International Delegations Procedure

Section 1 - Purpose

(1) This procedure sets out the University of Canberra's (the University) procedure for handling international visitors and delegates, including cost management.

(2) International delegation visits:

a. provide opportunities for the University to cultivate strategic relationships with overseas stakeholders;
b. offer a rich source of 'market intelligence';
c. help the University to develop international knowledge and connections;
d. further collaborations that reflect and benefit the University's research and academic interests; and
e. align with the Connected decadal strategy.

Section 2 - Scope

(3) This procedure applies to visits from international delegations to the University. This includes situations where:

a. a Vice-Chancellor/President, Deputy Vice-Chancellor/Vice-President of an overseas university proposes to visit;
b. proposed discussions involve more than one organisational unit;
c. proposed discussions involve possible agreements that are likely to have a significant impact on the University's operations, student load or finances; or
d. the attendance of the University of Canberra's Vice-Chancellor, Deputy Vice-Chancellor (DVC), or other senior level Directors is required;

(4) The procedure does not cover:

a. international visitors coming to a meeting with individual organisational units (such as faculties and research institutes); and
b. international visitors that do not require the attendance of the senior executive or the resources of the University's International Office. However, organisational units are encouraged to advise the International Office to ensure the appropriate assistance or linkages are made, where appropriate.

(5) This procedure is not intended to decrease the level of international activities between faculties, research institutes and international partners.

Section 3 - Policy

(6) Nil.

Section 4 - Procedure

Request form to accept international delegates

(7) International visits and delegations can be initiated by an international entity, by other organisations (including government departments) or by the University itself.

(8) International delegations may be individuals or groups and may visit other sites; for example, federal politicians, government departments or embassies.

(9) To enable the decision to accept an international delegation, and to ensure the visit is effectively organised, the International Visit Request Form must be completed. Completing this form will:

a. check that the visit aligns with the University's strategic priorities;
b. inform decisions about whether the visit request should be accepted;
c. provide details of the delegate (for example, attendee names, arrival dates, and so on) to inform the appropriate invitation letters);
d. assist to coordinate the availability and involvement of senior staff;
e. enable briefings to be prepared for senior staff; and
f. ensure arrangements run smoothly.

(10) International delegates must submit the International Visit Request Form to delegations@canberra.edu.au at least 4 weeks before the proposed visit. If a visit needs to be prepared at shorter notice, please contact delegations@canberra.edu.au to discuss.

Accepting or declining international delegations

(11) Faculties and research institutes interact with international partners on a regular basis. As the international and delegate visits covered by this procedure have broader implications for the University as a whole, it cannot be assumed that a delegate will be accepted. If approached directly, faculties and research institutes should avoid creating an expectation that the delegate will necessarily proceed.

(12) The decision to accept an international delegation will be made by the appropriate delegate, considering:

a. the costs, benefits, opportunities and risks to the University of proceeding; the alignment of the visit with the University's strategic priorities; and
b. the availability of personnel to support the delegate.

(13) On receiving the International Visit Request Form, the International Office may reach out to the international visitor/delegate for further details or to focus their area of interest and, if appropriate, ask the visitor/delegate to modify its request accordingly.

(14) Where a proposed international delegation includes a Vice-Chancellor/President, Deputy Vice-Chancellor/Vice-President of an overseas university, or an overseas head of state, the University's International Office will provide a recommendation to the Office of the Vice-Chancellor on how best to manage the request. However, the Office of the Vice-Chancellor will have the final say on its preferred approach.

(15) If a decision is made to decline an international delegation, the University will communicate that decision in a way that minimises any potential damage to stakeholder relationships. Such communications will be sent through to the International Office.

Coordination of visits

(16) To enable visits to run smoothly and professionally, the University will allocate a specific staff member from the International Office to act as the coordinator for the international delegation. The coordinator will:

a. review the International Visit Request Form and, if needed, liaise with the delegate's contact person to obtain further information; and
b. forward the completed form to the appropriate delegate for consideration.

(17) If the international delegation is accepted, the coordinator will then:

a. arrange for appropriate acceptance or invitation letters to be sent;
b. organise the itinerary, in consultation with relevant University staff and, where required, other organisations which the delegate is visiting;
c. manage logistics, including transport, interpreters, venues and photographers;
d. organise hospitality;
e. liaise with Student Recruitment & Marketing team to establish whether coverage is needed or not, depending on the profile of the delegate and whether it is of interest to the University as a whole;
f. prepare briefings for meetings of senior management and others being visited; and
g. accompany (or arrange for others to accompany) the delegate.

Cost allocation

(18) Direct costs associated with the delegate's visit may include transport, hospitality, interpreting services, photography, venue hire, interpreting services and specific staff. These costs will generally be attributed to the:

a. organisational unit that has sought the visit (in which case the cost will be charged to the organisational unit's cost centre); or
b. the international entity, where it has requested the visit (in which case they will be invoiced by the visit coordinator).

Briefing pro forma

(19) If a decision is made to accept the international delegation, the area responsible for them will complete a briefing pro forma for senior staff and organisational units being visited.

(20) Completing the briefing pro forma will enable those at the University involved in meeting with the delegates to:

a. understand the purpose of the visit;
b. be aware of any sensitivities;
c. prepare appropriately for the meetings;
d. understand arrangements for gifts; and
e. develop an agenda for the visit.

Section 5 - Roles and Responsibilities

Who	Responsibilities
Manager, International Partnerships & Engagement	• Overseeing the activities of the International Office. • Broadly overseeing the coordination of international visits and delegations.

Who	Responsibilities
Vice-Chancellor	• The contact for this Procedure.

Section 6 - Definitions

Terms	Definitions
NIL	NIL

Status and Details

Status	Current
Effective Date	19th March 2025
Review Date	19th March 2030
Approval Authority	Vice-Chancellor
Approval Date	14th March 2025
Expiry Date	To Be Advised
Custodian	Michelle Lincoln Deputy Vice-Chancellor
Responsible Manager	Jen Babic Manager, International Partnerships & Engagement
Author	Nick Markesinis Policy Specialist
Enquiries Contact	Policy