



June Reports

JUL 26, 2021

POSTGRADUATE COUNCIL 2021



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Submission To	Postgraduate Council
Meeting Date	26 Jul 2021
Category	Select: Confidential or Non-Confidential
Authors	Jerry Offor
Item No	[Governance use only]

PRESIDENTS' REPORT

June 2021 Report

Executive Summary:

The President's Office was responsible for the supervision, supporting and ensuring the effective operations of all Offices and deliverables especially the successful execution of the inaugural Postgraduate Week (Online Edition) which was our first ever Postgraduate week since the inception of the postgraduate Council. The President had actively played a role in the charter review Process of the PGC alongside the Principal members and other Office bearers and Councillor. The President will continue to supervise the effective review of PGC Charter to create the most effective structure for the PGC and actively support all actionables in the coming months and making sure our work is achieve more efficiently

Progress Summary:

Date	Task Description	Status	Hours Invested
June 1 June 9 June 11 June 13 June 14 June 16 June 18 June 21 June 23 June 25	Completed several mandates and advocating alongside the VP's Office, SRC President, Coursework officer, Research Officer and Academic board representatives for postgraduate issues, this was achieved through representations at various University Committees, campaigns, and direct advocacy. The president was also involved in preparing Council agendas and reviewing minutes and chairing the virtual town hall meeting. Made addition and reviewed the President & Vice-President's Achievement Report.	Completed	13:15
June 2 June 4 June 7 June 22	Held an effective meeting with the CEO of Arc to discuss various matters as it relates to Postgraduate Council in order to get the needed support from Arc, made necessary changes to Tell Me Your Story electronic book due for publication	Completed	3.5
June 2 June 21 June 22 June 25 June 30	Along with SRC Present and other stakeholders of the University held meeting with UNSW EDI, DVCA the Director of Student Experience discuss various issues as it relates to Postgraduate and undergraduate students.	Completed	5.30
June 8 June 9	Held a meeting with the Coursework Office Saurabh to discuss key proposals. Alongside the Vice President, Diana, Research Officers, Constantine, and Mariam, and HDR Representative, Toyin met to have a detail discussion	Completed	1.30



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	how best make our presentation at the UHDC meeting on how increase professional development opportunities for HDR students.		
June 10	Alongside the Vice President, Diana, Research Officers, Constantine and Mariam, and HDR Representative, Toyin attended the UHDC meeting where we discussed the detailed proposal on increasing the number of PD opportunities. This was presented to all UNSW ADRTs and Graduate Research School executive present.	Completed	0.75
June 16 June 18	Held a productive meeting with Arc executives alongside the Vice President, Diana, Research Officer, Constantine, and Councillor, Liam to discuss ways on how to properly make sure the PGC is sustainable. Attended SSAF management Committee meeting and Arc Board meeting	Completed	2.5
June 21 June 22	chaired and Attended the inaugural PGC Virtual Town Hall Meeting (see meeting minutes), also attended UNSW Academic Board meeting	Completed	2:50
June 24	Held a debrief with the Vice President, Diana, Research Officer, Constantine, and Councillor, Liam how to implement the necessary changes to PGC Charter	Completed	1
June 28 June 29 June 30	Supervised and supported all Postgraduate week events	Completed	7

Key Actionable Items for July:

1. Supervise and support implementation of all actionables in the coming months
2. Support the planning of the inaugural PGC Arc Ambassador and Course Co-ordinator of the Year Award
3. Support the PGC Review Charter Committee in working on the PGC Charter to ensure its sustainability to deliver its strategic plan.
4. Continue to provide the necessary energy and support to all Office bearers their effective representations



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Authors	Diana Zhang (DZ)
Item No	[Governance use only]

VICE-PRESIDENTS' REPORT

June 2021 Report

Executive Summary:

The Vice-President's Office was responsible for successfully executing the inaugural Postgraduate Week which was attended by 1,000+ students. This included but is not limited to extensive logistical and administrative support and complete revamp to Postgraduate Week (Online Edition) due to recent lockdown rules. The VP's Office also played an integral role in supporting the Review Charter Committee in revising the PGC Charter to ensure its sustainability. In addition to meeting with various UNSW stakeholders and student leaders, the VP's Office continued to provide extensive administrative support and content creation (e.g. Monthly PGC Newsletter, co-ordination of PGC Committee communications, online social media assets). The VP Office will continue to support the Review Charter Committee and work towards the inaugural PGC Arc Ambassador and Course Co-Ordinator of the Year Awards.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
June 1 June 9 June 13 June 16 June 20 June 21 June 23	D.Z.	Completed various administrative and executive matters for PGC which includes writing and editing meeting minutes, editing PGC website, creating and/or editing PGC assets (e.g. Eventbrite, Canva, Youtube, feedback survey, Virtual Town Hall meeting video), writing and editing the President & Vice-President's Achievement Report, preparing the President & Vice-President's Achievement report presentation, writing and editing newsletter drafts, compiling PGC reports and budget proposals, compiling PGC meeting agenda, and liaising with all PGC members through email communications.	Completed	10.25
June 3 June 8 June 18 June 24 June 25 June 28	D.Z.	Providing leadership to and overseeing the execution of Postgraduate Week including various administrative tasks such as university-wide emails, Eventbrite management, and managing the complete rebranding of Postgraduate Week to Postgraduate Week (Online edition) due to immediate Sydney lockdown advice from NSW Government.	Completed	5
June 4 June 11 June 18	D.Z.	Along with various PGC members, met with Arc Marketing Manager, Mitch and Arc Deputy	Completed	1.5



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June 25		Director of Student Engagement, Eric, to discuss the planning of Postgraduate Week.		
June 4 June 7	D.Z.	Restocking cupboards and organising food hamper collection in Postgraduate Lounge following the OzHarvest delivery	Completed	0.75
June 7 June 15 June 21 June 28	D.Z.	Meeting with Coursework Officer, Saurabh to discuss, plan, and execute and marketing related matters as well as the flagship Opportunities Australia workshop as part of Postgraduate Week	Completed	2.25
June 7	D.Z.	Editing the Tell Me Your Story electronic book due for publication	Completed	0.75
June 9	D.Z.	Along with President, Jerry, Research Officers, Constantine and Mariam, and HDR Representative, Toyin, discussed how to approach the upcoming UHDC meeting regarding increasing professional development opportunities for HDR students.	Completed	1
June 10	D.Z.	Along with President, Jerry, Research Officers, Constantine and Mariam, and HDR Representative, Toyin attended the UHDC meeting. A proposal to increase the number of PD opportunities (such as workshops, mentoring program, industry internships) was presented to all ADRTs at UNSW as well as GRS executives.	Completed	0.75
June 11	D.Z.	Along with Research Officer, Constantine, met with GRS administrative officers, Beatta and Belinda to discuss potential collaborations between PGC and GRS and ways we can increase engagement amongst HDR students.	Completed	0.5
June 16	D.Z.	Along with President, Jerry, Research Officer, Constantine, and Councillor, Liam, met with Arc executives to discuss ways to improve the sustainability and accountability of PGC through the PGC Charter.	Completed	1.5
June 21	D.Z.	Attendance at the inaugural PGC Virtual Town Hall Meeting (see meeting minutes)	Completed	1.75
June 24	D.Z.	Along with President, Jerry, Research Officer, Constantine, and Councillor, Liam had a debrief meeting to discuss how to implement PGC Charter changes	Completed	1
June 24 June 25	D.Z.	Met with postgraduate student leaders from AGSM and Chemical Engineering Research Society about potential collaborations with PGC.	Completed	1



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June 28 June 29 June 30	D.Z.	Provided logistical and technical support to various Postgraduate week events including Webinar, PhD panel discussion, Shut up and write, Legal seminar, Opportunities Australia workshop	Completed	9.25
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Key Actionable Items for July:

1. Oversee and support implementation of the inaugural PGC Arc Ambassador and Course Co-ordinator of the Year Award
2. Work with PGC Review Charter Committee in revising the PGC Charter to ensure its sustainability
3. 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

June 2021 Report

Executive Summary:

The activities of the Equity office in the month of June centred around planning and organization for PGC's inaugural Postgraduate Week (P-week). The P-Week was planned as an exclusive week for postgraduate students, fashioned after the termly Orientation week, organized in the university. It was designed to address different career, developmental and social needs of postgraduate students, taking into account peculiarities which are often ignored in general O-week activities. This inaugural event was planned as a week-long event, featuring guest speakers across different platforms, social & physical activities and professional developmental sessions. The Equity office was involved in general planning and coordination activities and in sub-committee specific activities. With the unfolding COVID-19 situation, social nights and physical exercise-based activities organized by the Equity office were cancelled, following NSW Health and university guidelines. These activities will be held when in-person activities are resumed.

Progress summary:

Dates	Author(s)	Task description	Status	Hours spent
June 2	CM	Sports sub-committee meeting	Completed	1.5
June 3	CM	Sports committee planning	Completed	0.5
June 4	JS&CM	P-week WIP meeting	Completed	0.5
June 9	JS	Anti-Racism Policy Working Group Meeting	Completed	1
June 11	JS	P-week WIP meeting	Completed	0.5
June 15	JS&CM	Write and submit May report	Completed	1
June 15	CM	P-week planning meeting (sports)	Completed	2
June 18	JS&CM	Equity office performance report drafting	Completed	3
June 18	CM	Sports committee planning	Completed	2
June 21	JS&CM	PGC monthly meeting	Completed	2
June 22	JS	Research and discussion on P-week events (risk assessment/ cinema and movie selection etc.)	Completed	2
June 25	JS&CM	P-week WIP meeting	Completed	0.5



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Key action items for July

1. Submit a written report to EDI for the Story and Culture conference
2. Implementation/ participation in P-week activities
3. PGC monthly meeting/ sub-committee meetings



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Authors	Kalyani Patil & Christine Castor
Item No	[Governance use only]

ISO REPORT

June 2021 Report

Executive Summary:

International Student Officers Report for Month of June 2021

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Christine	Jun 16	Making of Collaterals for ISO June Events	DONE	3.00
Christine, Kalyani	Jun 16	Meeting with David Loonam – Arc Legal	DONE	1.0
Christine, Kalyani	Jun 29	Tech Rehearsal for Virtual Visa Seminar	DONE	3.5
Christine, Kalyani	Jun 29	Virtual Visa Seminar Event	DONE	2.1

Key action items for July:

1. Postgraduate Pub [Virtual] Planning
2. Postgraduate Hub
3. Set up Meeting with James Meade for Offshore Students



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

COURSEWORK OFFICERS' REPORT

June 2021 Report

Executive Summary:

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

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Simon/ Saurabh	1 st June 2021	Preparing and Presenting Coursework Enrolment Guide	Completed	3
Simon/ Saurabh	5 th June 2021	Coursework Office May Report and Future Event Planning	Completed	1
Saurabh	8 th June, 2021	Meeting with Jerry to discuss on some major proposals	Completed	0.5
Simon/ Saurabh	10 th June, 2021	SHAC Meeting	Completed	1
Saurabh/ Shruthi	10 th June, 2021	Meeting with Shubham Baid & Jessica Gereis on AB-FB Monthly Meeting Suggestions	Completed	2
Saurabh	11 th June, 2021	PGC Podcast with Prof Jayashri Ravishankar: Organising & Preparation	Completed	2
Simon/ Saurabh	15 th June, 2021	Meeting with the Research Office to plan for the PG events	Completed	1
Saurabh	15 th June, 2021	PGC Marketing Weekly Meetings	Completed	1.5
Saurabh	18 th June, 2021	PGC Podcast with Prof Tracy Wilcox: Organising & Preparation	Completed	2
Simon/ Saurabh/ Shruthi/ Hugo	18 th June, 2021	Meeting with Coursework Committee	Completed	1



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Simon/ Saurabh	21 st June, 2021	DVCA Events Planning with Diana	Completed	0.5
Saurabh	19 th June, 2021	Town Hall Meeting Preparation by Saurabh	Completed	3
Simon/ Saurabh	21 st June, 2021	Town Hall Meeting	Completed	2
Simon	21 st June, 2021	Town Hall Meeting Preparation by Simon	Completed	1
Saurabh	24 th June, 2021	SHAC Meeting	Completed	1
Saurabh	25 th June, 2021	PGC Podcast with Prof Lucy Marshall: Organising	Completed	1
Simon	26 th June, 2021	Marketing of PG Week on We Chat	Completed	2
Saurabh	26 th June, 2021	PGC Podcast Videos and Highlights: Guidance for Vishnu	Completed	1
Saurabh	26 th June, 2021	Opportunities Australia Event Preparation	Completed	6
Saurabh	28 th June, 2021	PGC Podcast with Prof Prakash Bhurtel: Organising & Preparation	Completed	3
Saurabh	28 th June, 2021	PG Week Event on “The Story of the Growing Events”: Organising & Preparation	Completed	4
Simon/ Saurabh	29 th June, 2021	PhD Pathway Discussion	Completed	1
Simon/ Saurabh/ Shruthi	29 th June, 2021	Opportunities Australia Day 1	Completed	3
Simon/ Saurabh/ Shruthi	30 th June, 2021	Opportunities Australia Day 2	Completed	3
Simon	1 st July, 2021	Mental Health Workshop	Completed	1



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Category	Select: Confidential or Non-Confidential
Authors	Swarali Marathe & Emilia Nwakpa
Item No	[Governance use only]

EVENTS OFFICERS REPORT

June 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
03/06	EN	Eventbrite set up for T2 PG O-Week	Completed	1.5
03/06	SM	Eventbrite (PG week)	completed	1
04/06	EN	PG week WIP	Completed	0.5
08/06	EN & SM	Cruise meeting	Completed	1
08/06	EN	Cruise party update & scheduling Teams meeting for Events committee	Completed	1
09/06	EN	Review and update O-week Eventbrite	Completed	1
12/06	EN & SM	Cruise meeting with Events Committee	Completed	1
16/06	SM	Eventbrite update	Completed	1
18/06	EN	PG week WIP	completed	0.5
20/06	EN	Prepared achievement report	Completed	2
21/06	EN & SM	PGC Townhall Meeting	Completed	2.5



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25/06	SM	PGC Podcast	Completed	1.5
25/06	EN	PG week WIP	Completed	0.5
24-30/06	EN	Organizing virtual dance competition	Ongoing	3

Key Actionable Items July:

1. PGC meeting
2. Coordinating virtual dance competition



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Authors	Constantine Tsounis & Mariam Soomro
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RESEARCH STUDENT OFFICE REPORT

June 2021 Report

Executive Summary:

June was a successful month for the RSO in student advocacy, engagement, and support. RSO was proud to host/organize 3 postgraduate week events including supporting a joint “shut up and write” session with the GRS, a panel discussion for HDR students, as well as a mental health and wellbeing workshop. We have also continuously engaged with the Research Committee throughout June and are currently planning our July event. Furthermore, we presented a discussion paper to the UHDC on Professional Development for HDR students (more details in the Achievement Report). Finally, we are proud to have established an extended collaboration for food hampers with the Food Hub for postgraduate students.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested (each)
1-30/06/21	MS	OzHarvest discussion, assessment of lockdown and planning safe pickup arrangements for final deliveries	Completed	6
1-30/06/21	CT, MS	Research Office fortnightly meeting/discussion	Completed	3
1-30/06/21	CT, MS	Research committee weekly meetings/discussion/agenda/meeting minutes	Completed	6
1-30/6/21	CT	HDR panel discussion postgraduate week event preparation	Completed	4
1-30/05/21	CT, MS	General inbox management on enquiries, support advice and follow up	Ongoing	3
1-30/06/21	CT, MS	Planning for mental health and wellbeing session/invitation/advertisement	Completed	4
1-9/6/21	CT	UHDC paper drafting	Completed	3
9/6/21	CT, MS	UHDC discussion meeting	Completed	0.5



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10/6/21	CT, MS	UHDCRC presentation	Completed	3
14-18/6/21	CT, MS	Achievement + monthly report drafting	Completed	5
16/6/21	CT	Charter committee meeting with Arc	Completed	2
21/06/2021	CT, MS	PGC townhall meeting	Completed	2
24/6/21	CT	Charter committee meeting	Completed	1.5
25/6/21	CT	Postgraduate week dry run	Completed	0.5
28/06/2021	MS	HDR panel discussion preparation/panel gifts/survey	Completed	2
28-30/06/21	CT, MS	Support for the other postgraduate week main events	Completed	4
28/06/21	CT	Information for GRS newsletter	Completed	0.5
29/06/2021	CT, MS	HDR panel discussion main event	Completed	1
30/6/2021	CT	Meeting with Niamh from Cicada re site tour	Completed	0.5
30/06/21	MS	Meeting with PGC council President/ council members for general discussion	Completed	3

Key Actionable Items July:

1. Continue OzHarvest collaboration/food hub and plan Covid safe delivery (support)
2. Continue planning for Cicada event (engagement)
3. Continue planning Research Student and Supervisor Awards (engagement and support)
4. Plan monthly PGC Research Committee seminars and continue meetings (engagement)
5. Continue meetings with GRS to create a structure for student feedback/consultation (advocacy)
6. Address all queries and provide guidance to students who reach out (support)



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Appendix 1: Research Office hosted/supported events for Postgraduate Week

Date	Time	Event	Recommended Office/Committee to support event Lead in bold	Status	Expected attendance and preferred room	Writeup
Tue Jun 29	10-11am	Shut Up and Write Meet up	GRS HDR Engagement Team (Belinda/Beatta) Research Office	Confirmed	Red Centre M010	Shut up and Write! Get that PhD moving! Get writing! Bring along your laptop and have a project/work goal in mind. Meetings start with a brief chat to say hello and identify your goals for the session, followed by timed productivity session.
Tue Jun 29	5-6 pm	HDR Career Pathways Panel Discussion	Research Office & Research Committee	Confirmed	Michael Crouch Innovation Centre, Gate Two Ave, Kensington NSW 2033	This event is for HDRs to learn about the various career pathways available to PhDs, and how to successfully transit into the job market post-degree
Thurs July 1	12-1pm	Mental Health and Wellbeing for Postgraduates	Research Office & Research Committee	Confirmed	Online	We all know that it is important to look after our health and wellbeing, but did you know there is a strong relationship between wellbeing and performance? Getting adequate sleep, practising mindfulness and being physically active are all important pillars in a healthy lifestyle but can also improve cognition, learning and memory, executive functioning, communication and overall performance – all useful things for surviving your degree!



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Authors	Saltanat Paritova and Rabia Mobeen
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WOMEN'S OFFICERS REPORT

June 2021 Report

Executive Summary:

Women's office together with Equity office, VP and President hosted event Tell me about story, the following month we worked on post event items, postgraduate week and E-book.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
1-12 June	Rabia	Communication with participants, emailing results and correspondence post event	Completed	2
1-14 June	Saltanat	Organising Postgraduate Week	Completed	4
June 21	Saltanat & Rabia	May report Submission	Completed	2
1-14 June 21	Rabia & Saltanat	E-book design and working with Arc Marketing team	Completed	2
27 June 21	Saltanat & Rabia	Submitting achievement report	Completed	2
21 June 21	Rabia & Saltanat	PGC Meeting	Completed	2

Key Actionable Items July 2021:

1. Planning new event
2. Structure reforming for PGC