



students transforming

SU council agenda
Thursday 25 May
17.00
Lecture Theatre 3





housekeeping

- minutes of last meeting
- societies exec recommendation of new societies
- list of vacancies for council representatives on university and union committees



SECTION 1

HOUSEKEEPING

085 Statements from the Chair

To receive any statements from the Chair

086 Approval of minutes of the previous meeting

To approve: The minutes of the previous meeting held on 3rd May.

087 Matters Arising

To receive: Any matters arising not covered elsewhere on the agenda

088 Club, Society and Peer Support Group Constitutions

To approve: The following club and society applications have been received.

Name of society	Brief description	Recommendation of Society Executive
Liberate Society	Provide a consistent community space for individuals to attend and discuss in 2 realms. The first is Personal Development - the discussion and exploration of personal freedoms and possibilities. To help people 'liberate' themselves and break out of their shells, engaging in activity with one another and connecting through a community. For people to be the best they can be. The second realm is the education, debate and discussion of Liberal & Libertarian politics. Anyone is welcome to learn and develop political understanding and be represented by a new political society body. Building a	Recommended for approval

	community through social gatherings is key in both of these aspects.	
Norwich Neurosurgical Society	<p>Introducing and advancing awareness & competency relating to the field of clinical neurological surgery at UEA.</p> <p>Create opportunities for students interested in neurological surgery to build robust, comprehensive & competitive portfolios.</p> <p>Highlighting the student body of interest in neurological surgery at UEA.</p> <p>Provide effective extracurricular teaching relating to neurological surgery for students keen to advance their clinical knowledge.</p>	<p>Recommended for Rejection. Reason given:</p> <p>Too similar to Neuro Soc and Surgical Society</p>
Esports Soc	<p>As an esports society we would organize LAN events where students can bring their gaming rigs and consoles to play games with each other in a LAN setup. These events would create a social and competitive atmosphere, allowing students to meet and compete against other players within the society. In addition to hosting LANs, the society would also compete in various university esports leagues such as the National Student Esports (NSE) and the National University Esports League (NUEL). The esports society would be an exciting and dynamic community that fosters a love for gaming and esports, while providing opportunities for students to develop their skills, make connections, and compete at a high level in esports leagues.</p>	<p>Recommended for approval</p>

Skydiving Society	To allow students of UEA to skydive at Beccles skydiving centre for a cheaper rate. To give students of UEA the opportunity to pick up a new hobby and pursue Skydiving	Recommended for approval
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089

UEASU Financial Estimates 2023-24

To receive and approve the Financial Estimates (the amounts that each activity of the Union will be expecting to raise and spend).

See Appendix 1: Pages 18 – 22

How to Challenge the Estimates

Members of Union Council may table a motion to refer back the Estimates in full (ie to reject the budget) or part of them. This must be submitted in writing to su.voice@uea.ac.uk and the Chair of Council by **5pm Tuesday 23rd May**. The Chair of the Finance Committee will then respond in writing to any members tabling motions before Union Council, indicating the implications of the motions.

A motion will only be in order if it is composed of two parts:

- i. Which Project Heading/Budget Item where the specified expenditure should be increased and by how much.
- ii. Which Project Heading/Budget Item where the specified expenditure should be decreased and by how much.

Questions on the Estimates may be asked from the floor of Council. Priority on the asking of such questions will be given to Members which have tabled motions. It is possible that members of Union Staff could be invited to speak on the floor of Council to explain the budgetary decisions if the Chair of Finance Committee is not able to.

Any motions relating to the Estimates in part or full must be received by the Amendments Deadline for this meeting of the Union Council, i.e 48 hours before.



reports

- reports and papers from student officers, committee meetings and councillor reports



SECTION 2

REPORTS

090 Student Officer Committee Report

To receive: A verbal report from the Chair of SOC

To note: That the approved minutes of all meetings of SOC can be viewed online [here](#).

091 Trustee Board Report

To receive: A verbal report from the Chair of the Trustee Board.

To note: That the approved minutes of all meetings of the Board can be viewed online [here](#).

092 Full-Time Officer Reports

To receive: Written reports from each of the full-time officers

Undergraduate Education Officer – Taylor Sounes

Taylor's Update				
Meetings attended since last council				
University: Additional Meeting of Council, UEA Strategy Session, 121 with Chair of Council, Meeting with the UEA Executive Team, Informal meeting with acting VC, Informal meeting with Emma Sutton, Learning and Teaching Committee, ECO SSLC, 121 with Ian Callaghan, Catchup with Staff Members on Council, 121 with APVC for Education and Curriculum				
SU: Campaign Meetings, SOC, SOC Campaign Planning meeting, 121s with key SU Staff, Catchup about the Academic Rep Code of Practice, Education Committee, Weekly Comms meeting,				
Other: I had a long chat with the VP Education at Exeter about how they're approaching things like the marking and assessment boycott				
Projects Summary				
Last updated: 17/05/23				
Project	Status	Priority	Date	Latest Update

University Council	Concern	Urgent	17/05/23	Council meet again on the 22nd May. Whilst there are limits to what information is not confidential, I remain concerned that there is minimal plan for student consultation and communication on the issues that are affecting current students most importantly.
SU No Cuts Campaign	Ongoing - Action Req.	Urgent	17/05/23	We launched our campaign for No Cuts to pressure the university to provide support for students as well as consult them on the changes that are taking place. We have an Open Letter that we plan to send to University Council on the 22nd May with as many students on it as possible. There will also be a rally on 22nd May at 12:30pm in the Square so do come along! We have other stuff in the works over time too to continue pressuring the university to listen to Students and their Representatives
UCU	Concern	High	17/05/23	A marking boycott has been in effect for a few weeks now. We still aren't sure of the complete impact of this, but are continuing to support convenors in asking questions of their schools on this. I remain confident that the impact will be mitigated, albeit less confident as time goes on. Emma sent an email to all students which was particularly concerning surrounding graduation, but from the conversations I'm in elsewhere others in the university are much more confident that there will be minimal impact on Graduation
Academic Reps	Concern	High	17/05/23	The Academic Rep elections closed, however turnout was quite low and engagement generally is low. We need to take a look at how we run the entire system over the summer and get this sorted because it is worrying. We're also in the process of reviewing the Code of Practice with the university and there are some concerns that they will try and take over some aspects which would be unacceptable.
Rent Apportionment for 2024/25	Ongoing - No Action	Medium	06/02/23	We are concerned that due to the financial situation, UEA may seek to increase rents that we have agreed for 2024/25. Rents for 2023/24 have already been advertised so there will not be a rise, but we have reaffirmed to UEA the importance of our Memorandum of Understanding and that they must consult us on any future rises.
Timetables	Ongoing - No Action	Medium	18/04/23	Timetables are still aiming to be released in August for next year, however there are some concerns from schools about some local issues

Curriculum Review	Ongoing - No Action	Medium	07/02/23	Emma Sutton Pavli and Eloise Ellis came to Education Committee and gave an overview of the curriculum review. We had a really detailed discussion as convenors about what this means for students and what we can do at a school level to support students.
Trustee Board	Ongoing - No Action	Medium	17/05/23	I have been working on producing the Estimates for next year with Staff which will be presented to Council on the 25th May

Activities and Opportunities Officer – Evie Drennan

Item	Update
Manifesto Priorities	Trying to tie up loose ends before my term finishes at the end of June!
Campaigns	Uni mental health week Save uea x uea(su) activism
Meetings	Society awards are happening! Society Awards 2023 (ueasu.org) (subtle plug..) Writing/planning handover for Luke! Last BUCS meeting of the year – handover for that too! Incoming committee training and exec elections are keeping opps every busy! Along with lots of student group end of year meals/balls we help organise:)
Policy	Why'd you have to go and make things so complicated? - Altering the bylaws on selecting your Chair and Deputy Chair of Union Council

Just a note of thanks to everyone who has attended UC this year and for those coming in 23/24! Shoutout to Chanel and Ollie for awesome vibes all year round but the biggest thanks go to Abbie for constantly being a legend, in and out of UC.

Thanks everyone! Let me know if you have any questions/queries on anything related to me or the motion later on. I'm here till June 30th so come say hi!

Welfare, Community and Diversity Officer – Aaron Campbell

No report has been received

Postgraduate Education Officer – Elise Page

- The main thing I have been working on since the last Union Council meeting is the campaign regarding UEA's finances and how they plan to handle the situation.
- At the last SU Council, we all voted on a motion of no confidence in the UEA Executive team. This was massively impactful and has led to lots of actions.
- The press contacted us, and I spoke to the Eastern Daily Press. In my interview with them I focused on the need for a consultation with students. This is something I also focused on when...
- Taylor, Aaron and I had a meeting with Christine Bovis-Crossen, Ian Callaghan and Jason Brown from the Executive Team at UEA to discuss the vote of no confidence. In previous meetings with them, for example at Senate, I gave UEA a list of SU mechanisms they could use to listen to students, like the course rep system. We also noted how unfair it was that Taylor is being asked to represent students in University Council meetings but can't actually share any details with students to ask what they think. Christine, Ian and Jason did talk a little bit about assessing the boundaries of what counts as confidential, for example maybe some items could be reclassified to be discussed within UEA but not outside of it, which would really help us in consulting with students.
- The Student Officer Committee have been doing some amazing work to organise activism. We've written an open letter, we've got posters and fliers to advertise both the open letter and the day of action, and everyone's been working so hard to think of ideas and get the message out. At time of writing I'm currently organising who's going to be speaking at the rally, I think it's going to be a good lineup.
- I've been liaising with the SaveUEA to organise co-working between them and us at the SU. It's been really productive, lots of ideas and it's been great to support each other. And they've made some awesome content, like a reel that I'm in alongside Clive Lewis MP!
- Some of the officers had a student experience catchup with the university and they were not happy with some of the wording on our Instagram post in case it made people more worried about potential impact of UEA's cuts. We totally get the point and don't want to make anyone unduly worried, but we said we were representing the worries of students and telling them what UEA won't - the potential risks and why they should care. I had a mic drop moment when someone challenged how representative the SU and the open letter are - I said "how many people elected you?" and invited them to speak to that so-called small group of students who have signed the open letter and they won't seem so insignificant then.

Campaigns & Democracy Officer – Serene Shibli Sexton

No report was received due to illness – the Officer has sent apologies to the meeting



open discussion

- a time for group discussions on key issues that can ultimately influence policy



SECTION 3

OPEN DISCUSSIONS:

For this meeting we will be looking at:

Union Council 2022-23 Review

Please complete the Union Council End of Year Survey here:

<https://forms.office.com/e/4WwepbH9qP>



policy papers

- all of the policy proposals that council will be debating



SECTION 4

POLICY MAKING

093 Enshrine UEA Trans Visibility Day into SU policy

Proposer: Alice Bethell (Ethical Issues Officer)

Seconded: Brandon Thomas (LGBTQ+ Officer)

Union Notes

1. Trans people face many struggles in their everyday lives, from transphobic rhetoric in the media to the current government considering changing the Equality Act's definition of sex.
2. UEA is home to many trans and non-binary students.

Union Believes

1. A Trans Visibility Day exclusive to UEA shows that UEA takes pride in their trans students not just on International days but because they want to go the extra mile.
2. UEA is a university that has never been shy about hosting Pride events: we are a loud and proud uni!
3. In the face of prevalent transphobia here and abroad, we need to make a stand in any way we can and show students that the SU is a safe place for them.

Union Resolves

1. For the UEA to host a UEA Trans Visibility Day every year on the 22nd March.
2. For the UEA Executive Team to pledge to support trans and non-binary students rights through this difficult time.
3. For the SU to hold them accountable if they fail to do so.

**094 Why'd you have to go and make things so complicated?
(Amendment to the Bye-Laws)**

Proposer: Evie Drennan (Activities & Opportunities Officer)

Seconded: Liz Bigalke (International Students EU Officer)

Union Notes

1. Currently, the Union Council (UC) Chair and Deputy Chair are elected at the first UC of the year as per Bylaw 2.3.
2. Bylaw 2.3 is: Code of Conduct for Union Meetings - A Chair and Deputy Chair for the meeting shall be elected by the voting representatives in attendance at the first meeting of the academic year, subject to Clauses 81 to 82 of the Articles of Association. In their absence the meeting can elect its own Chair, who must be an Ordinary member of the Union, subject to Clauses 81 and 82 of the Articles of Association.
3. Articles of Association clauses 80.1 and 80.2 are:

80.1: The Trustees shall appoint an External Trustee to be Deputy Chair of the Trustees and may at any time remove him or her from office. The role of the Deputy Chair will be to support the Chair.

80.2: In the absence of the Chair and the Deputy Chair, another Trustee appointed by the Trustees present shall preside as chair of the meeting.
4. Training for both the chair and deputy chair is integral to a smooth running of UC.

Union Believes

1. Electing these roles at the first UC of the year does not allow for maximum time to train and prepare individuals for all UC has to offer.
2. It seems odd that all newly elected UC representatives elect their chair and deputy chair despite not knowing them and potentially having zero experience of how UC works.
3. We should change the timings of election of chair and deputy chair of UC to allow current (this academic year) UC reps to vote as they have been part of this year's process.
4. This will allow more time for sufficient training over the summer period as we do with most other student group representatives as normal procedure.

Union Resolves

1. To amend bylaw 2.3 to state:

A Chair and Deputy Chair for the meeting shall be elected by the voting representatives in attendance at the first meeting of the academic year, subject to Clauses 81 to 82 of the Articles of Association.

2. Union Council Chair and Deputy Chair elections will occur by the voting representatives in attendance at the last meeting of the academic year, subject to Clauses 81 and 82 of the Articles of Association.

SECTION 5

ANY OTHER BUSINESS

095 Any other business

To consider: Any other items or issues not covered elsewhere in the agenda

096 Details of the next meeting

This is the last Union Council of the year. The next meeting of Union Council will be held in October 2024.

Appendix 1: Estimates 2023-24

Subject:	Estimates 2023-24
Produced by:	Taylor Sounes, Chair of Finance Committee, Undergraduate Education Officer
To:	Union Council
Date:	25 th May 2023
Action:	To approve
Purpose:	Under the framework for finance and budgeting, the Union Council and Board annually agrees a set of "Estimates" that reflect spending priorities for the year ahead. The Board later agrees a set of "Detailed Internal Budgets" that reflect these priorities and that have involved detailed considerations from managers. This paper proposes a set of Estimates for the year ahead.

Introduction

Under the framework for finance and budgeting, the Union Council annually agrees a set of "Estimates" that reflect spending priorities for the year ahead. This becomes the financial policy document for the year ahead.

The Trustee Board then agrees a set of "Detailed Internal Budgets" that reflects priorities in the Estimates and that have involved detailed considerations from managers taken in the round with detailed outturn figures for the previous year.

UEASU Group comprises a core Charity vehicle and two subsidiary companies which operate on campus licensed trade and the Waterfront respectively. Infrastructure costs and management costs within the Charity are higher than may usually be expected for the level of activity; this reflects the fact that the Charity provides HR, Finance, Management and Buildings costs for the Social Enterprises. These are reflected through recharges in the Statutory Accounts.

Estimates only detail the Charity portion of the Union's spend. This is the money that is spent on departments and campaigns directly for students, including the pots of money accessible to students for different things. It also does not go into detail on the staff costs of these departments, primarily due to these being fixed in the short term and therefore not something that can be particularly changed following feedback from Council for this year's budget. The detailed budgets for next year, including both Staff Costs and the Social Enterprise, are available by contacting the Chair of Finance Committee listed above.

Estimates is not the only way that Council feed into the budgetary and finance processes. Two members of the Union Council sit on the Finance Committee, as does one of the PTO Trustees. Students can also be Student Trustees on the full Trustee Board, which approves detailed internal budgets. These settings allow students to feed into all aspects of the Union's Finances, including staff costs and Venues performance.

How to Challenge the Estimates

Members of Union Council may table a motion to refer back the Estimates in full (ie to reject the budget) or part of them. This must be submitted in writing to

su.voice@uea.ac.uk and the Chair of Council by **5pm Tuesday 23rd May**. The Chair of the Finance Committee will then respond in writing to any members tabling motions before Union Council, indicating the implications of the motions.

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Any motions relating to the Estimates in part or full must be received by the Amendments Deadline for this meeting of the Union Council, i.e 48 hours before.

Layout of Estimates

Estimates is primarily made up of the table on Page 3. This lists each "Project Heading/Budget Line" and the provisional budget that is assigned to each line. Each of the "Activities" listed are a student facing campaign or project that each of the departments are carrying out next year. These projects are primarily decided upon based on the Union's long term strategy that is informed by student Officers and emerging student priorities. Union Council is invited to comment on and debate where the priorities in these areas should be if they feel that Estimates is not reflecting that.

In the appendix to this document, there is some background information to the Union's financial position. It outlines both the union's financial policy more broadly.

If further information is required, please contact the Chair of the Finance Committee by emailing t.sounes@uea.ac.uk

Estimates 2023/24

Project Heading/Budget Item	Advice, Housing and Welfare	Community and Welfare	Academic Engagement, Student Voice and Equality	Activities and Opportunities	Student Officers	Charity and Dept Admin	Total
Infrastructure							
<i>Insurance</i>	£560						£560
<i>Subscriptions</i>	£3,000	£7,400	£3,675				£14,075
<i>Equipment</i>	£500		£500	£500			£1,500
<i>Trustee Expenses</i>					£2,000		£2,000
<i>NUS Affiliation</i>					£13,025		£13,025
Total	£4,060	£7,400	£4,175	£500	£15,025	£0	£31,160
Departmental Spend							
<i>Stationary/Materials</i>						£1,200	£1,200

<i>Training</i>				£8,000	£10,000	£18,000	
<i>Uniforms</i>				£880		£880	
<i>Travel</i>	£1,000		£1,000	£1,000	£4,000	£1,500	£8,500
<i>Staff welfare etc</i>	£500		£500	£500	£500	£3,000	£5,000
Total	£1,500	£0	£1,500	£1,500	£13,380	£15,700	£33,580
Activities/Campaigns							
<i>Don't Drop Out</i>	£500						£500
<i>Tampons</i>	£3,500						£3,500
<i>Safer Taxi</i>	£250						£250
<i>Elections</i>				£8,000	£2,500		£10,500
<i>Conferences</i>	£1,000		£1,000	£1,000	£4,000	£1,000	£8,000
<i>Campaigns</i>			£2,000				£2,000
<i>Liberation/Equality/Diversity</i>			£4,000		£2,000		£6,000
<i>SOC Projects</i>				£5,000			£5,000
<i>Welfare Project</i>	£2,000						£2,000
<i>SU Awards</i>					£6,000		£6,000
<i>Academic Representation</i>			£6,000				£6,000
<i>HSC Engagement</i>			£2,000				£2,000
<i>Buddy Activities</i>	£2,500						£2,500
<i>Research</i>			£1,000				£1,000
<i>Postgraduate SU</i>			£10,000				£10,000
<i>Peer Support Groups</i>				£3,000			£3,000
<i>Nightline</i>				£2,000			£2,000
<i>Welcome Week</i>						£18,000	£18,000
<i>Societies Grants/Sponsorship</i>				£20,000			£20,000
<i>Media Collective</i>				£20,000			£20,000
<i>Alcohol Impact</i>				£7,000			£7,000
<i>International SU</i>				£3,000			£3,000
<i>Contingency</i>						£1,500	£1,500
Total	£9,750	£0	£26,000	£56,000	£19,000	£29,000	£139,750
Total Non Staff Spend	£15,310	£7,400	£31,675	£58,000	£47,405	£44,700	£204,490

Background to the Estimates 2023/24

Union Financial Policy

- To consistently perform to budget, ending the annual cycle of producing year end deficits
- Ensuring the reserve is healthy and used for the benefit of students
- Reducing direct expenditure on infrastructure through careful procurement or partnership work
- Steadily improving investment in services, activities and campaigns for students

General Union Context

The Union is made up of three separate legal entities; Union of UEA Students LTD, Waterfront LTD and Student Union Services LTD. Operationally, the Union's Budget is separated between the "Charity", "Social Enterprise" (also known as Venues) and "Shared Services.". Charity is comprised of the three main departments: Advice Community and Welfare, Activities and Opportunities and Student Voice, Academic Engagement and Equality. The Student Officers and all Democracy functions also sit under the Charity side of the budget. Social Enterprise comprises of both the LCR and the Waterfront, as well as the on-campus Bars. Shared Services are the operational functions across both Charity and Social Enterprise that allows them to run. This includes HR, Finance and Insight, Communications and Marketing.

Primarily, our funding comes from UEA in the form of our Block grant. We get approximately £1.4m from UEA each year, making up around 70% of our income. Social Enterprise makes a "contribution" to the operations of the rest of the union. The simplest way of explaining this is: the money that is left over after the overheads (cost of doing business) and direct staff costs are taken out, goes back into funding the Charity and Shared Services parts of the Union. For 2023/24, this contribution is estimated to be around £545k – or 30% of our income.

The majority of our spend is on Staff Costs of running the rest of the Union. This tends to be difficult to change in the short term, as referenced above, and so is difficult for Union Council to input into through Estimates. The Union also spends money each year on Pensions and Capital Expenditure.

Finally, we are also required to keep reserves. This is so that we are able to deal with anything unexpected that comes up throughout the year. COVID-19 was a good example of this. We are expecting our reserves to be at around £739k in July 2023. The target level for reserves is ~£564k. This would be a reduction of £334k to where the reserves were in July 2022, but still greater than our target.

2022/23 Financial Year

In the 2022/23 financial year, we experienced a drop in income from our Venues. At the end of February 2023, bar sales (which is our best measure of activity) are down year on year by 21% on campus and 13% at the Waterfront. This is attributed to a number of reasons:

- Cost of Living crisis has meant that students are facing tighter budgets and just don't have the same amount of money to spend as they once did.
- Post-Covid behavior changes have resulted in students going out regularly. Students seem to be less interested in weekly clubbing and prefer larger "memory making" moments.
- Online assessments and reading weeks being inconsistent across the university has meant that we are finding it more difficult to predict when students are going home.
- Some of our club nights, particularly Damn Good, has been struggling to be as captivating than it once was.

2023/24 Financial Year

Generally speaking, the Union will need to be looking at ways to save money and increase income as a result of this fall in income. This may include a whole host of things and plans are being devised and implemented to take that forward. This has been taken to the Trustee Board and was approved in April and Union Staff are in the process of implementing this.

One thing this will include is an increase in bar prices, primarily to counteract our rising costs in this area. Prices have already slightly increased, but we are making sure that this is distributed across all products and ensuring we safeguard certain products. For example, Snakebites are currently still less than £3. Venues are also looking to find ways to improve our nighttime provision and better use our spaces.

We will keep the Council up to date on progress, primarily through the Trustee Board report and the two members of Council on Finance Committee. Members can also contact the Chair of Finance if they have any questions.

Budget/Project Explanations

The remaining appendix details some of the key projects listed in Estimates and what they entail:

Project Heading

<i>Don't Drop Out</i>	Post-welcome Advice led campaign to help students settle in after the hustle and bustle of welcome and feel comfortable adjusting to university life.
<i>Safer Taxi</i>	In case you for some reason can't pay for a taxi, you can get us to pay for it for you and then pay us back later. You can do this by giving the company your student details
<i>Campaigns</i>	We have funding available for smaller or individual student-led campaigns as well as organization wide campaigns
<i>Equality and Diversity</i>	We have budget for EDI related activity led by students as well as organizational activities
<i>SOC Projects</i>	SOC Budget to support manifesto and campaign activity
<i>SU Awards</i>	We have put aside a larger budget this year for Union wide award ceremony
<i>Academic Representation</i>	Supports the academic rep and convenor structures in place that provide representation at the school and faculty levels
<i>HSC Engagement</i>	Funding for HSC students specifically
<i>Buddy Activities</i>	Funding for our Buddy Scheme
<i>Postgraduate SU</i>	Funding for PG Students, managed by PG Committee
<i>Peer Support Groups</i>	Funding available specifically for peer support groups such as Pride
<i>Nightline</i>	We offer up to £2k grant to Nightline each year
<i>Welcome</i>	The activities and events at the start of the year to help students settle
<i>Societies Grants</i>	Money available for societies
<i>Media Collective</i>	Pays for Concrete, Livewire and UEA TV
<i>Alcohol Impact</i>	An accredited scheme around Harm reduction supporting the Alcohol Impact Crew
<i>International SU</i>	Funding for activities/campaigns specifically for international students

For more information, please contact the Chair of Finance Committee at t.sounes@uea.ac.uk