Internationalisation Group

TERMS OF REFERENCE

1. TITLE OF GROUP

Internationalisation Group

2. ESTABLISHMENT

The Internationalisation Group is established under Part 3 Section 19 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 and Country specific Strategy Groups, providing feedback to the Internationalisation Group that will report to the Vice-Chancellor via the Executive Leadership 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;
- Inclusion of requirements for interstate campuses; and
- Government engagement.

The Internationalisation Group will be supported by the following sub-groups:

- International Marketing and Recruitment;
- International Student Mobility and Partnerships;
- Teaching and Learning in the Global Context;
- International Student Experience; and
- Country Specific Strategy Groups.

These sub-groups will meet regularly with membership determined by the Internationalisation 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, CDU Global (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
- Dean of Graduate Studies

The membership of the sub-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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### Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>1.00</td>
<td>03 Oct 2018</td>
<td>Vice-Chancellor</td>
<td>Creation of original document and upload to CDU website.</td>
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<td>2.00</td>
<td>11 Dec 2019</td>
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<td>Updated sub-groups and members</td>
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Sponsor: Deputy Vice-Chancellor, Global Strategy and Advancement

Contact Officer: Executive Officer to the Deputy Vice-Chancellor, Global Strategy and Advancement