

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: | Wednesday 28 th April 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 | |
|---------------------------|--|
| Inclusivity | |
| Context: | Work on Canvas Inclusivity Training with Student Services EDI Team |
| Progress: | Feedback on modules 1-3; Input and arrange for modules 4-6 |

| Written Statement Item #2 | |
|---------------------------|---|
| Language Exchange | |
| Context: | Continue to deliver Language Exchange sessions (Russian & Mandarin) |
| Progress: | Looking to organise for other languages as well |

| Written Statement Item #3 | |
|-------------------------------|---|
| Accommodation Database | |
| Context: | Provide outgoing exchange students with advice on accommodation |
| Progress: | 42 reviews received so far ;continuing to collect |

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 Student Team Meeting | Graduate Route Visa Support |
| Study Abroad and Exchange Meeting | Allocation and application updates |
| Registration and Enrolment Project Board | My Details Update System |
| | |

| Projects | Outcome for students |
|---------------------------|--|
| One World Cookbook | Share community cultural food recipes |

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:

UoB Dubai summer exam issues

Students' administrative and financial issues

Post-study work visa update