Present: Prof David Mee (Chair), Dr Zhongwei Chen, Dr Kamel Hooman, Prof Richard Morgan, Dr Anand Veeraragavan, Prof Jin Zou, Mr Brendon Lutwyche. Ms Katie Gollschewski.

Apologies: Dr Bo Feng, Prof Han Huang, Prof Peter Knights, Dr Kazuhiro Nogita, A/Prof Martin Veidt.

Minutes: The minutes of the meeting held on 07 June 2013, having been previously circulated, were taken as read and confirmed.

Items in progress (07 June 2013)
At the last meeting, members supported the suggestion of the introduction of a scholarship for 3+1+1 students. The Faculty has finalised the details of the scholarship, which will be $5000 for a student in the first semester of the Master of Engineering Science program. The 3+1+1 scholarship will be funded by the School, and be a part of the School’s current scholarship offerings (i.e. the same way the international undergraduate student scholarships are handled). It will be advertised shortly by the EAIT marketing team.

1. Terms of Reference and Composition
Members confirmed that the Terms of Reference and composition were appropriate and welcomed Professor David Mee to the role of chair.

2. International enrolments
Members noted that the international undergraduate enrolment numbers were quite healthy overall, as were the enrolments in the masters by coursework. Members noted that the latter has been boosted by the 3+1+1 program.

Members noted that the research higher degree enrolment in the school was just over 50% international, which was the lowest of the engineering schools. The Research Committee monitors RHD enrolments and has noted that overall numbers are satisfactory and the focus should be on the quality of applicants.

Members noted that a large group within our international RHD cohort are CSC scholarship holders and asked that statistics be circulated to members on this cohort.

3. UQ Abroad Academic Advising
The School of ITEE planned to host an academic advising session for students that had expressed an interest in studying overseas on a student exchange. The Faculty suggested that participation in this workshop be extended to other Schools, and we agreed to participate.

The main aim of the session was to work with students on their plans for exchange. There were no presentations, but rather a chance for students to ask plan specific questions, select courses and design a study plan that would facilitate an exchange. Academic advisors could also help in determining the suitability of courses at the host institution and whether these might match up to core courses in a BE major.

At the 8 May joint academic advising session, 25 students from our majors attended (ten mechanical and aerospace, seven mechanical, four mechatronics, two mining, and two mining and geotechnical).

The session was attended by Dr Veeraragavan (Mechanical and Aerospace), Dr Daniel (Mechanical) and A/Prof Kizil (Mining and Mining and Geotechnical). Caroline Thompson from UQ Abroad gave a short presentation on general information, and then academic advisors assisted students with major specific questions. These questions were generally which university is best in their field, and which semester to go on exchange. Students were advised to obtain pre-approval for courses, and to get more courses approved than required.

Members noted that the International Development Manager would follow up to determine how many attendees actually went on exchange.
Members noted that academic advisors should try to be flexible with students who go on study abroad. The recommendations made by academic advisors are forwarded to the Associate Dean (Academic) for approval and noting on student’s transcripts.

Members noted that the BE/ME thesis placements would not be considered study abroad as the students remain enrolled through UQ.

A key facet of the BE/ME program is the requirement for students to undertake a semester long, #8 thesis (ENGG7280) as part of their studies. The thesis can be done internally at UQ, in industry, or at another university. The latter two options are considered to be “placements” in accordance with UQ policy. Please note placements require an agreement between UQ and the placement organisation. UQ has a standard placement agreement that can be signed by the Head of School and we would prefer to use this agreement, where possible. Other agreements need to be run through the UQ Legal Office and would be signed centrally.

The Teaching and Learning Committee is currently considering a proposal to vary the academic calendar so that students have a full six months to do the project which would facilitate an overseas project and/or a placement in industry or a UQ research project. Note, this does not necessarily preclude a student doing the work in a standard semester.

4. Department of Education /AsiaBound and Short term mobility programs/Round 2015

Members noted the opening of the below programs and discussed how these may be targeted in the future.

- AsiaBound Grants Program (AsiaBound)
- Study Overseas Short-term Mobility Program (STMP)
- International Student Exchange Program (ISEP)
- Endeavour Cheung Kong Student Exchange program (ECKSEP)

Guidelines for these programs are available: https://aei.gov.au/International-network/Australia/studentmobility/Pages/International%20Student%20Mobility%20Programs.aspx and a summary of project requirements and eligibility criteria are available from the secretary.

UQ Abroad will be submitting applications on behalf of UQ for the semester-based programs (ISEP and ECKSEP), however UQ units can submit an application for short-term projects for either AsiaBound or STMP.

Members agreed that a plan should be developed to target these programs in future years. As these programs require the work to be credit bearing, the only option may be BE/ME thesis and the International Development Manager will discuss this further with the Faculty Innovation and Commercial Development team.

5. International Agreements Policy and Procedures

Members noted the change to the International Agreements Policy and Procedures (PPL 3.30.12). The new policy was approved by Senate on 28 November 2013 and the procedures were approved by the Director, UQ International in December 2013.

The new policy aims to:

- provide a clearer University framework around international agreements
- have new proposals identify measurable objectives and outcomes
- ensure a more consistent process for reviewing international agreements
- provide greater flexibility with using the instruments of engagement
- define the roles and responsibilities of areas dealing with international agreements – UQ Legal, Research Partnerships and UQ International


The Proposal Form For a New International Agreement has also been reviewed and is available on the Staff Intranet at: http://www.uq.edu.au/international/intranet/international-agreements.

The standard process and approximate timeframe for new agreement proposals:
1. Proposal received in Global Engagement, recorded on database, reviewed (and additional advice sought if required) and sent to DVC (I) with recommendation – approximately 2 weeks
2. Proposal reviewed and approved by DVC (I) – up to 3 weeks
3. Initiator will be notified that proposal is approved on return from the DVC (I) office and the International Agreements team will commence work on the draft agreement – within 1-2 weeks
4. Consultation regarding draft (internally) – within 1-2 weeks
5. Consultation regarding draft (with partner) – 1 month+
6. Signing of agreement at UQ by VC – within 4 weeks; by DVC-I – within 3 weeks
7. Signing of agreement by partner – 2 months+ depending on partner’s response and internal processes

The above timeframes are approximate and refer to standard agreements. More complex agreements e.g. agreements with Government bodies, Joint degrees, and agreements requiring legal input may extend anticipated timeframes. In addition, these timeframes do not take into account VC/DVC-I absences and other unforeseen delays at the partner institution.

6. **Operational Plan**

Members noted the sections of the draft School Operational Plan that related to international development discussed one of these in detail, namely, ‘We will provide an enriching teaching and learning environment where students are at the heart of what we do’.

The strategy for this was to, ‘Provide opportunities for students to gain global competencies through internationalisation experiences’, and the plans are to –

- Expand 3+1+1 partnerships with key international universities
- Promote international student exchange opportunities where appropriate, in particular for the semester long thesis within the BE/ME

Members noted the latter plan was discussed earlier in the meeting as part of item 3, UQ Abroad Academic Advising.

Members noted there are about nine 3+1+1 agreements in place, with USTB and SCUT the largest groups. There are no agreements with institutions outside of China. Members noted that the International Development Manager would circulate the details of the agreements to members.

Members also noted that Dr Chen was looking at possible agreements with the China University of Mining and Technology (CUMT). Members recommended that the mining group consider adding mining as a project field in the Master of Engineering Science (Undeclared) to allow a 3+1+1 agreement to be considered.

One member noted that he had been contacted regarding USTB physics students joining this program, to undertake courses in materials science. This enquiry should be directed to the Faculty of Science as it is unlikely these students would be eligible to undertake the Master of Engineering Science. These students could undertake materials courses in the study abroad section of their program, with the approval of their home institution and providing they met the course prerequisites. Members noted that the Faculty International Relations Officer was assisting with this enquiry.

Members noted that Fudan University is aiming by 2020 to have all undergraduate students have an overseas experience. There is a U21 agreement in place with this institution, and students can undertake study abroad courses (many have pre-approval). It was noted that it would help to have possible study plans for this group to assist with selection of courses.

7. **Report from Senior Manager, International Development**

- The China University of Mining and Technology (CUMT) will host a Summer Camp in Xuzhou, Jiangsu, PR China, from 5 July - 15 July 2014. Up to two students from UQ are eligible to attend. CUMT will cover expenses for students while in China (inter-city transportation, accommodation, meals, and entrance fees to historical sites). While the return airfare and travel insurance is not covered by CUMT, students are eligible to apply for a UQ Advantage Grant, the deadline for which is 15 May 2014. Sixteen applications were received, and a small selection committee will be formed to choose the UQ recipients.
In early April Lord Mayor Graham Quirk appointed 36 Brisbane International Student Ambassadors. Nineteen University of Queensland students from around the world were appointed, including Yahia Ali (materials PhD student from Egypt). The scheme has been in place for around six years and the ambassadors have played an important role in promoting Brisbane to their home countries. As part of their role, students create a video of their time in Brisbane and meet students from their home country at the airport.

One member noted that on a recent trip to China, some parents expressed concern about the recent international student murders. The International Development Manager noted that he could provide some information about general safety in the instance an enquiry is made.

UQ information days will be held in August in South East Asia. Academics will be contacted soon about interest in presenting at sessions. This would also be a good opportunity to engage with partner institutions.

8. Member Reports: Regional Specialists

China/Asia

- CSC
Members noted that there were 17 CSC applications in process for 2014 (5 Materials, 10 Mechanical, 2 Mining), although several had withdrawn their applications.

- Huazhong University of Science and Technology
A MOA was signed between Huazhong University of Science and Technology and UQ last year, and the 3+1+1 teaching program between the two universities is going well. In the coming round, nine students have registered to study at UQ (subject to IELTS results). Lute Coremans, the Faculty International Relations Officer, recently visited HUST and met these students. HUST mechanical engineering ranks first in China and are Prof Huang’s main contact. The 3+1+1 student handbook is in the process of being updated.

India

- Queensland – India Friendship Scholarships program
This scholarship program is a partnership between the Queensland Government and Queensland’s universities to enable high-performing Indian university students to study in Queensland. The scholarship assists with tuition, meals, accommodation, travel and other living expenses. Members noted that the first two recipients withdrew from the program for various reasons, but that Mr Mohammed Ibrahim from the Indian Institute of Science commenced with the Hypersonics group in mid-March and the visit is going well. The International Development Manager suggested these details should be forwarded to the marketing team.

- IIT Madras
A draft agreement regarding exchange has been sent to IIT Madras agreement for consideration.

South America

- CONICYT
The Faculty has again participated in the CONICYT scheme. High performing engineering students in Chile were selected to participate in an 8 week program at UQ where they attended sessions run by ICTE and the Graduate School as well as spending time on a relevant research project (approximately 2 days per week). The program is intended to enhance the language and research skills of participants and is a good opportunity for us to develop links with the students who may be interested in further study with us as well as maintaining our relationship with the CONICYT scholarship body.

In 2014, the Program ran from 17 February to 11 April and nine students participated (four undertook projects with a supervisor from our School).

Members noted that this program will not run at UQ in 2015, although the RHD scholarship program will continue.
9. Autonomous Sanctions

Any expressions of interest (EOIs) received from applicants included under these sanctions (citizens of Iran, DPRK, Libya) should be considered carefully in view of the regulations and discussed with the EAIT Associate Dean (Research) before deciding to progress to a full application. Any full RHD application received from a citizen of a sanctioned country must be sent to the EAIT Associate Dean (Research) to be reviewed. The Associate Dean will provide advice before the application proceeds further to the Graduate School. The Graduate School may also subsequently send the application on to the Department of Foreign Affairs and Trade (DFAT) for review. Please note that this can be a lengthy process. Further information on the sanctions can be accessed from the DFAT website: http://www.dfat.gov.au/sanctions/sanctions-regimes/.