Internationalisation Advisory Committee Constitution

Committee established by Academic Committee: Meeting 08/2007 (13 December),
[Academic Committee has delegated certain authority to Internationalisation Advisory Committee as outlined in section 5 below.]
Previous version of constitution approved by Academic Committee: Meeting 02/2024 (16 May), 2024/0000887
Current version of constitution approved by Academic Committee: Meeting 4/2024 (26 September), 2024/0001043

1. Introduction

1.1. Academic Committee has established the Internationalisation Advisory Committee (**Committee**) to provide recommendations to Academic Committee on matters concerning the University's international and transnational profile. Internationalisation Advisory Committee's (IAC) work is guided by the University's Strategic Plan and other relevant supporting plans.

2. Interpretation

2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the *Griffith University Governance Framework*.

3. Mandate

3.1. The Committee is a standing committee established by Academic Committee, and Council has authorised a delegation of certain functions to IAC as determined in this constitution.

3.2. IAC is responsible for advising the Academic Committee on risks and issues associated with the University's international and transnational profile.

3.3. IAC will monitor the identification and management of academic risks associated with the University's international and transnational profile.

3.4. IAC is responsible for overseeing the University's conformity with the requirements of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

3.5. The Committee contributes to risk and governance oversight and supports the Academic Committee and University in meeting the requirements of the following Domains and Standards within 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 5 Institutional Quality Assurance

- Standard 5.4 – Delivery with Other Parties [transnational]

(d) Domain 7 Representation, Information and Information Management

- Standard 7.2 – Information for Prospective and Current Students

4. Functions

4.1. The Committee will:

(a) advise the Academic Committee on identified and emerging risks or issues associated with international and transnational activities;

(b) monitor the University's progress against the international dimensions of relevant University Strategy or other relevant plans;

(c) advise on strategy relating to international and transnational matters;

(d) advise Griffith International on strategies to achieve the aims and objectives for international activities set by the University;

(e) report on academic standards for international student admission and English language standards for admission, progress and where appropriate graduation;

(f) assure the curriculum at Griffith is suitably international in content, relevance, outlook and perspective;

(g) advise academic elements on international issues relevant to their teaching, learning and research activities;

(h) promote social and cultural support for international students and the development of cross-cultural competencies across the student body;

(i) establish staff development and training for all staff on matters affecting the international student experience at the University, including cross-cultural competency;

(j) review proposed and existing international agreements and make recommendations to Academic Committee regarding their approval or continuance; and

(k) review and make recommendations to Academic Committee for approval of policies relating to international and transnational matters and recommend procedures relating to international and transnational matters to the relevant Qualified Officer for approval.

4.2. The Committee will:

(a) consider any other matters of an Internationalisation nature referred to it by the Academic Committee, its sub committees or by the Executive Group.

5. Authority

5.1. As provided for in the Academic Committee Constitution, the Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).

5.2. The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.

5.3. The Council authorises the Committee to perform its role as established within the scope of this constitution. In discharging its responsibilities, the Committee shall:

(a) establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

6. Committee Composition [*effective from 1 January 2025*]

6.1. The Committee is composed of 14 members:

(a) Vice President (Global) as Chair, ex officio;
(b) Deputy Chair (Learning and Teaching), Academic Committee, ex officio;
(c) Dean, Griffith Graduate Research School, ex officio;
(d) Director, International Marketing, ex officio;
(e) Deputy Vice Chancellor (Research) or nominee;
(f) A nominee of the PVC from each Academic Group with responsibility for internationalisation;
(g) Registrar, Student Life or nominee;
(h) Director, Griffith English Language Institute or nominee; and
(i) one undergraduate international student and one postgraduate international student.
(j) one member of the academic staff of the University to be elected by members of the academic staff of the University.

6.2. The Chair of the Committee shall be the Vice President (Global).

6.3. IAC may co-opt to the Committee membership, any member of the University community or an external expert where particular expertise or insights are required. IAC may also direct inquiries to any element of the University.

7. Term of Appointment

7.1 The term of office for all members, who are not ex officio members of IAC or student representatives, shall be appointed for a term of office of two years, up to 31 December of the relevant anniversary year. To ensure continuity of the membership, and where practicable, the terms of the office of members shall be set to stagger the expiry of terms at any one time.

7.2 Student representatives shall be appointed for a term of office for one year, up to 31 December of the relevant anniversary year.

7.3 All appointed members shall be eligible for re-appointment, but not normally for more than two successive terms.

8. Operating Principles and Procedures

8.1 The Committee will operate and meetings will be conducted in accordance with the Council Committees Procedure (*Standing Orders*) except where the constitution states otherwise.

9. Obtaining Advice

9.1 The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University.

10. Secretariat Services

10.1 The Vice President (Global) is responsible for appointing the Secretary to the Committee, who has rights of audience.

11. Meetings

11.1 The Committee normally meets no less than three times per calendar year.

12. Reporting

12.1 The Committee will report its activities to the Academic Committee after each meeting of the Committee. This report may be oral or in writing.

12.2 The Committee will provide an annual report to the Academic Committee.

12.3 The Committee's sub-committees (as listed under section 13, below) will report to the Committee.

13. Sub-Committees

13.1 The sub-committees currently reporting to the Committee are:

(a) the English Language Advisory Committee (ELAC) - advises IAC 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 (IRAC) - advises IAC on issues pertaining to the achievement of the University's international recruitment targets.

13.2 The Committee may establish additional standing sub-committees or working parties of an ad hoc nature from time to time. The sub-committees will provide a formal report to IAC on a regular basis to support the status of activities being undertaken.

13.3 Standing sub-committees will be supported by a constitution which sets out the obligations and reporting requirements of the sub-committee. This constitution shall be approved by IAC.

14. Evaluation of Performance

14.1 The Committee will evaluate its own performance annually under the coordination of the Chair, Internationalisation Advisory Committee. Training needs will be monitored by the Chair.

15. Review of Constitution

15.1 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to the Academic Committee for approval.