

# **TERMS OF REFERENCE**

## **INTERNATIONAL RELATIONS COMMITTEE**

### **1. AIM**

The International Relations Committee of (IRS) is the institutional body of the University of Cyprus (UCY) for the promotion of the strategic goal of Internalisation. Within this frame, the IRC shapes policies, and more generally undertakes initiatives which promote the conclusion, promotion and strengthening of the UCY international co-operation, as well as the presence of UCY in the international arena. The IRC also draws up the institutional framework of co-operation with other institutions and Organisations in Cyprus. The IRC supports activities which aim to promote the international relations of UCY.

### **2. COMPOSITION**

The IRC is made up of 10 members: The Vice-Rector for International Affairs, Finance and Administration as President (ex officio), 1 member of the Undergraduate Studies Committee (ex officio), 1 member of the Academic Staff from each of the following UCY Faculties who are nominated by the Senate: Faculty of Pure and Applied Sciences, Faculty of Social Sciences and Education, Faculty of Engineering, Faculty of Humanities, faculty of Economics and Business Administration, the Faculty of Letters and the Medical School. Also there is one student representative, as well as the Director of the International Relations Service who acts as the Secretary but has no vote. The Vice President is elected by the IRC.

### **3. FUNCTIONING**

- 3.1 The IRC meets regularly at fixed dates during the academic year. Extraordinary meetings can be called either by its President or, if requested, by at least three of its members.
- 3.2 Half of its members plus one constitutes a quorum. Decisions are taken by a simple majority of the members present.
- 3.3 The IRC can, if deemed useful, ask for, or allow the presence at its meetings of other members of the University community, but such persons will not have the vote.

### **4. RESPONSIBILITIES**

The IRC supports and co-ordinates the procedures for the preparation, approval, conclusion and implementation of international and local co-operation, and is responsible for their evaluation. More specifically, the IRC:

- a. Shapes policies and prepares recommendations concerning the UCY international relations, especially on matters which relate to the European Area of Higher Education.

- b. Draws up and promotes the UCY policy for the recruitment of international students, as well as the UCY Internationalisation Strategy.
- c. Draws up the framework for the conclusion of Bilateral Agreements of Co-operation with other universities and organisations, which it oversees.
- d. Co-ordinates the procedures for the choice, promotion, submission and conclusion of proposals and agreements for international co-operation
- e. Draws up the framework for the UCY participation in international and local Networks and Organisations, and evaluates such participation yearly.
- f. Evaluates the progress of approved co-operations and oversees their financial management.
- g. Promotes the international student and staff mobility and supports the respective procedures for exchanges and placements.
- h. Undertakes the promotion of UCY internationally.
- i. Manages those articles of the Budget which relate to Bilateral Agreements of Cooperation and to the Contribution and Representation at Universities and other organisations, and makes suggestions as to their allocation.
- j. Oversees and supports the development and functioning of institutes at UCY (such as the Aula Cervantes and the Confucius Institute), which it evaluates regularly.

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