

Agenda

Central Committee Meeting #9 – 12th April Friday 2019

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 Annual General Election 2019 Proposal
 - 4.2 Night Market 2019 Proposal

5. Reports
 - 5.1 ISA Big Day Out and Induction Semester 1 2019 Final Report
 - 5.2 Games Night 2019 Final Report
 - 5.3 International Student Survey (ISS) 2018 Final Report

6. Other Business

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting 8 – 29th March Friday 2019

Date : 29th March 2019

Time : 16 30

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

- 1. Procedural Matters**
- 2. Acknowledgement of Indigenous Owner**
- 3. Official Welcome**
- 4. Attendance and apologies**

Absent with Apologies

Exco : -
Directors : -
Officers : Irene Yun Xin LEE, Michael William GUMARDI

Late with Apologies

Exco : -
Directors :
Officers : Xiaohan (Daisy) WU

Late without Apologies

Exco : -
Directors :
Officers : Elisabeth NG, Natassia Thanh MINHTRI

Leaving Early with Apologies

Exco : -
Directors : -
Officers : Bellivia MILLENIA, Yaan Kit NG

Motion 1

Move that Standing Orders be adopted for CCM #8 at **16 40**.

Mover : Hwei Shin (Cynthia) LEOW

Seconder : Xinling LU

CARRIED without contention.

5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #8 be adopted.

Mover : Hana AGUSTINE

Seconder : Wei Jen (Dylan) LAU

CARRIED without contention.

6. Matters Arising from Previous Minutes

7. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #7 be accepted and confirmed as a true and accurate record.

Mover : Pik Yu (Phoebe) TEH

Seconder : You Qi (Yuki) NG

CARRIED without contention.

Motion 4

Move that the Language Exchange Club (LEC) are granted with speaking rights.

Mover : Li Shern (Gladys) LEE

Secunder : James Bima NOTOWIDJOJO

CARRIED without contention.

Motion 5

Move that the LEC be awarded a grant of AUD \$150 for “Trivia Night” event.

Mover : Jenn Lin TAY

Secunder : Harikrishnan KOLAMVEETTIL

4 abstentions, CARRIED.

Motion 6

Move that the LEC be awarded a grant of AUD \$250 for “Welcoming Night” event.

Mover : Natassia Thanh MINHTRI

Secunder : Siobhan LIM

3 abstentions, CARRIED.

Motion 7

Move that the Games Night 2019 Proposal be accepted.

Mover : Yaan Kit NG

Secunder : Elisabeth NG

CARRIED without contention.

Motion 8

Move that the Summit 2019 Proposal be accepted.

Mover : Desmond Wen Zhen CHEW

Seconder : Olivia IRISH

CARRIED without contention.

Motion 9

Move that the PR/Visa Workshop Semester 1 2019 Final Report be accepted.

Mover : Weiryn TAN

Seconder : Ajinkya DHAMALE

CARRIED without contention.

Motion 10

Move that the Heads of Club Meeting Semester 1 2019 Final Report be accepted.

Mover : Sher Lynn LIM

Seconder : Elisabeth NG

CARRIED without contention.

Motion 11

Move that the University Service Essential Semester 1 2019 Final Report be accepted.

Mover : You Qi (Yuki) NG

Seconded : Hwei Shin (Cynthia) LEOW

CARRIED without contention.

6. Other matters

Motion 12

Move that CCM #8 be adjourned at **18 37**.

Mover : Xinling LU

Seconded : Archit AGRAWAL

Motion CARRIED.

Prepared by,

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

Annual General Election 2019 Proposal
Central Committee Meeting #9 –12th April 2019

1. Introduction

This report outlines the dates for various matters pertaining to the UMSU International Annual General Election (AGE) 2019.

2. Dates and Details**2.1 Start and end of nomination period**

Nominations will open at 12pm on Monday 25th March and close at 5pm on Friday 12th April.

This allows an additional Nomination window from the 15th April to the 18th April, in the event of uncontested positions

2.2 Candidate Information Session

A Candidate Information Session will be held from 12-2pm on Thursday 28th March at Sidney Myer Asia Centre (Yasuko Hiraoka Myer Room), to inform potential candidates of the responsibilities and the nature of work involved in the various positions.

All Executive Committee members and Directors are expected to be present in this session to give short presentations and answer any enquiries.

2.3 Introductory Video

All election candidates are required to present a short introductory speech in the video. The shooting session will be held from 10am-1pm on Tuesday 30th April at Training Room 1 and 2pm-5pm on Wednesday 1st May at Training Room 2. Election candidates running for officer position are required to give a short introductory speech followed by a Q&A session. This video will be posted on AGE Facebook event page.

2.4 Policy Speech Session

A Policy Speech Session will be held from 6:30pm to 9:30pm on Monday 6th May in the Bouverie Street, B103 (Theatre 1) for election candidates (for Executive and director positions) to give speeches for the roles followed by a short Q&A session. The 2018/19 UMSU International committee members are highly encouraged to attend and question the respective candidates running for their current positions. Any international students are allowed to sit in the Policy Speech Session.

2.5 Voting Sessions

The UMSU International Annual General Election (AGE) 2019 is currently scheduled to be held from 11am -4pm on Wednesday 8th May 2019 to Friday 10th May 2019.

2.6 Election Briefing for all Election Officers

An Election Briefing will be held from 6pm to 7pm on Tuesday 30th April at UMSU INTL Lounge, to inform election officers of their responsibilities, allocated task for the 3 election days and vote count system.

3. Venue

- a. Candidate Information Session - Sidney Myer Asia Centre (Yasuko Hiraoka Myer Room)
- b. Policy Speech Session – Bouverie Street- B103 (Theatre 1)
- c. Voting Sessions - UMSU Info desk (FBE building) and Theatre Bar (Ground floor, Union House)

4. Budget Allocation

Item	Budget allocation
Food (Voting session)	\$300
Miscellaneous	\$100
Lounge Booking	\$200
Food (Policy speech)	\$200
Total	\$800

5. The appointed returning officers:

Kar Mem (Krystal) Ngooi
Kevin Kalip
Zhi Xuan (John) Hee

Those appointed should familiarize themselves with the election rules and requirements outlined in Section 8 and Section 21(20) of the UMSU International Constitution.

6. The appointed dispute committee:

Jonas Larsen
Ren Jie (Jack) Phang
Wei Jen (Dylan) Lau

Those appointed should familiarize themselves with the rules and requirements outlined in Section 8 and Section 21(22) of the UMSU International Constitution.

7. The appointed election officers:

ALL UMSU International office bearers that are not running any position in the UMSU International Annual General Election 2019. Those appointed should familiarize themselves with the rules and requirements outlined in Section 8 and Section 21(21) of the UMSU International Constitution.

Prepared by,

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

Night Market 2019 Proposal

Central Committee Meeting #9 – 12th April Friday 2019

1. Introduction

Date: Thursday 2nd May 2019

Time: 6pm-10pm

Venue: University Plaza, North Court, The Lounge, Union House

Theme: Out of This World

Target Audience: 10,000 people

Objectives:

- To promote cross cultural awareness and the importance of multiculturalism in the University of Melbourne.
- To bridge cultural difference and encourage students of different cultures to interact with each other.
- To enhance the university experience of all members of the University of Melbourne.
- To organize a large scale event which promotes the presence of UMSU International.

2. Timeline

Week 0 (25th Feb - 1st March)

- Facebook event page set up and obtained 630 responses on Carnival day
- Communication with UMSU Communication regarding the details for Night Market for the poster design
- Timeline for recruitment for activities and decoration team

Week 1 (4th March -8th March)

- Open applications for food stalls and performance
- Promoting food stalls and performance applications
- Brainstorm ideas
- Early recruitment of ISAs for activities and decoration teams from the old batch for brainstorming
- Finalise Budget

Week 2 (11th Mar - 15th Mar)

- Close applications for Food Stalls
- Meeting with City Council
- Sourcing for external performers

Week 3 (18th Mar - 22th Mar)

- Draft for layout
- Recruitments from new ISAs for activities and decoration

- Emcees applications open
- Finalising design for flyers

Week 4 (25th Mar - 29th Mar)

- Close applications for food stalls on Monday
- Extension of food stalls application to Wednesday
- Food Stall meetings with individuals clubs/societies/stalls; collect deposit and fees from food stalls
- Poster run for night market performance application
- Decoration ISA team applications and selection
- Finalize plans for Haunted House and Carnival Games
- Send invitation to VIPs
- Finalize AV items and budget
- Getting contact with sponsors for games

Week 5 (1st Mar - 5th Mar)

- Close performance applications on Monday
- Decor team in work
- Emcee auditions

Week 6 (8th Apr - 12th Apr)

- Purchase of equipments for Games
- Finalising Food stalls allocations
- Preparation for Emcee scripts and rehearsal
- Selection of performers
- Finalize performance timeline and discussion with AV

Week 7 (15th Apr - 19th Apr)

- SFH Briefing for clubs with City Council
- Test and Tag session with AV Melbourne
- Purchase remaining equipment for Food Stalls

Easter Break (22nd Apr - 26th Apr)

- Finalising internal performance payment
- Emcee rehearsal

Week 8 (23rd Apr - 27th Apr)

- Kitchen opens for food preparing and storage
- Night Market 2019: Out of This World

3. Food

Coordinator(s): Yaan Kit NG, Pik Yu TEH & Yunan LIN

3.1 Food Stalls

A total of 19 Food Stalls will be operating throughout the event, all located on Concrete Lawns. The Food Stalls will be run mostly by university clubs with a small minority of them being run by a group of students. Deadline for applications have been extended due to short of applications, but it was found later that the applicants simply applied at the last minute. The applicants we received have gone through a vetting and selection process to select the best clubs and provide the best mix of food and beverages for the event.

3.2 Food Stalls Competition

Participating food stall operators are automatically eligible for our Food Stall Competition which will be judged on several criteria which includes the quality of the food, decoration and compliance to SFH standards and regulations among other criteria. The competition aims to foster a culture of providing food and services at a high standard. Resulting in better quality food stalls run at a higher standard and SFH compliance.

4. Activities

Coordinator(s): Jenn Lin TAY, Kenny WONG

4.1 Carnival Games

6 Carnival games will be set up at the North Court and will run throughout the entire event:

1. Sack Toss (provided by Cast on Charity)
2. String Game (provided by Cast on Charity)
3. Zero Gravity - Hired game (Hangman)
4. Saturn's Ring - DIY ring toss
5. Blast Off - DIY rocket launch
6. Stellar Stacking - DIY cup stacking

- There will also be an externally hired mechanical bull in the middle of North Court.
- To play the games, participants will have to use a token which can be bought at the prize for \$1 each.
- For the prizes, there will be 120 small prizes and 56 large prizes for students to win. The games will run on a ticketing basis. The tickets accumulated from the Cast On Charity booths will be donated to a chosen charity.

4.2 Photobooth & Henna

- Photorazzi will be hired for the photobooth services and will supply the students with print photos during the event. The props and backdrop will be provided by Photorazzi and will be located at North Court.

- There will also be a henna booth this year done by 3 henna artists who will be paid on an hourly basis (\$20/hr).

4.3 Haunted House

- The Haunted House will be located in the members lounge and will feature three lanes co-organized with the ISAs.
- We opened up the 4 Haunted House Group Leader positions to the old batch of ISAs. The team member positions are open to both old and new batch of ISAs in week 4.
- 3 leaders were assigned a single lane each. The 4th leader was assigned a supervisory role over the other 3 leaders.

4.4 Stargazing

- We will be organising a stargazing area at South Lawn in collaboration with the University of Melbourne's Astronomical Society. There will be two telescopes provided by the Astronomy Society as well as picnic blankets and deck chairs for students to lounge around.

5. Performances

Coordinator(s): Sherlyne SANTOSA & Bellivia MILLENIA

5.1 Opening Ceremony

Opening ceremony will start at 6pm by Emcees inviting UMSU Intl President Jonas Larsen on stage to give a brief speech, potentially followed by another VIP speech. The current idea for opening ceremony is to have all/selected VIPs on stage, then pressing a button, which then signals AV to turn on the stage lighting (sunset at 5:50pm). The LED Screen will showcase a "blast-off" to go with the space theme.

FLARE Dance will come in as an opening act right after the ceremony.

5.2 Internal Application

Internal performance application closed on 1 April, week 5 Monday. Current applicants include KPOP Club, MU Dancesport, Apollo bands, Bollywood Club, DARE Dance Crew and student artists.

We would be choosing five to six internal performances for the night. These applications are a range of music and dance acts, and will be chosen according to how they would contribute to the overall night. We aim to showcase a variety of performances, and those that would welcome an engagement with the audience.

After finalising the performers, we would be conducting meetings with them to discuss the line-up.

5.3 External Performance Hire

A variety of external performances are to be hired, ranging from bands, solo acts, DJ, etc. There will be 6 acts hired. Selection will be based on quality and if they are able to fit into the overall theme of the night. One of the aims is to be able to showcase a range of acts, from music, acrobat, to even a magic show.

5.4 Emcees

9 ISAs have applied to be emcees. Auditions are held in week 5 and confirmed later in the week, at least two will be selected.

Weekly meetings will be held with the emcees to workshop and practice their scripts. Costumes are to be determined by both the emcees and coordinators.

5.5 LED Screen Usage

The LED screen will provide as a background to the performances as well as the main visual for both the opening and closing ceremonies. Performer names will be shown before and after their performances while visual effects are shown all throughout.

AV Melbourne is providing guidance for its use.

6. Decorations

Coordinator(s): Natassia MINHTRI & Xiaohan WU

6.1 Theme

This year's Night Market puts more emphasis on decoration due to the "Out of This World" - cosmic theme. To achieve optimal effect, the decoration team will largely incorporate elements like fairy light, rockets, etc.

6.2 ISA Team

ISA Decoration application closes on the 26th of March. 15 ISAs will be selected based on quality of application and time commitment, instead of "first come first serve". ISAs will work from week 4 to week 7, 3-6 hours per week on average.

6.3 Proposed Major Decoration Items

Item	Location
Planetarium	North Court
Rocket	University Plaza square grass area

Signboards	University Plaza and North Court
UV Planets	University Plaza square grass area
Clouds	Walkway between University Plaza and North Court

7. Collaboration with the Archicle club

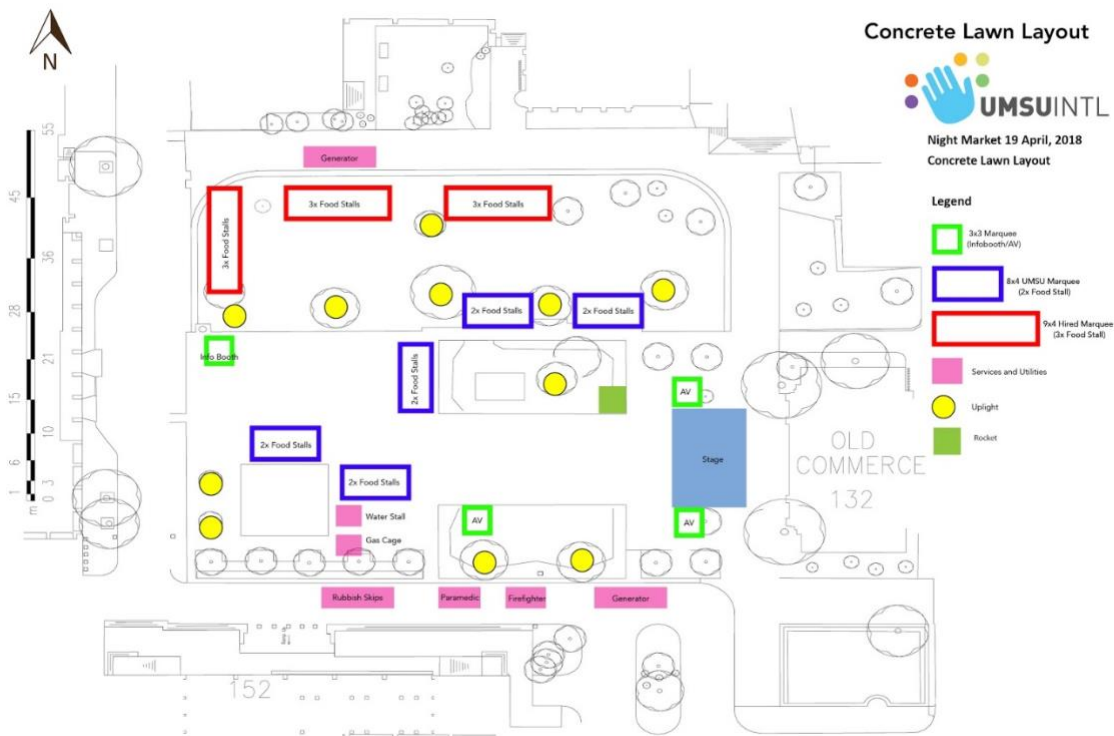
Archicle is a faculty-affiliated club oriented at promoting the sustainable use of building materials. The collaboration between the deco team and Archicle will take place in 2 forms.

The student members from this club will join the ISA in the decoration sessions from week 5 to the end of the decoration, on average 5 hours per week in design development and installation. The Archicle committees have also consented to support the deco team with some recycled materials in their inventory where applicable.

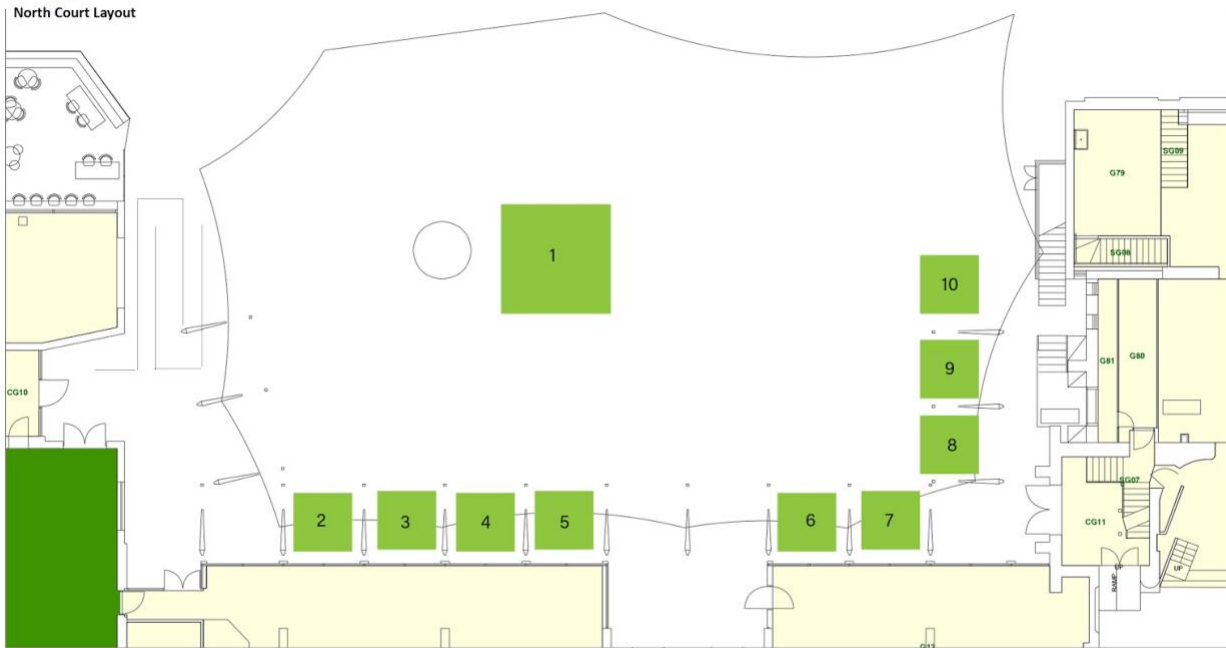
In exchange, formal acknowledgement of the club will be provided on UMSU International’s social media to promote the club. Individual appreciation letters will be endorsed by the UMSU International President to the student volunteers with satisfactory contributions observed.

8. Layout

8.1 Concrete Lawn Layout (Draft)



8.2 North Court Layout (Draft)



1. Mechanical Bull
- 2-7. Carnival Games
8. Ticket & Prize Booth
9. Henna Stall
10. Photobooth

9. Sponsorships

Coordinator(s): Sher Lynn LIM & Irene LEE

9.1 Carnival Game Prizes

The Partnership & Sponsorship department has been tasked to help us acquire a large amount of prizes for the carnival games. These prizes would range from cakes to food vouchers. Currently still in search for more sponsors. Other prizes will be purchased using the allocated budget for Carnival Games prizes.

10. Publicity

Coordinator(s): Hana AGUSTINE

10.1 Internal Publicity

Publicity materials such as posters, flyers, logos and the such are to be made by the Communications department with aid of UMSU Communication. Flyer design is finalized and ISA flyer/poster publicity will commence in week 5.

However social media publicity (Facebook event page) has commenced on Carnival day during Summerfest. As one of the conditions to obtain a free goodie bag was click going to Night Market FB

event page, the responses were 2.2K after carnival day. The number of responses then grew through word-of-mouth as well as online publicity. Till week 4, the FB page sits at 3k+ responses (3072). On week 6, the FB page sits at 3k+ responses (3661).

11. VIP Reception

VIP invitations were sent out in week 4 by the President, Jonas Larsen. The invited VIPs include Deans, senior leaders of the University, UMSU executives, and student leaders of relevant organisations. The reception venue would ideally be at the Staff Lounge in the MSD Building, but due to another booking, the venue will be unavailable for the night. The Ida Bar will act as the VIP venue instead.

VIPs will gather at 5:30pm to mingle with UMSU Intl executive committee and receive booklet of the event and \$10 food vouchers. Catering of drinks will be provided for VIPs during reception. VIPs will head to the stage for opening ceremony and opening performance. After opening performance, VIPs are dismissed to explore around the event.

12. Documentation (Videographer and Photographer)

Aldin Ortez will be hired to document the event and produce the post-event video.

13. Budget

The budget allocated for Night Market 2019 is \$73,404 (GST excluded)
(Including the budget remaining from O-week Events)

13.1 Notes on Budget

- a). UMSU Intl as a not-for-profit organisation, can claim back the 10% GST. Therefore, the actual budget allocated (ie. \$73,404) is a number that excludes GST, meaning actual expenditure (incl. GST) is up to \$81,560.
- b). Our previous equipment supplier for Night Market has closed its business. The new supplier might result in a higher cost in terms of equipment hire. Subsidy for the equipment hire for food stalls might also result in potential increase in cost. In order to keep the expenditure within the budget, some budget is left untouched as a contingency.
- c). Due to the choice of stage, there is a cut down of cost for stage (around 2k) and there is possible further decrease in cost due to changes in cleaning service as well as paramedic.

13.2 Budget Breakdown

Item	Proposed budget
Decoration <ul style="list-style-type: none"> • Transportation • Handmade Items Materials 	\$2100.00

Performance <ul style="list-style-type: none"> • Emcee props and costumes • Internal performers • External performers 	\$4,200.00
Food Stalls <ul style="list-style-type: none"> • Equipment • Food premises registration • Competition prizes • Chef hire 	\$4,030.00
Activities <ul style="list-style-type: none"> • Carnival game materials • Carnival game hire • Haunted House • Others (e.g. photobooth, Henna Tattoo and Caricature) 	\$4,600.00
Equipment Hire <ul style="list-style-type: none"> • Marquees • Gas stoves • BBQ Pits • Etc. 	\$17,000.00
AV Melbourne Hire <ul style="list-style-type: none"> • Stage • PA/Sound system • Haunted House • Test and Tag • Labour 	\$40,000.00
Publicity <ul style="list-style-type: none"> • Printing • Facebook boost advertising • Snapchat geofilter 	\$600.00
Organisational Health & Safety <ul style="list-style-type: none"> • Security • Cleaning services • Fire Safety • St John's Paramedic 	\$5,111.00
VIP Reception	\$150.00

<ul style="list-style-type: none"> • Catering • Parking 	
Others <ul style="list-style-type: none"> • Documentation (Videographer) • Documentation (Photographer) 	\$1,500 (Photographer might be using the credit we had with the photographer from summit)
Cost deduction (Food Stalls' share of equip hire)	-\$2,200
Total	\$77,091.00 (incl. GST)
	\$69,381.90 (excl. GST)

14. Conclusion

This concludes my proposal for Night Market 2019, please feel free to approach me and any of the Cultural and Social department members for suggestions and enquiries.

Prepared by,

The Cultural & Social Department 2018/2019
UMSU International

ISA Big Day Out and Induction Semester 1 2019 Final Report

 Central Committee Meeting #9 – 12th April Friday 2019

1. Introduction

This event served as an initial meeting between new International Student Ambassadors and Office Bearers who would be working together for the next year. The Big Day Out aspect served as a bonding opportunity for Office Bearers and new ISAs. The Induction aspect served as a platform for introductions to the roles and responsibilities the volunteers should look forward to in their coming term. The event was held on Parkville Campus on the 23rd of March. There was a total of 82 participants (55 ISAs, 27 OBs) excluding the event organizers and helpers that were present. Food and various games were provided.

2. Event Layout

TIME	ACTIVITY
10:30 am – 11:00 am	Meet at North Court and ISA Registration
11:00 am - 11:45 am	Photo-taking and Ice-Breaking Games
11:45 am - 12:45 pm	Induction
12:45 pm - 1:30 pm	Lunch
1:30 pm - 3:30 pm	Games
3:30 pm - 4:00 pm	Wrap up Hand out ISA shirts Hand out group prizes

3. Budget and Expenditure

The budget allocated for the event was \$1350.

Expenses	
Item	Amount (\$)
Food and Drinks (Universal Pizza, Pasta and Chicken Schnitzels)	\$857.44
Game Items and Equipment (tape, bell, blindfolds, water bottles, etc.)	\$30.50
Prizes (Subsidized Dinner Vouchers, gift cards, movie vouchers, snacks)	\$350
Group Photos	\$8.60
Total Expenses	\$1246.54

4. Problems

- i. Late start due to poor weather in the morning
- ii. Forgot to take ISA Batch photo
- iii. Bad weather conditions forces games to move to another location
- iv. One of the games that requires drinking resulted in some ISAs feeling unwell and even throwing up.

5. Recommendations

- i. Don't have games involving drinking and eating
- ii. Have a backup plan in the case of unavoidable bad weather
- iii. Make a more detailed schedule

6. Conclusion

Overall, the event was very successful; both ISAs and OBs had a great time. On behalf of the Human Resources Department, I would like to thank the OBs who attended the event and the ISAs who contributed to plan for this event. Please do not hesitate to approach us with any suggestions to the contents of this report.

Prepared By,

James Bima NOTOWIDJOJO
Human Resources Director 2018/2019
UMSU International

Games Night 2019 Final ReportCentral Committee Meeting #9 – 12th April Friday 2019**1. Introduction**

This report concludes Games Night which was organised on Wednesday, 3rd of April 2019 at the Ida Bar. The objectives of this event are as follows:

- To integrate and bond a range of clubs by organizing and executing the event together
- To provide students with a chance to socialize and relax
- To promote UMSU international as the peak student representative body for all international students in the University of Melbourne

2. Timeline

3pm - 4pm	Table, chairs and equipment set up
4pm onwards	Games
6pm onwards	Food is served
8pm - 8.30pm	Clean up

3.1 Problems encountered

- Our event was confused with another event hosted by other clubs as both events were in the same week and shared the same name and location.
- The layout of the clubs was rearranged on the event day as one of the participating clubs decided to withdraw a few days before the event commenced.
- The chips and pizza ran out fairly quickly as Ida Bar is open to the public and people that did not participate in the event were able to get ahold of the pizza for themselves and their friends.
- Bought drinks for the participants but were unable to serve it in Ida Bar.

3.2 Suggested improvements

- Participating clubs should be confirmed earlier so a suitable replacement can be found if a club decides to drop out.
- Publicity for the event should be started earlier.
- Officers are encouraged to seek out potential participating clubs in person; as some clubs do not or are slow in checking their emails.
- A bar tab is recommended to draw in more crowd.

4. What went well

- Even though the crowd was smaller than expected, participants who did show up had a good time overall.
- Amount of food was sufficient.
- The event started and ended on time.

5. Final Expenditure

Item	Price
Pizza	\$224.05
Chips, Cups & Serviettes	\$61.57
GRAND TOTAL (incl. GST)	\$285.62
Allocated Budget for Food & Snacks	\$400

*all values are inclusive of GST

Note: Cost for Light and speakers from AV Melbourne and Venue booking for Ida bar was covered by the People of Colour department due to our collaboration.

6. Conclusion

This concludes our report Games Night 2019. We would like to express our gratitude towards all the office bearers, ISAs and Aviya for contributing a great amount of effort towards the planning and execution of this event. Moreover, we would like to thank all volunteers that have taken time to come down and mingle with club representatives.

Prepared by,

The Cultural & Social Department 2018/2019
UMSU International

International Student Survey 2018 Final Report
 Central Committee Meeting #9 – 12th April Friday 2019

1. Introduction

This report concludes the International Student Survey 2018. Response collection was conducted through Google Form, during week 5 to week 11, semester 2, 2018 (20/08 - 12/10), while response analyses and report composition were completed during the non-teaching period between semester 2, 2018 and semester 1, 2019.

The International Student Survey 2018 seeks 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, is scheduled to be released during week 7 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: a. Po-Han Kung (Terry) composed and edited the survey in consultation with E&W Office Bearers. b. All E&W Office Bearers collaborated in the administration and data analyses of the survey. These include both quantitative and qualitative coding and analyses.
	Manage Survey Lucky Draw: Prizes suggestion, obtainment, as well as the selection of winners, were carried out by Archit Agrawal.
	Author and Edit Report:

	1) All E&W Office Bearers contributed to the authoring and editing of the report content. 2) Jonas Larsen, the President of UMSU Intl. provided invaluable comments and wrote an introduction letter for the report.
M&C Office Bearers	Report Design (visuals + format): You Qi (Yuki) NG designed the visuals and formatted content of the report.
ISAs	ISAs assisted with both physical and digital publicity using flyers and social media posts.

3. Survey/Report Timeline

Week 5 semester 2, 2018	Start of Survey Response Collection
Week 11 semester 2, 2018	End of Survey Response Collection
Week 12 semester 2, 2018	Preliminary Analyses
November - December, 2018	Quantitative Analyses and Graph Generation
	Qualitative Coding and Cross-checks
	Qualitative Analyses and Cross-checks
January, 2019	Report Draft Composition
February - April, 2019	Report Edits
	Report Visual Design and Formatting
Week 6 semester 1, 2019	Report Finalisation
Week 7 semester 1, 2019	ISS 2018 Report Publication

8. 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 +	\$252.25

	\$2.25 Surcharge	
Coles-Myers Gift Cards	\$30 x 10	\$300
Total Actual Expenses:		\$953.65
Budget Surplus:		\$46.35

9. 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 analysis.

Quantitative data were collated and analysed through simple statistical analyses, while qualitative data were coded and cross-checked with rigour. The overview of the report content is presented as follows:

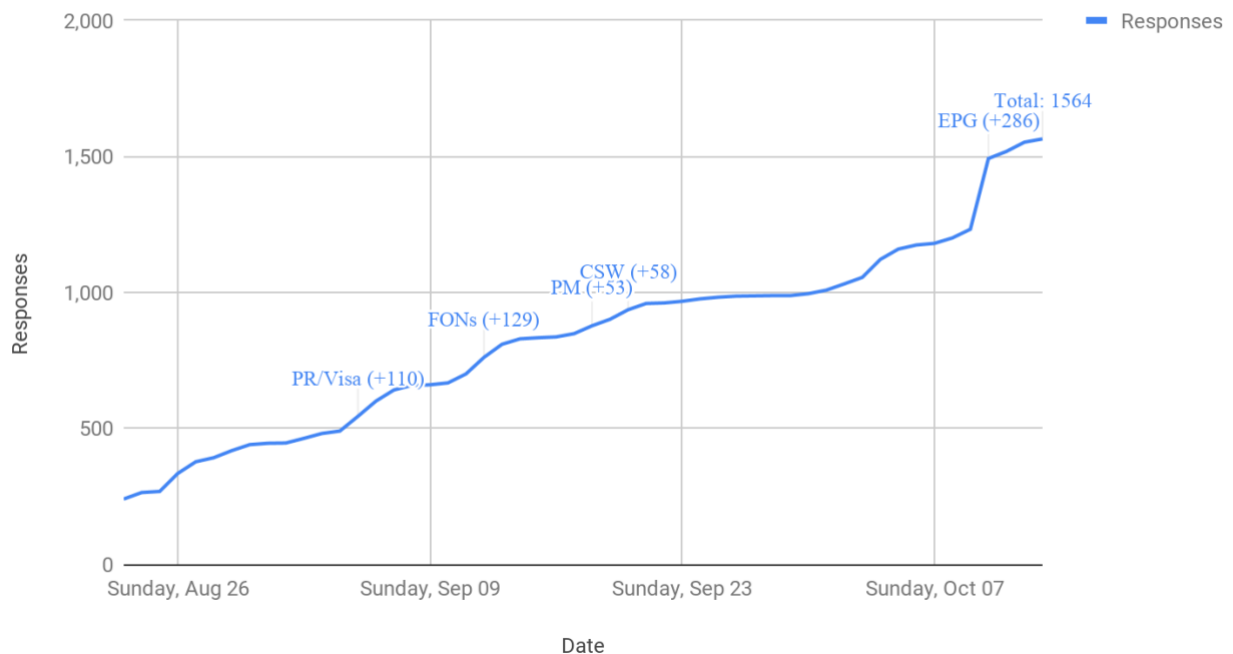
1. Over 1300 valid responses collected from students from over 63 nationalities.
2. 76% of student find their overall university experience enjoyable.
3. 70% of students are satisfied with the teaching quality of their course, but understanding course material remain the primary challenge in students' academic experience (49%).
4. Common illness is the most frequently experienced health issue (68%), followed by mental health issues (24%). Of the 24% who had/have mental health issues, only 25% used CAPS.
5. Many students (60%) are not aware of or have not utilised university health services.
6. 34% of surveyed students have witnessed and/or experienced discrimination at the University, 64% of which concern racism.
7. 7% of respondents have witnessed and/or experienced sexual harassment/assault, 26% of which did not seek any help, only 20% sought help from the University.
8. 43% of students believe that their cultural group is sufficiently represented.
9. 72% of students who are experiencing/have experienced financial hardship have not utilised the University's financial support services.
10. 50% of students wish to work in Australia after university, but 66% of students worry about the competitiveness of the Australian job market.

Detailed review of the section results, as well as relevant suggestions can be found in the complete report, scheduled for release during week 7 semester 1, 2019.

10. 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



11. Problems Encountered

7.1 Survey and Response Collection

- Nationality was inquired with a short answer question, leading to complicated responses that are hard to summarise.
- 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.
- Although survey was written in plain English language, the survey are still considered difficult for some respondents.
- Wording of the questions are sometimes misleading/unclear. This sometimes resulted in ambiguous or contradictory responses.

7.2 Data Analyses

- Repeated submission and incomplete responses are challenging during data collation.

- b) Qualitative coding was a new process for many members of the analysis team, resulting in the divergence of methodology and inconsistent outcomes, that are later rectified through cross-checks and incessant communication between the coders.
- c) The time and effort it will take to complete qualitative analysis was underestimated, causing slight delays to the report progress.

7.3 Report Composition

- a) The coders and writers are different in each single section, creating a knowledge gap between the coding and writing stages. This was remedied through collaborations of coders and writers.
- b) All writers have very different writing styles and aspects that they focus on. This can sometimes lead to compromised cohesiveness across sections.
- c) Composing report drafts from data takes more time than expected, causing delays to the report progress.
- d) Editing and amending report drafts are time-consuming and strenuous. This was unexpected and caused the report schedule to be delayed several times.
- e) Not having clear deadlines for report finalisation led to sporadic revisions of the report content, adding extra workload to the report writing and design teams.

12. Future Suggestions

8.1 Survey and Response Collection

- a) 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.
- b) 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.
- c) 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) Consider seeking assistance in proofreading from people outside of the organising team to provide feedback on the clarity, accuracy, and specificity of the survey questions.
- f) Face-to-face publicity during events proved to be effective. Future surveys should continue this strategy and take advantage of the crowd that usually conjugate at events to boost survey responses.
- g) If future survey wish to collaborate with clubs/societies regarding survey publicity, directly contacting them via social media accounts might sometimes be more effective than emails.

8.2 Data Analyses

- a) Clear reminders not to repeatedly submit survey responses should be added to the survey to reduce the amount of duplicates during data analysis.
- b) Training and communication about the methodology of qualitative analyses can be better conducted to ease team members into the analysis process.
- c) Allow enough time for analyses and cross-checks in the report schedule to prevent delays and unnecessary hurry.

8.3 Report Composition

- a) Coders and writers in each individual section should be the same to minimise misunderstanding/miscommunication in the transition from coding to writing.
- b) Future teams can consider writing the report collaboratively to inject diverse perspectives into each section, and to ensure cohesiveness across the entire report.
- c) Ample time should be allowed for the composition/editing/amendments of report drafts. Clear and stringent deadlines should also be followed to facilitate the writing process.
- d) Report finalisation should be scheduled from the outset to prevent scattered revisions and to promote efficient report composition/design.

13. Conclusion

This concludes the International Student Survey 2018 Report. 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. We would also like to acknowledge all clubs and societies who assisted us in the process of survey publicity, without whom the survey would not have been so successful. Last but not least, the team hope to express our appreciation for Media and Communications Officer, You Qi (Yuki) NG, for her tireless effort, and outstanding professionalism in perfecting the design and formatting of the report.

Please feel free to approach the Education and Welfare Department shall you have any concerns, inquiries, or suggestions regarding the survey and/or the report.

Prepared by,

Po-Han (Terry) KUNG
Education & Welfare Officer (Co-opted) 2018/2019
UMSU International



6. Other Business

7. Next Meeting

Date : 3rd May 2019

Venue : Jim Potter Room