

Guidance

- Your report should be 1000 words or fewer. You should write in all three sections, but it is up to you to decide how much weight to give each section.
- Your report should be submitted one week before the date of each Scrutiny Panel. Completed reports should be emailed to r.nadeem@guild.bham.ac.uk or l.gill@guild.bham.ac.uk
- You will have two minutes at the beginning of each Scrutiny Panel meeting to supplement your report with a verbal update.

Officer:	International Officer
Date of panel:	03/11/2021

Written Statement action plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The “context” section of the document can remain the same for each panel.

Written Statement Item #1	
Engagement & Inclusion	
Context:	To address the needs of international students and ensure they know how to access university services and where to find support when joining the university community.
Progress:	<p>Delivered International Welcome and Induction sessions - BIA Pre-sessional Induction (400 online) - PGT International Induction (300 online) - SAE Induction (400 online) - CoSS International Orientation (200 attendees; 300 online)</p> <p>Delivered Inclusivity Training session (25 committee members attended).</p> <p>Relaunching Global Buddies as a society to provide peer support for new students.</p>

Written Statement Item #2	
Representation & Academic Interests	

Context:	To ensure the academic interests of international students are represented, we need to support international students becoming a student rep and support them feedback on course issues.
Progress:	Delivered reps information in induction sessions and events. Liaising with the Student Voice Team and Student Experience Officers to delivered reps induction sessions.

Written Statement Item #3	
Community & Support	
Context:	To increase the sense of belonging to the university community and ensure international students feel supported by the communities that they are in.
Progress:	Supporting international societies to restart and run events. Building a community for exchange students by co-ordinating with the Exchange Society.

Role and responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Meetings	Outcome for students
International Committee	admission & student services
International employability working group	Careers events, opportunities & engagement
EDI working group	EDI policy, guidance & action plan

Projects	Outcome for students
One World Festival	Cultural festival event

Ideas and policy

This section is for you to report on progress made to ideas and Guild policy that you have been mandated to work on. You only need to update your actions taken. You can also add ideas or policy as they are passed through the year.

Idea / policy	Action taken since last Panel
N/A	N/A

Other student issues, meetings or projects to note:

IST delayed responses