

VUIF Terms of Reference

Purpose

Victorian Universities International Forum brings together International Directors from Universities which are University owned and operated in Victoria. This forum is to discuss international education through increased cooperation and cohesion, specifically in:

- Enhancing understanding of issues and developments in international education of Member Representatives and among Members as appropriate
- Providing a forum for the exchange of ideas and information among Victorian Universities and with other similar or relevant groups
- Representing the interests of Members in relevant national and international fora as appropriate
- Liaising with other sectors and other organisations in regard to the Victorian operating environment, legislative framework, market trends and other changes affecting the Victoria education industry.

Membership

1. Membership of the VUIF shall only be open to eligible institutions and subject to payment of annual subscription fees.
2. Eligible institutions are those institutions established as a University, or recognised as a University, by or under a law of the Commonwealth or a State and are admitted Members of the 'Universities Australia' organisation and have a presence in Victoria.
3. The Members of the VUIF shall be represented by a Director International or equivalent, known as 'Member Representatives'.
4. The Chair and Secretariat of the VUIF are nominated by VUIF Group and the term of office is two years.
5. The following sub groups report to the VUIF:
 - a. VUIF Admissions Group
 - b. VUIF ESOS Group
 - c. Sponsors & Scholarships Group
6. Chairs of each of the sub-group are invited to attend the VUIF meeting periodically.

Membership Fees

1. Annual membership fee to be paid by member institutions and the annual fee shall be determined by the VUIF Directors
2. Annual membership fee shall be paid on a calendar year (January to December) basis.
3. Membership fee shall be paid by 31st August.
4. Sub-groups are not financial members of VUIF and representatives are not required to be within Universities of the VUIF.

Member Representative Code of Conduct

1. It is the responsibility of the Member Representative to act professionally and courteously to all other Member Representatives of the Association.
2. It is the responsibility of the Member Representative to observe confidentiality in relation to meeting and email discussions, along with any circulated documentation.
3. It is the responsibility of the Member Representative to declare any real or perceived conflict of interest upfront on any subjects or projects being considered.

Conduct of Meetings

1. At least four meetings will be held in a year.
2. Dates of locations for each meeting to be set and circulated at the beginning of each calendar year, or as soon as practically possible.
3. Call for agenda items will be made 28 days prior to a meeting.
4. Member representatives will be required to confirm attendance or the nomination of a proxy 21 day prior to the meeting or as soon as practically possible.
5. Victorian Government represented by the Director, International Education is a standing guest for the meeting.
6. Current Member Representatives are from the following ten Universities:
 - a. Australian Catholic University
 - b. CQ University
 - c. Deakin University
 - d. Federation University Australia
 - e. La Trobe University
 - f. Monash University
 - g. RMIT University
 - h. Swinburne University
 - i. University of Melbourne and
 - j. Victoria University.