Globalisation Committee Terms of Reference

Section 1 - Establishment

(1) The Globalisation Committee is established under Part 3 Section 19 of the Charles Darwin University Act 2003.

Section 2 - Functions and Responsibilities

(2) The Globalisation Committee will provide oversight of internationalisation within the University including alignment with strategic initiatives. Globalisation will be supported by sub-groups and Country specific Strategy Groups (where applicable), providing feedback to the Globalisation Committee that will report to the Vice-Chancellor's Advisory Committee:

(3) The Globalisation Committee has the following Strategic Focus:

a. Growth in international student commencements (tracking progress of D^2 strategy)
b. marketing and recruitment updates;
c. internationalisation of the curriculum;
d. load planning and forecasting against targets for international by both market and course;
e. rankings, accreditations and reputation;
f. collaboration with Office of Research and Innovation;
g. international fees and scholarships;
h. student mobility opportunities;
i. partnerships third party providers;
j. campuses interstate and overseas; and
k. government engagement.

(4) The Globalisation Committee will be supported by sub-groups. Sub-groups will be formed from time to time to advance specific projects.

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Section 3 - Membership

(6) Membership of the Globalisation Committee will comprise:

a. Vice-President Global and External Relations (Chair);
b. Director CDU Global (Deputy Chair);
c. Deputy Vice-Chancellor First Nations Leadership;
d. Executive Director VET Strategy & Business Operations;
e. Pro Vice-Chancellor Education Strategy;

f. Pro Vice-Chancellor Research and Innovation;
g. Associate Vice-Chancellor Sydney Region;
h. College Deans;
i. Director Student and Academic Services;
j. Director Student Engagement; and
k. Head of CDU international College.

(7) Ex-officio members may nominate a standing nominee.

(8) The chair may invite additional non-voting attendees but may not co-opt additional members.

(9) Invited members of staff will attend from time to time to contribute to specific topics. The membership of the sub-groups will be determined by the Globalisation Committee.

Section 4 - Chair

(10) The Chair of the Globalisation Committee will be the Vice-President Global and External Relations. In the Chair's absence, the Deputy Chair will Chair the meetings of the Committee.

Section 5 - Secretary

(11) The Vice-President Global and External Relations (or nominee) will act as secretary to the Globalisation Committee.

Section 6 - Terms of Office

(12) Staff members will hold office for the term of their substantive position with the University.

Section 7 - Quorum

(13) At a meeting of the Globalisation Committee quorum is constituted as 50% plus one member of the Committee.

Section 8 - Meetings

(14) The Globalisation Committee will meet at least three (3) times per year, and the Chair may call additional meetings if necessary.

(15) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote.

Section 9 - Agenda

(16) The agenda is to be distributed with supporting documentation normally at least three (3) days prior to the meeting date.

Section 10 - Minutes

(17) Meeting minutes and action items will be made available within two weeks of the meeting.

(18) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - Reporting

(19) The minutes and action items from the Globalisation Committee will be provided to the next meeting of the Vice-Chancellor's Advisory Committee.

(20) Information relating to matters under consideration and issues resolved will be disseminated to the University.

Section 12 - Conflicts of Interest

(21) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(22) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(23) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(24) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	9th August 2022
Review Date	8th August 2024
Approval Authority	Vice-Chancellor
Approval Date	9th August 2022
Expiry Date	Not Applicable
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