

International Education Committee

The International Education Committee (IEC) is a committee of the University's Academic Board.

Terms of Reference

1. Purpose

IEC has responsibility for the academic oversight and quality assurance of international education at Federation University.

2. Responsibilities

- a) Consider and make recommendations to Academic Board on the academic governance and quality assurance arrangements relating to the delivery of programs to international students on-campus and through third party providers or similar ventures.
- b) Oversee the maintenance of CRICOS Registration and act as the approval authority for all amendments to CRICOS Registration, as recommended by the Dean, International.
- c) Ensure compliance with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* ("National Code 2018") across all teaching locations for on-shore international students including those arriving through articulation arrangements.
- d) Monitor compliance with the *Higher Education Standards Framework (Threshold Standards) 2015* ("HES Framework 2015") and *Standards for Registered Training Organisations 2015*, where applicable for international students.
- e) Monitor compliance and receive regular performance reports in relation to Australian student visa frameworks.
- f) Receive and consider regular performance reports for the University's third party providers, including matters relating to:
 - regulatory compliance (including HES Framework 2015 and National Code 2018);
 - quality evaluation of education and student support services;
 - adherence to contractual obligations and performance levels;
 - assurance of effective and sustainable operations;
 - recommendations from joint management committees; and
 - Academic integrity and risk management.
- g) Consider the annual quality assurance audits of the University's third party providers, monitor follow-up of issues identified in the audits, and report to Academic Board.
- h) Provide advice to Academic Board on matters concerning:
 - policies relating to international education;
 - international marketing plans;
 - program development;
 - teaching locations for programs offered to international students;
 - the setting of tuition fees for international students;

- Academic matters in international education.
- i) Consider and respond to reports, risks and issues relating to international education.
- j) Consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or Deputy Vice-Chancellors.

3. Composition of International Education Committee

Ex officio members

Deputy Vice-Chancellor (Global & Engagement)
 Deputy Vice-Chancellor (Academic)
 Dean, International
 Deputy Vice-Chancellor (Research and Innovation) or nominee
 Chief Financial Officer, or nominee
 Chair of Academic Board, or nominee
 Dean, Federation Business School or nominee
 Dean, School of Engineering, IT and Physical Sciences, or nominee
 Dean, School of Education, or nominee
 Dean, School of Science, Psychology and Sport, or nominee
 Dean, School of Health, or nominee
 Dean, School of Arts, or nominee
 Pro Vice-Chancellor, VET and Chief Executive Officer TAFE
 Dean of Students and Registrar, or nominee
 Director, Governance and Strategy, or nominee
 Manager, International & Strategic Compliance

Co-opted members

The committee may co-opt any member of the University community or an external expert where particular expertise or insights are required. The committee may also establish working parties of an *ad hoc* nature and direct inquiries to any element of the University.

4. Appointment of Chair and Deputy Chair

a) Chair

The Chair of the committee is the Deputy Vice-Chancellor (Global & Engagement). The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

b) Deputy Chair

The committee will elect a Deputy Chair from its members at its first meeting each year for a one-year term. The Deputy Chair will take on the role in addition to their current position on the committee which will not fall vacant due to their election. The Deputy Chair is eligible to stand for re-election at the end of their term, for a maximum of three consecutive terms.

5. Elections

- a) Elections for positions on the committee are conducted in accordance with Statute 7 of the University's Statutes and Regulations.
- b) The election amongst members for the Deputy Chair role is conducted in accordance with Statute 7.2 of the University's Statutes and Regulations.

6. Terms of office

- a) Ex officio members hold office by right of the position they hold in the University.
- b) Co-opted members hold office for a term determined by the committee at the time of appointment.

7. Removal and resignation of members

- a) Where a non ex officio member expects to be absent for three or more meetings in a year, they must resign from their position by writing to the Chair. Leave of absence may be granted at the discretion of the Chair, if requested.
- b) The committee may remove any non ex officio member from office if:
 - they fail to attend three meetings without the approval of the Chair;
 - their performance on the committee is considered by the committee to be unsatisfactory;
 - they are found to have engaged in misconduct of a serious or recurrent nature.
- c) A non ex officio member may resign from the committee by tendering their resignation in writing to the Chair.
- d) The Chair may resign from the committee by tendering their resignation in writing to the Chair of Academic Board.

8. Working parties

The Chair of the committee may establish working parties of an ad hoc nature and direct inquiries to any element of the University to fulfil their purpose. Membership of the working party can be drawn from within the committee and/or outside of the committee

9. Meetings

Meetings will comply with the Standing Orders of Academic Board.

10. Related documents

[Standing Orders of Academic Board \(pdf, 177 kb\)](#)

Federation University Australia [Statute 2.2 Academic Board \(pdf, 32kb\)](#)

Federation University Australia [Regulation 2.2.2 Academic Board \(pdf, 37kb\)](#)

Federation University Australia [Statute 1.3 Meetings \(pdf, 10kb\)](#)

For further information

Academic Secretariat | Email: academic.secretariat@federation.edu.au

URL: <http://federation.edu.au/staff/governance/academic-board>