Internationalisation Group

TERMS OF REFERENCE

1. TITLE OF GROUP

Internationalisation Group

2. ESTABLISHMENT

The Internationalisation Group is established under Part 3 Section 15 of the *Charles Darwin University Act 2003*.

3. FUNCTIONS AND RESPONSIBILITIES

The Internationalisation Group will provide oversight of Internationalisation within the University including alignment with strategic initiatives. Internationalisation will be supported by sub-groups for International Marketing and Recruitment, Confucius Institute Advisory and Country specific Strategy Groups, providing feedback to the Internationalisation Committee who will then report to the Vice-Chancellor via the Vice-Chancellor’s Group.

The Internationalisation Group has the following Strategic Focus:

- Linkages and partnerships for information of the group;
- Marketing and Recruitment updates with regular reports from the sub-committees;
- Internationalisation of the Curriculum;
- Load planning and forecasting against targets for international by both market and course;
- Rankings, accreditations and reputation;
- Admissions processes including monitoring and reducing turnaround times;
- Collaboration with Office of Research and Innovation;
- Ongoing review of International fees and scholarships;
- Student mobility opportunities;
- Integration with third party providers (NAiITAS, ATMC);
- Inclusion of requirements for interstate campuses; and
- Government engagement

The Internationalisation Group will be supported by the following groups:

- International Marketing and Recruitment Group;
- Confucius Institute Advisory Group; and
- Country Specific Strategy Groups.

The International Marketing and Recruitment Group will have two (2) working parties: Student Experience and Global Engagement. These working groups will meet regularly with membership determined by the International Marketing and Recruitment Group.

The Country Specific Strategy Groups will run for 1 or 2 years depending on the level of engagement required. The first Strategy Groups will be China (2 years) and Indonesia (1 year). Future countries include; India (1 year), Latin America (1 year), Europe (1 year) and Nigeria (1 year).
4. MEMBERSHIP

The membership of the Internationalisation Group will comprise of the following:

- Deputy Vice-Chancellor, Global Strategy & Advancement (Chair);
- Director, International (Deputy Chair);
- Chief Financial Officer;
- Pro Vice-Chancellor, Vocational Education and Training;
- Pro Vice-Chancellor, Education Strategy;
- Pro Vice-Chancellor, Student Engagement and Success;
- Pro Vice-Chancellor, Indigenous Leadership
- Chair of Academic Board;
- College Deans from each of the six (6) Colleges;
- Director, Confucius Institute; and
- Executive Director, VET Business Operations.

The membership of the sub-committees and working groups will be determined by the Internationalisation Group.

5. CHAIR

The Chair of the Internationalisation Group will be the Deputy Vice-Chancellor, Global Strategy & Advancement. In the Chair’s absence, the Deputy Chair will preside over meetings of the Group.

6. SECRETARY

Administrative Support for the Internationalisation Group will be provided by the Office of the Deputy Vice-Chancellor, Global Strategy & Advancement.

7. TERM OF OFFICE

Nominated staff members will hold office for the term of their substantive position with the University.

8. QUORUM

A quorum will be 50% plus one (1) of the total membership.

9. MEETINGS

Meetings will occur quarterly with no less than three (3) meetings per year.

10. RESOLUTIONS OF THE GROUP

Matters requiring a resolution by the Internationalisation Group are to be determined by consensus of the members present.

11. AGENDA

There will be a written agenda distributed prior to each meeting.
12. REPORTING

The report from each meeting of the Internationalisation Group will be provided to the next meeting of the Executive Leadership Group.

13. RELEVANT DEFINITIONS

In the context of this document:

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