

Agenda

Central Committee Meeting #6 – Friday 19th October 2018

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

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

2. Confirmation of Previous Minutes

3. Matters Arising from Previous Minutes

4. Proposal
 - 4.1 Head of Clubs Meeting Semester 1 2019 Proposal
 - 4.2 University Services Information Session Semester 1 2019 Proposal
 - 4.3 Career Skills Workshop Semester 1 2019 Proposal
 - 4.4 Summerfest Orientation Week Event 2019 Proposal
 - 4.5 Customised Good 2019 Proposal

5. Reports
 - 5.1. ISA Appreciation Dinner Semester 2 2018 Final Report
 - 5.2. Exam Pack Giveaway Semester 2 2018 Final Report

6. Other Business
 - International Student Survey (ISS) Partial Report

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #5 – Friday 5th October 2018

Date : 5th October 2018

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owner

1.2. Official Welcome

1.3. Attendance and apologies

Absent with Apologies

Exco : -
Directors : -
Officers : Sherlyne Jennifer SANTOSA

Leaving Early with Apologies

Exco : -
Directors : Sher Lynn LIM
Officers : Bellivia MELLINIA

Leaving Early without Apologies

Exco : -
Directors : -
Officers : Irene Yun Xin LEE

Late without Apologies

Exco : -
Directors : James Bima NOTOWIDJOJO
Officers : Siobhan LIM, Archit AGRAWAL

Motion 1

Move that Standing Orders be adopted for CCM #5 at **16 43**.

Mover : Harikrishnan KOLAMVEETTIL

Seconder : Li Shern (Gladys) LEE

CARRIED without contention.

1.4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #5 be adopted.

Mover : Jenn Lin TAY

Seconder : Hwei Shin (Cynthia) LEOW

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

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

Mover : Siobhan LIM

Seconder : Pik Yu (Phoebe) TEH

CARRIED without contention.

Motion 4

Move that the UMSU International Office Bearer's Camp 2018 Final Report be accepted.

Mover : Bellivia MILLENIA

Seconder : James Bima NOTOWIDJOJO

CARRIED without contention.

Motion 5

Move that the Professional Mingle 2018 Final Report be accepted.

Mover : Desmond Wen Zhen CHEW

Seconder : Zhen Torng LEE

CARRIED without contention.

Motion 6

Move that the Career Skills Workshop 2018 Final Report be accepted.

Mover : Natassia Thanh MINHTRI

Seconder : You Qi (Yuki) NG

CARRIED without contention.

Motion 7

Move that the Festival of Nations 2018 Final Report be accepted, with amendments.

Mover : Kenny Wei Kiat WONG

Seconder : Yaan Kit NG

CARRIED without contention.

6. Other matters

Motion 8

Move that CCM #5 be adjourned at **19 04**.

Mover : Michael William GUMARDI

Seconder : Elisabeth NG

Motion CARRIED.

Prepared by,

Kar Mem (Krystal) NGOOI
Secretary 2018/2019
UMSU International



Head of Clubs Meeting Semester 1 2019 Proposal
Central Committee Meeting #6 – Friday 19th October 2018

1. Introduction

Date: 13th March 2019 (Wednesday)

Time: 6.00PM - 8.30PM

Venue: TBC

Estimated Number of Participants: 80

- The Executive Committee of Clubs
- UMSU International Committee
- Volunteering ISAs

2. Objectives

- To introduce UMSU International facilities and increase its awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing clubs.
- To introduce clubs to the grants available from UMSU International.
- To create an open platform for clubs to publicize their events for the semesters and discuss potential challenges that they may be facing.
- To increase the number of clubs that would like to be affiliated with UMSU International.
- To increase potential collaborations between clubs and with UMSU International.

3. Budget

Item	Price
Catering	\$600.00
Miscellaneous	\$50.00
Total	\$650.00

4. Timeline & Preparation

Week	Task
Before Orientation Week	<ul style="list-style-type: none"> • Invite executive committee members of existing clubs formally via email or through other means such as social media • Ask attendees about their dietary requirements • Find and negotiate with a caterer • Book and finalize the venue • Prepare an attendance list with the contact details of representatives • Liaise with UMSU Club and Societies to prevent any discrepancies
Orientation Week	<ul style="list-style-type: none"> • Follow up with clubs that have yet to respond by visiting their booths during Carnival Day • Check if there are enough cutleries and name tags for the event, and if not, purchase them • Discuss with UMSU International OBs and ISAs and assign them with specific roles for the day of the event
Week 1	<ul style="list-style-type: none"> • Kindly remind invited executive club members of the HOC event via email and informally through social media • Kindly remind UMSU International OBs and ISAs of their tasks and the day of the HOC event • Confirm the number of participants • Confirm serving size and dishes with the caterer, ensure that all dietary requirements are catered for.
Week 2	<ul style="list-style-type: none"> • The event will occur on Wednesday, 13th March, at approximately 6PM.

5. Event Rundown

Time	Activity
5.00PM	<ul style="list-style-type: none"> ISAs in charge will prepare the venue by setting tables up, ensuring that the theatre is tidy and check the audio and visual systems. OBs in charge of the registration booth needs to ensure that all name tags and materials are ready besides handling registrations. The rest of the attending OBs are encouraged to mingle with club representatives at the venue.
6.00PM	<ul style="list-style-type: none"> The event will occur on Wednesday, 13th March, at approximately 6PM. The President of UMSU International would give a short welcome speech to commence the event. Additionally, the President of UMSU and a representative from UMSU Clubs and Societies could give a word or two as well.
6.15PM	<ul style="list-style-type: none"> The session will then begin by introducing the directors and the executive committee of UMSU International 2018/2019 as well as the events we will be hosting throughout the semester. Then, participants will be briefed with regards to the facilities UMSU International provides. At the same time, participants will be notified about major UMSU International events for the semester, and in particular, the Night Market. OBs in charge of dinner should make arrangements for food collection and liaise with the Partnership and Sponsorship department to ensure that the food arrives on time.
6.45PM	<ul style="list-style-type: none"> The floor will be open to club representatives to publicise and present about what they do and of their events for the semester. A Q&A session will also be open to the floor to help address any further concerns.
7.25PM	<ul style="list-style-type: none"> At the end of the meeting, participants would be invited to head out for dinner, and would be encouraged to take the opportunity to mingle around with other clubs.
8.30PM	<ul style="list-style-type: none"> The event will come to an end at about 8.30PM.

6. Conclusion

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting, clubs at the University of Melbourne will become more aware of UMSU International and the services it provides, in particular, new clubs that were not formerly affiliated with UMSU International. Additionally, establishing new and fostering existing relationships with the clubs will also help build better relationships with the many clubs at the University of Melbourne, and lay the foundations for possible collaborations between the clubs and UMSU International in the future.

If there are any questions or suggestions, please feel free to approach the Partnership and Sponsorship department.

Prepared by,

Elisabeth NG
Partnership & Sponsorship Co-opted Officer 2018/2019
UMSU International



University Services Information Session Semester 1 2019 Proposal

Central Committee Meeting #6 – Friday 19th October 2018

1. Introduction

This information session is held with the hopes of publicising and informing both international and local students on the services that the University provides. The services to be covered will include and not limited to legal services, equity services, counselling services, health services as well as Financial aid services.

The details of the event will be as follow:

Tentative date: Week 2, Semester 1, 2019

Venue: TBC

Time: 12:00pm - 2:00pm

Target Participants: 100

2. Objectives

- To try to address issues that affect the non-academic side of student lives.
- To spread awareness amongst both international and domestic students about various university services.
- To familiarise students with the ways they can make use of these resources.
- To address the queries that students may have for or about these services.

3. Overview

For this event, we will be contacting various university departments including Counselling and Psychological Services (CAPS), Financial Aid Services, Student Equity and Disability Support (SEDS) and Health Services. We will also be contacting Umsu Legal to have a short presentation. Each speaker will be given 10 to 15 minutes to present. The information session will consist of two parts. In the first part of the event, the speakers will talk about what exactly their department does, how can it be useful and how can students approach them. For the second part of the event, the speakers will answer individual queries from the participants. During this session, students and can move around the venue and approach any department that they have a query for. Refreshments will be served simultaneously with the Q&A session.

The workshop particularly aims to help first-year students who will be starting university in February 2019.

The targeted number of participants is around 100 (exact number TBC). Interested students will be expected to sign up through a Google Form before coming to the workshop. The students who sign up will be contacted to confirm their attendance. The Registration Form will be also used to gauge the topics/issues of interest and collect any frequently asked questions.

4. Logistic - TBC

Time	Activity
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12:00 pm - 12:20 pm	Registration and Set up
12:20 pm - 1:25 pm	Information session
01:25 pm - 1:50 pm	Refreshment (including casual Q&A)
1:50 pm - 2:00 pm	Pack-up

5. Delegation of Task

UMSU INTL

Office Bearer(s)	Task
Archit AGRAWAL Siobhan LIM	<ul style="list-style-type: none"> • Coordinators • Write the publicity guideline for OBs and ISAs • ISA task allocation for event day • Liaising with Stop 1 and the University Health Services
	<ul style="list-style-type: none"> • Design the registration form • Sending the acceptance, rejection and reminder emails
	<ul style="list-style-type: none"> • Buying the appreciation gift for the speaker

UMSU WELFARE

Tasks
<ul style="list-style-type: none"> • Liaise with the Communication department in finalising the publicity material • Liaising with UMSU Legal and SEDS and CAPS • Source for Refreshments • Writing the feedback form and collating responses

6. Timeline

Week	Task
Across the Summer break	<ul style="list-style-type: none"> • Confirm the venue and the speakers for that event. • Liaise with the Communication department in finalising the publicity material
0, Sem 1, 2019	<ul style="list-style-type: none"> • The beginning of publicity and online registration
2, Sem 1, 2019	<ul style="list-style-type: none"> • Event day

7. Budget

UMSU International will be contributing AUD\$200 and Umsu welfare will also be contributing AUD\$200. The total budget for this event will be AUD\$400.

Items	Price
Refreshments (food and drinks)	\$200
Appreciation Gift for speakers	\$100
Miscellaneous	\$100

8. Conclusion

This concludes the proposal for University Services Information Session, 2019. Please feel free to approach the Education and Welfare team should you have any concerns or queries. Thank you!

Prepared by,

Siobhan LIM and Archit AGRAWAL
Education and Welfare Officers 2018/2019
UMSU International

Career Skills Workshop Semester 1 2019 Proposal
 Central Committee Meeting #6 – Friday 19th October 2018

1. Introduction

The Career Skills Workshop aims to equip students with non-academic skills in helping them in their employability. The workshop will be held in conjunction with the Employability Week (tentatively on Week 3), and in a collaboration with the Student Success of the Careers Online.

The theme for the upcoming workshop will be covering Excel or similar soft skills. As Student Success is still in the process in finalising the week for the Employability Week, the workshop might be postponed later in the semester if Employability Week does not fall onto week 3. A detailed proposal will be presented in the Central Committee Meeting #7 in Semester 1, 2019.

Hereby will be the tentative details for the event:

Date: 21st March 2019 (Thursday)

Time: 5:00 PM to 7:30 PM

Venue: Collaborative Learning Room (Room 256), Arts West.

The target number of participants: 60

2. Preparation Timeline

Timeline	Task
Summer Break	<ul style="list-style-type: none"> Finalise the poster design Finalise the speakers
Week 1	<ul style="list-style-type: none"> Registration open Online Publicity
Week 2	<ul style="list-style-type: none"> Physical Publicity
Week 3	<ul style="list-style-type: none"> Event day

Time	Activity
4:30 - 4:40 PM	Set up
4:40 - 5:00 PM	Registration
5:00 - 7:00 PM	Workshop
7:00 - 7:30 PM	Light dinner
7:30 - 7:45 PM	Pack down

3. Budget

The budget allocated for the event will be AUD 400.

Item	Budget Allocation (AUD)
Food	250
Appreciation gift	100
Miscellaneous	50

4. Conclusion

This concludes the proposal for the Career Skills Workshop Semester 1, 2019. A proposal with confirmed details will be presented in the next Central Committee Meeting. Should you have any questions or suggestions, I remain at your disposal.

Prepared by,

Ren Jie (Jack) PHANG
Vice President (Education and Welfare) 2018/2019
UMSU International

Summerfest Orientation Week Event 2019 Proposal
 Central Committee Meeting #6 – Friday 19th October 2018

1. Aims

- To welcome international students to the University of Melbourne and familiarize them with the campus and facilities
- To introduce students to Australian culture and help them adapt to life in Melbourne
- To promote UMSU international as the peak student representative body for all international students in the University of Melbourne
- To bond OB/ISAs through organizing and executing events

2. Budget

Event	Budget (\$)
UMSU Carnival Day	600
Food Adventure	3,750
Beach Please!	1,650
Orchard Invasion	3,500
Appreciation dinner	700
Total	10,200

*The overall budget might be reviewed based on the new budget for enhanced quality of the events.

3. Timeline

Wednesday 27th Feb – Carnival day
Thursday 28th Feb – Clubs & Society day 1
Friday 1st March – Clubs & Society day 2
 Friday 1st March – Food Adventure
 Saturday 2nd March – Beach Please
 Sunday 3rd March– Orchard Invasion
 Monday 4th March – Uni commences
 Late Week 1 – Summerfest Appreciation dinner

4.1 Goodie bags packing

Coordinators : Dylan LAU & Xinling LU

Date : Before Tuesday, 27th February 2019 (TBC)
Time : 11 am - 5 pm
Venue : UMSU INTL lounge
Manpower : 2-3 OBs & 6 ISAs

Flow of Events

Around 500-600 of goodie bags would be packed on the day, the content is to be provided by P&S and M&C departments. The content of the goodie bags is to be confirmed.

4.2 UMSU Carnival Day

Coordinators : Dylan LAU & Xinling LU
Date : Wednesday, 28th February 2019
Time : 11 am - 3 pm
Venue : South Lawn (TBC)
Budget : \$600
Manpower : 15-20 OBs/ISAs

Flow of Events

UMSU Intl booth on the Carnival Day will publicize UMSU Intl and accept sign-ups for our 3 Orientation events (Food Adventure, Beach Pls and Orchard Invasion). UMSU International free goodie bags (around 500-600 of them, content TBC) will be handed out to students who like our social media pages (Night market event page and UMSU INTL Facebook Page). We expect an increase of at least 500 likes/followers on social media after the carnival day.

About 5 OBs will be allocated for event sign-ups, 2-3 OB/ISAs in charge of info booth and goodie bags, 2-3 OB/ISAs along the queue for publicity and crowd control, 2-3 OB/ISAs for publicity around south lawn (flyers, human signboard). Dylan and Xin Ling will be the overall coordinators and help wherever needed.

Food Adventure and Beach Please requires \$5 deposit upon registration, Orchard Invasion requires \$15 deposit. Deposit will be refunded on the event day if participants show up. The payment collecting method will be through cash.

Budget Allocation

Snow Cone/ice cream Machine + Ice bags	\$400.00
Go get car rental for shopping (Carnival day and other o-week events)	\$200.00
Total	\$600.00

4.3 Food Adventure

- Coordinators** : Daisy WU, Sherlyne Jennifer, Bellivia Millenia
- Date** : Friday, 1st March 2019
- Time** : 9.00 am – 3 pm
- Venue** : The venues will be based on the theme of three distinct routes: Western Fusion, Asian and Vegetarian. Ideally, the restaurants in each route are located so that the time to travel between them is within 20mins.
- Budget** : \$3735
- Target Participants** : 108 students (36 per route 9 per group)
- Manpower** : 12 Travel Buddies and 12 Station Masters, 3 photographers

Objectives

- Promote social interaction between students.
- Give students an opportunity to meet people and make new friends.
- Promote social integration between local and international students.
- Promote UMSU International.
- Allow students to experience the diverse food culture in Melbourne.
- Introduce good eateries for those who are new in Melbourne.

Event Timeline

Pre - Event

- Briefing: OBs and ISAs in-charge as travel buddies (12) or station masters (12) will be briefed about the event-flow. The briefing will include expectations, group members, area routes, each group's specific timetables, and safety information.

Event

Time (TBC)	Activities	Details
9:00 - 9:30	Briefing	Briefing for all travel buddies and station masters about their respective tasks and important information.
9:30 – 10:00	Registration	Refund of event deposit (\$5), participants will be allocated to their respective group of 9 based on nationality, gender, and dietary requirements. Participants will be sitting in their respective groupings in the theatre.

10:00 - 10:20	Introduction	A speech to welcome the participants and travel buddies, and to promote upcoming UMSU International events. The station masters will go to their respective restaurants.
10:20 - 11:00	Travel	Participants start heading to their designated locations. Participants will travel to the restaurants either by tram or walking, depending on each destination and the group's own discernment. Participants who sign up will be advised to bring a topped up myki on the event day.
11:00 - 15:00	The Adventure	<p>Participants will be given approximately 40 minutes to enjoy their meal in each eatery in the central locations</p> <p>One station master will be allocated to each of the restaurants. They are responsible for facilitating and organising each group to ensure that the group and food arrive on time. They are also responsible to contact the coordinators in case of problems.</p> <p>Travel buddies will be responsible for facilitating ice breaking games (to initiate interactions between participants) throughout the Adventure.</p> <p>*Games may be in place for the adventure, but is yet to be determined.</p>

Potential Restaurants (2 restaurants for main dishes, 2 dessert or snacks). We will be choosing from a list of these restaurants.

Western Fusion (South Melbourne)	Asian	Vegetarian
Burgerlove	Dodee Paidang (Thai @ CBD)	Gong de lin (CBD)
*Agathe Patisserie	Mook Ji Bar (Korean @ CBD)	Veggie bar (Fitzroy)
Hunky Dory	Naughty Nuri's (Indonesian @ CBD)	Yong Green food (Fitzroy)
*Dim Sim	PappaRich (Malaysian @ CBD)	Billy & Lucy (Fitzroy)
*Oysters	Dessert Story (Taiwanese @ CBD)	Girls & Boys (Fitzroy)

Ziggy's Eatery	Shanghai Street (Chinese @ CBD) - If they allow reservations, if they don't, open to other suggestions of any good Chinese restaurants)	Trippy Taco (Fitzroy)
Wise Guys' Pizza and Pasta		Radhey Kitchen and Chai Bar (Fitzroy)
*Fritz Gelato		Healthy Planet (Fitzroy)
*Cannoleria		Lentil as Anything (Abbotsford)
St. Ali Coffee and Roasters		Just Falaf(North Fitzroy)
		Vegan Shack (Richmond)

* South Melbourne Market

Budget Breakdown

This estimated budget breakdown is based on one year's worth of budgets. Calculations and explanations are in Appendix 1.

Expenditure	Amount (\$)
Estimated expenditure for travel buddies and participants (108+12=120 people, \$28 per head)	3360.00
Estimated expenditure for station masters and photographers' lunch (15 people, \$15 per head)	225.00
Game items & prizes for games and photo competition	150.00
Total	3735.00

Activities

There will be several ice breaking activities carried out during the event.

There will also be a photo taking competition, which participants can win prizes from, and the restaurants can also receive publicity.

4.4 Beach Please!

Coordinators: Pik Yu Teh, Natassia Minhtri, Kenny Wong

Date: Saturday, 2nd March 2019

Time: 10am-4pm

Venue: Port Melbourne Beach

Meetup: Lecture Theatre for registration

Transport: Tram 1 (Topped up Myki)

(Melbourne University/Swanston St) Tram Stop 1 to Port Melbourne Beach (Stop 32 Beaconsfield Pde/Victoria Ave)

Budget: \$1600

Manpower: TBC game/station masters, 16 travel buddies, 1 photographer

Targeted Participants: 56 students

Aims

- To introduce new international students to the famous tourist spot and beach in Melbourne.
- Serve as a platform for incoming and current students to meet new friends, get to know each other and stay in touch in the future.
- Promote UMSU International by providing further information about our services during the event itself.
- Incorporate Australian culture into the games held at the beach
- Familiarize students with the how-tos and tips living in Melbourne such as public transport systems, weather, food and culture, famous tourist spots etc.

Schedule

10 00 - 10 45: Registration at lecture theatre

10 45 - 11 15: Bonding session at South Lawn (introduction, group name and group cheer)

11 15 - 12 15: Tram 1 to Stop 32 Beaconsfield Pde/Victoria Ave, then short distance walk to Port Melbourne

12 15 - 13 15: Station games

13 15 - 14 05: Walk to Lunch place in town

14 05 - 15 05: Lunch

15 05 - 16 05: Chill at beach, water, volleyball games

16 05 - 16 25: Announce winner for station games

16 25 - 15 35: Dismiss participants

15 35 - 16 00: Clean up

Process

1. The participants will be reminded to bring extra clothes and jacket as they might get wet from station games and the weather will be cold in the evening during sunset watching.
2. All participants will gather at lecture theatre by 10:00am for registration. During registration, names will be ticked off and deposits will be returned. They will then be allocated into groups. A short

powerpoint will be presented regarding the brief timeline of the event. The travel buddy will then lead them to Port Melbourne by tram. There will be 8 teams of 7 people (plus two travel buddies per group). The role of the travel buddy is to direct their teams in terms of communication with teammates and other OBs/ISAs, station games as well as ensure a smoother journey.

3. Once all groups arrive to South Lawn, they will need to come out with group name and group cheer. It will then followed by 5 station games (two groups will compete against each other at each game station).
4. All groups have to leave the tram stop latest by 11.30am. It should take 50-60 minutes to arrive at the beach.
5. Station games will begin at 12.15pm. During station games, two groups will compete against each other at each game station.
6. Station games will finish at 13:15pm. Groups will then walk together into the Port Melbourne town, and arrive at the restaurant for fish and chips. The participants will be given free time one hour to eat, mingle, and take photos in the town.
7. Groups will then go back to the beach and play a round robin competition of volleyball on the volleyball courts. They will also be given free time to play at the beach.
8. By 4:05pm, all groups will be gathered to announce the winner for station games, and prizes will be awarded
9. The event is officially finished at 4.15pm, and the participants can head back to the city. The participants are dismissed. OB/ISAs will stay after to clean up.

Station Games

- Randomly allocate two groups to go against each other at each game station
- One to one group competition at each game station
- The winning team at each station will be rewarded with 2 points, the losing team 0 points. A draw will reward each team with 1 point. Station masters will keep records of the points.
- All stations should take 10 minutes so that there is little waiting time between stations.
- Tasks and required necessities will be distributed by station masters once the teams have reached the stations. All team members **MUST BE PRESENT** at each station before the challenge can commence.
- Proposed potential station games: water balloon handball, water bucket relay, sand castle competition, limbo dance and watermelon eating competition

Budget Allocation

Item	Budget Allocation
Lunch	\$ 1000
Drinks	\$ 100
Prizes	\$ 200
Beach games equipments	\$ 150

Miscellaneous (emergency kits, ponchos, sunscreen, tissues, cups, colour bands)	\$ 150
Total	\$ 1600

4.5 Orchard Invasion

Coordinators: Yaan Kit Ng, Jenn Lin Tay , Yunan Lin

Date of event: 3rd March 2019 (Sunday)

Time: 9:30 - 18:00

Venue: Rayners Orchard (to be confirmed)

Manpower: 11 OBs/ISA (including coordinators)

Targeted participants: 60 participants

Budget: \$3,500

Transport: Coach

Objectives:

To allow international students:

- To participate in the country life of picking and tasting fruits from farms
- Serve as a platform for incoming and current students to meet new friends, get to know each other and stay in touch in the future.
- Promote UMSU International by providing further information about our services during the event itself.

Schedule:

09:00 - 9:30: Registration at University / Briefing

9.30 - 10:15: Ice breaking games

10.15 - 11.30: Depart to Orchard

11:30 - 12:30: Lunch

12:30 - 14:30: Fruit Picking

14.30 - 15.00: Travel to second location

15.00 - 16.30: Additional Activity TBC (ex: sanctuary, lotus water garden)

16:45- 18:00: Depart back to Uni

Flow of Event

During registration, a deposit of \$15 will be collected from each participant to avoid participants pulling out at the last minute.

On the event itself, participants will gather at Uni at 9.00am. Participants will be split into 8 groups. After registration, a few ice-breaking games will be played.

Participants will then depart to the orchard for an hour, followed by lunch at the orchard. In the afternoon, participants will commence with fruit picking and an additional activity.

The event will end around 16:30 where participants will head back to Uni.

Fruits Availability: Peaches, Nectarines, Plums, Apricot

Proposed Ice-Breaking Games: Never Have I Ever, Speed Dating, Improv Poetry, Charades, Pictionary and others

Budget Allocation:

Item	Budget allocation
Coach	\$1200
Rayner’s Orchard entree fee (TBC)	\$1470
Lunch	\$490
Additional activity (TBC)	\$340
Total	\$3500

4.6 Summerfest Appreciation Dinner

- Coordinator** : Dylan Lau & Xinling Lu
- Date** : late Week 1 (Day-TBC)
- Time** : 6pm – 7.30pm
- Venue** : (TBC)
- Participants** : All OB/ISAs helped in Summerfest and FONs (around 60 persons)
- Manpower** : 3-5 OBs



Budget Allocated : \$700

Aims

- To appreciate the support of all OB/ISAs for summerfest.
- To enhance the bonding between the OBs and ISAs.

Budget Allocation

Note: Left over budget from Carnival day and other o-week events may be allocated to appreciation dinner budget.

Catering	\$700.00
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4. Conclusion

The Cultural & Social team hopes to assist new international students with the transition to study abroad. Our events aim to help participants know more about Australian culture through food, indigenous tour, fruit picking and beach activities. Our events also serve as a platform for newly formed friendships between students from diverse backgrounds. Moreover, we hope to encourage further bonding between the committee departments, and with ISAs through organizing and executing the events in joint effort.

In addition, Summerfest is one of the best opportunities for UMSU Intl to publicize ourselves as the peak representative body of all international students. We should fully utilize the exposure to raise awareness of international student affairs, as well as our future events such as the Summit and Night Market.

This concludes my proposal. Please feel free to approach anybody from the Cultural & Social team should you have any questions or suggestions.

Prepared by,

**The Cultural and Social Department 2018/2019
UMSU International**

Customised Goods 2019 ProposalCentral Committee Meeting #6 – Friday 19th October 2018**1. Introduction**

This proposal covers the customised goods to be ordered for the whole of Semester 1, 2019. The items will be distributed to students in goodie bags during Carnival Day, Summerfest for the brand awareness of UMSU International to the newly-enrolled students. Note that the notebooks are to be given out during Exam Pack Giveaway, Semester 1.

2. Expenses

Items	Quantity	Price per unit \$	Price \$
Cap	700	4.90	3,430
Wall Planner	700	1.50	1,050
Hand Sanitiser	700	2.00	1,400
Water bottle	700	3.30	2,310
Umbrella	700	8.30	5,810
Notebook (EPG)	500	2.70	1,350
ISA Shirts	60	12.50	750
Total			16,100

The expenses will be covered under the budget allocated to the Media & Communications department.

3. Conclusion

This concludes my report. If there is any comment or suggestion, please feel free to address it to myself, or the Media & Communications team.

Prepared by,

Hana AGUSTINE
Media & Communications Director 2018/2019
UMSU International

ISA Appreciation Dinner Semester 2 2018 Final Report

 Central Committee Meeting #6 – Friday 19th October 2018

1. Introduction

UMSU International 's Appreciation Night was held on the Saturday, 13th of October 2018 at European Bier Café & Rooftop Bar. The theme of the event was "Grease in Greece". The purpose of the event is to appreciate the efforts of the International Student Ambassadors in all the events organized by UMSU International throughout their term from Semester 1, 2018 to Semester 2, 2018. There was a total of 65 participants who attended, including the graduating ISAs, OBs and the organizing team. There were various performances and games throughout the night and a 3-course meal was provided.

2. Event Layout

5 pm	Organizing team and performers arrive at European Bier to set up and prepare
6:30 pm	Graduating ISAs and OBs Arrive
6:45 pm	Play Game 1 (Charades)
7:00 pm	Bellie and group perform, Garlic Pizza Served. Followed by Performance from Jack.
7:20 pm	Mains served with Wei Jen and Andy's Performance. Followed by performances from Jasmine and Xinling Respectively.
8:00 pm	Best Dressed OBs and ISAs announced; Lucky Draw
8:15 pm	Game 2 starts (Wrapping Mummies)
8:40 pm	Start of Trivia
9:10 pm	Kpop Group Performance
9:20 pm	President's Speech, Followed by Handing Out Certificates
9:45 pm	Group Picture and Clean Up

3. Budget and Expenditure

The total budget allocated for this event was **\$4600**.

Items	Amount
Venue Hire and Food	\$3500.00
ISA Gifts (Chocolate)	\$388.55
ISA Medals and Trophies	\$460.00
Decorations & Games	\$188.70
Total	\$4537.25
Budget surplus	\$62.75

4. Problems

- Quite a few OBs and ISAs failed to show up on that day despite filling in 'Yes' in the attendance sheet.
- Charades was a mess due to lack of practice with the organizing team
- Mummy wrapping game did not enough space
- There was a last minute change to vegan meal on that night
- There were not enough microphones on the day and no guitar plug-in system was provided due miscommunication with the venue manager.
- Some tables were not provided with garlic pizza and some were provided with two instead
- All the performers came late, hence there was not enough time to go through soundcheck.
- Table sitting was inefficient and there weren't enough space for some of the games

5. Suggestions

- Confirm meals again before ordering
- Confirm what the venue offers in terms of available equipment hire before confirming with performers
- Hire/ Request for a photographer to be on duty that night instead of ISAs
- Go through games prior to the night to ensure it will run smoothly.

6. Conclusion

Overall, the event was successful; both ISAs and OBs had a great dinner and time to bonding together.

On behalf of the HR Department, I would like to thank the office bearers who attended the event and the ISAs who contributed to plan for this event. This concludes my report and please do not hesitate to approach us if you have any queries or suggestions.

Prepared by,

James Bima NOTOWIDJOJO
Human Resources Director 2018/2019
UMSU International

Exam Pack Giveaway Semester 2 2018 Final Report
 Central Committee Meeting #6 – Friday 19th October 2018

1. Introduction

This report concludes the Exam Pack Giveaway (EPG) held on Wednesday, 10th of October, in collaboration with Youth Charity Society (YCS), who gave out origami with written motivational quotes, and Meat and Greet by the HR department.

Coordinators: Education & Welfare and Human Resources Departments

Date: 10th of October 2018, Wednesday

Time: 12 PM to 2 PM

Venue: North Court, Union House

Number of: 500 students (approximately)

2. Event Flow

2.1 BBQ event

In conjunction with the exam pack giveaway, the HR department also held Meat and Greet from 12 PM – 2 PM. The reception from the students was very good and no food was wasted. In short, Meat and Greet was successful and well-received. E&W department managed to collect ISS responses concurrently.

2.2 Exam Pack

Period	Tasks
Week 10	Purchase of items for exam support packs
Week 11	Exam Pack Giveaway

Time	Activity
10:30am -12:00pm	Set up
12:00pm -2:20pm	Exam Pack Giveaway
2:20pm - 3:00pm	Clean up

3. Expenditure

A total of 1,600 AUD (excl. GST) and 450 AUD (excl. GST) have been allocated for Exam Pack Giveaway and Meat & Greet respectively.

A. BBQ Breakdown

A total of 450 AUD has been allocated for this section.

Item	Quantity	Price	Total costs
White bread (650g)	10	\$1.00	\$10.00
Coles Multigrain Sandwich Bread	15	\$1.50	\$22.50
Birds Eye Frozen Bubble & Squeak	20	\$3.00	\$60.00
Coles Frozen Hash Browns	8	\$3.00	\$24.00
Masterfoods Squeezy Sweet Chilli Sauce	2	\$3.30	\$6.60
Coles Mild American Mustard	3	\$2.00	\$6.00
Coles 3 Ply White Paper Towel (2 Pack)	4	\$2.00	\$8.00
Coles canola oil cooking spray	2	\$1.85	\$3.70
Coles 1 Ply Serviettes (100 pack)	6	\$0.95	\$5.70
Coles Tomato sauce 2L	1	\$4.00	\$4.00
BBQ hire	3	\$30.00	\$90.00
Chicken and Beef sausages			\$250
Final Total			\$490.50
Budget Allocated			\$450.00
Budget Deficit			(\$40.50)

B. Exam Pack Breakdown

A total of 1,600 AUD was allocated for this section. Below is the finalised list of the items that were included in the exam pack.

Item	Quantity	Cost (AUD)
Pencil Case	300	\$400.99
Uncle Tobys	34 (packs)	\$204.00
Snickers & Mixed Variety Party Pack Bundle	26 (packs)	\$117.00
Packet Drinks (Up n Go)	42 (boxes)	\$462.18
Pencils	200	\$39.58
Pens	300	\$96.00
Speaker (from AVM)	2	\$55.00
Printing (Wonderbowl Vouchers)	500	\$87.00
Total Amount		\$1461.75
<i>Budget Allocated</i>		<i>\$1600.00</i>
<i>Budget Surplus</i>		<i>\$138.25</i>

The exam pack included the following sponsored items and UMSU International merchandises.

Item	Quantity
Vouchers:	
• Humble Rays	314
• Castro's Kiosk	500
• Wonderbowl	500
• Oriental Spoon	500
• TeaLive	600
• Cake Creations	500
• Hokkaido cheese Tart x Pafu	500
• Strike	500
Motivational Origami (by YCS)	500

Coffee sachet (Old Town White Coffee)	500
Highlighters (by UMSU Welfare)	500
Haribo	600
Indomie	600
Chitato Chips (packets)	510
Yochi Water	500
Tic Tacs	560
Red Bull	500
Pens	500
UMSU Intl merchandises: <ul style="list-style-type: none"> • Notebook • Folder • Tote bag 	Depends on the stock availability

C. Aggregated Expenditure

Event	Total costs	
BBQ	90.50	
Exam Pack	461.75	
Total	\$1952.25	
Budget Allocated	\$2050.00	
Budget Surplus		\$97.75

4. Comments and Recommendations

4.1 Pre-event preparation

1. Since EPG is usually conducted in conjunction with Meat and Greet, a huge crowd tends to gather. Hence, it should be considered that next time possibly the whole North Court should be booked. This is also suggested as there was a minor issue with the EPG queue interfering with Bhakti Yoga.
2. Alternatively, E&W officers should contact Bhakti Yoga prior to the event, as a gesture of respect, and to seek consensual arrangement.

3. As some items arrived either just in time for the event or did not arrive, it is highly recommended that the orders for the items should be placed at least 2 weeks prior to the event. This is to make sure that the items are ready by the event day. As such, any ordered yet undistributed items, such as pens and transparent pencil cases, will be stored for the next EPG.
4. Some items were noticed to have been consumed or taken away prior to the event. To prevent such cases in the future, it is highly recommended that as OBs, we set an example for ISAs by strictly not taking any of the items and reprimanding others if they are caught taking the items for themselves.

4.2 Event logistic

1. Since the set up started 30 minutes earlier than usual, there was ample time to arrange the tables and bollards, as well as to transport the items from the lounge. As a result, the event was able to begin on time and ran smoothly. This time frame is highly recommended to be adopted for the future EPGs.
2. The waiting time was long (30 minutes on average) and it is believed that students spent the most time selecting vouchers, resulting in a long wait. It was observed that students took most of the vouchers, thus it is suggested that all vouchers are stapled together and distributed with the folder.
3. Towards the end, many students lined up without filling in the ISS beforehand and it caused a little traffic congestion. Hence, OBs should be in charge of supervising ISAs, making sure they are checking it properly.
4. The packing up was relatively efficient.

4.3 Post-event recommendations

1. Feedback from the students includes that healthier snacks, such as raisins, should also be given out.
2. We suggest the continued use of a huge bulletin board with a list of the items printed out and posted as it helps to inform students what items are available and/or still available.
3. Facebook likes increased by 192, from 7,933 to 8,125; followers increased by 190, from 8,218 to 8,408. It is a relatively small increase. Again, OBs should be in charge of making sure ISAs is clear about the task.
4. Having said that, most ISAs proved to be competent in their tasks, evidencing that sufficient briefing can facilitate ISAs' performance. It is therefore recommended that ISAs receive a proper briefing prior to the event.
5. We encouraged students to bring their own bag to promote environmental awareness. However, there was not a huge impact probably due to insufficient marketing exposure.
6. Even though there has been some conflict between YCS and UMSU International during this collaboration, the end goal was to benefit and motivate international students and the collaboration fulfilled that.
7. Given that we distributed all 600 Indomie, it means that we have attracted approximately an additional 100 students than expected. Hence, we should consider expanding the budget/target participants to cater to more students.

1. A small table should be given to YCS.
2. Overall, they are satisfied with the collaboration.

5. Conclusion

Overall, this event was a huge success. It managed to spread positivity and uplift students who may be struggling with their upcoming assignments and exams by taking care of their welfare. A special shout out to the amazing Partnership and Sponsorship department, who managed to find an extensive list of sponsored items; to the Media and Communications department, who helped immensely with the designs and online publicity for this event; to the ever hardworking Education and Welfare department for the smooth event flow; to the Cultural and Social department for lending a hand during the event itself; and the Human Resource department who helped arranged for the manpower required, and lastly, the ISAs who worked tirelessly throughout the whole event. On behalf of the Education and Welfare department, I would like to express our gratitude to the aforementioned groups who helped in making this event a successful one. Hopefully, we will be able to benefit more international students with more wonderful goodies next term.

Should you have any queries, please do not hesitate to contact us. Thank you.

Prepared by,

Zhen Torng LEE
Education & Welfare Officer 2018/2019
UMSU International

6. Other Business

- International Student Survey Partial Report

7. Next Meeting

Date : 15th March 2019, Friday, 4.30pm

Venue : To be confirmed

1. Introduction

This report concludes the International Student Survey 2018, which was conducted through Google Form, during week 5 to week 11, semester 2, 2018 (20/08 - 12/10).

The International Student Survey 2018 sought to explore international students' experiences at The University of Melbourne, including aspects such as: awareness and perception of UMSU Intl, university and academic experience, health and safety, cultural climate, work and employment, financial situation, as well as exchange/study abroad.

The complete report for International Student Survey 2018, containing detailed results and suggestions, will be released closer to the commencement of semester 1, 2019. This report will hopefully a) shed light on areas of improvements pertaining to UMSU International and The University, b) provide direction and evidence for student advocacy, and c) encourage discussions regarding international student experience amongst individuals and institutions.

2. Task Allocation

The following table details the task allocation across Education and Welfare Department (E&W) Office Bearers and the International Student Ambassadors (ISAs):

	Tasks
E&W Office Bearers	Publicity: a. Cooperated with the Human Resources Department to manage publicity schedules. b. Cooperated with the Media & Communications Department to design and disseminate promotional material.
	Compose/ Edit/ Analyse Survey: Po-Han Kung (Terry) composed and edited the survey in consultation with E&W Office Bearers. While all E&W Office Bearers collaborated in the administration and data analyses of the survey.
	Manage Survey Lucky Draw: Prizes suggestion, obtainment, as well as the selection of winners, were carried out by Archit Agrawal.
ISAs	ISAs assisted with both physical and digital publicity using flyers and social media posts.

3. Survey Timeline

Week 5	Start of Survey Response Collection
Week 11	End of Survey Response Collection
Week 12	Preliminary Analyses
Prior to Start of Semester 1, 2019	Publication of Survey Final Report

4. Expenditure

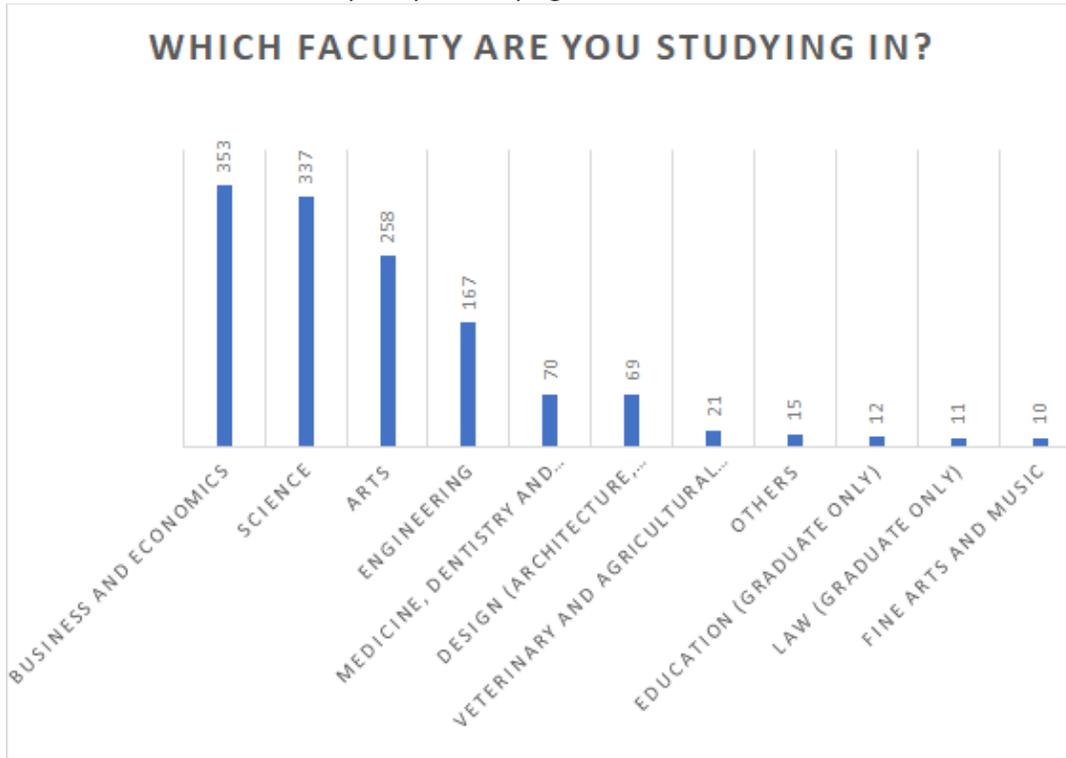
Item	Details	Total
Budget Allocated:		\$1000
Actual Expenses:		
Polaroid Cameras (with extended 2 years warranty) + Mini Film Packs	\$126.7 x 2	\$253.4
Google Home Mini	\$74 x 2	\$148
\$50 Co-Op Gift Cards	\$50 x 5 + \$2.25 Surcharge	\$252.25
Coles-Myers Gift Cards	\$30 x 10	\$300
Total Actual Expenses:		\$953.65
Budget Surplus:		\$46.35

5. Results

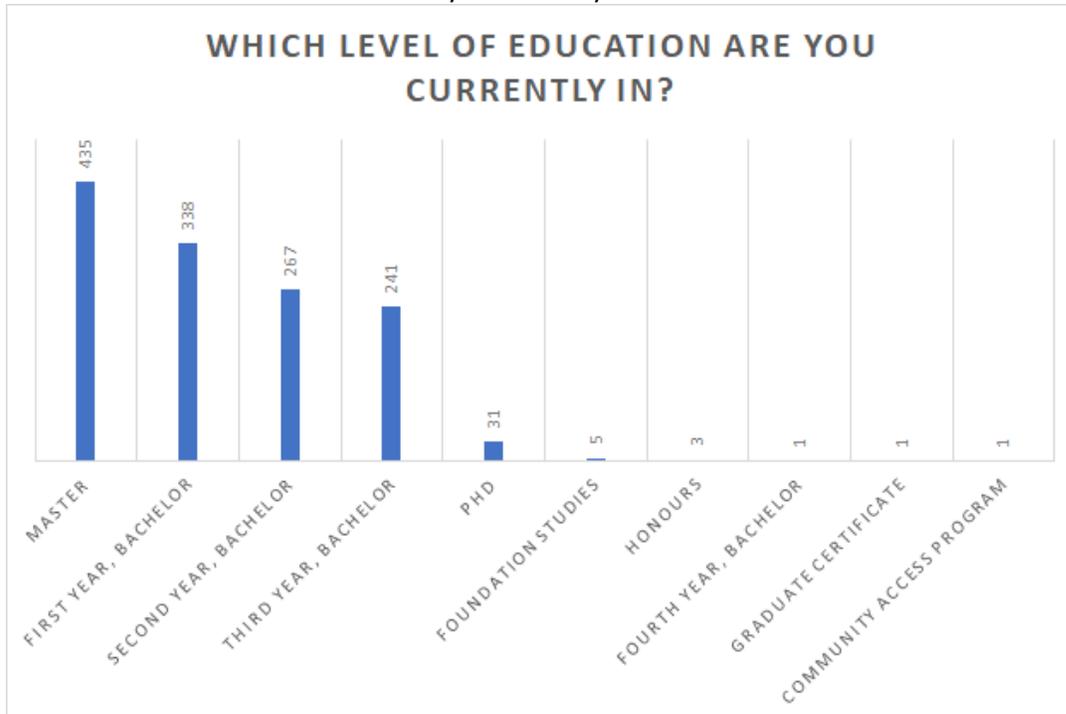
A sum of **1564** responses was obtained. Repeated submissions, non-international student responses and responses without informed consent were filtered out, resulting in **1323** valid responses for analyses. Qualitative results will be presented in the final report whilst major quantitative findings are summarised in the following pages:

5.1. General Information

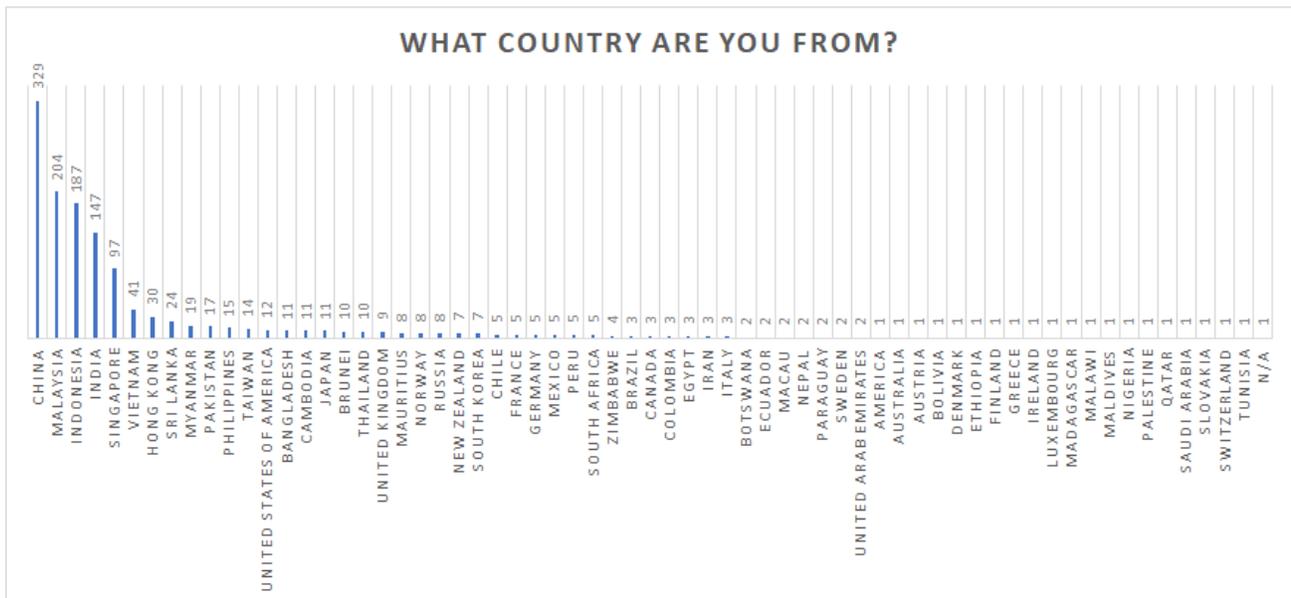
a. Which faculty are you studying in?



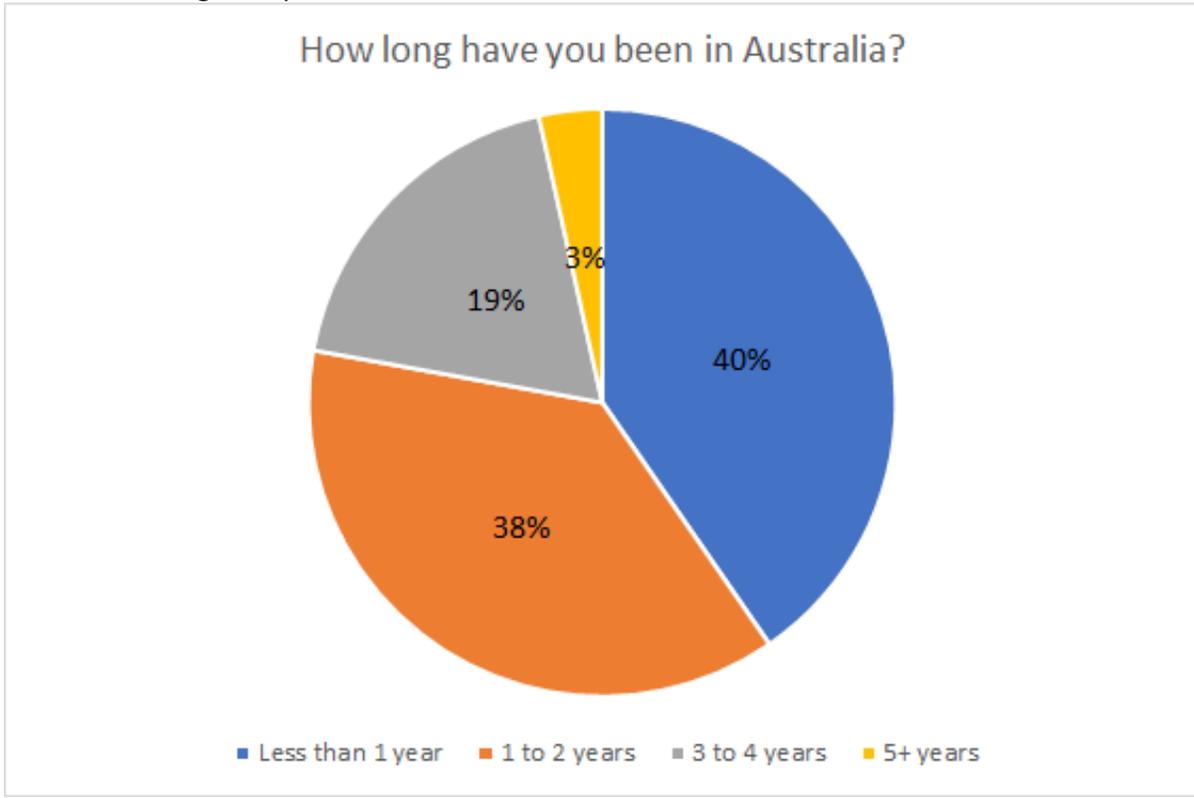
b. Which level of education are you currently in?



c. What country are you from?

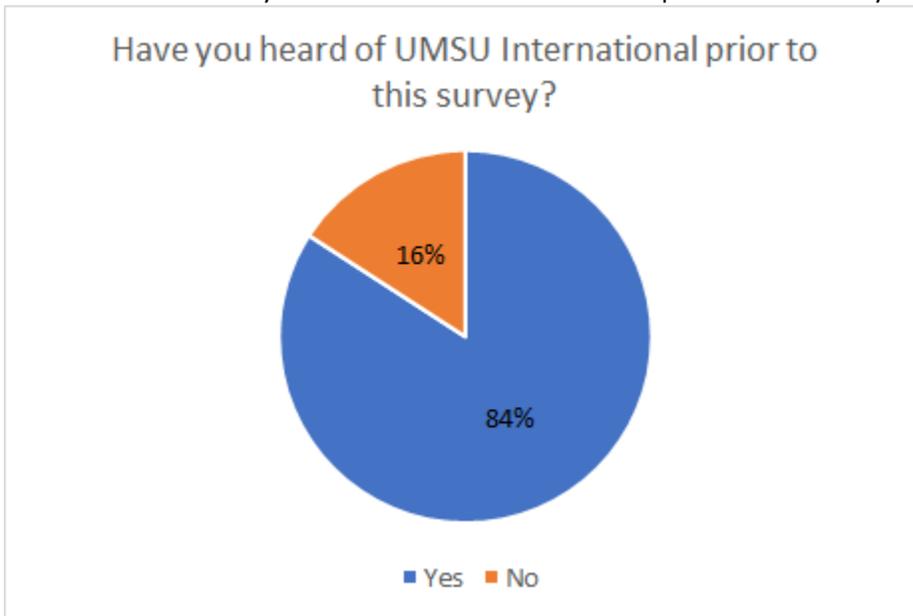


d. How long have you been in Australia?

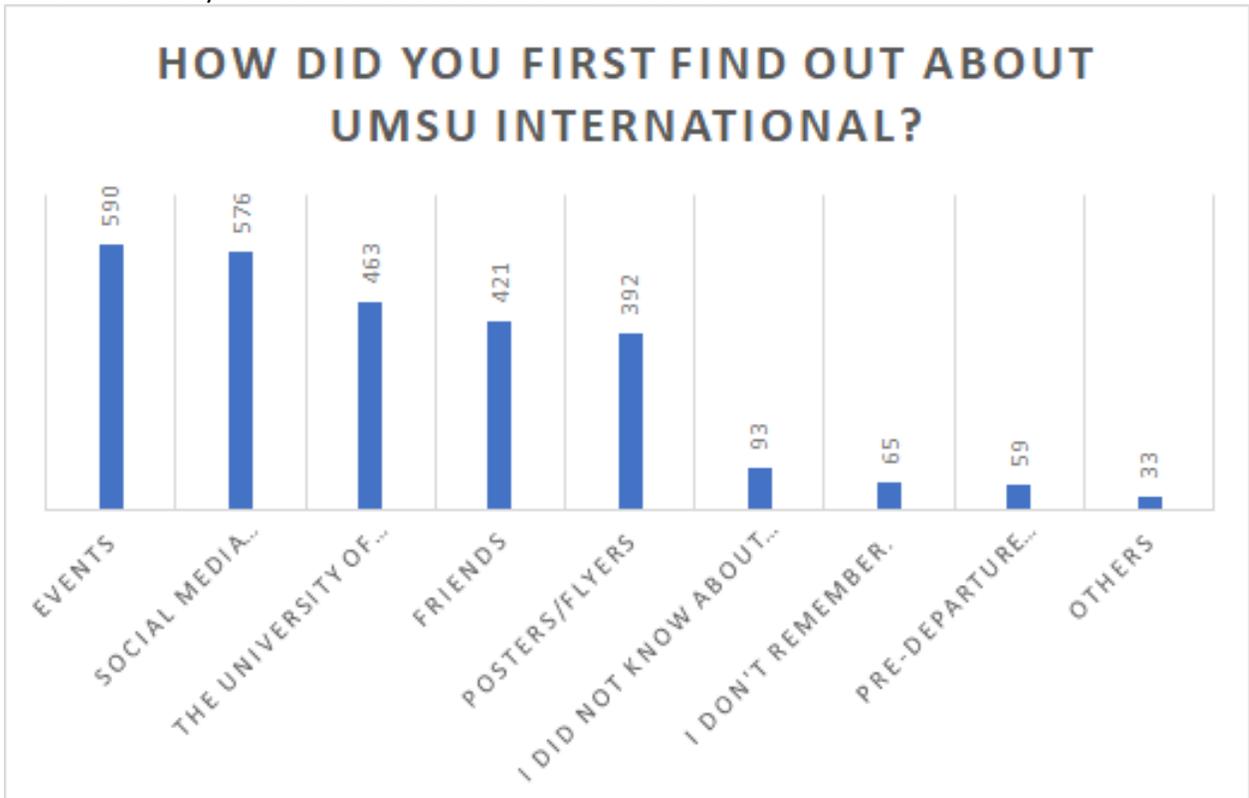


5.2. Awareness and Perception of Umsu International

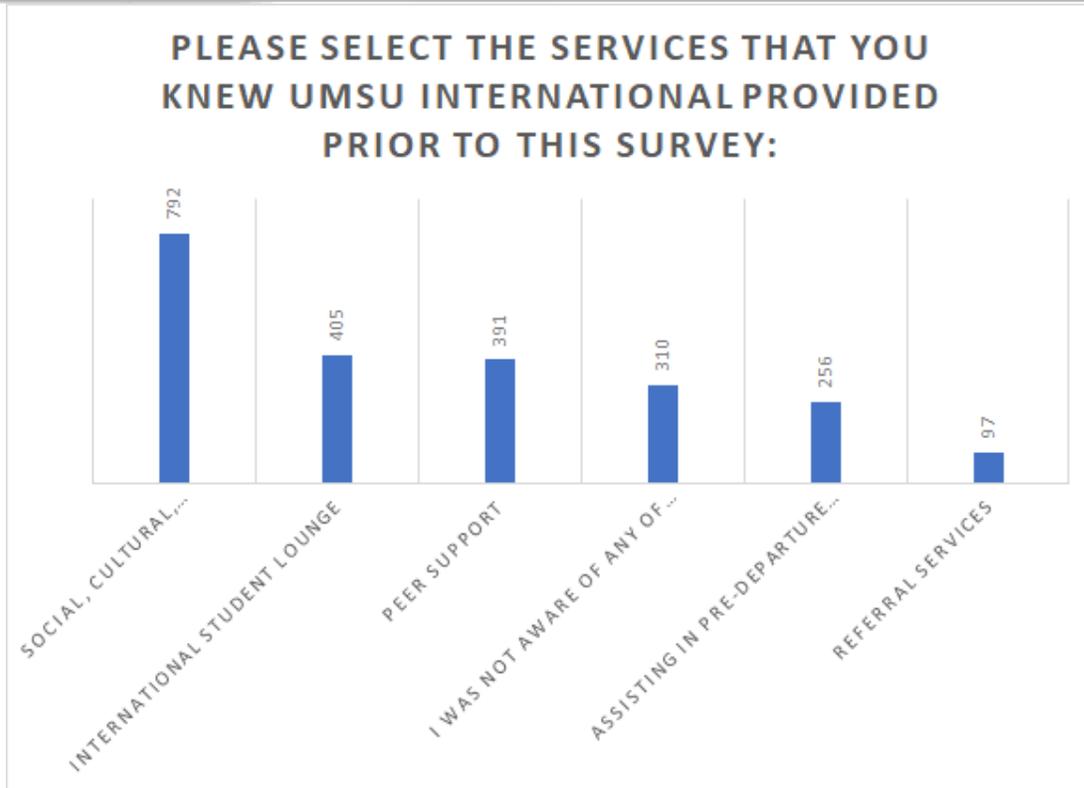
a. Have you heard of UMSU International prior to this survey?



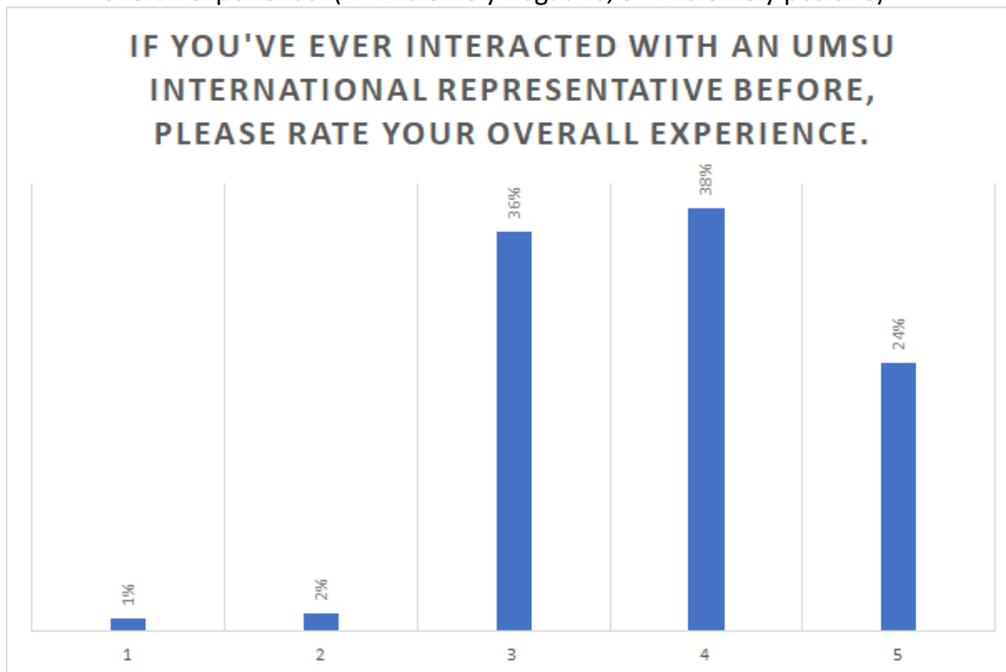
b. How did you first find out about UMSU International?



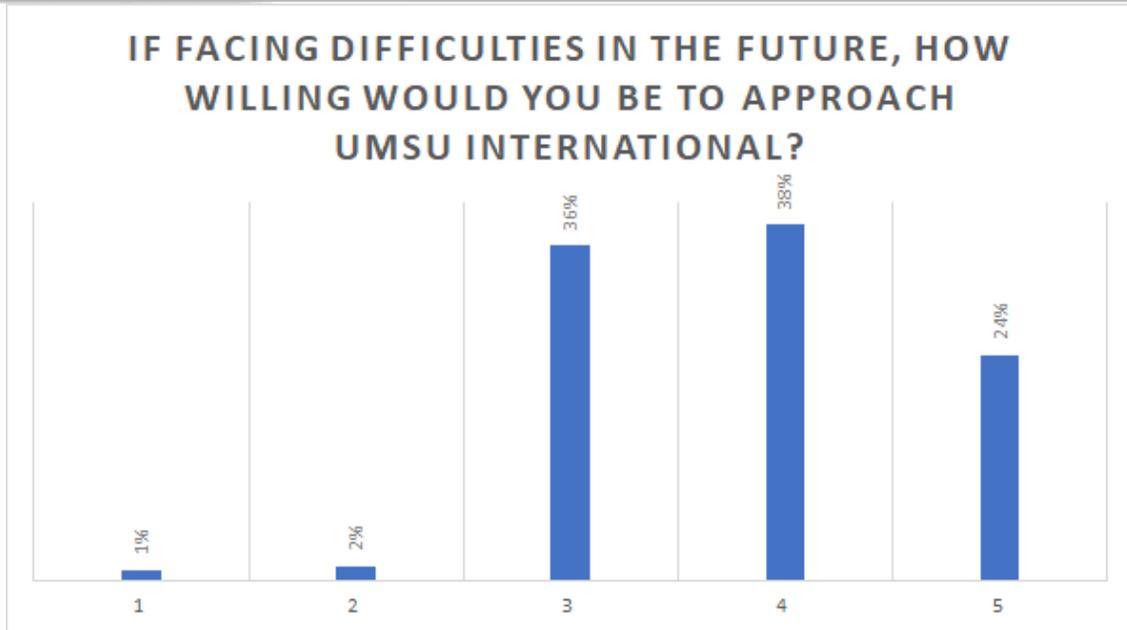
c. Please select the services that you knew UMSU International provided prior to this survey.



- d. If you've ever interacted with an UMSU International representative before, please rate your overall experience. (1 - Extremely negative, 5 - Extremely positive)

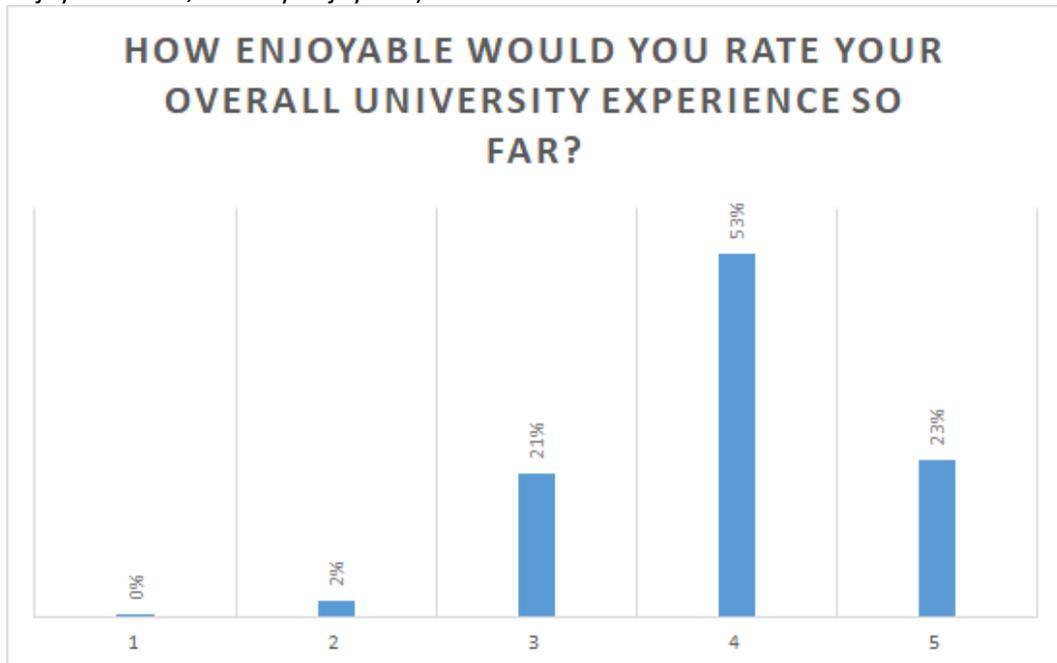


- e. If facing difficulties in the future, how willing would you be to approach UMSU International? (1 - Very unwilling, 5 - Very willing)



5.3. University and Academic Experience

a. How enjoyable would you rate your overall university experience so far? (1 - Not enjoyable at all, 5 - Very enjoyable)



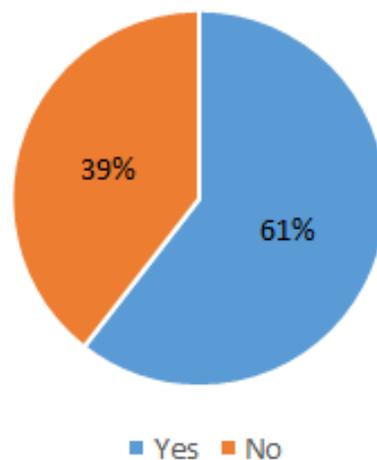
b. What have made your university experience more enjoyable?

WHAT HAVE MADE YOUR UNIVERSITY EXPERIENCE MORE ENJOYABLE?



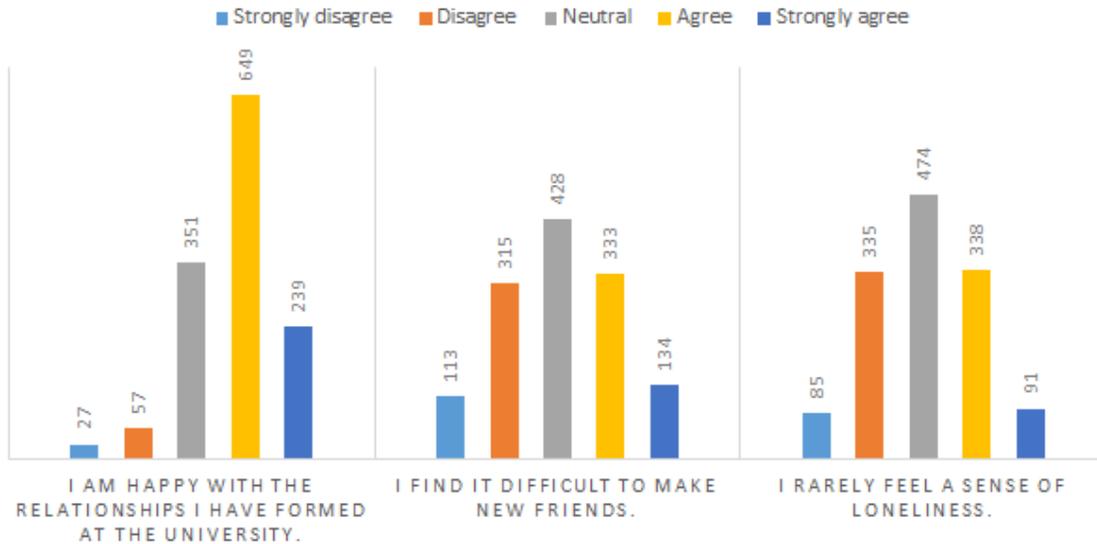
- c. Are you actively involved with any clubs, societies or sports within the University of Melbourne?

Are you actively involved with any clubs, societies or sports within the University of Melbourne?

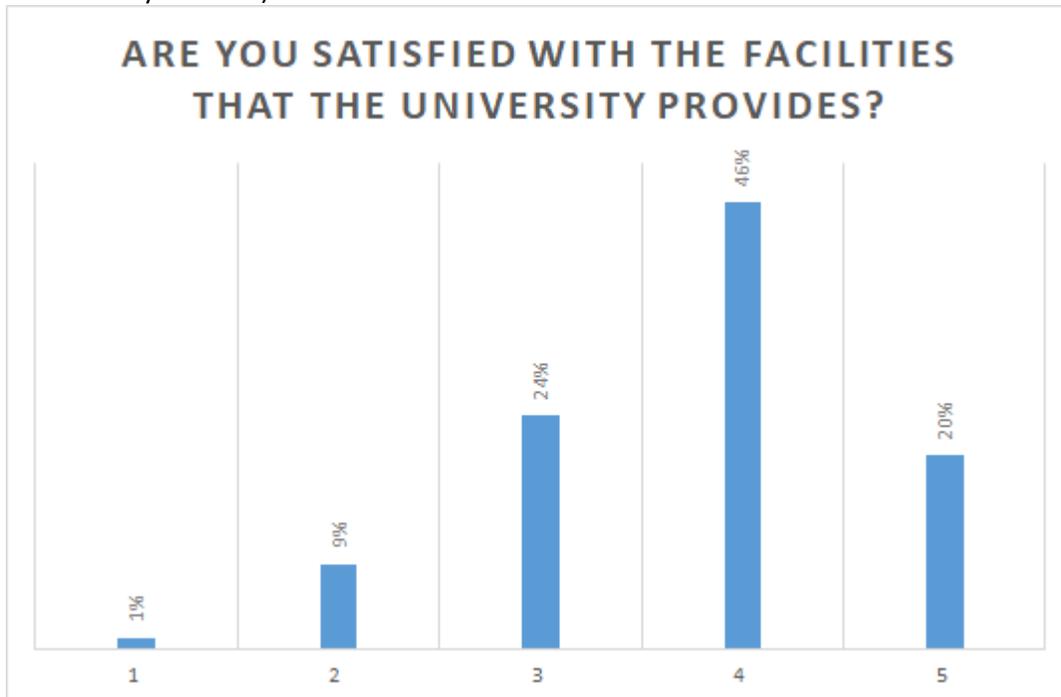


- d. Please select your agreement with the following statements:

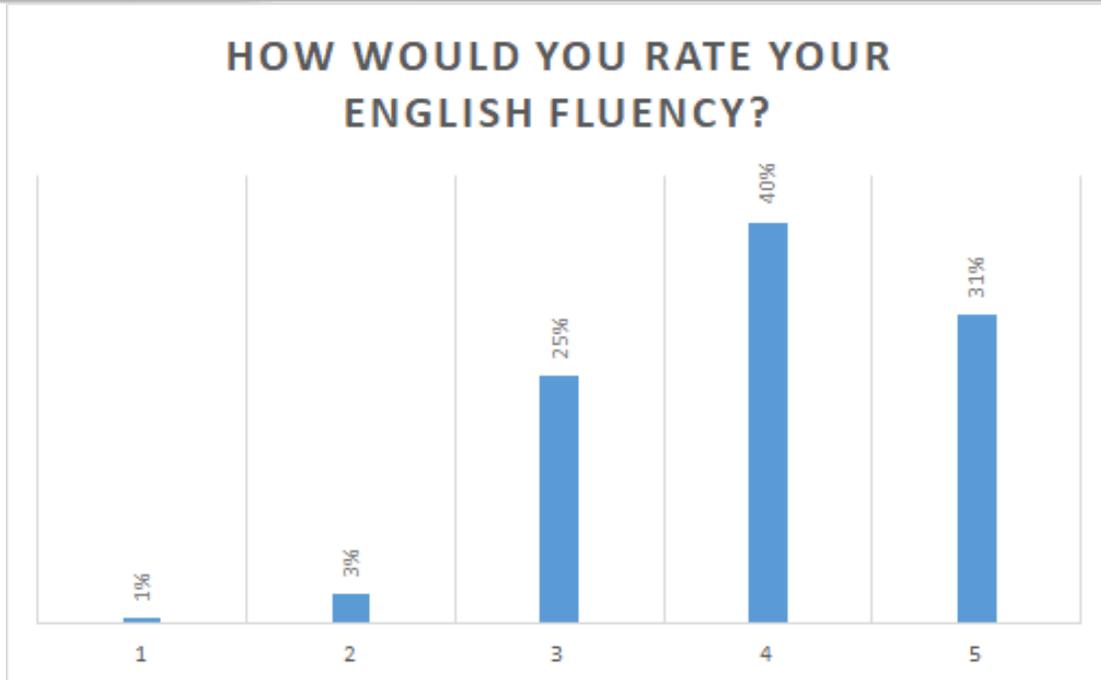
PLEASE SELECT YOUR AGREEMENT WITH THE FOLLOWING STATEMENTS:



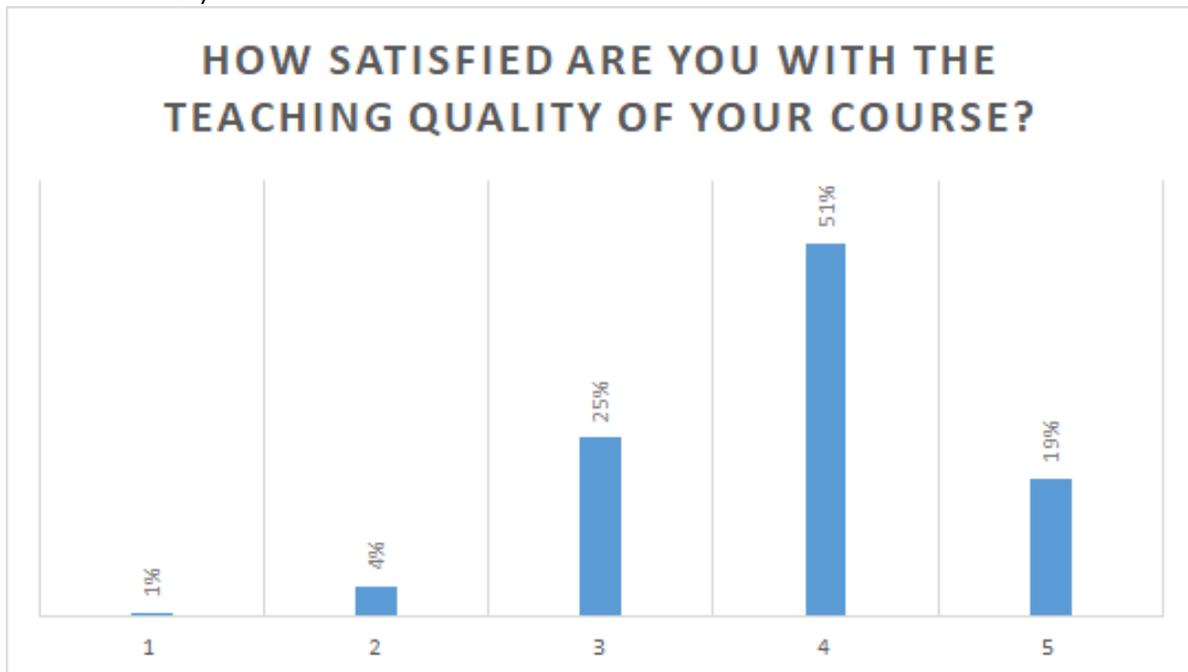
- e. Are you satisfied with the facilities that the University provides? (1 - Not satisfied at all, 5 - Very satisfied)



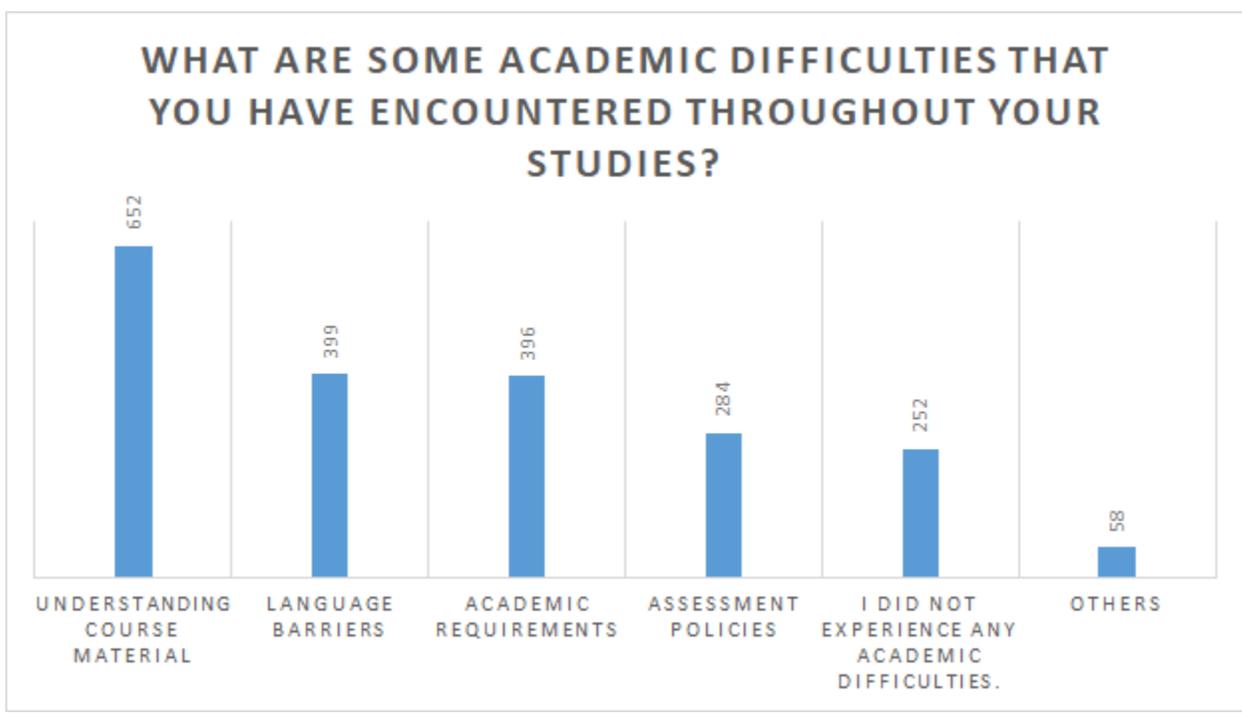
- f. How would you rate your English fluency? (1 - Very low, 5 - Very high)



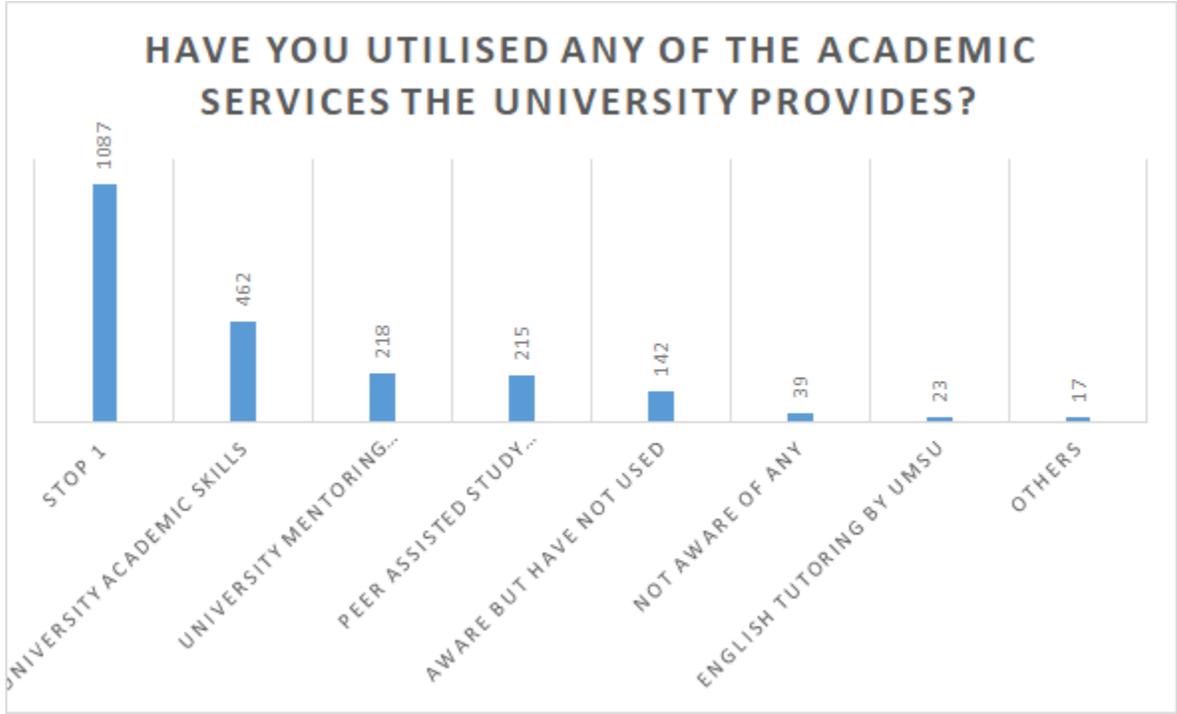
- g. How satisfied are you with the teaching quality of your course? (1 - Not satisfied at all, 5 - Very satisfied)



h. What are some academic difficulties that you have encountered throughout your studies?

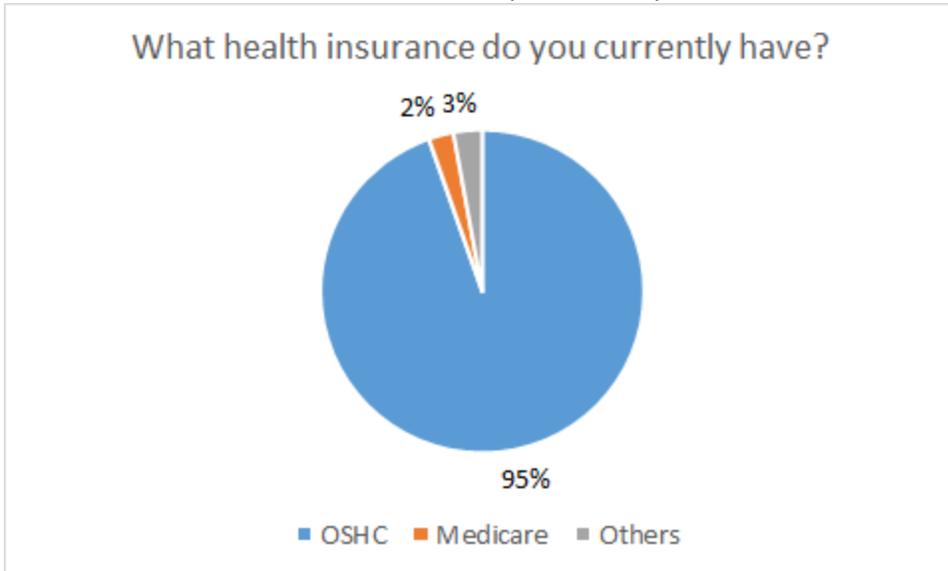


i. Have you utilised any of the academic services the University provides?

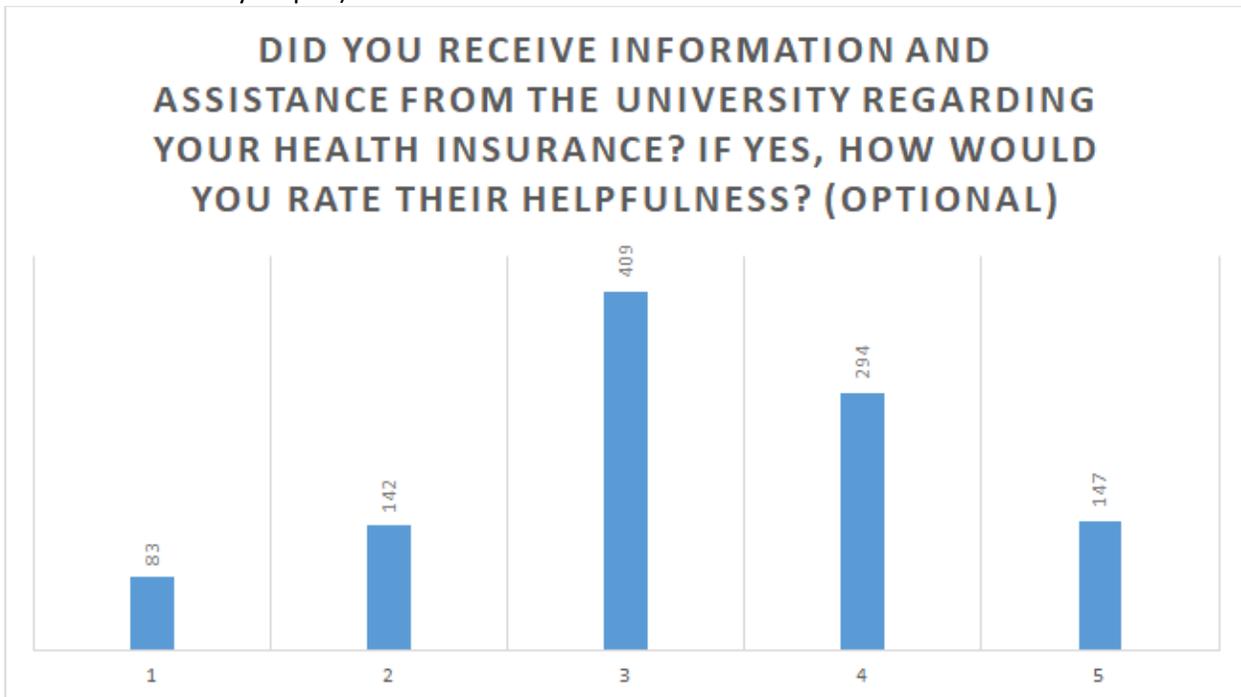


5.4. Health and Safety (WARNING: This section might contain questions of a sensitive nature.)

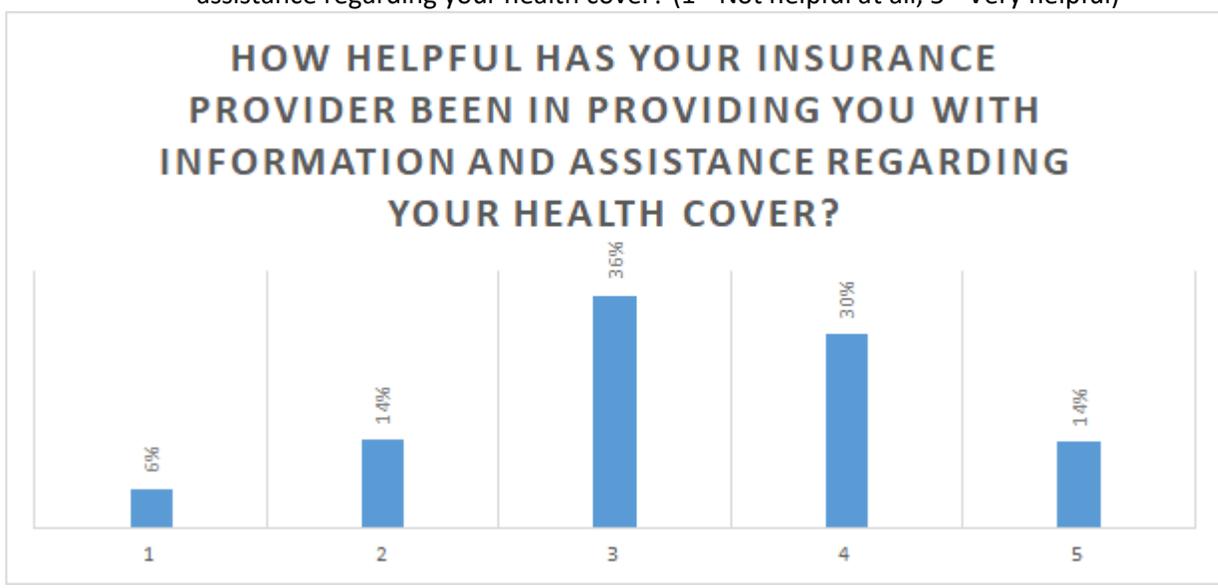
a. What health insurance do you currently have?



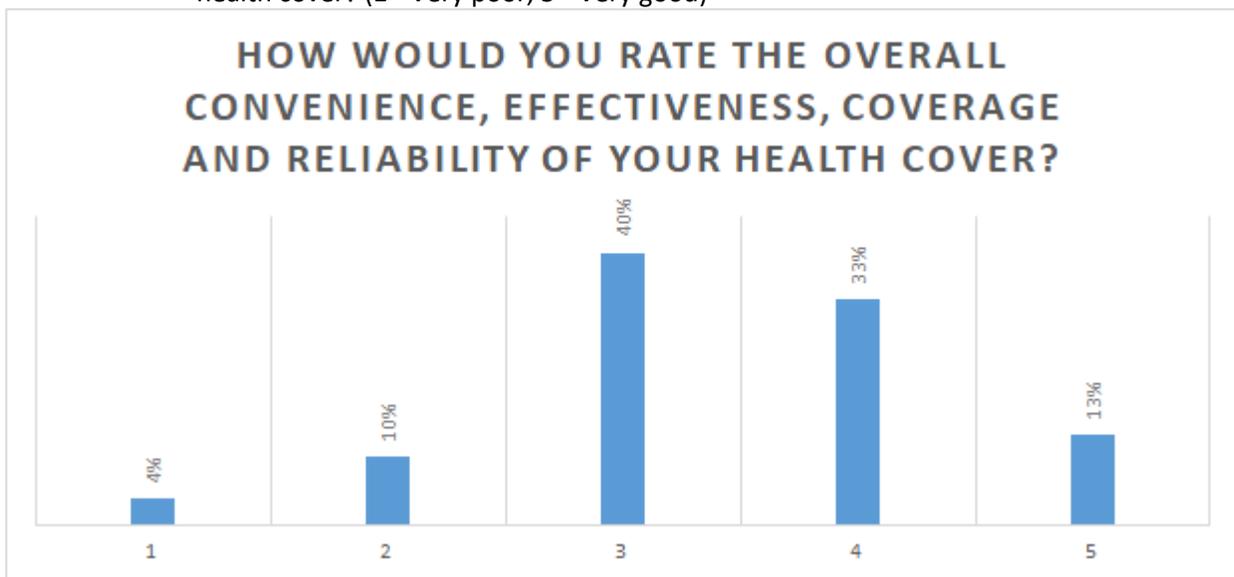
b. Did you receive information and assistance from the University regarding your health insurance? If yes, how would you rate their helpfulness? (optional) (1 - Not helpful at all, 5 - Very helpful)



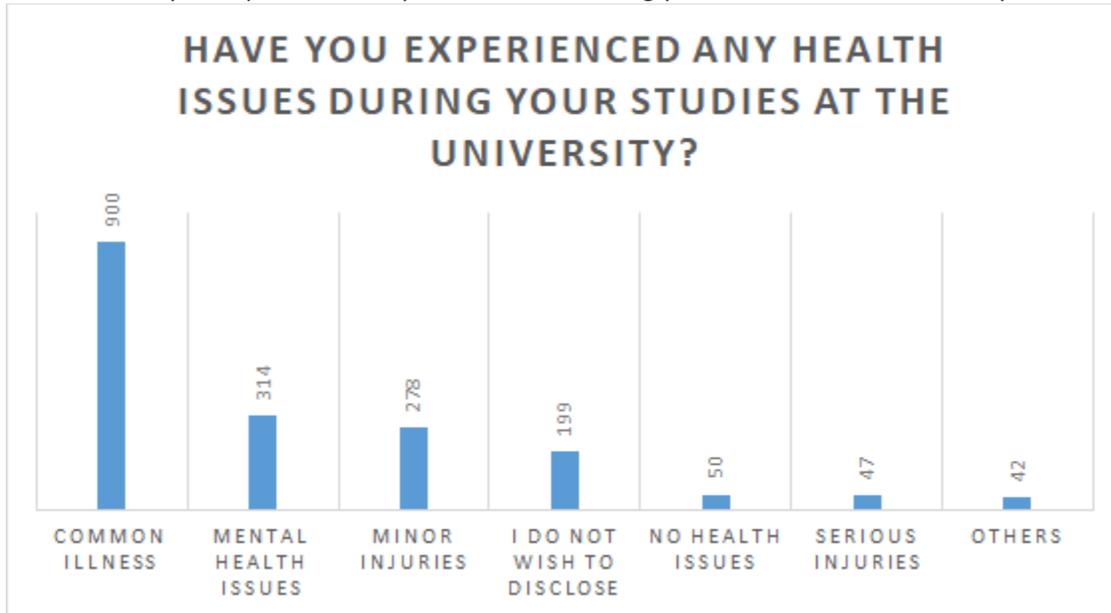
c. How helpful has your insurance provider been in providing you with information and assistance regarding your health cover? (1 - Not helpful at all, 5 - Very helpful)



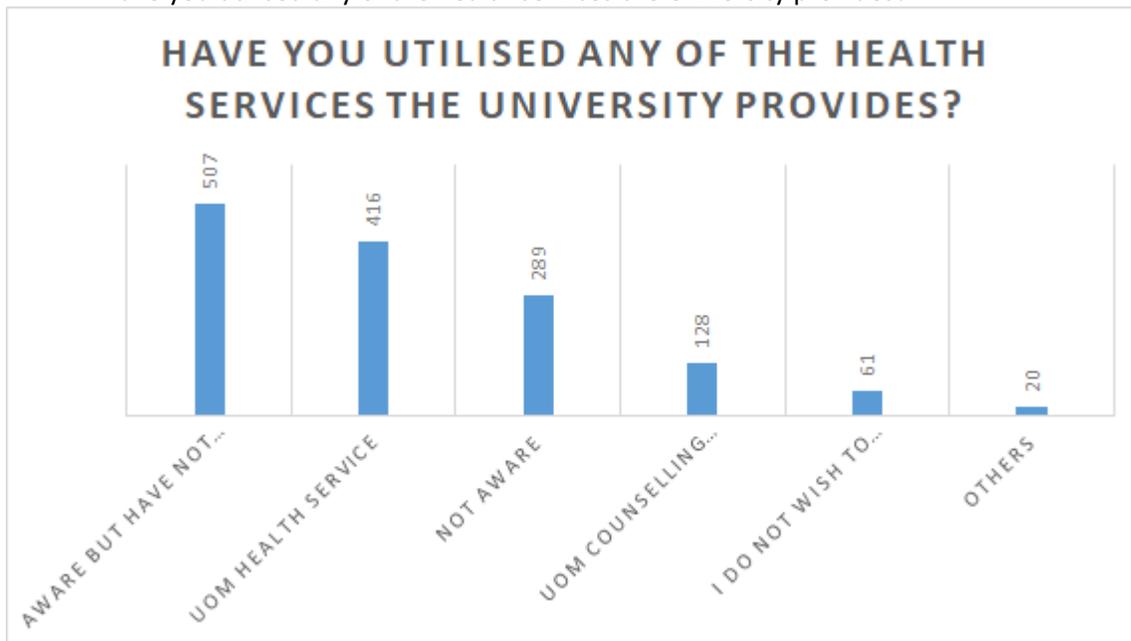
d. How would you rate the overall convenience, effectiveness, coverage and reliability of your health cover? (1 - Very poor, 5 - Very good)



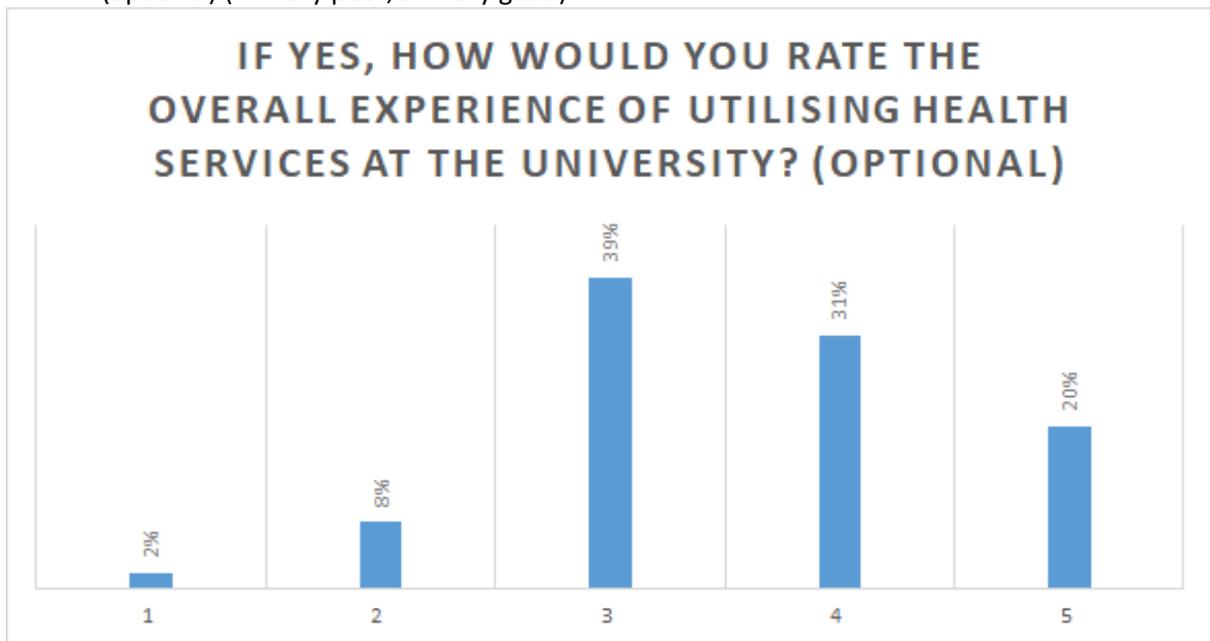
e. Have you experienced any health issues during your studies at the University?



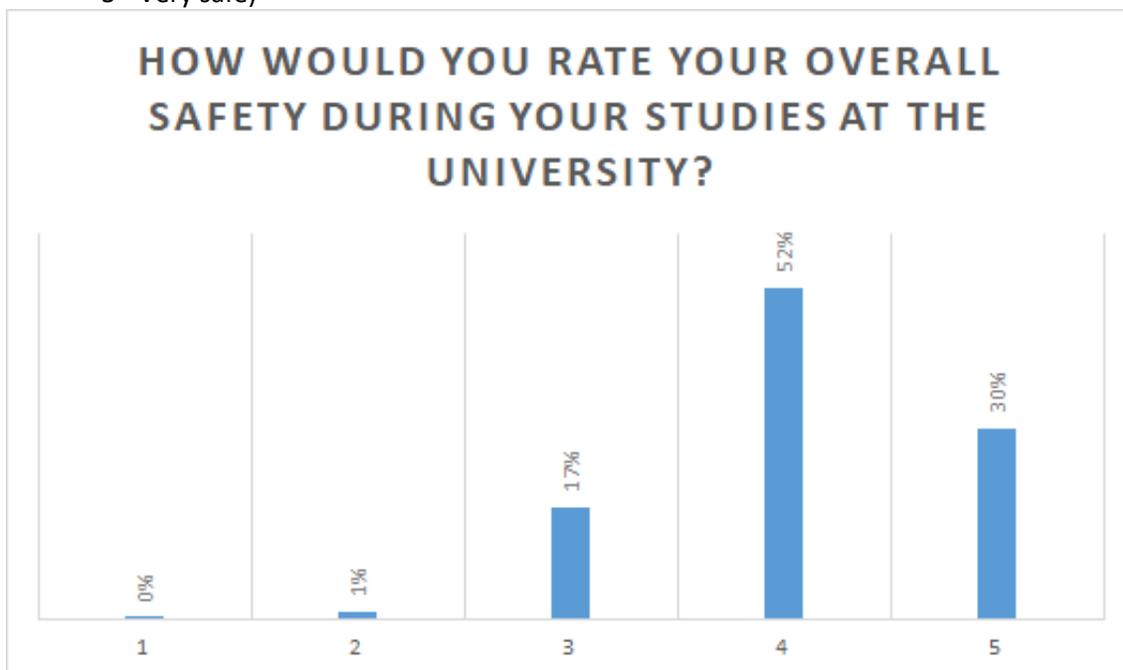
f. Have you utilised any of the health services the University provides?



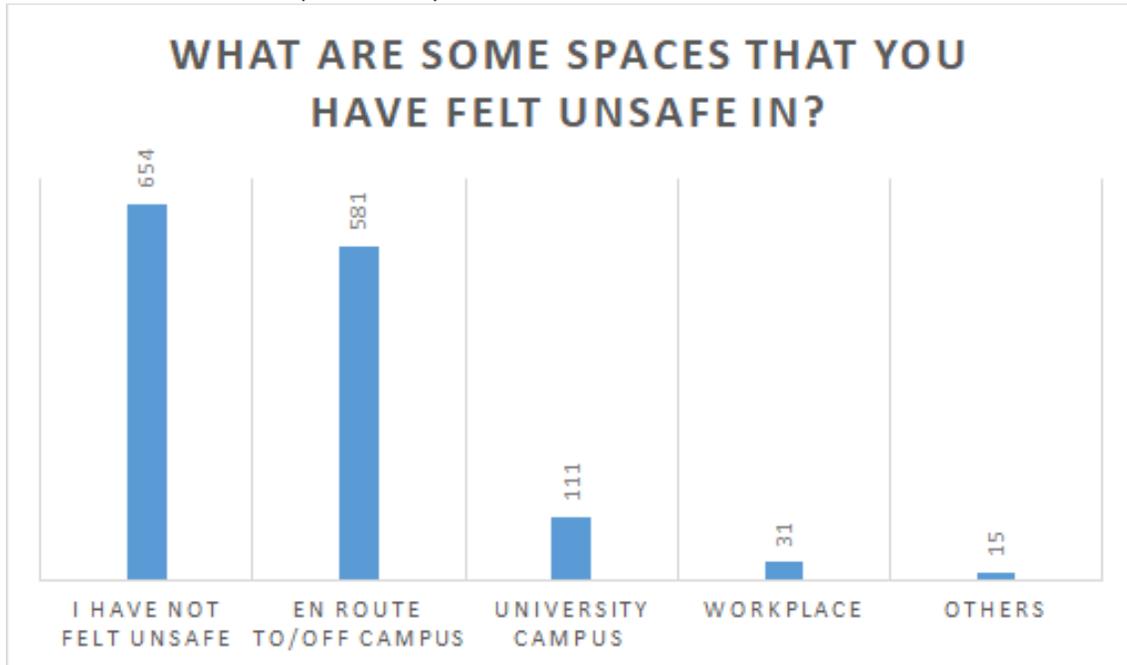
- g. If yes, how would you rate the overall experience of utilising health services at the University? (optional) (1 - Very poor, 5 - Very good)



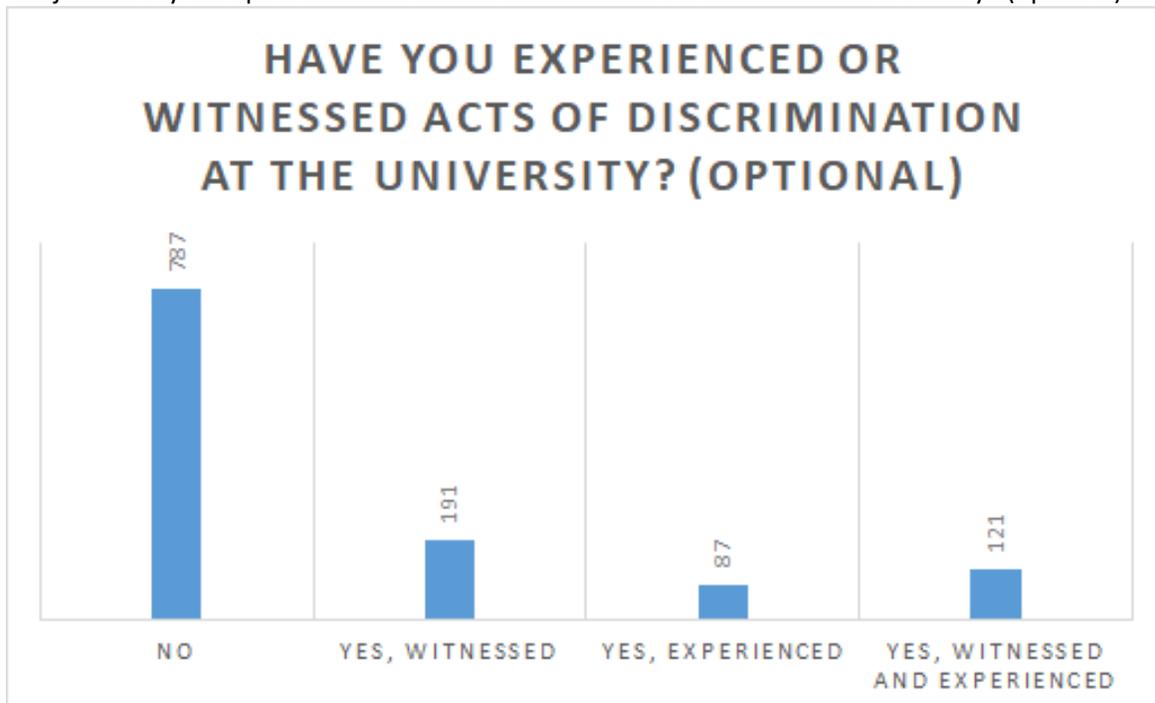
- h. How would you rate your overall safety during your studies at the University? (1 - Very unsafe, 5 - Very safe)



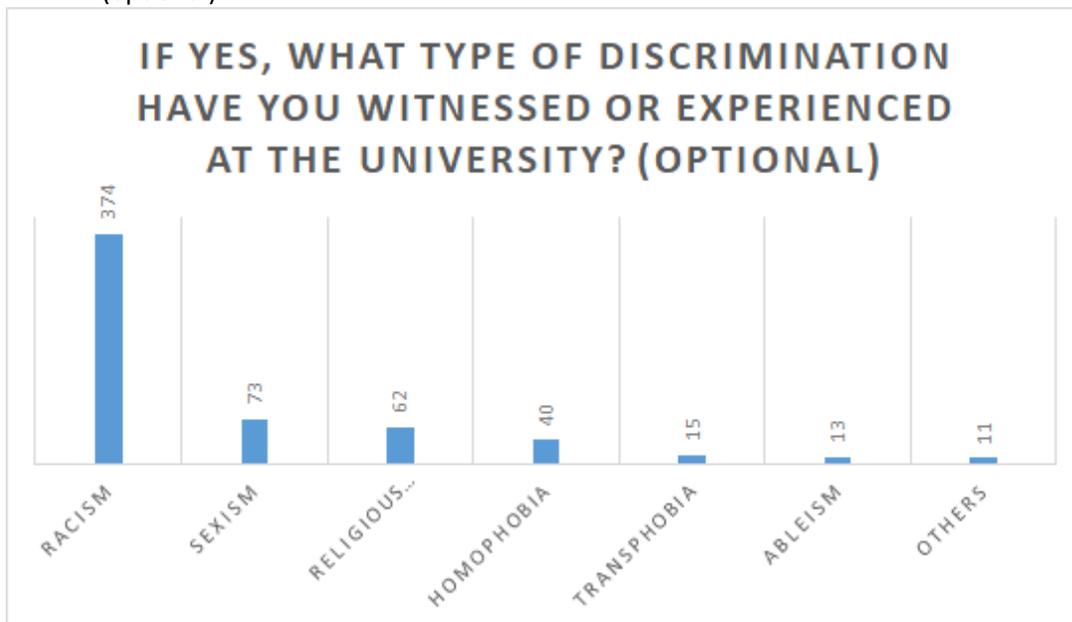
i. What are some spaces that you have felt unsafe in?



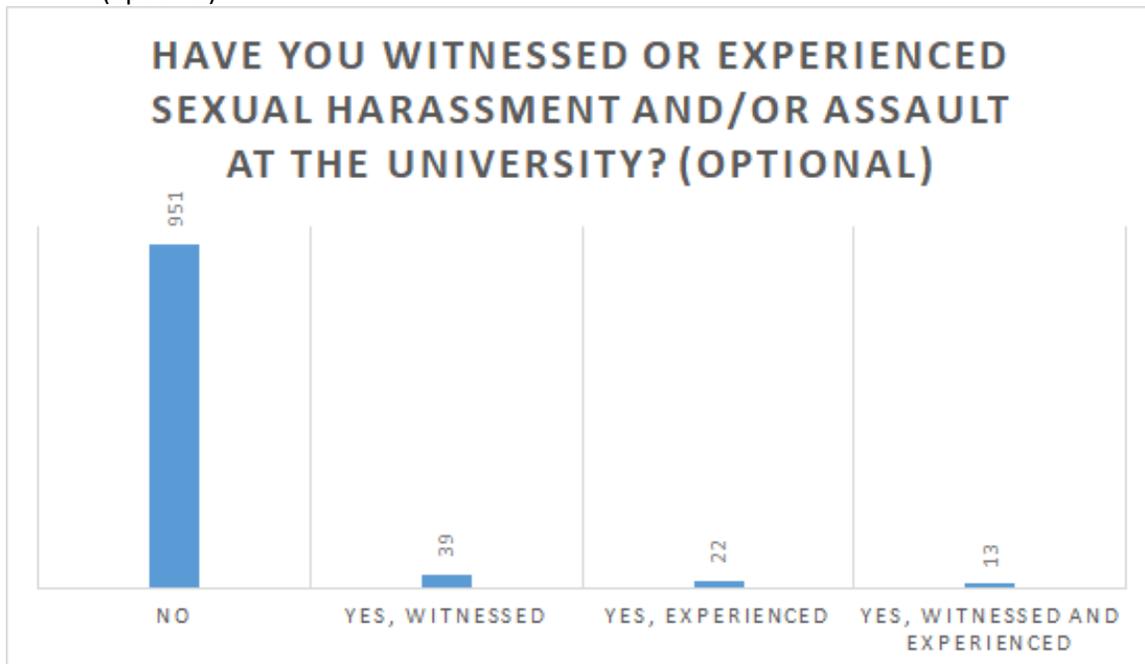
j. Have you experienced or witnessed acts of discrimination at the University? (optional)



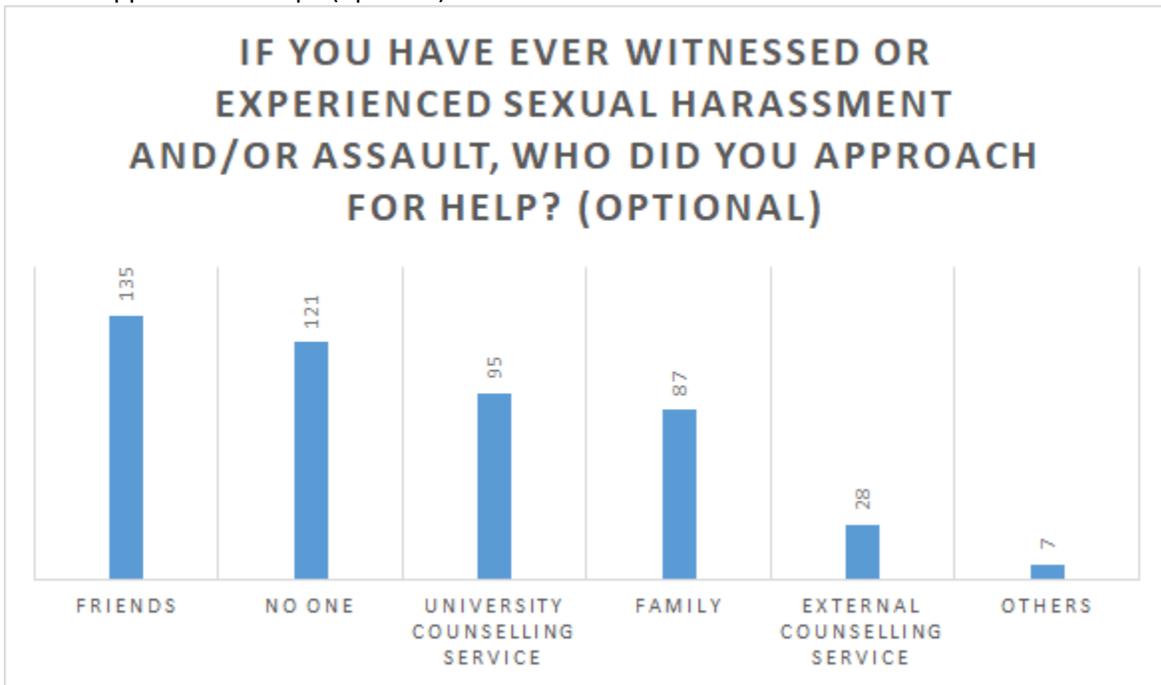
- k. If yes, what type of discrimination have you witnessed or experienced at the University? (optional)



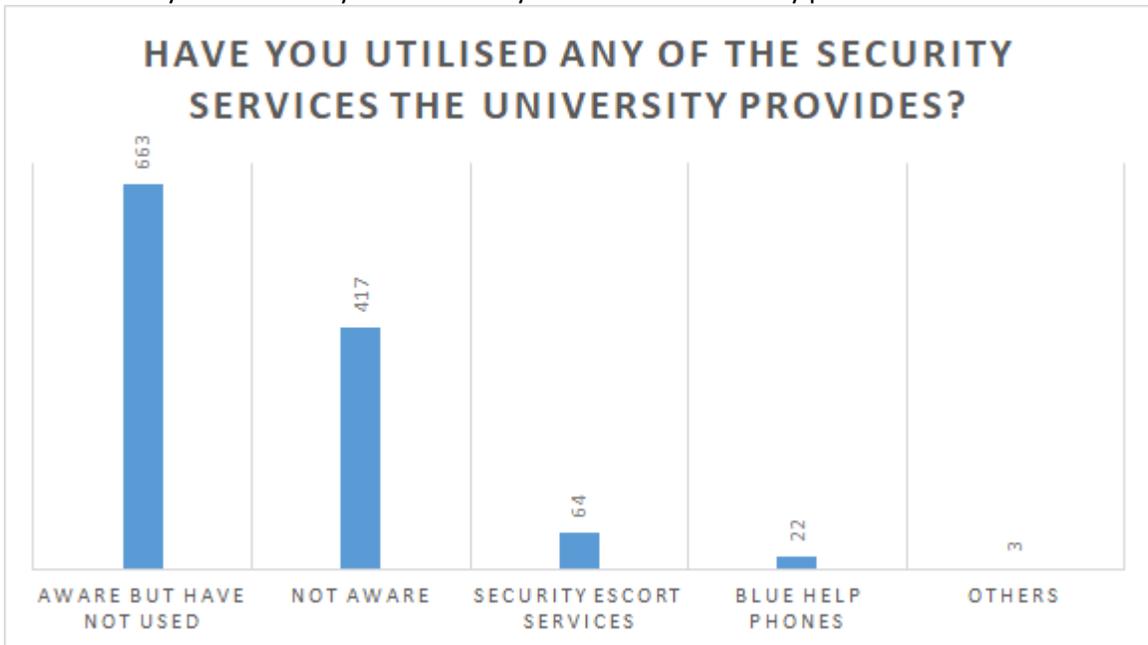
- l. Have you witnessed or experienced sexual harassment and/or assault at the University? (optional)



m. If you have ever witnessed or experienced sexual harassment and/or assault, who did you approach for help? (optional)

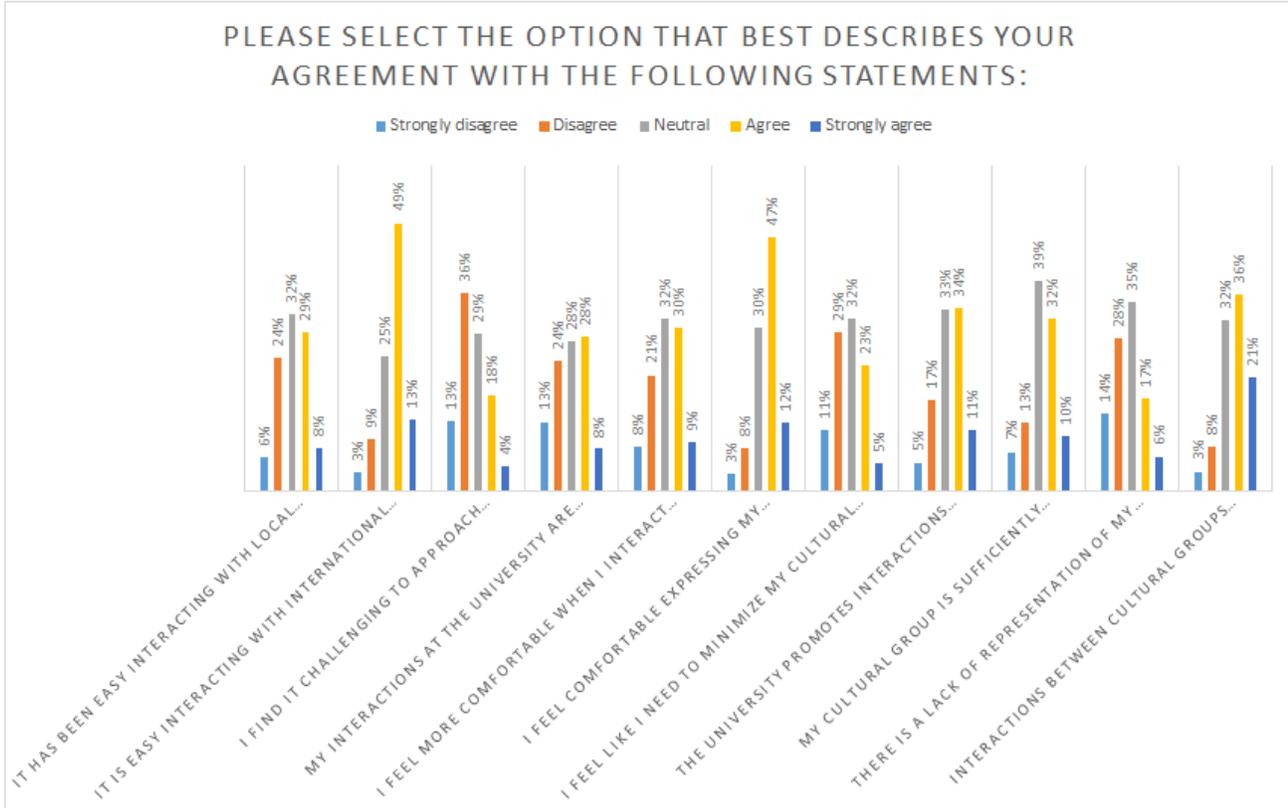


n. Have you utilised any of the security services the University provides?



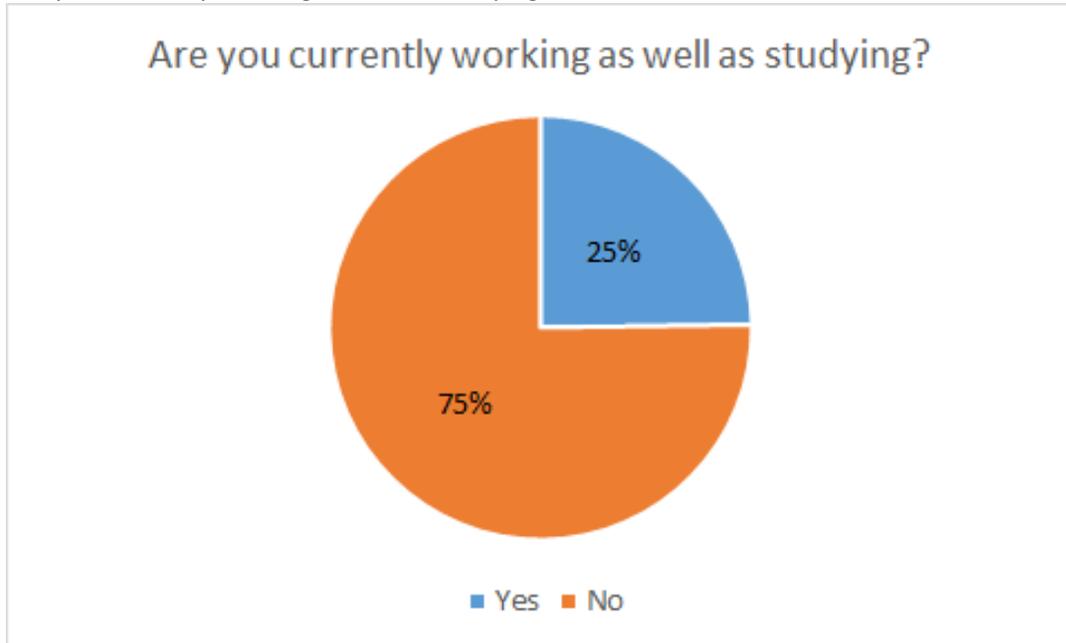
5.5. Cultural Climate

a. Please select the option that best describes your agreement with the following statements:

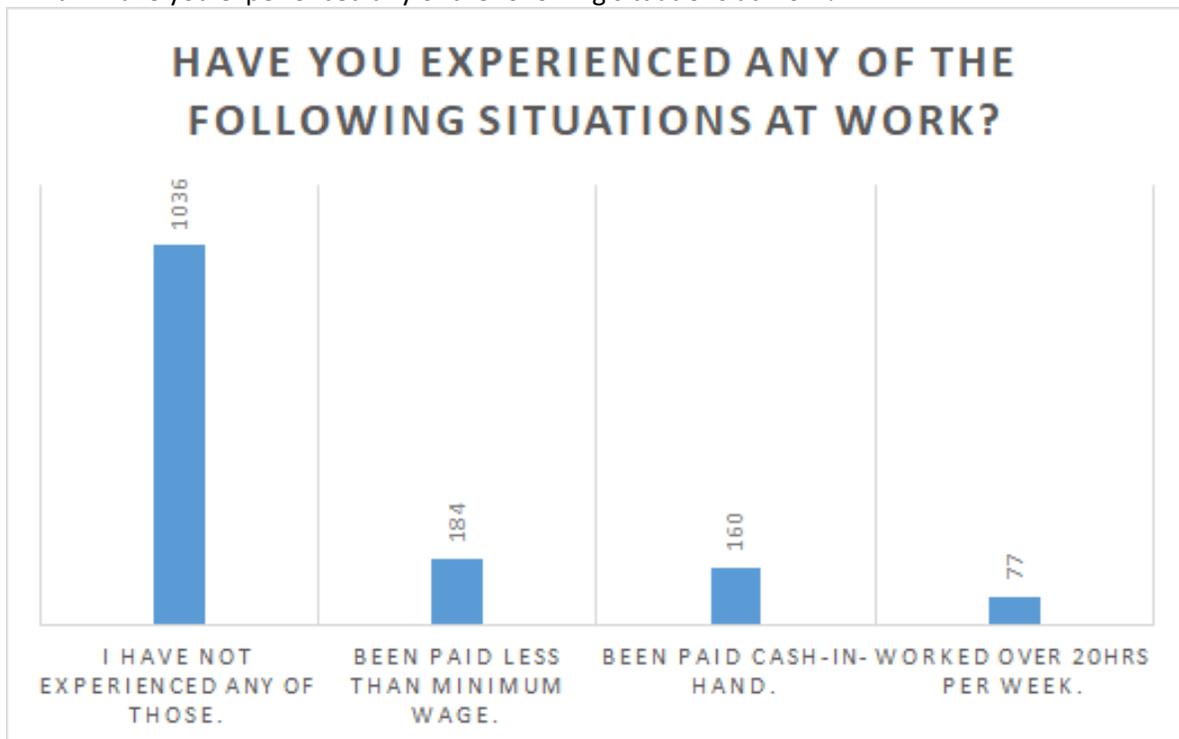


5.6. Work and Employment

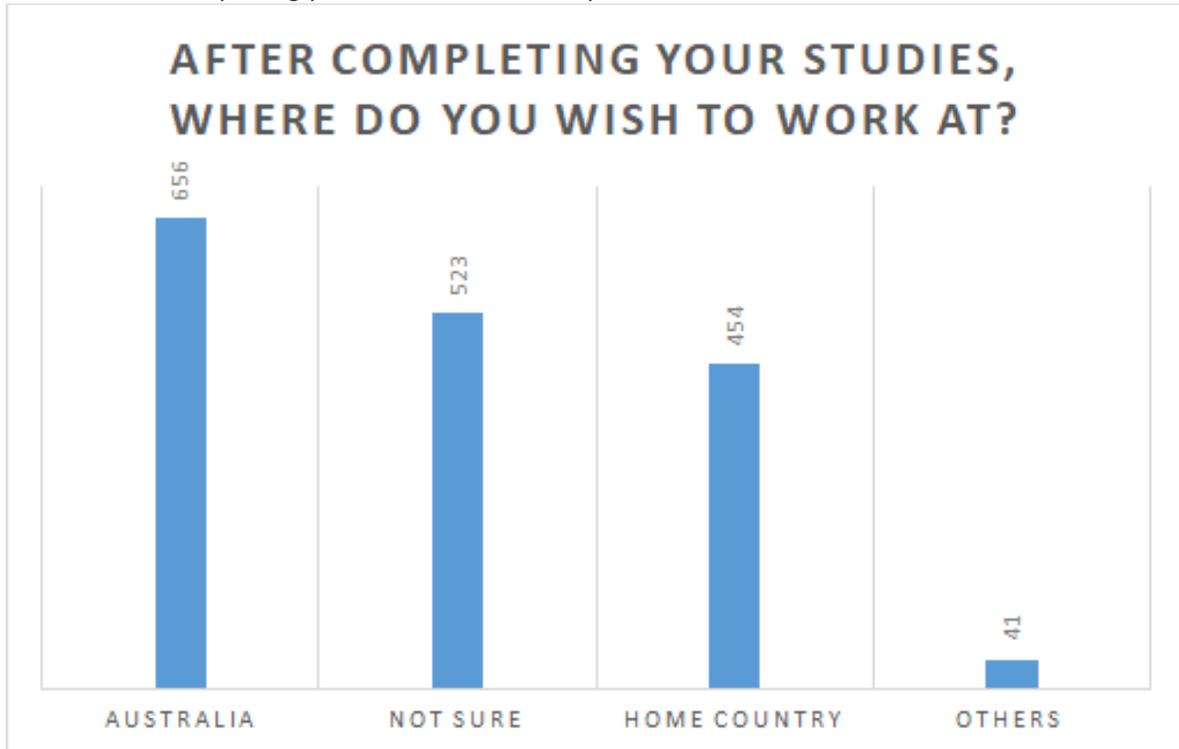
a. Are you currently working as well as studying?



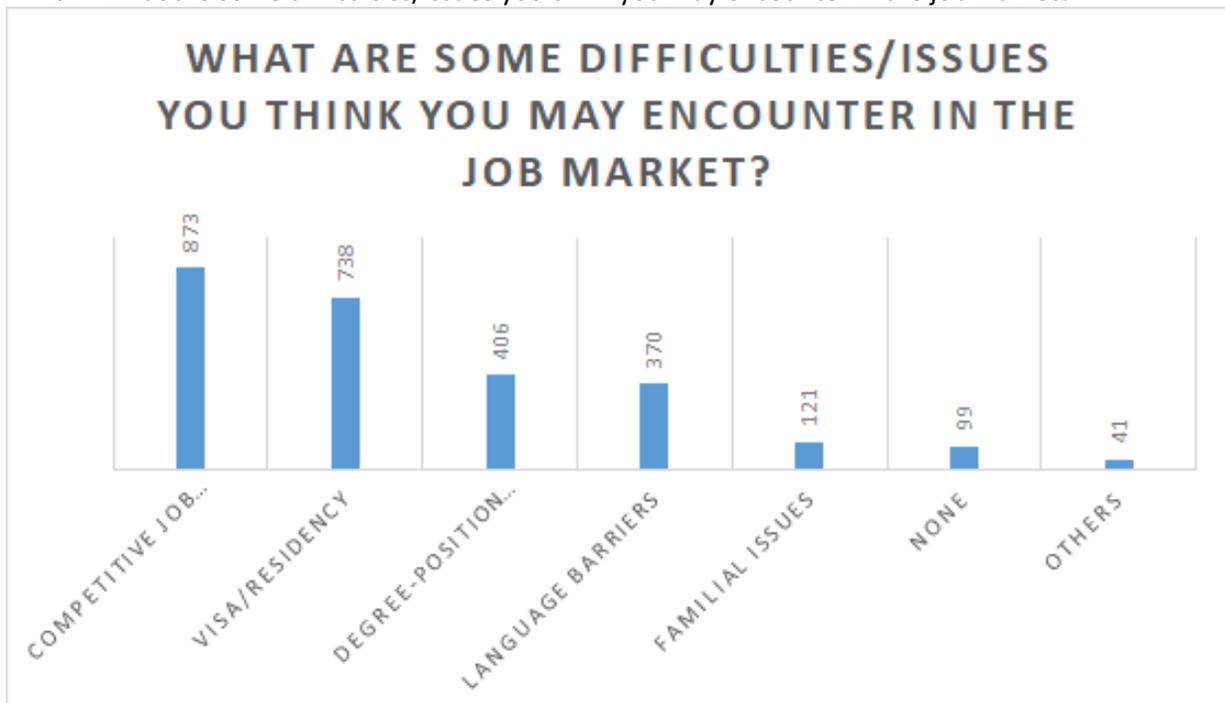
b. Have you experienced any of the following situations at work?



c. After completing your studies, where do you wish to work at?

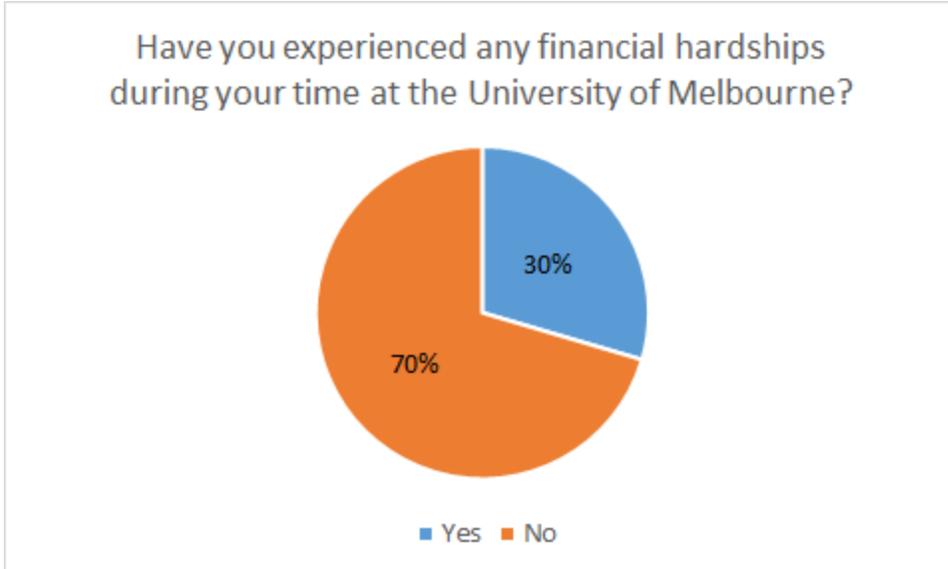


d. What are some difficulties/issues you think you may encounter in the job market?

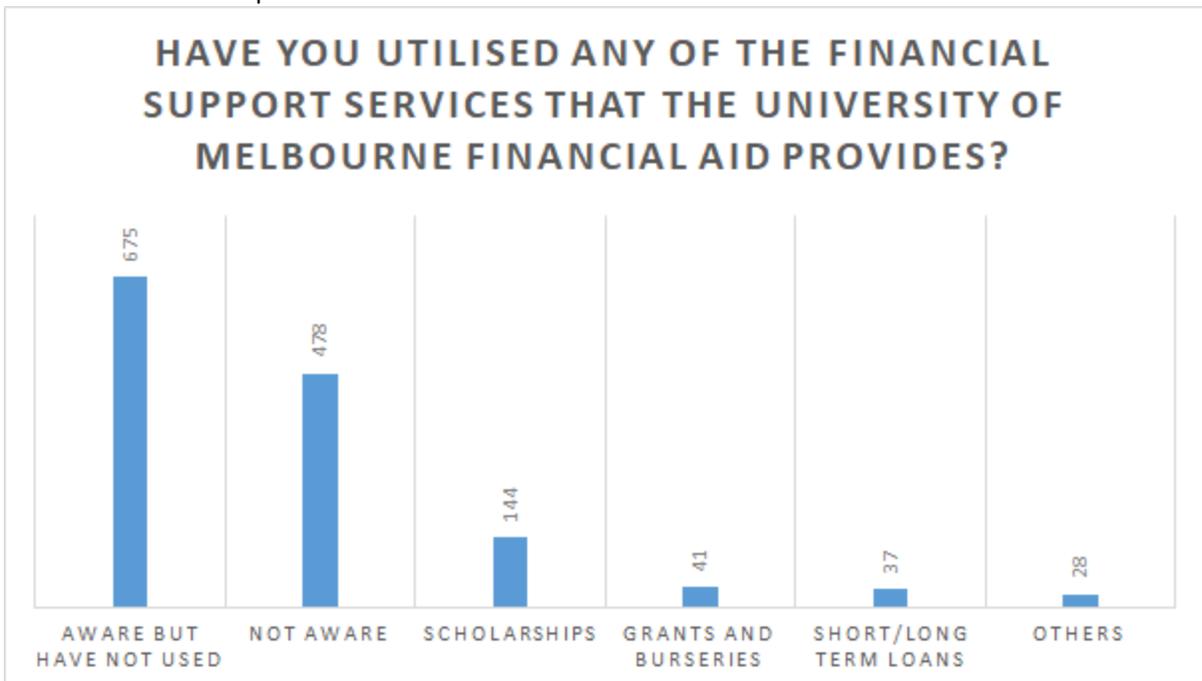


5.7. Financial Situation

- a. Have you experienced any financial hardships during your time at the University of Melbourne?

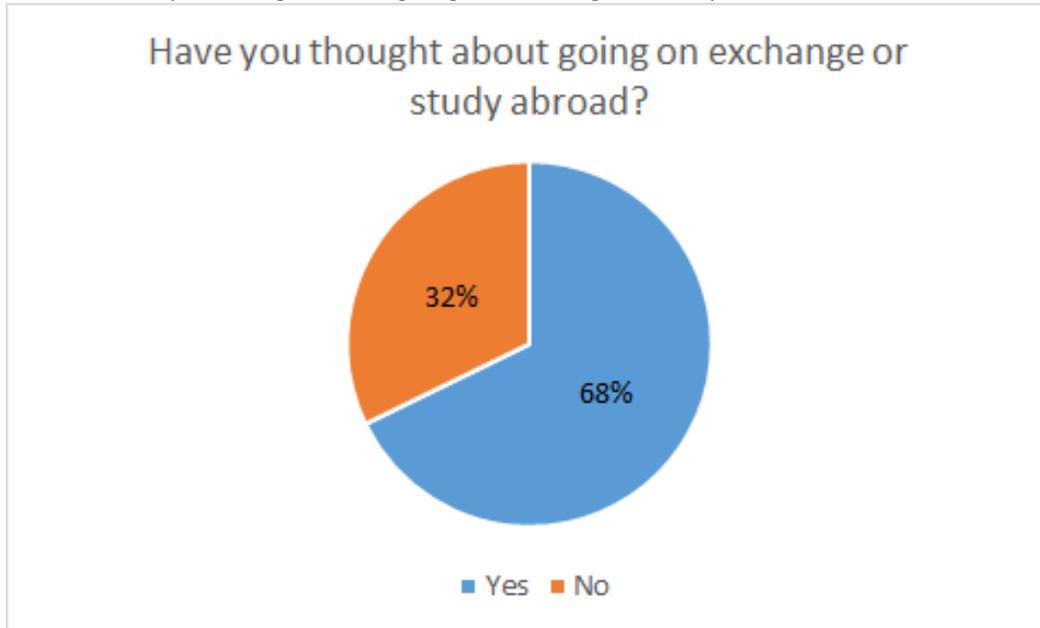


- b. Have you utilised any of the financial support services that The University of Melbourne Financial Aid provides?

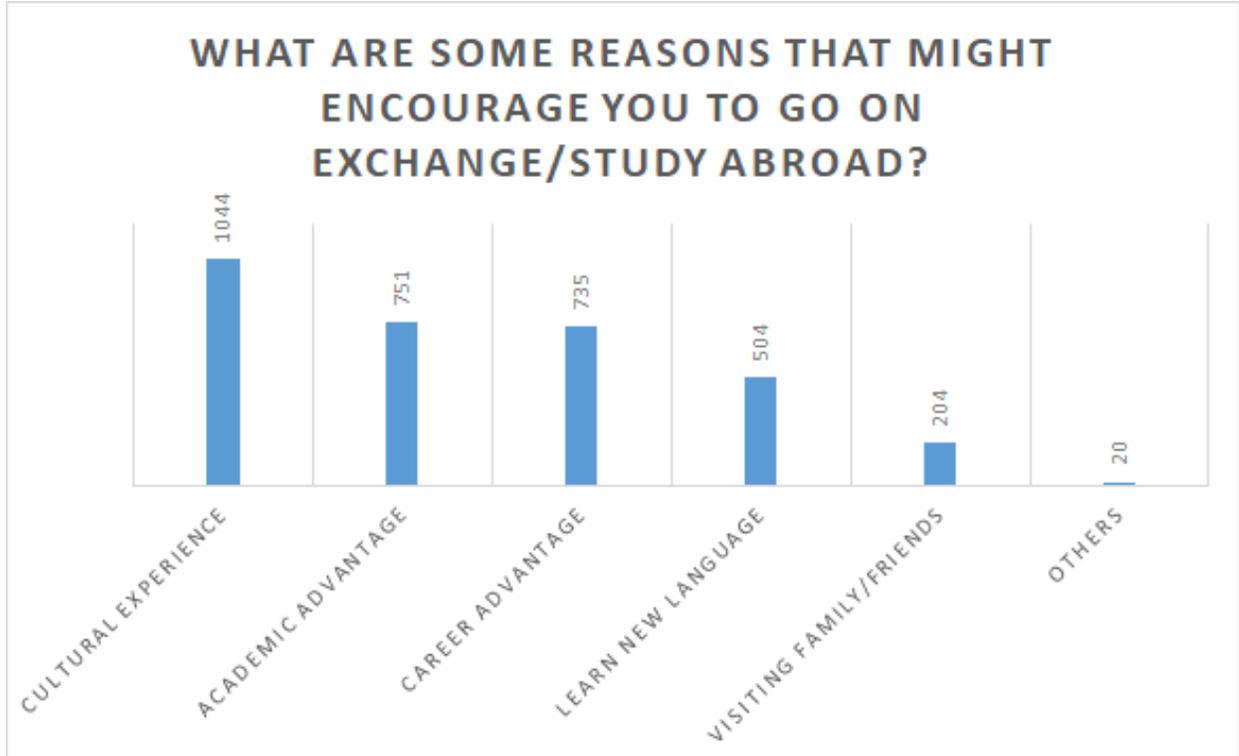


5.8. Exchange and Study Abroad

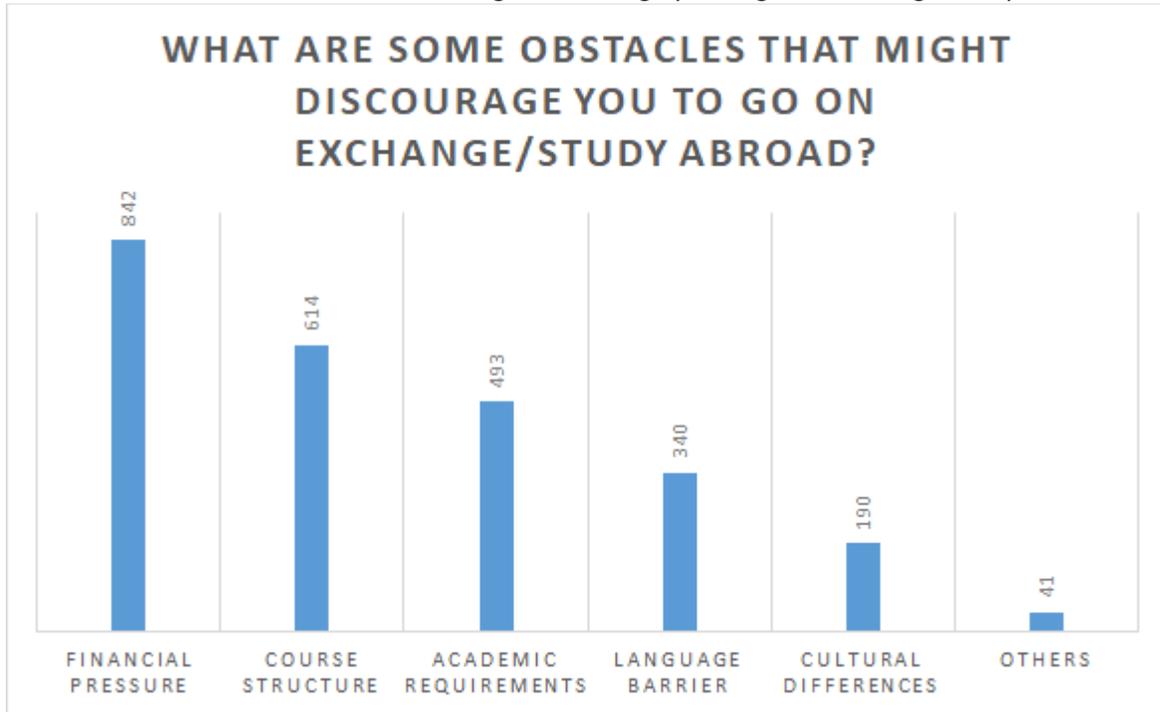
a. Have you thought about going on exchange or study abroad?



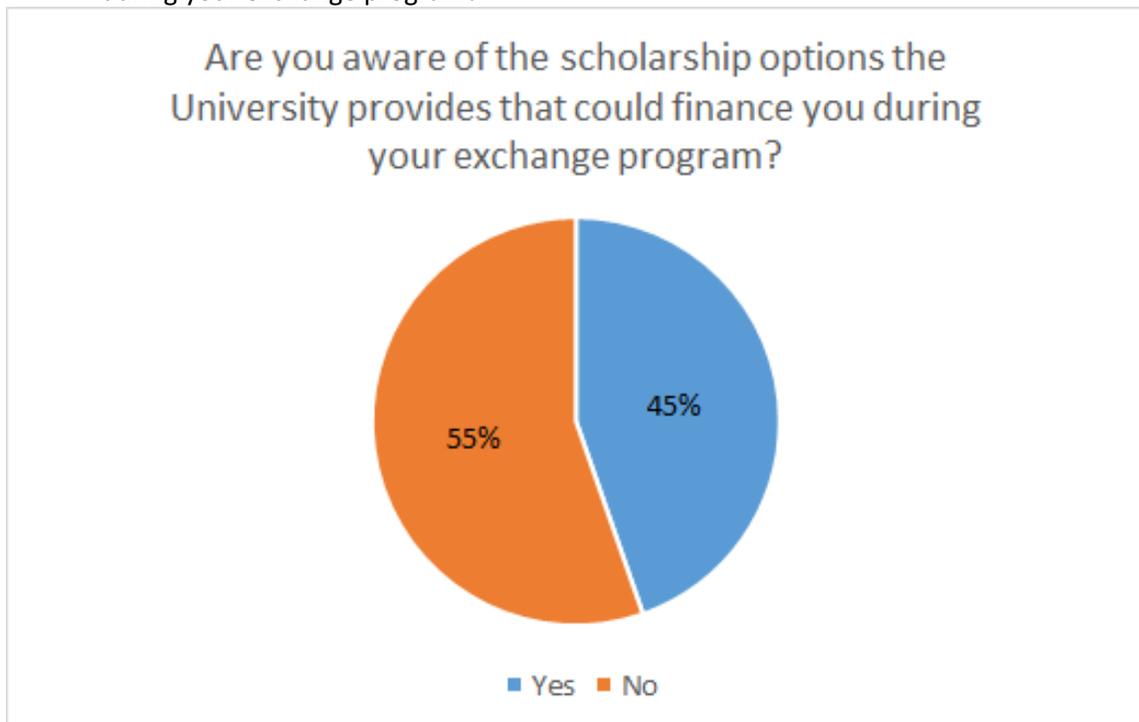
b. What are some reasons that might encourage you to go on exchange/study abroad?



c. What are some obstacles that might discourage you to go on exchange/study abroad?



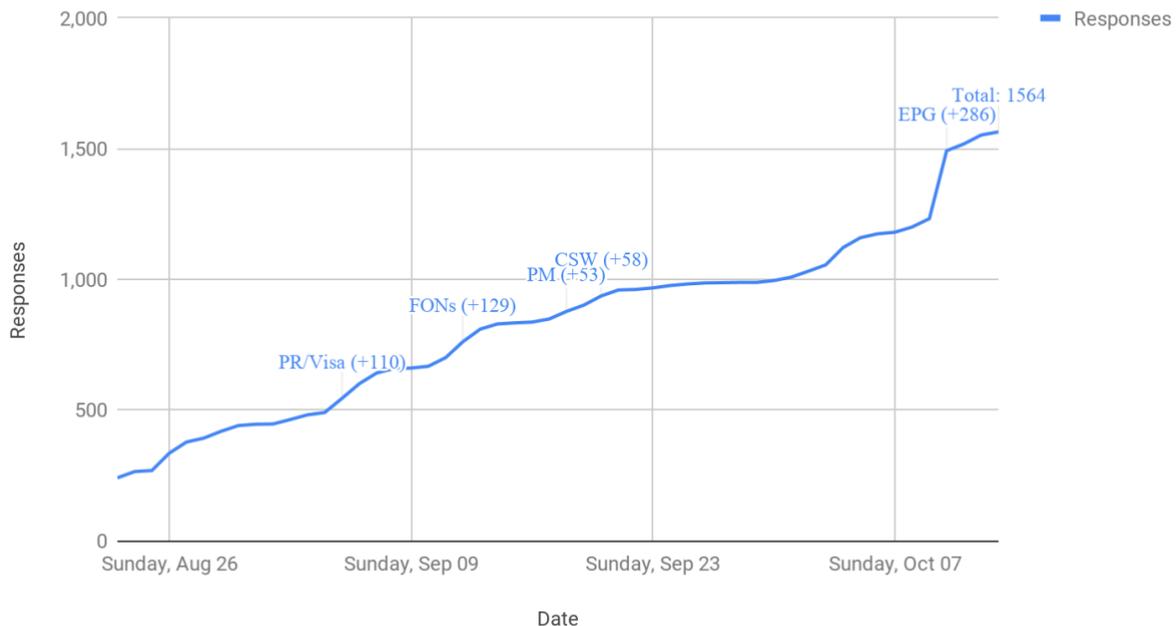
d. Are you aware of the scholarship options the University provides that could finance you during your exchange program?



6. The trend of Response Rate

The figure represents the response rate to the International Student Survey 2018. In brief, substantial increases of response coincide with UMSU International events, such as visa workshops, Professional Mingle (PM), Festival of Nations (FONs), and Exam Pack Giveaway (EPG). This suggests the importance of physical publicity and outreach. Also, less obvious from the figure yet significant, response rate increased when the survey was shared through my.unimelb.

Response Count by Date



7. Problems Encountered

- Nationality was inquired with a short answer question, leading to complicated responses that are hard to summarise.
- Repeated submissions, presumably to increase the chance of winning the Lucky Draw, caused problems during data analyses.
- The survey remains lengthy after attempts to shorten it. On average, the current survey takes more than 5 minutes to complete and might deter people from responding.

8. Future Suggestions

- A drop-down menu could be used for the question on nationality to facilitate result summarisation. To address the potential incompleteness of drop-down menus, an "Others" option should also be available.
- Utilise the "Log-in" function of Google Form to restrict each individual to one response with their university email only. However, identifiers should be removed during data analyses to ensure confidentiality.
- The length of the survey proves to be hard to shorten due to the vast range of necessary questions. Future surveys could entertain the possibility of removing certain sections that might be less informative for the improvement of student experience. However, this should be done with deliberation.

- d. Future surveys could also experiment on separating the survey into shorter and more specific questionnaires. This might allow more in-depth explorations into certain topics and encourage students to respond to areas of concern.
- e. Intense publicity during events proved to be effective. Future surveys should continue this strategy.

9. Conclusion

This concludes the report for the International Student Survey Semester 2, 2018. On behalf of the Education and Welfare Department, I would like to express my gratitude to all committee members and ISAs for your assistance and support. Please feel free to approach us shall you have any concerns, inquiries, or suggestions.

Prepared by,

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UMSU International