6	2nd September 2022	Contacting Food Suppliers	Contact donuts and coffee carts suppliers (The Cart Co)	Jaqueline Marshiela
7	6th September 2022	Venue Booking	Book 1888 Lawn West	Andy Yu
8	12th September 2022	Proposal	Present the proposal in CCM	Andy Yu
Event Day				
11	14th October 2022	International Hangout	Set up, crowd control, clean up	Andy Yu, Angeline Ganily, Jaqueline Marshiela, Richard Ha, Alison Tran

Event Day

Event Flow

Time	Activity	PIC
11:30 am - 1 pm	Set up	Andy YU, Richard HA
1 pm - 3pm	Distribute donuts and coffee	Andy YU, Richard HA



3 pm - 5 pm	Clean up	Andy YU, Richard HA
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6. Survey results

- a. Attendance: Over 300 people (Donuts were sold out and many participants only get coffee.)
- b. Participant percentage
 - i. International graduate students: ~40%
 - ii. International undergraduate students: ~30%
 - iii. Domestic students: ~20%
 - iv. Research students: ~5%
- c. Survey
 - i. Over 90% of participants are satisfied with the event.
 - ii. Around 63% of participants are interested in how research experience can help career development.
- d. Event suggestions
 - i. More food events.
 - ii. Social events exclusively for graduate students.
 - iii. Career-oriented events.

7. Reflections

- The avenue in front of ERC is a good place to attract participants.
- Controlling two lines for coffee and donuts respectively became difficult when the line is long.
- The number of feedback (~170) is way lower than the number of participants (over 300).
- The proportion of graduate participants is not significantly higher than undergraduate students.
- Very few research students showed up.

8. Suggestions

- May be more effective to ask for future event suggestions verbally during the event, as participants do not tend to write in details. (i.e. One coordinator monitors the event, while the other interacts with participants.)
- Design questions for undergraduate students in order to understand their thoughts about graduate school.
- Future event idea: Collab with other departments for career-oriented events, with focus on jobs that require graduate-level research experience.

9. Budget

A total of **\$4500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Total Cost (AUD)
Coffee cart + 2 Barista	Unlimited	2167.00
Donut wall	1	165.00
Donuts	300	1815.00
Power extension	1	30.00
Miscellaneous	N/A	323.00
TOTAL		4500.00

10. Conclusion

This concludes our report for the International Hangout Report 2022. Please do not hesitate to contact the Graduate Department should you have any queries.

Prepared by,

**Andy YU
Graduate Department 2022/23
UMSU International**

Presented by,

**Allan THOMAS
Graduate Department 2022/23
UMSU International**



ISA Appreciation Night and Winning House Dinner (February & March 2022) Report

Central Committee Meeting #1 – Monday 6th March 2023

1. Introduction

This report summarises the ISA Appreciation Night and Winning House Dinner (February & March Intake 2022), which was held on 22nd November 2022 and 23rd November 2022 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	: Tuesday, 22nd November 2022 (6:00-8:30 PM AEST)
Venue	: Yums Sing House
Number of Attendees	: 37 (Dinner)
Coordinators	: Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
Manpower	: 4 Committee Members & 4 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$5500.00

2.1.1 Event Overview

This was a celebratory event for all ISAs in the February & March 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			

04/10-30/11	Event Preparation	Come up with venue suggestions, themes, confirm the attendees	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
01/11	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies and ordering merch.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
19/10	Microsoft form application for ISAs	Create Microsoft form for ISAs to apply for planning team	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
From 17/10	Contact UMSU	Submit the venue chosen through Basecamp to get UMSU's approval	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
Event Day			
17:30-18:00, November 22nd 2022	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, ISAs
18:00-18:30, November 22nd 2022	Event Commence	Graduating ISAs meet up at the venue and commence with introduction.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP, ISAs
18:00-20:30, November 30th 2022	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA, Michele Avalo DJAP,

			ISAs
18:30-18:00, November 22nd 2022	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
19:00-19:30 November 22nd 2022	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, ISAs
20:00- 20:30, November 22nd 2022	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Ella LEE Jeslyn TANDYAJAYA, Michele Avalo DJAP, ISAs
Post Event			
November 23rd 2022	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Ella LEE

2.1.3 Reflections & Suggestions

Certificate Printing

- We will recommend having the certificate printed at Little Print. They were friendly and got our certificates ready in 30 minutes, and the shop is also ethically approved by UMSU.

Reaching out to restaurants

- The staff at Yum Sing House was friendly. Although UMSU this time requires a lot of documents and led to a change date in the event, they are still really patient in the whole process and were really cooperative. Therefore, we would recommend future ISA Appreciation Night be hosted there, for we have all their documents ready and were approved by UMSU, plus the staff there were approachable. 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 37 people signed up for the event, 5 of them did not attend the event with very short or without any notice. Hence, we will recommend the next appreciation night to ask for a deposit when signing up to prevent this from happening.
- 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 future HR team can hold the event in week 12 to encourage more ISAs to attend. Nonetheless, for the Semester 2 2022 intake, our appreciation night will still be held in Winter Break or the beginning of next semester as their terms are still set to end in week 12 this semester.

2.2 ISA Winning House Dinner

Date : Wednesday, 23rd November 2022 (5:30 - 7:00PM AEST)

Venue : Rice Paper Scissor

Number of Attendees : 11 signed up, 11 attended

Coordinators : Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM

Manpower : 4 Committee Members (including coordinators which consists of 4 Committee Members)

Budget : \$850

2.2.1 Event Overview

This was a dinner for the winning house of the ISA February and March 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			
04/10-02/12	Event Preparation	Come up with venue suggestions and confirm the attendees	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
From 17/10	Contact UMSU	Submit the venue chosen through Basecamp to get UMSU's approval	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
Event Day			
17:00-17:30 November 23rd	Meet up	Coordinators go to the venue and check if there is any potential issue.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP
17:30 November 23rd	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP
19:00	Departure	The ISA Winning House Dinner is done and	Ella LEE



November 23rd		the coordinators say goodbyes to everyone.	Jeslyn TANDYAJAYA Michele Avalo DJAP
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2.2.3 Reflections & Suggestions

Rice Paper Scissor

- The restaurant was super responsive and co-operative. The food and portions were great. The restaurant also has Halal and vegan food options to cater our needs. Hence, we recommend this restaurant for future appreciation night and winning house dinner.

3. Budget

A total of **\$6350** have been allocated for this event, and the total actual expenditure for this event is **\$3274.95** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
ISA Appreciation Night				
Certificate Printing (quantity: 26)	26	1.50	39	810.00
Awards & Trophies (Top 5 ISA Medal & Winning House Trophy)	1	114.35	114.35	
Typo Presents for Games	1	66.60	66.60	100.00
Yum Sing House - Food & Beverages	37	68.00	2516.00	4420.00
Miscellaneous	-	-	-	170.00
TOTAL			2735.95	5500.00
ISA Winning House Dinner				
Rice Paper Scissor - Food	1	539.00	539.00	760.00
Miscellaneous	-	-	-	90.00
TOTAL			539.00	850.00



GRAND TOTAL (ISA Appreciation Night + Winning House Dinner)	3274.95	6350.00
Surplus/ Deficit		3075.05

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 (February & March 2022). Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) LAM
Human Resources Department 2022/23
UMSU International

ISA Recruitment February Intake 2023 Report

Central Committee Meeting #1 – Monday 6th March 2023

1. Introduction

The International Student Ambassador (ISA) Application for Semester 1 2023 is divided into two parts: February Intake and March Intake. The purpose of the February Intake is primarily for the upcoming events before the start of the upcoming semester (e.g. Summerfest), as well as events conducted in 2023.

With regards to the February recruitment period, the process consisted of the ISA application, interview and selection. The team in charge of organising this event involved all the Human Resources (HR) department members.

2. Objectives

- Start recruiting and selecting the new batch of ISAs for Semester 1, 2023.
- Recruit around 30-40 ISAs out of 100 applications for the February Intake.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2023.

3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions
Pre-event Preparations		
10/1/2023 - 21/1/2023	Contact M&M and Start Teamwork	Contact M&C and Start Basecamp for ISA Recruitment Promotion Posters
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides
Event Day		
22/1/2023 - 28/1/2023	Open ISA Application	Application will be opened to all University of Melbourne's students
24/1/2023 - 29/1/2023	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview

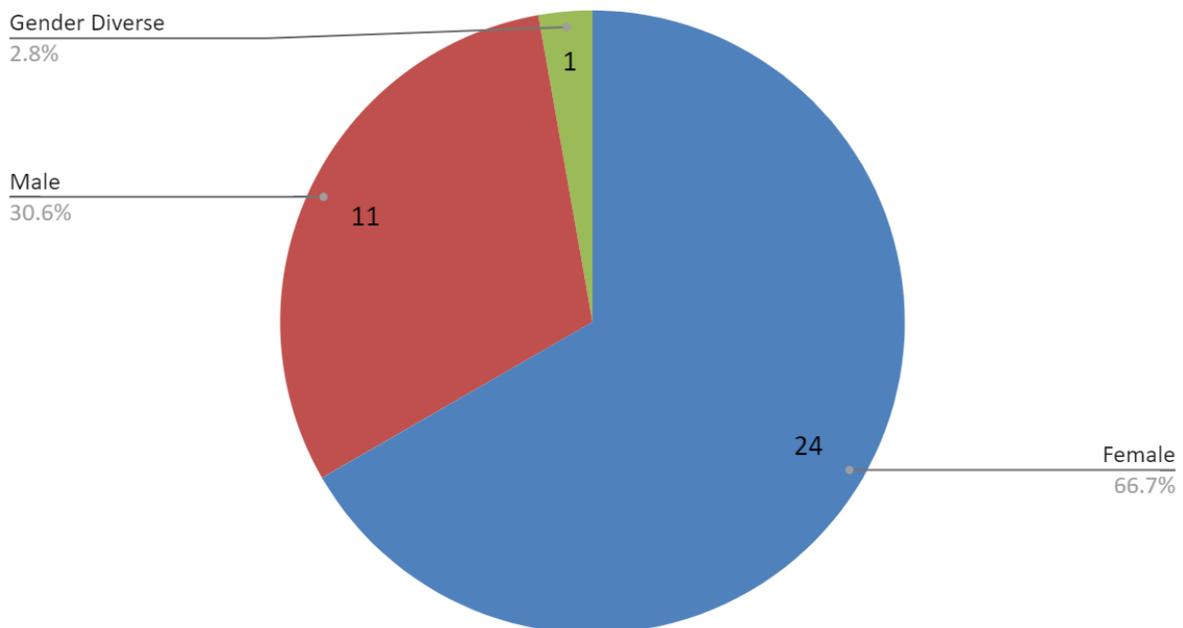
		emails
3/2/2023 - 5/2/2023	Interviews & Selection	Conduct ISA interviews & Selecting ISAs
Post Event		
6/2/2023	Send Emails	Send out acceptance and rejection emails for candidates
10/2/2023	Big Day Out	A welcoming and induction event for ISAs

4. Application Results and Statistics (February 2023 Intake)

Out of 101 applicants, 53 candidates had attended the interviews. For the February term, the HR department has selected 36 ISAs. Here are the statistics of the ISAs:

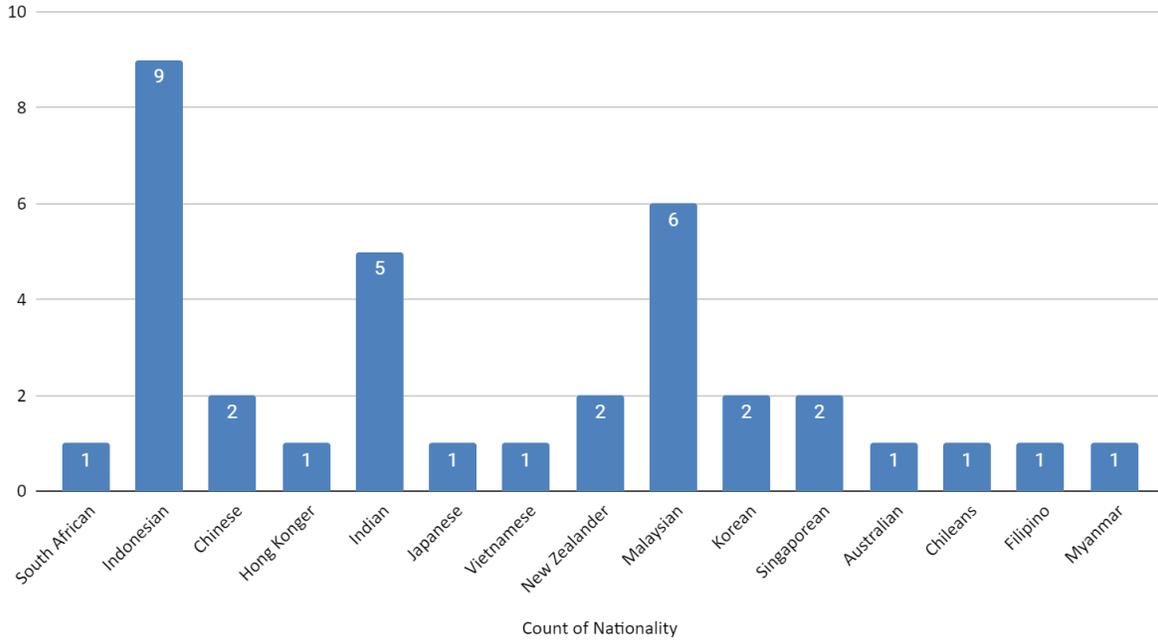
a) Gender

Count of Gender in ISA Program (February Intake 2023)



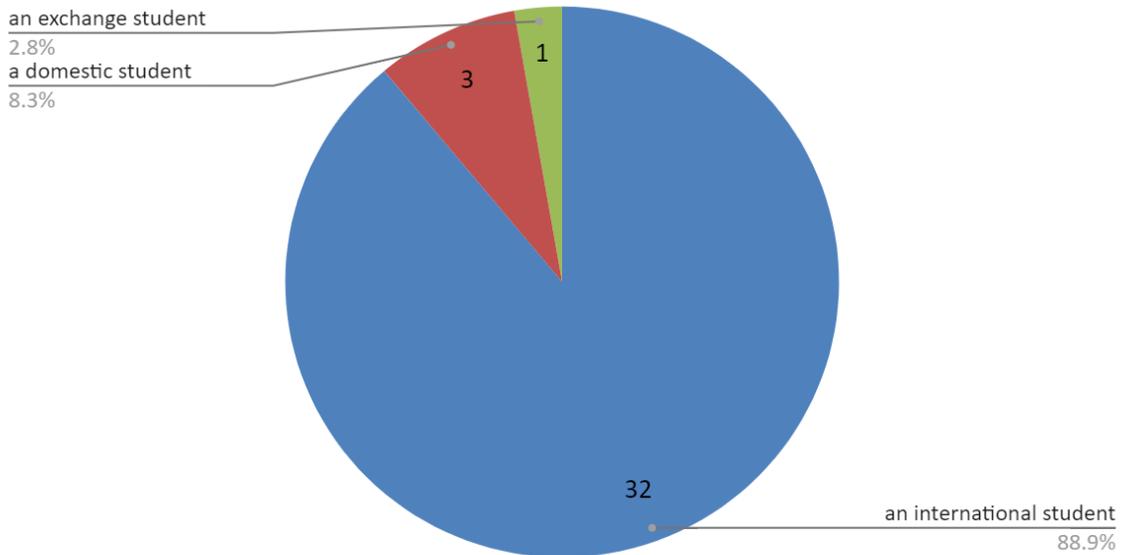
b) Nationality

Count of Nationality in ISA Program (February Intake 2023)



c) Student Status (Local/International Student)

Count of Domestic, International and Exchange Students in ISA Program (February Intake 2023)

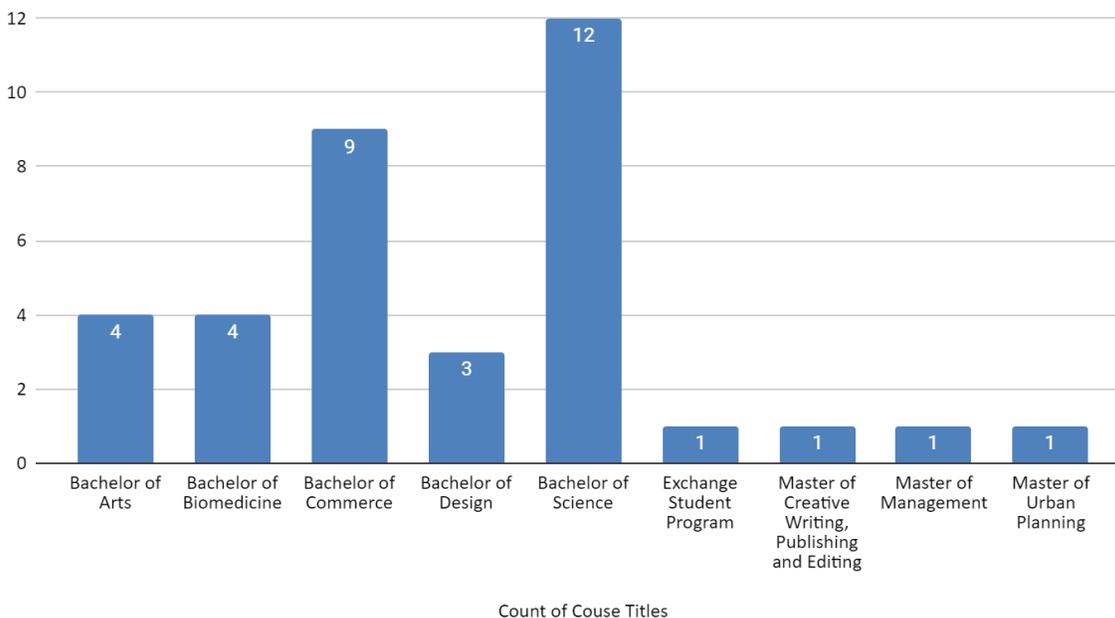


d) Onshore/Offshore

All of the ISAs recruited in this intake are onshore.

e) Course Title

Count of Course Title of Students in ISA Program (February Intake 2023)



5. Expenditure

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is **\$115.5**, this was higher than expected due to tax, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	100	115.5	110.00
TOTAL			115.5	110.00
Deficit				-5.50



6. Conclusion

This concludes our report for the ISA Recruitment February 2023 Intake. The HR Department would like to thank all of the Committee Members that have contributed towards this recruitment. Please do not hesitate to approach us if you have any questions or suggestions.

Prepared by,

Hsin-Ting Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, WUN TUNG LAM
Human Resources Department 2022/2023

UMSU International

Co-Options 2022 Report

Central Committee Meeting #7 – Monday, 6th March 2023

1. Introduction

This report summarises the Co-Options 2022, which covers the period of Academic Year 2022-2023. Co-Option is one way for students to join the Umsu International family as a member of the committee. Applicants will be interviewed and selected by the current committee, who will evaluate each applicant based on the relevant skills and experiences that they have.

2. Event Details

Date	: Friday, 26th August 2022 - Friday, 7th October 2022
Venue	: Online
Number of Applications	: 62 Applicants
Coordinators	: Angeline Cassie GANILY
Manpower	: Whole Committee
Budget	: \$100

3. Event Timeline

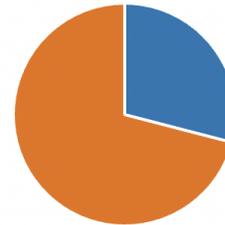
Wk #	Date	Activity	Descriptions	PIC
3-4	Before 26th Aug	Pre-event Preparation	1. Preparation for publicity materials (Website, Social Media Posts) 2. Obtain questions from departments for written application 3. Create application form	1. Christopher PRAWIRA 2. Angeline Cassie GANILY 3. Angeline Cassie GANILY
5-8	Fri, 26th Aug - Mon, 12th Sept 2022	Publicity	Engage in posting on social medias and promotion through instagram and facebook Ads	Christopher PRAWIRA
8	Mon, 16th Sept 2022	Announcement First Round (Written Application)	Email to successful applicants (passed Round 1) to inform their interview dates. If applicants are unable to do their interview according to our schedule, they have to email us.	Angeline Cassie GANILY

			→ by Monday, 19 September 2022	
Mid - Sem Break	Fri, 23th Sept - Sun, 25th Sept 2022	Department Interview	Successful applicants from Written Application interviewed by each department respectively	Respective Department
10	Thurs, 6th Oct 2022	Final Selection	Respective department chooses their co-opted officer accordingly	Respective Department
10	Fri, 7th Oct 2022	Announcement email	Announcement email for applicants that made through	Angeline Cassie GANILY

4. Demographics

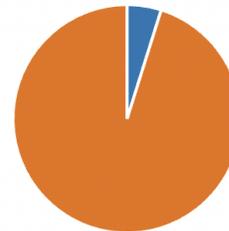
a. Gender

● Male	18
● Female	44
● Non-binary	0
● Other	0



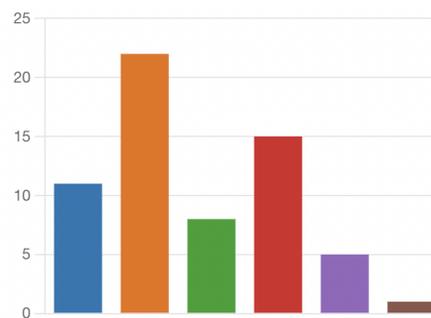
b. Australia Permanent Residency

● Yes	3
● No	59



c. Year and Semester of Applicant

● Year 1 Semester 1	11
● Year 1 Semester 2	22
● Year 2 Semester 1	8
● Year 2 Semester 2	15
● Year 3 Semester 1	5
● Year 3 Semester 2	1



d. Course Title

1.	Bachelor of Science	14	8.	Masters of Management	5
2.	Bachelor of Commerce	24	9.	Master of Digital Marketing	1
3.	Bachelor of Arts	10	10.	Master of Civil Engineering	1
4.	Bachelor of Design	1	11.	Master of Marketing Communication	1
5.	Bachelor of Agriculture	1	12.	Master of IT	1
6.	Master of Biomedical Science	1	13.	Executive Master of Arts	1
7.	Master of Commerce	1			

5. Suggestions

- a. Make sure to check junk/spam email often as there might be some email from applicants that went into it.
- b. Be prepared for any technical issues such as:
 - i. Zoom link not working (send them a new link as soon as possible)
 - ii. Waiting room in zoom not working (make sure that Under Security in settings, verify that Waiting Room is enabled)
 - iii. It is more convenient to ask each director to create their own zoom link rather than the secretary creating all the rooms where they have to add directors as co-host as it might lead to problems during the interview such as the zoom room ending on its own.

6. Budget

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is \$100 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Publications	1	100	100	100
Miscellaneous	1	10	0	10
TOTAL			100	110
Surplus/ Deficit				10



7. Conclusion

This concludes the report for the Co-Options 2022. Please do not hesitate to contact the General Secretary should you have any queries.

Prepared by,

**Angeline Cassie GANILY
General Secretary 2022/2023
UMSU International**

Central Committee Bonding Camp 2022 Report

Central Committee Meeting #7 – Monday, 6th March 2023

1. Introduction

This report summarises the Central Committee Bonding Trip 2022. The annual Committee Bonding Camp serves to provide a platform for committee members to develop bonds and foster teamwork within Umsu International. This will not only strengthen relationships but could also encourage communication and engagement while fostering trust and better understanding with one another. The camp lasted for 3 Days and 2 Nights.

2. Event Details

Date	: Friday, 30th September 2022 - Sunday, 2nd October 2022
Venue	: Phillip Island
Number of Attendees	: 25 Committee Members (out of 27)
Coordinators	: Angeline Cassie GANILY, Christopher PRAWIRA, Jaqueline MARSHIELA
Budget	: \$13,448

3. Event Overview

Accommodation

We book the Island Accommodation which is located at the entry to Phillip Island and it is convenient to travel around the island. The Island Accommodation can provide us with their Wing of Level 2 along with the exclusive use of Kitchen Dining Lounge which can accommodate approximately 30 people. <https://theislandaccommodation.com.au/>

Transportation

We ended up chartering a 45-seater bus and a driver from Extragreen Holidays as it is more convenient to have everyone on the same vehicle. The bus and driver does not go back to Melbourne during our stay and is always available anytime we want to use it around Phillip Island. Driver has separate accommodation provided during the stay.

Activities

Outdoor activities such as Churchill Island Farm Entry Fee and Penguin Parade that require ticketing were provided by Extragreen Holidays. The rest of outdoor activities were mostly photo taking and exploring around the area. Indoor activities are prepared by the coordinators such as Cooking Competition.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
5-6	22nd August - 4th September	Committee Trip Planning	Planning destination, Budget details, Accommodation & required documents, Research on activities available, Attendance from committee members, Proposal	Angeline Cassie GANILY, Christopher PRAWIRA, Jaqueline MARSHIELA
7	5th September	Proposal Presentation	Present proposal in eCCM #1 Semester 2 2022.	Angeline Cassie GANILY
7	6th - 7th September	Accommodation Booking	Book accommodation and settle deposit invoice with The Island Accommodation.	Jaqueline MARSHIELA
7-9	6th - 25th September	Pre-Camp Preparation	Booking of transportation (bus rental), Confirmation on places to visit & activities, Camp rundown and timeline, Bookings for restaurants, Logistics (first aids, activities logistics), Itinerary for committee members, Accommodation room grouping	Angeline Cassie GANILY, Christopher PRAWIRA, Jaqueline MARSHIELA
Mid-Semester Break	26th - 29th September	Central committee member briefing	Briefing of committee members attending - what is expected from committee members, safety and emergency contacts, games and activities confirmation.	Angeline Cassie GANILY, Christopher PRAWIRA, Jaqueline MARSHIELA
Event Day				
Mid-Semester Break	30th September	Leaving for Phillip Island	Leave from Melbourne CBD at approximately 10:00 AM via rental cars.	Angeline Cassie GANILY, Christopher PRAWIRA, Jaqueline MARSHIELA
Mid-Semester Break	30th September - 2nd October	Committee bonding and activities	Activities and Bonding for 3 days and 2 nights.	Angeline Cassie GANILY, Christopher PRAWIRA, Jaqueline MARSHIELA
Post Event				
10	3rd - 9th	Report	Prepare a report of the camp and	Angeline Cassie



	October	preparation.	present it on CCM.	GANILY
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Event Flow

Time	Activity	Details
Day 1		
10:00 - 12:30	Travel time from Melbourne to Phillip Island	Snacks, Chat, Sleep
12:30 - 14:00	Lunch	Pino's Trattoria but also went around a nearby beach for photos
14:00 - 14:30	Head to Accomodation	The Island Accommodation
14:30 - 16:30	Bonding Activity	Prep game for cooking competition; find hidden ingredients written in paper around the accommodation
16:45 - 17:00	Head to Penguin Parade	Penguin Parade
17:15 - 20:00	Penguin Parade	Penguin Parade, shopping merch
20:30 - 23:00	Interactive Dinner	Cooking Competition
Day 2		
11:30 - 12:00	Travel from Phillip Island to Churchill Island	
12:00 - 13:30	Brunch	Churchill Island Cafe, had no place to sit inside the restaurant hence we sat outside on the grass + great view
13:30 - 16:00	Look around Churchill Island	Some photoshoot for each department
16:00 - 16:30	Travel from Churchill Island to Phillip Island	
16:30 - 19:00	Free / Rest Hours	
19:00 - 20:30	Dinner	Saltwater
21:00 +	Secret Santa	Gift Exchange
Day 3		

10:00 - 12:00	Photo time at Cape Woolamai lookout	Photo Taking
12:00 - 13:00	Lunch	The Woolli Tavern
13:00 - 14:00	Beach time at Cape Woolamai	
14:00 - 16:00	Travel from Phillip Island to Melbourne	

5. Reflections

Attendance

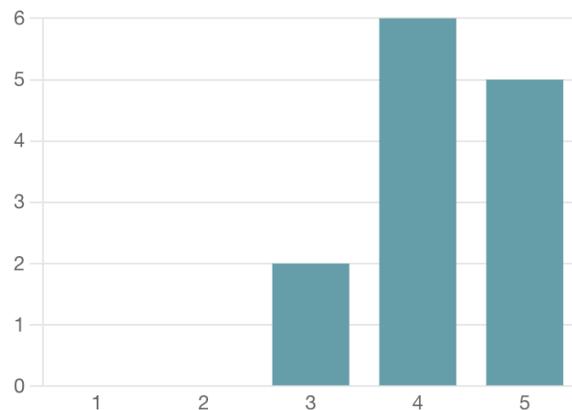
- 23 / 27 Committee Members

Survey

1. Rating

4.23

Average Rating



2. Improvements or Suggestions

- Better to airbnb next time so there will be less noise complaint or having to be locked out of the kitchen.
- More variety in activities as most of the trip was photo centric and not much in the form of entertainment like go karting, karaoke, etc.
- The Penguin Parade was a bit too cold (chaotic); remind people that it would be really cold and wear more.
- Can have a voting of 5-6 activities and out of those activities, the ones with the most amount of votes can be selected for bonding.
- More veggies during the meals and choose food from the menus.
- Arrange a supermarket trip to get water or other essentials for everyone and also the coach as well.

6. Budget

A total of **\$11,148.00** have been allocated for this event, and the total actual expenditure for this event is **\$9,661.51** with the breakdown as listed below:

	Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
Accommodation	The Island Accommodation	\$2,398.00	\$2,398.00
Transportation	Bus Rental - Extragreen	\$2700.00	\$2500.00
Food & Drinks	Groceries for meals	\$251.95	\$3750.00
	Pino's Trattoria - Lunch	\$575.00	
	Create Catering - Lunch	\$488.00	
	Wooli Tavern - Dinner	\$648.00	
	Saltwater - Dinner	\$813.37	
Activities	Penguin Parade	\$573.39	\$1500.00
	Churchill Farm	\$283.59	
	Games and Snacks	\$61.50	
	Cooking Competition Items	\$114.71	
Others / Logistics	Bus Driver's Accommodation	\$418.00	\$1000.00
	Driver's meals	\$170.00	
	Shopping Cart	\$46.00	
	Gifts for games	\$120.00	
TOTAL		\$9,661.51	\$11,148.00
Surplus			\$1,486.49

7. Conclusion

This concludes our report for the UMSU International Committee 2022/2023 Bonding Camp Proposal 2022. Please do not hesitate to contact the Executive Committee should you have any queries.

Prepared by,



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

**Angeline Cassie Ganily,
General Secretary 2022/2023**

UMSU International



President's Monthly Report

Central Committee Meeting #7 – Monday, 6th March 2023

This is a monthly report that summarizes the work done by the President and nominated members as external representatives of UMSU International to represent international students with the University.

International Student Survey

The ISS was presented to senior members of chancellery namely Deputy-Vice Chancellor (People and Community) Pip Nicholson, Pro-Vice Chancellor (Education) Jamie Evans, Pro-Vice Chancellor (Student Life) Sarah Wilson and President Academic Board Karen Farquharson along with other senior members of the University Administration at the Elected Representatives meeting attended by representatives from UMSU, UMSU International and GSA. Our survey was commended for capturing a very high data-set and has led to a number of favorable outcomes. We have already through this data managed to get Asylum Seeker Resource to run an affordable café in the New Student Pavilion, have an ongoing project of installing vending machines with women's sanitary products around campus and have support from the University for our Welfare Breakfast.

The survey was discussed in detail, Pip (who chairs the Universities food security initiatives) has agreed with us on the need for more affordable food options around campus and increased food security initiatives. Additionally, this survey is being taken to many other working groups by her due to it managing to capture a very significant data-set.

Karen and Jamie have noted suggested improvements in the Academic Experience Sections and the need to push faculty to stop using recycled lectures. Consistency in giving out past papers for subjects was also discussed.

As the university is working on a formal definition of racism, UMSU International has been given membership of this critical group (Anti-Racism Working Group). Additionally, data from the ISS has managed to get the University to change its stand from 'CAPS is adequately resourced' to 'CAPS has made improvements over the years' which is a big win.

Provost Executive Working Group (PEG)

The provost is second in command to the Vice-Chancellor and manages the chancellery, at the upcoming PEG for the first time UMSUI has been asked to provide a submission on our collaboration for Women's Hygiene Products and Welfare Breakfast, additionally UMSU International's ISS has also been submitted. The provost rarely engages with Student



Representatives, this is a very big achievement for UMSU International. It shows our relationship with the University is stronger than ever.

Welfare Breakfast

One of the findings of the ISS was that many students stay at university from 9-5 and cannot afford to buy hot food every day. Owing to this UMSU International decided to start a hot breakfast. We engaged with UMSU for months to help us secure a space, they de-prioritized this over other commitments they had (not the first time) and failed to secure a location for us by the start of the semester. As the semester started, we decided to take a stand against this incompetence and start tabling on Monash Road. Subsequently we were threatened on the day by UMSU staff who stated the University will stop our breakfast. We contacted the University on the day and contrary to this the University connected us with the head of property for a space on the same day as a matter of urgency and helped secure a temporary location as we look to finalize the venue.

I mention this as we are often treated poorly by UMSU, in my own term they have done this on multiple instances, events ban to name a few) who want us to rely on them for resources to increase their own funding from the University but don't want to actually share these resources in a equitable manner. At the current juncture it is important to continue to engage with UMSU, however should they ever respond inadequately or create barriers in running any event- ignore them and do it anyways! Just remember to flag it with me directly or via an executive member. UMSU International currently has much better relations with the University than UMSU.

Relationship to UMSU

As per our regulations UMSU International is a semi-autonomous body within UMSU, the UMSU constitution prevents students council from taking any decision on UMSU International's functioning without the endorsement of the UMSU International Central Committee. UMSU has rejected this stand and tried to call us a department. A department of UMSU consists of 2 Office Bearers and 7 committee members. In the past they have tried to reduce our vibrant community to a minor departmental status, every time they have tried, they have failed. However, a draft was presented to me close of business Friday and I was given until 3pm Monday ie less than a working day to respond to this, it seems these attempts are being made once again.

These will be opposed by me on Friday at students' council if my feedback is not adequately captured in the final submission. If students council passes this despite opposition, it will be unconstitutional as per their own constitution.

11.6 (a) Students' Council is obligated to consult UMSU International Committee before enacting regulations or policy that may specifically affect UMSU International

(b) Students council will not overturn or refuse to endorse any decision of UMSUI committee unless it believes these are inconsistent with the purposes of UMSU.

I look forward to updating the committee more on this in my next monthly report 😊

Women's Hygiene Products

Ending on a good note! We have been able to secure funding from the University to get smart box vending machines on 3-7 locations in campus which are due to be installed middle of the semester. Additionally, we will work-with UMSU Women and fund a limited number of sanitary products per female student via a health grant through the health promotion team or via our budgets.

This concludes the President's report for March 2023. Please feel free to contact me if you have any queries or suggestions.

Prepared by,

**Sanskar Agarwal
President 2022/23
UMSU International**



6. Motions

6.1. New Umsu International Signature



Angeline Cassie Ganily (she/her)

General Secretary

UMSU International | Umsu

Office hours: 9am–5pm, Monday to Friday



 (+61) 431265581

 a.ganily@union.unimelb.edu.au

 www.umsuinternational.com

 Level 1, Building 168, University of Melbourne VIC 3010

UMSU International acknowledges the **Traditional Owners** and Custodians of the **lands** on which we work and pay our respects to Indigenous Elders past, present and emerging. Sovereignty has **never** been **ceded**. It always was and

6.2. Vote of No Confidence for Cultural and Social Director

7. Other Business

7.1. Resignation of Graduate Director

7.2. Change of Regulation for Election

7.3. Staffs Cards

7.4. Dietary Requirements for Bonding Dinner

7.5. Welfare Breakfast Briefing

7.6. Aviya's in person availability

7.7. Union Email Issues

7.8. OBs responsibility expectations

8. Next Meeting

CCM #8

Date : 20th March 2023

Venue : PAR-Building 168-416 (Steve Howard Theatre)



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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