



August Reports

SEP 27, 2021

POSTGRADUATE COUNCIL 2021



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Submission To	Postgraduate Council
Meeting Date	27 Sep 2021
Category	Select: Confidential or Non-Confidential
Authors	Jerry Offor
Item No	[Governance use only]

PRESIDENTS' REPORT

August 2021 Report

Executive Summary:

The President's Office was responsible for the supervision, supporting and ensuring PGC operations in the month of August are effectively carried out. This includes the planning of the Arc PGC Ambassador of the Year and Course Co-Ordinator Award to be held 30th September 2021, Apart but together event: UNSW's ultimate social, the release of PGC public disclosure of documents and other more. The President continued his duties by seeing to the passage of the recent PGC restructuring proposal on the Arc board with the support of all PGC Office bearers and Councillors as well as representing the interest of the Postgraduate students and having meeting with different stakeholders of the University.

Progress Summary:

Date	Task Description	Status	Hours Invested
Aug 2 Aug 3 Aug 4 Aug 10 Aug 11 Aug 16 Aug 17 Aug 18 Aug 25 Aug 30 Aug 31	<p>Completed different tasks and actionable, advocated for different issues affecting postgraduates by meeting with University Stakeholders at various University Committees.</p> <p>The president was also involved in preparing Council agendas and reviewing minutes and chairing PGC Council board/emergency meeting.</p> <p>Met alongside Arc executives and PGC executive members with Staff at New York Times, Asia region.</p> <p>Attended UNSW Academic board meetings, Arc board Noms & Rems meeting, Arc board extra-ordinary meeting, usual meeting with Arc CEO.</p> <p>Alongside other committee members interviewed Daphne and Sue to join PGC Career Development and Women in STEM committee.</p> <p>Involved in T3 O-week planning, Arc PGC ambassador and Course Coordinator award planning.</p> <p>Involved in University AWP sub-group meetings, P & VP catch-up meetings and DVCA and EDI meetings with University Stakeholders.</p>	Completed	15:45



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Aug 1 - Aug 31	Attended to several other issues relevant to the full functioning of PGC.	Completed	8

Key Actionable Items for September:

1. Supervise and support implementation of all actionables in the coming months
2. Coordinate and support the execution of the inaugural PGC Arc Ambassador and Course Co-ordinator of the Year Award to be held on 30th September.
3. Continue to provide the necessary motivations and support to all Office bearers



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Authors	Diana Zhang (DZ) & Constantine Tsounis (CT)
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VICE-PRESIDENTS' REPORT

August 2021 Report

Executive Summary:

The Vice-President's Office was responsible for successfully leading and partially writing the new proposed PGC structural and Charter changes which was passed by Arc Board on Aug 17. The VP's Office led extensive discussions and provided heavy actionable support regarding the logistical planning and overall execution of both the inaugural Arc PGC Ambassador and Course Coordinator and Arc PGC Research Student and Supervisor Awards. In addition to providing extensive editorial, administrative support and content creation (e.g. Monthly PGC Newsletter, meeting minutes, online social media assets), the VP's Office also conducted several interviews for the second PGC Committee Recruitment Round. The VP's Office will oversee both PGC Awards as well as the delivery of virtual Term 3 O-week.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
Aug 1 Aug 2 Aug 5 Aug 7 Aug 9 Aug 10 Aug 11 Aug 13 Aug 14 Aug 16 Aug 17 Aug 21 Aug 22 Aug 23 Aug 28 Aug 30 Aug 31	D.Z.	Completed various administrative and executive matters for PGC which includes writing and editing meeting minutes, editing PGC website (e.g. relating to the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards), creating and/or editing PGC assets (e.g. Eventbrite, Canva, Youtube), writing and editing newsletter drafts, compiling PGC reports and budget proposals, editing the Tell Me Your Story e-book, co-ordinating PGC social media posting schedule, editing slides and scripts for PGC Awards information webinar, editing assets for PGC Awards, writing AHEGS recommendation statements, drafting marking rubric for Arc PGC Awards, writing proposal to include postgraduate representation on Arc Board, contacting Heads of Schools concerning Arc PGC Awards, compiling PGC meeting agenda, and liaising with all PGC members through email communications.	Completed	14.25
Aug 4 Aug 11 Aug 12 Aug 16	C.T.	Social media coordination and content creation for August events (such as banners, videos, calls to action), various administrative tasks, email correspondence, eBook platform	Completed	15



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Aug 17 Aug 22 Aug 25 Aug 26 Aug 27 Aug 30 Aug 31		logistics, website updates, supported and completed tasks for Research Student and Supervisor Awards, Research Committee Support, correspondence and coordination with other student societies, feedback to other postgraduate stakeholders (such as office of the DVCA), August event coordination and support, etc.		
Aug 2	D.Z.	Along with Coursework Officers, Saurabh and Simon, met with Arc Marketing Manager, Mitch to discuss various marketing related issues including the establishment of PGC LinkedIn Page, promotion of Arc PGC Awards, and Newsletter.	Completed	0.5
Aug 2	D.Z.	Along with President, Jerry and Arc executives, met with members of New York Times Promotions Office to discuss potential student partnerships.	Completed	0.5
Aug 2 Aug 9 Aug 16 Aug 23 Aug 30	D.Z.	Meeting with Coursework Officers, Saurabh and Simon to discuss, plan, and execute and marketing related matters. In particular, the logistical components and execution of the Arc PGC Ambassador and Course Coordinator Awards.	Completed	3.5
Aug 3	D.Z. C.T.	Along with President, Jerry and Charter Review Committee Secretary and Research Officer, Liam attended the Arc Nominations and Remunerations Committee meeting to present and discuss the proposed Charter as well as a proposal to include at least 2 postgraduate seating positions on the Arc Board.	Completed	1.5
Aug 4	D.Z. C.T.	Along with President, Jerry and Research Officers, Liam and Mariam, met to discuss the upcoming Arc PGC Research Student & Supervisor Awards.	Completed	1
Aug 4	C.T.	GRS meeting and meeting preparation with RSO	Completed	1.5
Aug 4 Aug 5	D.Z. C.T.	Along with President, Jerry and Charter Review Committee Secretary and Research Officer, Liam, met to debrief and discuss changes to the proposed PGC charter.	Completed	2
Aug 5	D.Z.	Researched charters from other Australian universities concerning their equity, diversity and inclusion policies. This would later support revisions to the proposed PGC Charter.	Completed	1



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Aug 6	D.Z. C.T.	Discussed proposed changes concerning EDI policies for the proposed PGC Charter internally and with Arc executive Joelle.	Completed	1.75 (0.5 with Joelle)
Aug 9	D.Z.	Provided support to the Arc PGC Ambassador & Course Coordinator Award Information webinar	Completed	0.5
Aug 10	D.Z. C.T.	Conducted tutorial on how to use Arc website	Completed	0.5
Aug 10 Aug 13	D.Z.	Along with President, Jerry, Marketing Committee Secretary and Coursework Officer, Saurabh, and/or Womens' Officers Rabia and Saltant, conducted interviews for 3 potential candidate for the Marketing, Editorial and Media Committee	Completed	1.25
Aug 11 Aug 25	D.Z.	Met with the Career Development and Women in STEM Committee to plan how the Committee would support the upcoming mega UNSW-SRC-PGC social event by hosting a Coping with COVID and Meditation workshop, as well discuss other STEM related events.	Completed	2
Aug 11	C.T.	Interviewed new member of the PGC Marketing meeting along with President, Jerry and Coursework Officer, Saurabh	Completed	0.5
Aug 11	D.Z. C.T.	Attended PGC Emergency meeting and open discussion on how to formulate a marking rubric for the upcoming PGC Awards (please see meeting minutes).	Completed	1
Aug 17	D.Z. C.T.	Along with President, Jerry and Charter Review Committee Secretary and Research Officer, Liam, attended the Arc Board meeting to present and propose the PGC charter.	Completed	0.5
Aug 17 (and other various dates)	C.T.	Along with RSO, discussed plans for the Research Student and Supervisor Awards, and invited judging panel for event	Completed	2
Aug 18	D.Z. C.T.	Along with various PGC members, had a brainstorm workshop on how to conduct a virtual Term 3 O-week and the various activities that could be run, in addition to delegation of roles for each activity.	Completed	1.25
Aug 19	D.Z.	Liaised with Arc Marketing team to produce two promotional videos for the Arc PGC Ambassador & Course Coordinator Awards, as well as contacting potential judges for the selection panel.	Completed	1.75



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Aug 23	D.Z.	Met with a PhD student to discuss issues with international student visas and impact of COVID-19, and the ways PGC could help to support.	Completed	0.5
Aug 24	D.Z.	Supported the special PGC Podcast: Helping Afghanistan during the current times.	Completed	1
Aug 27	D.Z. C.T.	Provided logistical support to the mega social event hosted by PGC, SRC and GRS.	Completed	1.5
Aug 30	D.Z. C.T.	Attended the Aug 30 PGC Council meeting (see meeting minutes).	Completed	1.25
Aug 30	C.T.	Met with Research Officer, Liam, to discuss proposal on home ergonomic equipment for HDRs	Completed	0.5
Aug 31	D.Z. C.T.	Along with President, Jerry and Coursework Officers, Saurabh and Simon, met internally and with Director of Student Life, Neil, to discuss how to improve number of submissions for the Arc PGC Ambassador & Course Coordinator Awards.	Completed	1 (0.25 with Neil)
Aug 31	D.Z. C.T.	Met with President, Jerry to discuss the production of the PGC Annual Report.	Completed	0.5

Key Actionable Items for September:

1. Oversee PGC's Virtual Term 3 O-week activities
2. Oversee the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards
3. Oversee the Arc PGC Research Student and Supervisor's Award
4. Continue to liaise with existing UNSW services and personnel to advance PGC mission



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Authors	Jing Sun & Chuka Madumelu
Item No	[Governance use only]

EQUITY OFFICE REPORT

August 2021 Report

Executive Summary:

August still experienced severe effect of COVID-19 on our daily life and in-person PGC activities in Sydney. Efforts were put in finishing touches on E-book for Tell Me Your Story Event by Equity office. Besides, the Equity office coordinated with PGC members for promoting the event of 'The 2021 student & supervisor awards', which does not only celebrate achievements of students and supervisors during the COVID-19 pandemic, but also is an opportunity to build relationships and strengthen connections within the UNSW research community. The Equity office also participated in the discussion and planning for the coming T3 O-week.

Progress summary:

JS&CM	Dates	Task description	Status	Hours spent
CM & JS	11 th August	PGC board emergency meeting	Completed	1
CM & JS	15 th August	Write up and submit July Report	Completed	1
CM	16 th August	Update/ tidy up TMYS ebook	Completed	1
JS	24 th August	Wechat promotion on the event of 'The 2021 student & supervisor awards'	Completed	2
CM & JS	30 th August	PGC monthly meeting	Completed	1.5
CM & JS	31 st August	Discuss and prepare post materials for Equal Pay Day	Completed	0.5

Key action items for September

1. Promote and conduct events for T3 O-week.
2. Contribution to PGC Annual Report.



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Category	Select: Confidential or Non-Confidential
Authors	Christine Castor & Sardor Bakhtiyorov
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ISO REPORT

August 2021 Report

Executive Summary:

International Student Officers Report for Month of August 2021

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Christine	Aug 30	PGC Council Meeting	DONE	1.5
Christine	Aug 27	Trivia Night Preparation	DONE	2
Christine, Sardor	Aug 27	Planning of Trivia Night	DONE	1

Key action items for September:

1. Documentation and Reports
 - a. Achievement Report
 - b. Postgraduate Pub Video
2. Postgraduate Pub: Trivia Night
3. Onboarding of new ISO Head
4. Migration Seminar



Submission To	Postgraduate Council
Meeting Date	27 Sep 2021
Category	Select: Confidential or Non-Confidential
Authors	Saurabh Kaura & Simon Xu
Item No	[Governance use only]

COURSEWORK OFFICERS' REPORT

August 2021 Report

Executive Summary:

A monthly work report for the month of August 2021 from the office of coursework with all the tasks mentioned.

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Simon/ Saurabh	2 nd , 9 th , 16 th , 23 rd , 30 th Aug 2021	PGC Marketing Meeting	Completed	2.5
Saurabh	9 th , 11 th , 13 th , 24 th , 30 th Aug	PGC Weekly Podcast & Its Preparation (Meeting with Madhav, Jeeves, Vintii, Maryam)	Completed	8
Simon/ Saurabh	8 th Aug 2021	PGC Ambassador Info session slides preparation	Completed	1.5
Simon	8 th Aug 2021	PGC Ambassador info and WeChat news marketing	Completed	1
Simon	9 th Aug 2021	PGC Ambassador info session	Completed	1.5
Saurabh	10 th Aug 2021	PGC Marketing Team Interviews	Completed	1.5
Saurabh/ Simon	11 th Aug	PGC Emergency Meeting	Completed	1
Simon	18 th Aug 2021	O-week Planning and Awards Discussion	Completed	0.5
Simon	13 th , 18 th , 19 th , 20 th , 23 rd , 24 th Aug	WeChat Marketing strategy	Completed	9
Simon	19 th Aug	DVCA Merlin's Video Editing	Completed	1



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Simon/ Saurabh	30 th Aug	PGC Meeting	Completed	2
Saurabh	26 th Aug	PGC Weekly Podcast Video Editing	Completed	1
Saurabh	26 th Aug	Planning for the events in September and October (MAVROS Mentorship Program, Meeting with Kumar for Opportunities Australia Season 2)	Completed	2



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Authors	Swarali Marathe & Emilia Nwakpa
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EVENTS OFFICERS REPORT

August 2021 Report

Executive Summary:

The office of events has successfully participated in meetings, organised and coordinated events to support student's wellbeing.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
11/08	EN	PGC Emergency meeting	completed	1.5
18/08	EN	O-week planning and awards discussion	Completed	1.5
22 & 31/08	EN	Planning and scheduling of meetings for the Open Mic Night (T3 O-week event)	Completed	1
30/08	EN	PGC General meeting	Completed	1.5
31/08	EN	Planning and scheduling meeting with events committee to discuss about the postponement of the cruise party	Completed	1

Key Actionable Items September:

1. T3 O-Week event (Open Mic Night) coordination
2. PGC board meeting
3. Cruise party postponement
4. Preparation of PGC annual report
5. Planning of October events



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Authors	Mariam Soomro & Liam Cheney
Item No	[Governance use only]

RESEARCH STUDENT OFFICE REPORT

August 2021 Report

Executive Summary:

- Completed the majority of the remaining PGC Charter tasks
- Organised a UNSW first Mega-Social Event
- Continued weekly meetings with Research Committee. Created marketing content for events (Mainly Hang)
- Meetings with GRS strengthened collaboration for future events.
- Student Supervisor Awards were conceptually designed, and the following content was released: applications, rubrics, eligibility, marketing, Arc PGC website, Eventbrite
- Continued ongoing HDR student support.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested (each)
1	MS	GRS meeting slide for supervisor meeting	Completed	0.5
1	MS	Invitations for the combined interfac event to Madhav and Salta	Completed	0.5
1	MS	Meeting with student having supervisor query	Completed	2
1,4,17	LC	PGC Charter Meetings	Completed	2
1,18	LC	GRS Meetings	Completed	2
3,10,17,24,31	LC,MS	Research committee weekly meetings/discussion/agenda/meeting minutes	Completed	4
3,17,24	LC,MS	Research Office fortnightly meeting/discussion	Completed	2
10	LC,MS	Documents, applications other discussions	Completed	6
10,16,23	LC	Mega-Social Event Organising	Completed	3
11	LC,MS	Rubric awards	Completed	0.5
11	LC,MS	Emergency Meeting	Completed	0.5
11	LC,MS	Marking rubric workshop	Completed	0.5



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11	MS	Microsoft Form for awards	Completed	1
16,17,20,31	LC,CS	Completing Student Supervisor Awards Content (Rubrics, Eligibility, Judging Panel, Event Details, Arc PGC Website Creation)	Completed	8
24	MS,LC	Resolution of PGC inbox queries	Completed	1
27	LC,MS	"Apart but together": UNSW's Ultimate Social Get Together for students	Completed	1
30	LC,MS	PGC General Meetings	Completed	1.5
30	LC, MS	General inbox management on enquiries, support advice and follow up	Ongoing	3
30	LC, MS	Report submission	Completed	1
30, 31	LC	COVID Hardship Outreach	Completed	2
31	LC,MS	RSO Catch-up	Completed	0.5
31	LC,MS	Committee meeting	Completed	1

Key Actionable Items for September:

1. Continue planning Research Student and Supervisor Awards.
 - a. Allocate budget for event
 - b. Design GatherTown experience
 - c. Market Event Experience
 - d. Market Applications Closing
2. Plan monthly PGC Research Committee seminars and continue meetings



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Authors	Saltanat Paritova & Rabia Mobeen
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WOMEN'S OFFICERS REPORT

August 2021 Report

Executive Summary:

Women's office together with Women in STEM career development committee was in planning and execution stage of events for PGC. Planning of O-week has handled during PGC meetings and outside of the meetings. Additionally, meetings regarding the future Arc event in September was held (SEXtember).

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
11.08.2021	Rabia & Saltanat	Women in STEM meeting	Completed	1
13.08.2021	Saltanat	Research committee meeting regarding Postgraduates get together event	Completed	1
17.08.2021	Saltanat	Discussion on PGC podcast for SEXtember	Completed	1
18.08.2021	Saltanat	O-Week planning meeting	Completed	1
25.08.2021	Rabia & Saltanat	Women in STEM meeting	Completed	1
27.08.2021	Rabia & Saltanat	Postgraduates get together online events together with Research office (Coping with COVID and Meditation rooms)	Completed	1
30.08.2021	Rabia & Saltanat	PGC Meeting	Completed	2

Key Actionable Items September 2021:

1. O-week events
2. Women in STEM committee events planning: workshop and panel discussion