

'International and Partnerships Committee' - Membership and Terms of Reference

This is not a current document. It has been repealed and is no longer in force.

Section 1 - Establishment

Purpose

(1) The International and Partnerships Committee (IPC) is responsible for Charles Sturt University's (the University) governance, management and quality assurance of:

- a. third party delivery arrangements – both internationally and domestically; and
- b. education services delivered to international and overseas students, including higher degrees by research candidates insofar as they relate to the legislation and regulations in clause (2).

(2) A significant role of the IPC is to ensure compliance with partnership agreements and relevant legislation and regulations including:

- a. [Education Services for Overseas Students \(ESOS\) Act](#) and its legislative instruments:
 - i. [National Code of Practice for Providers of Education and Training to Overseas Students](#) (National Code);
 - ii. [ESOS Regulations](#); and
 - iii. Commonwealth Register of Institutions and Course for Overseas Students (CRICOS) registration.
- b. relevant aspects of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) relating to international and partnership activities;
- c. Australian Government's Simplified Student Visa Framework (SSVF); and
- d. any conditions imposed by a government department or regulatory agency related to third party delivery arrangements or education services delivered to international and overseas students.

(3) The IPC is also responsible for ensuring compliance with the relevant regulations of other countries where students are studying at an offshore partner campus.

(4) The IPC will coordinate and monitor all issues within this scope, reporting six times per year to the Vice-Chancellor's Leadership Team (VCLT). The Office of the Pro Vice-Chancellor, Community and Global Engagement will coordinate reporting to VCLT. Following its consideration of reports from the IPC, VCLT will report matters to the University Council and its sub-committees, and Academic Senate and its sub-committees, as required.

(5) A summarised report with attachments and recommendations for VCLT's consideration are a key output of the Committee.

Section 2 - Membership

(6) The members of IPC are:

- a. Pro Vice-Chancellor (Community and Global Engagement) – Chair;
- b. Deputy Vice-Chancellor (Research and Engagement);
- c. Deputy Vice-Chancellor (Academic)*;
- d. Deputy Vice-Chancellor (Students)*;
- e. University Secretary*;
- f. Executive Dean of each faculty;
- g. Executive Director, Division of Student Administration;
- h. Director, Global Engagement, Office of Global Engagement and Partnerships; and
- i. Head, International Compliance, Office of the Deputy Vice-Chancellor (Research).

*or delegate of member

Section 3 - Functions and responsibilities

Committee responsibilities

(7) IPC will oversee management and governance frameworks (including policies, procedures and processes) to:

- a. ensure standardisation and the consistent delivery of Charles Sturt University services to international and overseas students, and students studying with the University under a third party agreement (TPA);
- b. ensure compliance by the University and its international education partners, including education agents, with all regulatory and reporting requirements, including the ESOS Act and its legislative instruments, [HESF](#), SSVF, any imposed regulatory conditions, and compliance with relevant regulations of other countries;
- c. maximise outcomes for the University in relation to student experience, enrolments and revenue from international and partnerships opportunities;
- d. provide best practice advice and recommendations to, and respond to matters referred by, the VCLT and Academic Senate on matters within the Committee's scope;
- e. ensure the safety and wellbeing of all international and overseas students, and students studying with the University under a TPA;
- f. ensure any regulatory risks to non-compliance with education legislative frameworks are actively identified, mitigated and reported;
- g. ensure any commercial risks related to the student experience, growth in enrolments or growth in revenue are actively identified, mitigated and reported;
- h. determine action following recommendations presented by members, sub-committees or partnership working parties;
- i. consider new proposals put forward by sub-committees for either approval or endorsement to the relevant university committee; and
- j. provide sub-committees with guidance and direction based on regular reports provided to the IPC.

(8) IPC will review its performance and membership at least annually, or earlier by resolution of the Committee.

Advisory role and referral of matters

(9) IPC may seek and provide advice to other committees or officers of the University, or recommend the referral of any matter for approval, discussion, consideration, action and/or noting as appropriate.

Member responsibilities

- (10) Provide guidance, reporting and direction on matters associated with regulations and legislation as they relate to TPA and international education risks.
- (11) Participate in the coordination of responses to risks/opportunities as they arise, including reporting to VCLT and Academic Senate.
- (12) Attend IPC in a position to represent informed points of view and make informed votes on recommendations, such as by reading all papers ahead of the meeting.
- (13) Be responsible for engaging with respective teams to ensure all relevant issues are tabled at the International Operations Sub-Committee (IOSC). Conversely, be responsible for providing updates to respective teams on decisions from the Committee.
- (14) Submit papers to be considered at the IPC two weeks prior to the meeting date. Final papers will be distributed to members no later than one week prior to the meeting.
- (15) If unavailable to attend a meeting and holding authority to nominate a delegate, must ensure the delegate attends and is able to represent informed points of view and make informed votes on recommendations. Alternatively, must provide a written update and, where considered necessary, a written contribution on agenda items.

Section 4 - Meetings

Quorum

- (16) A quorum for meetings of the IPC shall be half of the entire membership plus one.

Meetings

- (17) Meetings will be held bi-monthly (six times per year) and scheduled by the Office of the Pro Vice-Chancellor, Community and Global Engagement.
- (18) Meetings will be held via video conference and face-to-face wherever practicable.

Agendas and minutes

- (19) Agendas and minutes for the meetings will be prepared and distributed by the Office of the Pro Vice-Chancellor, Community and Global Engagement.

Conflicts of interest

- (20) Where a member has an actual, potential or perceived conflict of interest, they must declare this to the Chair and the IPC before the item of business is discussed.

Variations

- (21) As agreed by the IPC.

Status and Details

Status	Current
Effective Date	30th June 2020
Review Date	30th June 2023
Approval Authority	Deputy Vice-Chancellor (Research and Engagement)
Approval Date	30th June 2020
Expiry Date	Not Applicable
Unit Head	Mike Ferguson Pro Vice-Chancellor (International)
Author	Erin Miskelly
Enquiries Contact	Business Development Office