

01.14

INTERNATIONALISATION BOARD

Internationalisation Board

Membership

Pro Vice-Chancellor -International (Chair)	1
Representative from each School (Schools Associate Dean - International) & the National Centre for Product Design and Development Research - PDR	6
Academic Registrar	1
Head of Collaborative Provision	1
Dean of Learning & Teaching	1
Dean of Quality & Standards	1
Dean of Students	1
Deputy Head of International Office	1
Director of Human Resources	1
Director of Library and Information Services Division	1
Director of Research & Graduate Studies	1
Student representative (nominated by the Student Union)	1
Academic Staff member elected by Academic Board*	1

* Through an annotated email vote after a nominations process whereby nominations will be called, to be conducted by the nominated secretary of the board, who will send the nominations to the Secretary of Academic Board. Term of Office: 3 years with no three terms to be consecutive.

Purpose

The Internationalisation Board has responsibility for overseeing, coordinating and synergising international activities and driving internationalisation agenda. Reporting to Academic Board and as necessary referring issues of policy and strategy to Academic Board.

Terms of Reference

1. advise and report to Academic Board on matters relating to internationalisation and develop University policy and strategy on international activity. Also receive, consider and monitor the Internationalisation Strategy;
2. encourage and assist in facilitating integration of internationalisation across the University and provide a focus on achieving the internationalisation strategic objective;
3. support the integration of the University's on-campus recruitment, Transnational Education provision, externally funded internationalisation projects and mobility of staff and students;
4. monitor and advise Academic Board and Vice Chancellor's Board on outward mobility resources for staff and students;
5. monitor and advise Academic Board and Vice Chancellor's Board on Internationalisation Projects through operational groups;

6. keep abreast of initiatives, developments and changes emanating from outside Cardiff Metropolitan University in regard to internationalisation and advise on action as necessary;
7. facilitate the dissemination of good practice in regard to internationalisation;
8. monitor and support all activity regarding the University's global reputation;
9. advise Academic Board and Vice Chancellor's Board on issues relevant to the remit of the International Office raised by external agencies such as UK Visas and Immigration (UKVI) and the Quality Assurance Agency (QAA) that may impact on the University's International work;
10. support the implementation of any changes in processes and procedures arising from UK immigration regulations and other external regulatory codes and guidance in relation to international activities;
11. advise in relation to enhancement activities associated with the University's internationalisation work;
12. advise on staff development needs in areas associated with internationalisation;
13. consider, take appropriate action and report upon any issues referred to it by Academic Board.

Frequency of Meetings

Minimum of three meetings per academic year.

Vice-Chair

One member of the Internationalisation Board should be identified as Vice-Chair

Co-option

Up to 3 co-opted members who shall be at the discretion of the Chair.

Substitutes

Where a member is unable to attend substitution shall be at the discretion of the Chair.

Observers

At the invitation of the Chair.

Quorum

Meetings shall be quorate if 50% or more of current members are present (excluding co-opted members).