Senate are asked to note the revised changes to the Terms of Reference for University Internationalisation Committee.

As suitable progress has been made in the key business considered by UIC, the frequency of the meetings has been reduced from monthly meetings to once every two months.

Professor Richard Davies
Pro-Vice-Chancellor Engagement and Internationalisation
22 November 2017
INTERNATIONALISATION COMMITTEE
(Committee of Senate)

1. SECRETARY  Rachel Barnett, International Recruitment Coordinator

2. MEMBERSHIP
   Ex office members:
   (a) The Pro-Vice-Chancellor (Engagement and Internationalisation) (or their nominee)
   (b) The Pro-Vice-Chancellor (Learning and Teaching)
   (c) The Pro-Vice-Chancellor (Research Strategy & Resources) (or their nominee)
   (d) The Executive Director of Finance
   (e) The Director of Research and Enterprise Services
   (f) A representative from each Faculty responsible for international student recruitment
   (g) A representative from each Faculty responsible for international partnerships
   (h) The Director of Newcastle University London
   (i) Director of International Affairs
   (j) The Director of NU Advancement
   (k) The Chief Executive Officer, Newcastle University Medicine Malaysia (NUMed)
   (l) The Chief Executive Officer, Newcastle University International Singapore (NUIS)
   (m) The Head of Learning and Teaching Development Service
   (n) A member of Senate
   (o) A student appointed annually by the Students’ Union

3. PROCEDURE
   Meetings will be held every two months.
4. TERMS OF REFERENCE

(a) The Committee is responsible for the development of the University’s Internationalisation Strategy and the pursuit of the vision to be a world-class, Civic University.

(b) The Committee will be responsible for international student recruitment.

(c) Committee members are responsible for the communication of strategy and activities into faculties, societal challenge themes and professional services.

(d) The Committee will be fully aware through Faculty representatives of NUIS, NUMed and NU London activities but not directly responsible for these ventures.

(e) The Committee will be responsible for monitoring ongoing international projects and allocation of resource into these projects.

(f) The Committee will use smaller working groups to develop strategy to be reviewed and agreed by the Committee.

(g) Some Committee roles are cross-cutting and some more Faculty focused. Our responsibility is towards the University as a whole and the University mission.

(h) The agenda for the Committee meetings will be directly linked to the strategic objectives and tactics included in the 5 year strategy and 1 year rolling implementation plan.

(i) The 1 year rolling implementation plan will include specific tasks for the year with clear responsibilities for the Committee to execute.

(j) The Committee will advise and make recommendations to the Vice-Chancellor and the Executive Board on issues as they arise.

(k) The Committee will co-opt the leads for specific strategic or country-wide initiatives to join the Committee as and when required.

(l) The Committee terms and membership will be reviewed annually.

(m) A quorum shall be not fewer than one third of the members.

5. GOVERNANCE AND REPORTING

(a) University Internationalisation Committee reports to Senate.

(b) An annual report will be submitted to Senate.
Established by Executive Board, 4 November 2014
Editorial amendment, October 2015
Editorial amendment, July 2016
Editorial amendment, September 2016
Editorial amendment, October 2016
Approved by Senate 4 October 2016
Editorial amendment, January 2017
Approved by Senate 2 May 2017
Editorial amendment, September 2017
Editorial amendment, January 2018
UNIVERSITY INTERNATIONALISATION COMMITTEE

22 November 2017

Present: Professor Richard Davies (Chair), Professor Suzanne Cholerton, Mr Alex Metcalfe, Professor Nigel Harkness, Professor Daniel Zizzo, Professor Ann Daly, Mr Ronnie Reid, Ms Chris Stafford and Ms Rachel Barnett (Secretary).

Apologies: Mr Richard Dale, Dr Alan Murphy, Professor Eric Cross, Ms Teri Wishart, Dr Richard Harrison, Dr Stuart Edwards, Professor John Kirby, Professor Helen Berry, Professor Selina Stead, Ms Anne Coxhead, Dr Colin Campbell, Professor Ian Postlethwaite, Professor Roger Barton and Professor Amanda Broderick.

In Attendance: Ms Vanessa Varvas (via videoconference), Ms Jackie Martin and Dr Rebecca Walker.

MINUTES

1. MINUTES

The minutes from the meeting of 19 October 2017 were agreed as an accurate record.

2. MATTERS ARISING FROM THE PREVIOUS MINUTES

2.1 Visits and Events Dashboard

i) Meeting to be arranged between Professor Richard Davies and Professor Tony Zito to discuss subject area links with Pittsburgh University. (Action: Rachel Barnett)

ii) No update at present on possible exchange opportunities between FMS and Pittsburgh University but FMS are keen to develop links. No further funding is available at present, so it is not clear how to take this forward.

2.2 University Operational Budgets for International Activity

i) Data is currently being collated on the HaSS operational budget for international activity. This should be available within the next week and will be shared with Mr Alex Metcalfe.

2.3 International Recruitment Dashboard

i) Agenda item 4.2 iii.

2.4 Fee Setting and Scholarships

i) Benchmarking tool has been purchased by the Planning Office and the first release should be available on 30 November 2017. 25 institutions are expected to be reported in the first release. Mr Ronnie Reid to be kept informed of developments in fee setting.

ii) A broad recommendation for baseline fees is required for the Student Finance Committee meeting in December 2017.

Fee setting leads from the three Faculties and Mr Alex Metcalfe to meet to discuss benchmarking. Student Finance team to be involved in benchmarking for scholarship links.
Mr Alex Metcalfe and Professor Suzanne Cholerton to meet with Mr Ronnie Reid prior to the finalisation of 2019 fees for International, EU and Home. Programme level fees are expected to be finalised by late spring/early summer.

2.5 Partner Discounts – Structure and Sign-off Process

i) Delegated authority to agree tuition fee discounting is supported by UIC. Approval is required from Student Finance Committee. Professor Richard Davies and Alex Metcalfe to meet to discuss context for a paper to be submitted (Action: Richard Davies, Alex Metcalfe). The last paper submitted was in 2007.

ii) SAgE feedback received that further analysis of cost and programme margins is required. HaSS FEB taking place this week and Ms Chris Stafford will feed back following the meeting (Action: Chris Stafford). Professor Ann Daly to check the status of paper submission to FMS FEB. (Action: Ann Daly)

It was noted that, due to system limitations, it not possible to produce an accurate analysis of margin at module level. It is broadly advised that 15-20 enrolments are required to cover the cost of teaching a module.

3. GENERAL

3.1 Visits and Events Dashboard

Received: The International Visits and Events Dashboard

Noted that:
1. Recent visits not recorded on the dashboard include an FMS visit to Monash and a HaSS visit to Xiamen. Faculty representatives were encouraged to notify Ms Alison Tate, Senior International Partnerships Manager, of any additions to be made.

Agreed:
1. Newcastle University London visits and events should be included in the dashboard. Ms Vanessa Varvas to provide details to Ms Alison Tate. (Action: Vanessa Varvas)

3.2 Agreements for Endorsement

Received: Agreements for endorsement

No objections were raised to the agreements circulated for endorsement by UIC.

Noted that:
1. Agreements have been signed off recently at ULTSEC that are not included in the list. Mr Alex Metcalfe informed members that the agreements for endorsement are a sample selection and not an exhaustive list. Full details will be available following the implementation of Terra Dotta.
2. Ms Alison Tate is on the circulation list for ULTSEC papers.

3.3 International Networks

The Chair invited members to share ideas on International Networks.

Noted that:
1. UNSTGs to be a focus and a paper will be completed in the new year. International Partnerships team will support the administration.
2. Professor Richard Davies has a call scheduled with Monash University to discuss Plus Alliance. The focus is around local challenges and teaching which aligns with research strands.

3. A research area from each Faculty could be identified and used as a case study to present to FEB. Ageing was suggested for FMS.

3.4 Proposal to Change the Frequency of Meetings of UIC

As suitable progress has been made in the key business considered by UIC, the Chair proposed that the frequency of the meetings be reduced to once every two months.

Agreed:
1. Members of UIC agreed that the frequency of meetings of UIC should be reduced to once every two months, with the next meeting being held in January 2018.
2. Revised dates of UIC meetings to be circulated to members. (Action: Rachel Barnett)

4. INTERNATIONAL RECRUITMENT

4.1 International Recruitment Dashboard

i) Executive Board Summary – BI Dashboard

Received: An introduction to the BI Dashboard, dated 01.11.17, by Dr Rebecca Walker, Head of Planning.

Noted that:
1. The dashboard will be produced monthly and now includes an analysis of both UG and PG applications. There is a business case for a live link that will update overnight. This would allow greater flexibility in accessing data when required.
2. The report is interactive and the data can be cut in a number of ways. Table 1 shows a split by region and a split by country and programme can be found in Table 2. Table 3 was requested by UG Admissions and is more linked to Home recruitment.
3. Once agreed, targets will be added. The current report is a YOY comparison. UCAS applications to Newcastle University London will be included in the statistics be PG is not. No applications to NUMed or NUIS as a different application system is in use.

Agreed:
1. Members of UIC should be added to the circulation list for the monthly BI Dashboard. UIC members were encouraged to advise Dr Rebecca Walker of any further colleagues to be included.

ii) New Registrations Report

Received: New Registrations Report dated 13.11.17.

Noted that:
1. Numbers have stabilised for 2017 enrolments. There is a view to increase numbers for 2018 entry.
2. Timetabling and lecture theatre capacity to be taken into consideration if programme level target numbers overshoot.
iii) All Registrations Report

Received: All Registrations Report dated 13.11.17.

No issues or comments were raised.

4.2 Update on Workstreams

The progress of the following three workstreams was reported upon.

i) Streamlining Conversion

Received: International Conversion Programme Scorecard and a verbal update from Mr Alex Metcalfe, Director of International Affairs.

Noted that:
1. The Graduate Admissions project is complete and recommendations have been submitted regarding system developments.
2. Conversion from lead to registration has been fragmented and consideration is now being given to how to move forward operationally. A paper by Mr Alex Metcalfe will go to Faculties in the next couple of weeks.

ii) Programme Portfolio Development

Received: A verbal update from the Chair.

Noted that:
1. The reviews have gone well and recommendations have now been submitted to Board of Studies.
2. Discussion is ongoing regarding linking engineering and computing with business programmes.
3. Review of PGT programme portfolio will be an annual process.

iii) Fee Setting and Scholarships

Received: Report on Vice-Chancellor’s International Scholarships presented by Alex Metcalfe, Director of International Affairs.

Noted that:
1. The statistics are retrospective on 2017 entry and show a low take up. The scholarship scheme for 2018 has had an earlier release to market and is more targeted.
2. Partial and major scholarships are offered. Partial awards are offered at the point of offer to study. Major awards are assessed on separate application and offered at three points during the cycle, with the option for a mop up in July, if necessary.
3. The scholarship scheme is on a one year cycle and will be reviewed before implementation of a scholarship scheme for 2019.

5. INTERNATIONAL PARTNERSHIPS

5.1 Agreements Dashboard

Received: The Agreements Dashboard

No issues or comments were raised.
5.2 Partnerships Dashboard

Received: The Partnerships Dashboard

Noted that:
1. Tier 2 partnerships should be reviewed regularly. The next review to take place after April 2018, once the strategy is in place.

6. AOB

No items were raised.

7. DATES OF MEETINGS FOR 2017-18

The meetings for 2017-18 will be held on the following dates:
- Thursday 18 January 2018
- Thursday 15 March 2018
- Thursday 17 May 2018
- Thursday 19 July 2018

Please note that for 2017-18 all meetings will be held from 9am until 10.30am.