

## INTERNATIONAL COMMITTEE CONSTITUTION

**Commencement Date:** 29 May 2015

### 1 Establishment

- 1.1 The International Committee was established by Resolution AB 177/05 of the Academic Board on 28 October 2005.
- 1.2 The IC is now a standing committee of the Academic Board established under rule 5.1 of the *Academic Board Constitution*. It assumes some of the responsibilities previously performed by the International Policy Committee, a body advisory to the then Pro Vice-Chancellor, International.

### 2 Functions and responsibilities

- 2.1 The International Committee is responsible for assisting the Academic Board in performing its functions with respect to the University's international activities, as described in the *Academic Board Constitution*.
- 2.2 The International Committee assists the Academic Board in performing its functions by:
  - (1) providing advice and recommendations to the Academic Board on:
    - (a) University policies relating to the University's international activities;
    - (b) the University's Global Positioning Plan\*;
    - (c) progress in implementing the University's Global Positioning Plan;
    - (d) the University's international activities including articulation agreements, dual awards, offshore programs, collaborative campuses and international student outcomes;
    - (e) the establishment of priorities in international activities and identification of potential opportunities for enhancement; and
    - (f) the management of risk in relation to the work of the Committee;
  - (2) providing advice and recommendations to the Deputy Vice-Chancellor, International on:
    - (a) enhancement of the University's culture of internationalisation<sup>4</sup>
    - (b) the marketing of courses to prospective international students in both onshore and offshore locations;
    - (c) the admission and enrolment of international students in both onshore and offshore locations;
    - (d) the academic and pastoral support of international students having regard to legislative requirements e.g. *Education Services for Overseas Students Act 2000* (Commonwealth) and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students*; and
    - (e) the awarding of scholarships, grants, and other forms of financial support to international students, and in support of staff and student exchange programs, staff visits and other international activities; and
  - (3) providing to the Academic Board an annual report on the University's performance relating to international students and activities.

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\* The Academic Board provides advice and recommendations to the Vice-Chancellor on the University's Global Position Strategy and Enabling Plan.

### 3 Membership

- 3.1 The University will endeavour to achieve diversity and gender balance on the International Committee.
- 3.2 The membership of the International Committee is to comprise:
- (1) the Deputy Vice-Chancellor, International, *ex officio* (the Chair);
  - (2) the Pro Vice-Chancellor and President, Curtin Sarawak, *ex officio*;
  - (3) the Pro Vice-Chancellor and President, Curtin Singapore, *ex officio*;
  - (4) the Pro Vice-Chancellor, Curtin Dubai, *ex officio*;
  - (5) the Pro Vice-Chancellor, Curtin Mauritius, *ex officio*
  - (6) the Associate Deputy Vice-Chancellor, Research, *ex officio*;
  - (7) the Associate Deputy Vice-Chancellor, Learning and Teaching, *ex officio*;
  - (8) the Associate Deputy Vice-Chancellor, International, *ex officio*;
  - (9) the Faculty Deans, International, or their equivalents, *ex officio*;
  - (10) the Deans, International (Regions), or their equivalents, *ex officio*;
  - (11) the Director, Curtin English, *ex officio*
  - (12) the Director, Curtin International, *ex officio*;
  - (13) the Chief Student Services Officer, or nominee, *ex officio*;
  - (14) the Director, Student Experience, or nominee, *ex officio*;
  - (15) the University Librarian, or nominee, *ex officio*;
  - (16) the President, Curtin Student Guild, or one student of the University, nominated by the President, *ex officio*;
  - (17) the President, International Students Committee of the Curtin Student Guild, *ex officio*;
  - (18) up to 2 additional members, recommended by the Academic Board after considering recommendations from the International Committee; having regard to gender balance; diversity; disciplinary expertise and faculty/campus distribution; and
  - (19) the Chair, Academic Board, or nominee from among the members of the Academic Board, *ex officio*.

### 4 Deputies

- 4.1 The deputy of a member is to be a staff member (other than another member of the International Committee) nominated in writing by that member.
- 4.2 The member is to ensure that a copy of the nomination is given to the Chair at or before the International Committee meeting which the member is unable to attend.
- 4.3 Whenever a member is unable to attend an International Committee meeting, his or her deputy may:
- (1) attend the meeting in place of the member; and
  - (2) exercise all the rights and privileges of the member.

### 5 Term of office

- 5.1 The term of office of each of the members of the International Committee who are not *ex officio* members is to be for 2 years, commencing on 1 April and concluding on 31 March.
- 5.2 A member who is not an *ex officio* member may serve consecutive terms provided that:
- (1) they continue to hold the specified qualification for office; and
  - (2) they may serve for no more than 3 successive terms.

**6 Casual vacancies in elected positions**

- 6.1 For the purposes of this Constitution, a 'casual vacancy' occurs where an elected member:
- (1) resigns, retires or becomes ineligible to remain in the position; or
  - (2) is absent without leave for 3 consecutive International Committee meetings.
- 6.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, the International Committee may either:
- (1) recommend to the Academic Board that a person nominated by the International Committee be appointed to the position; or
  - (2) take no action to enable the position to be filled.
- 6.3 If the vacancy occurs more than 6 months before the conclusion of what would otherwise have been the term of office (the 'Unexpired Term'), an election for the vacant position is to be held and the successful candidate is to fill the position for the Unexpired Term.

**7 Chairing of a meeting in absence of Chair**

- 7.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of the International Committee, the Chair is to appoint one of the members of the International Committee to chair the meeting.
- 7.2 If an appointment is not made by the Chair under clause 7.1, the International Committee is to elect one of its members who is present to chair the meeting.

**8 Quorum**

The quorum for International Committee meetings is to be not less than one half of the total number of members excluding:

- (1) any vacancy in the membership of the Committee; and
- (2) any member who has an approved leave of absence and in respect of whom a deputy has not been nominated.

**9 Officers in attendance and attendance of observers**

- 9.1 The International Committee may invite any officer of the University, or any other person, to attend for specific items of a meeting or to attend specified meetings, to assist the International Committee in its deliberations.
- 9.2 The International Committee may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 9.3 Unless the Chair determines otherwise, an observer does not have the right to participate or vote in a meeting of the International Committee.

**10 Establishment of working parties or sub-groups**

- 10.1 The International Committee may establish working parties or sub-groups to undertake particular tasks in relation to a nominated function or activity. The composition of a working party may include persons other than members of the International Committee, and may include persons who are external to the University.
- 10.2 The role of a working party or sub-group is advisory.

**11 Meeting schedule**

The International Committee will meet at least 4 times in each calendar year.

**12 Reporting**

- 12.1 The International Committee is to report to the Academic Board on its activities at such times as the Academic Board directs.
- 12.2 At the beginning of each calendar year, the International Committee is to submit to the Academic Board an annual report in respect of its activities in the preceding 12 months. The annual report is to include:
- (1) a summary of the principal issues addressed by the International Committee in the period under review;
  - (2) an assessment of the effectiveness of the International Committee in fulfilling its responsibilities in the period under review
  - (3) advice as to whether the International Committee should continue to operate in its current form and with its current functions and responsibilities; and
  - (4) advice and recommendations regarding the operation of the International Committee and the provisions of the International Committee's constitution.

**13 Servicing**

- 13.1 Secretarial and administrative support for the International Committee is to be provided by the Secretariat.

**REVISION HISTORY:**

<b>Revision Ref. No.</b>	<b>Approved/ Rescinded</b>	<b>Date</b>	<b>Committee/ Board</b>	<b>Resolution Number</b>	<b>Document Reference</b>
NEW	Approved	25 November 2005	Academic Board	AB 177/05(ii)(c)	01278/05
Revised	Approved	28 April 2006	Academic Board	AB 51/06	
Revised	Approved	28 July 2006	Academic Board	AB 105/06	00717/06 Revised
Revised (position titles updated)		9 April 2008			
Revised	Approved	27 June 2009	Academic Board	AB 150/08	00631/08
Revised	Approved	31 July 2009	Academic Board	AB 166/09	Attachment 1 to 01020/09
Revised	Approved	25 February 2011	Academic Board	AB 6/11	Attachment 5 to 00152/11
Revised	Approved	7 March 2014	Academic Board	AB 10/14	Attachment 1 to 00146/14

Revised	Approved	27 March 2015	Academic Board	AB 51/15	Attachment 1 to 015/15
Revised	Approved	29 May 2015	Academic Board	AB 95/15	Attachment A to Item 16.1
Revised	Approved	26 February 2016	Academic Board	AB 24/16	Attachment B to Item 16.2
Revised	Approved	24 February 2017	Academic Board	AB 27/17	Attachment A to Item 16.2
Minor Amendment	Approved	31 March 2017	Academic Board	N/A	Discussions under Item 11.2
Revised	Approved	29 March 2019	Academic Board	AB 57/19 (b)	Attachment B to Item 16.2