

## Fact Sheet: Delegation Visits

*Charles Sturt University is proud of its strong links to industry, government, and other educational organisations. The University attracts distinguished visitors from around the world and attaches great importance to the contribution these visits make to the internationalisation of the University.*

### Who coordinates a delegation visit at CSU?

Official visit requests from delegates of international universities, research organisations, and government and industry bodies are coordinated within the Office of Global Engagement and Partnerships (OGEP)<sup>1</sup>. The Office works with the Senior Executives and individual Faculties, Schools and Divisions to develop visit schedules which maximise opportunities to develop sustainable collaborative relationships through share experiences, information and ideas.

### Requesting a delegation visit

Intending official visitors are asked to complete a Visit Request Form. In most cases, an official visit cannot proceed unless this form has been completed online at least 4 weeks before the date of the prospective visit. OGEP require a minimum of 6 weeks' notice. Requests for meetings with Senior Executive require no less than 8 weeks' notice. The OGEP will then review the requesting institution against CSU's strategic plan and resources to determine if the visit is appropriate and advise the sender of the outcome of the request. If the visit is to proceed, OGEP will liaise with the delegation to ensure appropriate letter of invitation is issued for visa application. Although all requests are considered carefully, the University reserves the right to decline requests and not all visits will be accepted.

### Who is asked to attend delegation visits?

An invitation to relevant Senior Executives and individual Faculties and Schools as well as the Head of Campus to participate in the visit will be sent. Where appropriate the Deputy Vice Chancellors and Vice-Chancellor will also be invited. The invitation will include a profile of the visiting University, areas of interest for the delegation, purpose and objective of the visit. The briefing note will be provided with a copy of the final itinerary prior to the visit.

### What will OGEP organise for the delegation visit?

If it is decided to host the delegation visit then OGEP will issue an invitation letter to the visiting University that meet visa requirements. Following confirmation of travel arrangements OGEP will begin developing Delegation Visit Itinerary [insert link to itinerary template] and will commence preparation of a briefing note for the visit as well as associated initial arrangements including airport/hotel transfers, lunch/dinner bookings, meeting rooms etc. Time permitting, OGEP will host a luncheon, dinner (or both) to welcome the delegation to the University as well as tours of the Campus facilities.

OGEP will ensure that suitable gifts are available and presented at an appropriate time for each delegation

### What outcomes can be expected from a delegation visit

Outcomes and Follow-up processes will form a part of the responsibility of the relevant OGEP Partner Manager. OGEP will prepare and distribute a report staff involved in the delegation visit. The report, including allocated actions, will be distributed within 2 weeks of each visit. When thanking attendees for their time OGEP will allocate a time frame in which to receive this meeting/visit report.

OGEP report on Delegation visits in the Overview of International Linkages and Partnership Delivery Arrangements that is provided to the November Academic Senate Meeting in November of each year.

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<sup>1</sup> The Office of Corporate Affairs manages VIP events for CSU. This includes corporate visit of a delegation from a foreign government or University, Ministerial visit, significant building openings, corporate press conferences or media events.

**How long does it take?**

OGEP require a minimum of 6 weeks' notice. Requests for meetings with Senior Executive require no less than 8 weeks' notice.

**What if the visiting Institution want to sign an MOU?**

Please refer to the Memorandum of Understanding (MOU) - Fact Sheet available on the OGEP website.

**Need More?**

For further information on international delegations

contact: Office of Global Engagement and Partnerships

ext 19873

email [ogep@csu.edu.au](mailto:ogep@csu.edu.au)