

INTERNATIONALISATION ADVISORY COMMITTEE CONSTITUTION

Sub-Committee of the Academic Committee

2021/0000892

Established by Academic Committee at its 8/2007 meeting (13/12/2007)

Last amended: 18.11.2021

ROLE

- 1 The Internationalisation Advisory Committee makes recommendations to Academic Committee and advises the Vice President (Global) on matters concerning the University's international and transnational profile.
- 2 In undertaking its role, the Internationalisation Advisory Committee contributes to the University meeting the requirements of the following Domains and Standards of the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
 - (a) Domain 1 Student Participation and Attainment
 - Standard 1.3 – Orientation and Progression
 - (b) Domain 3 Teaching
 - Standard 3.3 – Learning Resources and Educational Support
 - (c) Domain 7 Representation, Information and Information Management
 - Standard 7.2 – Information for Prospective and Current Students

INTERPRETATION

- 3 In this constitution, references to academic elements and academic management positions shall be as defined in *Structure and Governance of Academic Groups of the University*.

FUNCTIONS

- 4 The Internationalisation Advisory Committee is responsible for:
 - (a) monitoring the University's progress against the international dimensions of the Academic Plan, including progress towards the University-wide international student recruitment objectives;
 - (b) advising on policy and strategy relating to international and transnational matters;
 - (c) reviewing strategies to ensure that the international student experience at Griffith is commensurate with the quality and standard enshrined in the University's Strategic Plan and supporting plans;
 - (d) monitoring progress towards implementation of the University's Internationalisation Strategy;
 - (e) overseeing operational plans affecting international matters;
 - (f) advising Griffith International on strategies to achieve the aims and objectives for international activities set by the University;
 - (g) reporting on academic standards for admission and English language standards for admission, progress and where appropriate graduation;
 - (h) assuring the curriculum at Griffith is suitably international in content, relevance, outlook and perspective;
 - (i) advising academic elements on international issues relevant to their teaching, learning and research activities;

- (j) promoting social and cultural support for international students and the development of cross-cultural competencies across the student body;
 - (k) establishing staff development and training for all staff on matters affecting the international student experience at the University, including cross-cultural competency;
 - (l) reviewing proposed and existing international agreements and making recommendations to Academic Committee regarding their approval or continuance; and
 - (m) approving policies and procedures as set out in the University's Delegations Register (refer Delegations Framework).
- 5 The Committee will consider any other matters of an international or transnational nature referred to it by Academic Committee, its sub committees or by the Executive Group.

DELEGATED AUTHORITIES

- 6 Academic Committee has delegated authority to the Internationalisation Advisory Committee to establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

MEMBERSHIP

- 7 The members of the Committee shall be –
- (a) the Vice President (Global) as Chair, *ex officio*;
 - (b) the Deputy Chair, Academic Committee, *ex officio*;
 - (c) the Dean, Griffith Graduate Research School, *ex officio*;
 - (d) the Director, International Marketing, *ex officio*;
 - (e) the Deputy Vice Chancellor (Research) or nominee;
 - (f) Dean or Director from each Academic Group with responsibility for internationalisation;
 - (g) the Registrar, Student Life or nominee;
 - (h) the Director, Griffith English Language Institute or nominee; and
 - (i) one undergraduate international student and one postgraduate international student.
- 8 The Committee may co-opt to the Committee membership, any member of the University community or an external expert where particular expertise or insights are required. The Committee may also direct inquiries to any element of the University.

RIGHTS OF AUDIENCE AND DEBATE

- 9 The Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, including other Griffith International staff, to advise the Committee, or to participate in debate on particular matters.

TERMS OF OFFICE

- 10 All members, who are not ex officio members of the Committee or student representatives, shall be appointed for a term of office of two years, up to 31 December of the relevant anniversary year.
- 11 Student representatives shall be appointed for a term of office for one year, up to 31 December of the relevant anniversary year.
- 12 All appointed members shall be eligible for re-appointment, but not normally for more than two successive terms.

CHAIRPERSON

- 13 The Chairperson of the Committee shall be the Vice President (Global).

SECRETARY

- 14 The Registrar, Student Life shall appoint a Secretary to the Committee who shall have rights of audience and debate.

SUB-COMMITTEES

- 15 The sub-committees currently reporting to the Committee are:
 - (a) the English Language Advisory Committee - advises the Internationalisation Advisory Committee on approaches to enhancing the English language proficiency of its students through and on completion of their programs of study, and to make recommendations regarding potential further developments, and
 - (b) the International Recruitment Advisory Committee - advises the Internationalisation Advisory Committee on issues pertaining to the achievement of the University's international recruitment targets.
- 16 The Committee may establish additional standing sub-committees or working parties of an *ad hoc* nature from time to time.

MEETINGS

- 17 The Internationalisation Advisory Committee will meet as required and normally no less than three times every calendar year.

WORK PLAN

- 18 The Committee will provide an annual Work Plan to Academic Committee for review and endorsement prior to the Plan's scheduled commencement.

REPORTING

- 19 The Committee shall report its activities to Academic Committee. The Committee will provide an Annual Report to Academic Committee.
- 20 The Internationalisation Advisory Committee shall undertake a review of this Constitution, in conjunction with the preparation of the annual report, and propose to the Academic Committee any amendments considered necessary to ensure the Constitution remains current.