

UNIVERSITI BRUNEI DARUSSALAM ACT
(Chapter 157)

UNIVERSITI BRUNEI DARUSSALAM
(INTERNATIONAL OFFICE) STATUTE, 2006

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In exercise of the power conferred by section 26 of the Constitution of Universiti Brunei Darussalam, the Chancellor hereby makes the following Statute –

Citation.

1. This Statute may be cited as the Universiti Brunei Darussalam (International Office) Statute, 2006.

Interpretation.

2. In this Statute, unless the context otherwise requires –

“Board” means the Board of the Office established by section 5;

“Constitution” means the Constitution of the University;

“Office” means the International Office established by section 3;

“Technical and Advisory Committee” means the Committee of the Office established by section 8.

Establishment of International Office.

3. The International Office is hereby established as an institution of the University under subsection (1) of section 18 of the Constitution.

Objectives of Office.

4. The objectives of the Office shall be –
 - (a) to establish and develop collaborative partnerships with overseas institutions so that the University can achieve its internationalisation objectives;
 - (b) to conduct the marketing of the University internationally so that the University can become an institution of high international repute;
 - (c) to develop and implement effective marketing strategies and programmes for the recruitment of more overseas students;
 - (d) to develop, provide and publish information and publicity materials to increase the profile of the University internationally;
 - (e) to oversee and deal with all public relations matter with overseas institutions, bodies and persons in co-ordination with relevant authorities of the University;
 - (f) to perform any other related functions as the Vice-Chancellor may approve.

Board of Office.

5. There is hereby established the Office consisting of –
 - (a) the Vice-Chancellor, who shall be the Chairman;
 - (b) the Deputy Vice-Chancellor;
 - (c) the Assistant Vice-Chancellor or Vice-Chancellors;
 - (d) the Registrar and Secretary;
 - (e) the Bursar;
 - (f) the Dean of Students;
 - (g) the Director of the International Office, who shall be the Secretary;
 - (h) any other persons, appointed by name or by office, as the Vice-Chancellor may appoint, who shall hold office for such periods as the Vice-Chancellor may determine.

Functions of Board.

6. The Board shall be responsible to the Vice-Chancellor –
 - (a) to provide overall guidance and stewardship to the Office;
 - (b) to advise the University on policies pertaining to the general direction, policy and requirements of the Office and any other related matters as may be referred to the Board;

(c) to formulate general policy directions, plans, and programmes on international collaboration and the international marketing of the University for the Office;

(d) to consider and decide on matters pertaining to the management and operation of the Office and to make appropriate recommendations on related matters to the University;

(e) to make recommendations to the Vice-Chancellor on the staffing and equipment needs of the Office;

(f) to prepare an annual report on the progress, achievements and activities of the Office and to submit the same to the Vice-Chancellor;

(g) to exercise any other powers and functions as the Vice-Chancellor may approve.

Meetings of Board.

7. (1) In the absence or incapacity of the Vice-Chancellor, the Vice-Chancellor may nominate the Deputy Vice-Chancellor, if appointed, or a Vice-Assistant Chancellor to represent him to preside at any meeting of the Board.

(2) The Board shall meet at least once in every semester.

(3) The Chairman of the Board shall determine the date, time, place, and agenda of meetings of the Board. Meetings of the Board shall be summoned by the secretary to the Board.

(4) The decision of the Board shall be a simple majority of members present at the meeting and any decision shall be valid notwithstanding the non-appointment of any of its members.

(5) The presiding Chairman of the meeting shall have an original vote and a casting vote.

(6) The quorum for any meeting of the Board shall be one-half of the total membership on the date of the meeting.

(7) The minutes of meetings of the Board shall be submitted by the secretary to the Senate.

Technical and Advisory Committee.

8. There is hereby established a Technical and Advisory Committee consisting of the following members –

- (a) the Director of the Office, who shall be the Chairman;
- (b) the Bursar or his representative;
- (c) the Deputy Director of the Office;
- (d) the Deputy Registrar (Academic);
- (e) the Deputy Dean of Students;
- (f) the Assistant Registrar of the International Office who shall be the secretary;
- (g) any other persons, appointed by name or by office, as the Vice-Chancellor may appoint, who shall hold office for such periods as the Vice-Chancellor may determine.

Functions of Technical and Advisory Committee.

9. The Committee shall be responsible to the Board –

- (a) to advise and make recommendations to the Board on policy directions, plans and programmes on international collaboration and international marketing;
- (b) to assist to identify and to fulfill the international collaborative and international marketing requirements of the various Faculties or institutions of the University prescribed under subsection (1) of section 18 of the Constitution;
- (c) to assist to organise, promote and implement international collaborative and international marketing policies, plans and programmes which have been approved by the Board;
- (d) to advise or deal on any related matter as may be referred to it by the Board.

Meetings of Technical and Advisory Committee.

10. (1) In the absence or incapacity of the Director, the Deputy Director shall preside at any meeting of the Committee.

- (2) The Committee shall meet at least twice every semester.

(3) The quorum for any meeting of the Committee shall be one-half of the total membership on the date of the meeting.

(4) The minutes of meetings of the Committee shall be submitted by the secretary to the Board.

Director of Office.

11. (1) The Vice-Chancellor shall appoint a Director of the Office from among the full-time staff of the University under section 19 of the Constitution, who shall be responsible to the Chancellor and appointed annually.

(2) The duties of the Director shall *inter alia* be –

(a) to administer the Office and to ensure the proper management, operation and use of the Office in accordance with the policies laid down by the Board;

(b) to interpret, transmit and ensure compliance of policies of the University to the staff of the Office;

(c) to be responsible for the co-ordination, implementation and development of the University's international collaborative activities and the marketing of the University internationally;

(d) to be responsible for the international relations of the University;

(e) to liaise and co-ordinate with relevant authorities of the University on related matters to achieve the objectives of the Office;

(f) to prepare and submit the annual estimates of revenue and expenditure, periodic and annual reports on the Office to the Vice-Chancellor;

(g) to carry out such other duties as may be determined from time to time by the Vice-Chancellor.

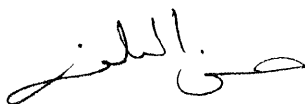
Deputy Director of Office.

12. The Vice-Chancellor may, appoint one or more than one Deputy Director from among the full-time staff of the University under section 19 of the Constitution. Such Deputy Director or Deputy Directors shall be responsible to the Director and shall carry out such duties as may be delegated by the Director.

Director as ex-officio member of Senate and principal officer .

13. The Director shall be an *ex-officio* member of the Senate and a principal officer of the University.

Made this 12th day of Syaaban 1427 Hijriah corresponding
to the 5th day of September 2006.



**CHANCELLOR,
UNIVERSITI BRUNEI DARUSSALAM.**