

Terms of Reference

UniSQ International Strategy Committee

Responsible Officer: Provost

Approval Authority: Vice Chancellor

Approval Date: 17 May 2023

Trim Location:

1. Role

The UniSQ International Strategy Committee is a sub-committee of the Vice-Chancellor's Executive Committee which has oversight of the University's approach to internationalisation to grow our international profile, markets, and partnerships in support of the broader USQ Strategic Plan.

2. Functions

The functions of the International Strategy Committee are:

- Provide oversight and guidance in respect to the UniSQ International Strategy.
- Monitor and be responsive to emerging trends in international education and recruitment markets.
- Foster high-quality partnerships for research and academic collaboration.
- Explore and develop new opportunities for onshore and offshore growth.

3. Membership

The membership of the UniSQ International Strategy Committee shall be:

- Pro Vice-Chancellor (International) (Chairperson)
- Provost (Deputy Chairperson)
- Deputy Vice-Chancellor (Academic Affairs)
- Deputy Vice-Chancellor (Research & Innovation)
- Deputy Vice-Chancellor (Enterprise Services)

3.1. Working Parties, Co-option, and Observers

- The UniSQ International Strategy Committee may establish ad hoc working parties.
- The Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required.

3.2. Sub-Committees

The Partner Operations Sub-Committee will a sub-committee of the UniSQ International Strategy Committee. The Partner Operations Subcommittee will report to each meeting of the UniSQ International Strategy Committee.

3.3. Committee Services Officer

The Secretary to the UniSQ International Strategy Committee will be the Business Manager, Office of the Pro-Vice Chancellor.

4. Meetings, Reporting and Minutes

Frequency of Meetings:	The UniSQ International Strategy Committee meets at least four times per year at specific dates and times as outlined in the University Meeting Schedule.
Minutes:	For all meetings, minutes and a post meeting action sheet shall be kept.
Reports to:	Vice-Chancellor's Executive.

5. Ethical Practices, Confidentiality, and Independence

Members of the committee are to:

- Exercise objectivity and integrity in the discharge of their duties and responsibilities.
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently.
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy information.
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the committee.
- Ensure that they do not place themselves in situations which could lead to or be perceived to give rise to a conflict of interest.
- Disclose to the Committee any matter, which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest.
- Have a sound understanding of the University's Code of Conduct.

6. Review of Terms of Reference

These Terms of Reference will be reviewed annually by the UniSQ International Strategy Committee to ensure the Terms of Reference remain consistent with the Committee's objectives and responsibilities.

Approval and Modification History:

Version	Date	Source	Details
-	10-May-2023	Vice Chancellor's Executive	Endorsed: New Committee and Terms of Reference
v1.0	17-May-2023	Vice-Chancellor	Approved: New Committee and Terms of Reference