

## 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](mailto:r.nadeem@guild.bham.ac.uk) or [l.gill@guild.bham.ac.uk](mailto: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 3 <sup>rd</sup> January 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	
Guarantor Scheme	
Context:	Accessible and affordable Guarantor Scheme by the University for accommodation applications.
Progress:	Obtained Data from the provider Next step- review student feedback

Written Statement Item #2	
<b>Cultural Festival</b>	
Context:	Support Societies hosting cultural events online

<b>Written Statement Item #3</b>	
Mental Health Support - Culturally Sensitive Approach	
<b>Context:</b>	(With WCO) Getting data from the Student Services and review staff competency and diversity.
<b>Progress:</b>	Still in chasing for data.

### 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
(With WCO) Getting data from the Student Services and review staff competency and diversity.	(With WCO) Getting data from the Student Services and review staff competency and diversity.
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Projects	Outcome for students
(With WCO) Getting data from the Student Services and review staff competency and diversity.	(With WCO) Getting data from the Student Services and review staff competency and diversity.
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## 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
No detriment policy	Lobby for Fair Assessment Policy (with EO and PTO)
Library opening times	Get clear guidance and suggest to the University to partially open library over the night (with EO)

## Other student issues, meetings or projects to note:

1. Lobby for Fair Assessment Policies to mitigate the impact of the pandemic, including considerations for the disruption of study abroad. And review ECs (extenuating circumstances) and RAPs (reasonable adjustment plans) policies.
2. VC Recruitment Meeting- FTOG discussed how to engage with student feedback for VC Recruitment.
3. Weekly SAE Team Meeting- On-going issue with EU settlement after Brexit and queries regarding studying abroad next year.
4. Meet with International Officers at other SUs to discuss fees issues.
5. Welcome sessions for pre-sessional, foundation, and incoming exchange students.
6. Dubai Board Paper- Student Association at Dubai campus as part of the Guild.
7. Started Officer Daily Update (separate document attached).