



October Reports

NOV 15, 2021

POSTGRADUATE COUNCIL 2021



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Submission To	Postgraduate Council
Meeting Date	15 Nov 2021
Category	Select: Confidential or Non-Confidential
Authors	Jerry Offor
Item No	[Governance use only]

PRESIDENTS' REPORT

October 2021 Report

Executive Summary:

The President's Office was in responsibility of ensuring that PGC activities in October went off without a hitch by supervising, aiding, and ensuring that everything ran well. In partnership with Graduate Research School, Arc PGC organised its trademark event called "The Supervisor and Research Student Awards." While meeting with different stakeholders within the university, the President continued to defend the concerns of postgraduate students.

Progress Summary:

Date	Task Description	Status	Hours Invested
Oct 6 Oct 13 Oct 11 Oct 13 Oct 14 Oct 19 Oct 21 Oct 22 Oct 25 Oct 27	<p>Completed a variety of tasks that were actionable and campaigned for a variety of postgraduate-related concerns by meeting with university stakeholders at various university committees.</p> <p>The president also assisted with the preparation of Council agendas, the examination and review of minutes, and the chairing of PGC Council meetings.</p> <p>Attended Arc Student Development Committee, Alongside the VC Office attended a meeting with Arc Arc Executive admin for 2022 PGC induction plan.</p> <p>Involved in Supervisor and Student award planning and execution, marking and grading as well as participating in other meetings involving integrity check, GatherTown organisation.</p> <p>Attended Academic Board meeting, P & VP catch-up, meetings and DVCA, PVCESE and EDI meetings with University Stakeholders.</p> <p>Alongside the Research Office and Graduate Research held a dry run for SSA awards.</p>	Completed	14:30
October1 - October 30	<p>Several additional concerns about the smooth running of PGC were addressed as part of the handover preparations, which included other important PGC issues.</p>	Completed	11:15



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Key Actionable Items for November:

1. Supervise and support implementation of all actionables in the month of November.
2. Supervise and coordinate the submission of handover documents to PGC 2022 executives.
3. Continue to provide the necessary motivations and support to all Office bearers to roundup our PGC year.



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Category	Select: Confidential or Non-Confidential
Authors	Diana Zhang (DZ) and Constantine Tsounis (CT)
Item No	[Governance use only]

VICE-PRESIDENTS' REPORT

October 2021 Report

Executive Summary:

The Vice-President's Office was responsible for overseeing the successful execution of the 8th Arc PGC Research Student and Supervisor Awards which saw over 160 HDR students and staff members being recognised and awarded. The VP's Office provided heavy administrative and logistical support in the planning and execution of several events including the SSA Awards and the special STEM panel event which was held as part of UNSW Diversity Week. In addition to handling the post-event video editing of the Ambassador & Course Coordinator Awards, SSA Awards, and STEM panel event, the VP's Office continued to provide extensive editorial, administrative support and content creation (e.g. Monthly PGC Newsletter, meeting minutes, online social media assets). Moreover, the VP's Office has continued to oversee landmark projects including the PGC Achievement Video and the inaugural Annual Report.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
Oct 1 Oct 2 Oct 3 Oct 4 Oct 6 Oct 10 Oct 11 Oct 12 Oct 15 Oct 17 Oct 18 Oct 19 Oct 20 Oct 21 Oct 22 Oct 23 Oct 24 Oct 26 Oct 27 Oct 28	D.Z.	Completed various administrative and executive matters for PGC which includes email communications, writing and editing meeting minutes, editing PGC website, creating and/or editing PGC assets (e.g. Eventbrite, Canva, Youtube), editing videos for the special STEM panel event, posting on social media (e.g. Facebook, LinkedIn), writing and editing newsletter drafts, compiling PGC reports and budget proposals, compiling PGC meeting agenda, compiling PGC Annual Report, writing the VP Handover Report, edit slides for PGC Research Student and Supervisor Awards, purchasing gifts for the special STEM panellists, and liaising with all PGC members through email communications.	Completed	19.75
Oct 4 Oct 5 Oct 8 Oct 12 Oct 14	C.T.	Various tasks including: overseeing the Arc PGC Student and Supervisor Awards and supporting the 3MT panel discussion, event planning support, video editing of the event recording, creating marketing assets for	Completed	14



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Oct 17 Oct 20 Oct 21 Oct 25 Oct 27 Oct 29		various events, bulk email drafting, social media post coordination, website editing, annual report writing, editing, and compiling, VP handover report, organizing the PGC meeting educational workshop on Gendered Violence		
Oct 1	D.Z.	Along with members of PGC Career Development and Women in STEM Committee, met with Vanessa from UNSW Careers and A/Prof. Penny Martens from GRS to discuss potential collaborations in hosting career development related events for postgraduates.	Completed	1
Oct 1 Oct 2 Oct 4 Oct 5	D.Z.	Providing extensive support for the Arc PGC Ambassador and Course Coordinator Awards including but not limited to video editing of the Awards Ceremony, updating the PGC website, communication with awardees, distribution of award certificates	Completed	8.25
Oct 4 Oct 20 Oct 21	D.Z. C.T.	Along with President, Jerry, met to discuss various PGC related matters including the recently proposed open access policy for students	Completed	3.25
Oct 4 Oct 11 Oct 18	D.Z.	Meeting with Coursework Officers, Saurabh and Simon to discuss marketing related matters	Completed	1.25
Oct 5	D.Z. C.T.	Met with the Research Committee to discuss the logistical workings of the Arc PGC Research Student and Supervisor Awards	Completed	1
Oct 5	D.Z. C.T.	Met with Angela from UNSW Gendered Violence Research Network to discuss current weaknesses in UNSW's response to gendered violence	Completed	0.5 (D.Z.) 1 (C.T.)
Oct 6 Oct 21 Oct 27	D.Z.	Met with the Career Development and Women in STEM Committee to plan, conduct a dry run, and host the special panel event as part of UNSW Diversity Festival – Roses among thorns: empowering women leaders in STEM and entrepreneurship.	Completed	3.75
Oct 8	D.Z.	Met with the PGC Video team to discuss further edits required for the PGC Achievement video	Completed	0.75
Oct 7 Oct 8 Oct 11 Oct 13 Oct 14 Oct 18	D.Z. C.T.	Along with the Research Office, met to discuss the logistical planning of the Arc PGC Research Student and Supervisor Awards	Completed	3.5



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Oct 12	D.Z. C.T.	Met to discuss the PGC Annual Report and delegation of duties and responsibilities	Completed	0.5
Oct 19	D.Z.	Along with the PGC Video team, met with Arc Marketing team (Caroline, Mitch, Tom) to discuss necessary video edits to the PGC Achievement video	Completed	0.5
Oct 19	D.Z. C.T.	Along with Arc executives (Joelle, Mitch, Anna), President, Jerry, and incoming President and General Secretary, Joshua and Su, discussed the outline of the PGC 2022 induction and necessary handover sessions that will be hosted.	Completed	1
Oct 20	D.Z. C.T.	Provided support for the 3MT workshop hosted by the Research Office	Completed	0.5 (D.Z.) 1 (C.T.)
Oct 21 Oct 27	D.Z. C.T.	Along with Research Office, President, Jerry and GRS, had dry runs of the Arc PGC Research Student and Supervisor Awards Ceremony	Completed	1.75 (D.Z.) 2.5 (C.T.)
Oct 22	D.Z.	Along with President, Jerry, Events and Research Office, planned and tested the social event for post-SSA awards ceremony using the platform GatherTown	Completed	1.5
Oct 25	D.Z. C.T.	Attended the PGC October Council meeting (see meeting minutes) and PGC Team bonding event	Completed	3
Oct 26	D.Z. C.T.	Along with SRC President, Tom met to discuss the recently proposed Open Access policy	Completed	0.75
Oct 28	D.Z. C.T.	Co-hosted the Arc PGC Research Student and Supervisor Awards and post-Ceremony socials with the Research Office	Completed	2.25 (D.Z.) 3 (C.T.)

Key Actionable Items for November:

1. Oversee the production and publication of PGC Annual Report
2. Complete PGC Handover for VP/General Secretary Office
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

October 2021 Report

Executive Summary:

The highlight of this month was the Research Students' award, in which post-graduate students and faculty members who have contributed to a wholesome enhancement in the quality of student life within the UNSW community were recognized and awarded by the PGC.

In addition, the equity office represented the PGC in a panel discussion, as part of the Diversity Fest's line-up of activities, where issues of micro-aggression in the context of racism, were discussed.

Lastly, we have been involved in some key activities as part of the transition process, to ensure a smooth take-off for the newly elected PGC board members.

Progress summary:

JS&CM	Dates	Task description	Status	Hours spent
CM & JS	17 th October	September Report	Completed	1
CM & JS	25 th October	PGC Monthly meeting	Completed	2
CM	27 th October	Panel discussion: Can racism ever be micro?	Completed	1
CM & JS	28 th October	PGC student awards	Completed	2
CM & JS	3-4 th November	Hand-over note to newly elected VP Equity	Completed	5
CM & JS	4 th November	Meeting with new PGC executives	Completed	1
CM & JS	5 th November	Editing of TMYS certificate for winners	Completed	2



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Category	Select: Confidential or Non-Confidential
Authors	Christine Castor & Sardor Bakhtiyorov
Item No	[Governance use only]

ISO REPORT

October 2021 Report

Executive Summary:

International Student Officers Report for Month of Oct 2021

Progress summary:

Author initials	Dates	Task description	Status	Hours spent
Sardor, Christine	Oct 1	PGC General Meeting	DONE	1.15
Christine	Oct 1	PGC Postgrad Preparations	DONE	1.15
Sardor	Oct 3	Technical prep for Visa seminar	DONE	2.00
Christine	Oct 4	Visa Seminar preparations	DONE	1.50
Christine, Sardor	Oct 5	Visa Seminar II	DONE	2.00
Christine	Oct 22	PGC Trivia Night Prep	DONE	2.00
Christine	Oct 25	Tech Rehearsal with Host	DONE	0.15
Christine, Sardor	Oct 25	PGC monthly meeting and Gendered Violence Workshop	DONE	1.50
Christine, Sardor	Oct 25	PGC bonding event	DONE	1.00
Christine, Sardor	Oct 28	Student & Supervisor Awards	DONE	2.00

Key action items for November:

1. Documentation and Reports
2. Handover Documentation
3. Turnover and Outgoing Documents



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

COURSEWORK OFFICERS' REPORT

October 2021 Report

Executive Summary:

A monthly work report for the month of October 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 Oct	PGC Coursework office, and education committee report writing	Completed	2
Simon	4 th Oct	PGC Video Meeting Discussion	Completed	1.5
Simon/ Saurabh	11 th Oct, 18 th Oct, 5 th Oct	PGC Marketing Meetings with Diana	Completed	1.5
Simon	10 th Oct	Wechat marketing for Mentoring events and Research student & Supervisor Awards,	Completed	2
Saurabh/ Simon	25 th Oct	PGC Meeting	Completed	2
Saurabh	19 th Oct, 20 th Oct, 15 th Oct	Planning & Organising Opportunities Australia Mentorship Conclave	Completed	6
Saurabh	22 nd Oct	PGC Weekly Podcast Planning & Organising with UNSW Careers Team	Completed	1.5
Saurabh	1 st Oct, 22 nd Oct	Meeting with Andrea & James (VP Coursework & Liason Officer, 2022)	Completed	2



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Authors	Emilia Nwakpa
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EVENTS OFFICERS REPORT

October 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
03/10	EN	Preparation of the PGC annual report	completed	4
12-24/10	EN	PGC team bonding event planning	Completed	12
22/10	EN	Research award social event planning	Completed	1.5
25/10	EN	PGC board meeting, sexual misconduct workshop, and PGC team bonding event	Completed	3
28/10	EN	Research award social (Gathertown) event	Completed	1

Key Actionable Items November:

1. Preparation PGC handover documents
2. PGC induction ceremony
3. Submission of final report



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

RESEARCH STUDENT OFFICE REPORT

October 2021 Report

Executive Summary:

Postgrad week events

Research Committee: We are achieving accountability and responsibility in the committee with ongoing meetings/discussions

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
5,12,19,26	LC, MS	Weekly Research Office and Committee Meetings	Completed	8
5,19, 26	LC, MS	Research Office fortnightly meeting/discussion	Completed	6
1-31	LC, MS, CT	Student and Supervisor Awards (Design, Content Creation, Marketing and Communications)	Completed	58.5
8	LC	PGC Summary Video	Completed	2
10,15 , 16, 20	LC, MS	Three Minute Thesis Event	Completed	8
13	LC, MS, CT	GRS Monthly Meetings	Completed	2



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Authors	Saltanat Paritova & Rabia Mobeen
Item No	[Governance use only]

WOMEN'S OFFICERS REPORT

October 2021 Report

Executive Summary:

Women's office together with Women in STEM career development committee was in executed a special panel event titled, Roses among thorns: empowering women leaders in STEM and entrepreneurship, that aimed to address common societal norms surrounding women in the workplace and highlight practices that can implement to encourage greater female diversity.

Progress Summary:

Date	Author(s)	Task Description	Status	Hours Invested
06.10.2021	Rabia& Saltanat	Women in STEM meeting	Completed	1
07.20.2021	Rabia	Sexual Strategy Misconduct Student Consultation Interview	Completed	1
25.10.2021	Rabia& Saltanat	PGC Meeting	Completed	2.5
26.10.2021	Rabia& Saltanat t	Dry Run	Completed	1
27.10.2021	Rabia& Saltanat	Panel Event	Completed	1
28.10.2021	Rabia& Saltanat	ARC PGC student and supervisor award	Completed	2

Key Actionable Items November 2021:

1. PGC Handover