



Title:

# Terms of Reference – International Operations Committee

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<b>Version</b>	1.3
<b>TRIM file number</b>	
<b>Short description</b>	Terms of Reference for the International Operations Committee
<b>Relevant to</b>	Members of the Senior Executive Committee
<b>Approved by</b>	DVC (Academic) and DVC (Administration)
<b>Responsible officer</b>	Manager, Office of International Relations
<b>Responsible office</b>	Office of International Relations
<b>Date introduced</b>	31 August 2007
<b>Date(s) modified</b>	2 March 2009
<b>Next scheduled review date</b>	31 August 2008
<b>Related University documents</b>	Internationalisation Strategy
<b>Related legislation</b>	
<b>Key words</b>	International Operations Committee, Terms of Reference, International Education Strategy

## **1. MEMBERSHIP**

1.1 The International Operations Committee (IOC) is comprised of:

Manager, Office of International Relations (Chair)  
Sub Dean International - Faculty of Arts  
Sub Dean International - Faculty of Business  
Sub Dean International - Faculty of Education  
Sub Dean International - Faculty of Science  
Head of School, International School of Business  
Director, Division of Marketing (or nominee)  
Executive Director, Division of Student Administration (or nominee)  
Executive Director, Division of Student Services (or nominee)

1.2 Right of audience and debate to the International Operations Committee is granted to:

Legal Officer, Division of Finance  
International Marketing Officer, Division of Marketing  
Trans-national Education Program Managers, Office of International Relations

## **2. TERMS OF REFERENCE**

2.1 The International Operations Committee shall:

1. Identify and raise issues to senior management that may impact on achieving the University's Internationalisation Strategy.
2. Consider and respond to issues referred to the Committee by senior management that relate to the University's international activities.
3. Discuss and review operational and business issues relating to achievement of the Internationalisation Strategy.
4. Ensure transfer of information, knowledge and identification of linkages in international activities across Faculties and Divisions.
5. Provide a forum for development and exchange of good practice in international activities.

## **4. REPORT**

4.1 The International Operations Committee shall report directly to:  
DVC (Academic) and;  
DVC (Research)

4.2 Minutes and reports shall be distributed to  
DVC's  
Members  
Deans  
Executive Directors  
Directors

### Table of amendments

<b>Version number</b>	<b>Date</b>	<b>Short description of amendment</b>
1.0	31 August 2007	Terms of Reference introduced
1.1	3 December 2007	Senior Executive changed to senior management
1.3	2 March 2008	International Education Strategy changed to Internationalisation Strategy
1.3	2 March 2008	In Report 4.1 changed from DVC (Administration) to DVC (Research)