China Field Study CHIN2801
2016-2017

INFORMATION GUIDE

Deadline for Applications: Friday 19th August 2016
Deadline for Study Abroad bursary: Monday 26th September 2016

Unit Co-ordinator:
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School of Social Sciences, UWA
Email: gary.sigley@uwa.edu.au, Tel: (08) 6488 3959
SSCI:Room G.01

Administrative Officer (Perth):
Ms Linda Cresswell, School of Social Sciences, UWA
Email: linda.cresswell@uwa.edu.au, Tel: (08) 6488 2255
Monday-Friday, 10am-2pm

Beijing Language and Culture University
Dr. Zhou Xin
Director, Admission Office for Foreign Students,
Beijing Language and Culture University (BLCU)
NO.15 Xueyuan Road, Haidian District, Beijing, P.R. China, 100083
Tel: +86-10-8230 3089, +86-186 1056 5043
Fax: +86-10-8230 3087
http://admission.blcu.edu.cn

Zhejiang University (Hangzhou) China Field Study Co-ordinator:
XU Xiaohang George
Short-term Program Coordinator
Office of Chinese Programs
International College
Zhejiang University
Tel: 86-571-8795 1718
Fax: 86-571-8795 1755
Email: xuxh101@zju.edu.cn
http://iczu.zju.edu.cn
Application Process & Checklist:

1. ☐ Attend the information session on 17th May, 2016

2. ☐ If interested in taking part in the unit, complete the ‘Conditions of Participation’ at the back of the unit outline and hand it in to the Social Sciences reception desk before Friday August 19th, 2016. If you wish to discuss the unit please email the unit coordinator: gary.sigley@uwa.edu.au

3. Consult with your GP or a Travel Doctor about necessary vaccinations and health issues. If you need to travel with prescriptive medication you will need a letter from your doctor about this.

4. ☐ Collect a hard copy Change of Enrolment form from Linda Cresswell at the end of August (when advised via email) and take it to your relevant Faculty Student Adviser for approval. Discuss with them what credit you will receive for the 12 points given for successfully completing this unit. If the unit fits in to your degree your Student Adviser will forward it to Student Administration to add to your enrolment. If there is a problem with taking the unit they will contact you.

5. ☐ Apply for the Study Abroad Bursary - applications close on Monday 26th September.

6. ☐ Ensure you have a valid passport (at least six months beyond the period of intended stay). The copy of the passport you use to apply for your visa MUST be the same passport you will travel to China on.

7. ☐ Join the dedicated Facebook Group (Chinese Mandarin at The University of Western Australia).

8. ☐ Make travel arrangements via Campus Travel or STA Travel (UWA branch). You should only book your flights once you have been approved by your Faculty to take the unit – that means CHIN2801 is showing as ‘ENROLLED’ in Student Connect.

9. ☐ Email your itinerary and create a travel profile in to Concur (the university’s new travel management system). Details on how to do this will be provided closer to the time.

10. ☐ Send Linda your Student Travel Approval Form so you are covered by UWA insurance. (This form is at the back of the information guide).

11. ☐ Complete the application forms for the two universities – they will be emailed to you. When requested, bring a photocopy of the main page of your passport, the main page of your emergency contact’s passport and the two application forms from BLCU and Zhejiang with passport-sized photographs attached. (The forms are then sent to China for processing so a visa application form can be created.)

12. ☐ Collect the invitation letters and visa application forms from Linda when advised to do so via email, and apply for your visa.


14. ☐ When requested by Linda, email your accommodation preferences and arrival details (linda.cresswell@uwa.edu.au)

15. ☐ Leave for China!

16. ☐ Once you return to Crawley complete the Advanced Standing form (asking for credit) and submit it to your advising student office. You can find the form at this site: http://www.student.uwa.edu.au/course/forms
Outcomes
Students develop a significant consolidation of their current Chinese language base; increased recognition of the most commonly used Chinese characters through immersion in two Chinese cities; the ability to compose simple but informative sentences and passages in Chinese characters; the ability to use their Chinese in everyday situations in a Chinese-speaking environment; and greater awareness of the cultural and social context of modern Chinese through firsthand experience in China. Students also reflect on their in-country experience by participating in cross-cultural projects.

Content
This unit is an intensive eight-week unit of study in Chinese language and society. The unit is conducted offshore in China and is split between the cities of Beijing, and Hangzhou. Students at any level of Chinese language can participate (beginner, intermediate, advanced and native speaker). The Chinese language component consists of daily intensive classes in all facets of the language—speaking, listening, reading and writing. Extracurricular activities that introduce Chinese culture and lifestyles are also provided. On completion of this unit students are able to consolidate their Chinese language skills and have a sound knowledge of daily life in contemporary China. They will also develop a strong self-awareness of the issues surrounding cross-cultural communication and interaction.

Enrolment in the Unit:
You may only enrol in the unit with the prior approval of the unit co-ordinator and after consultation with the relevant Faculty Student Adviser. The prerequisite for this unit is any level of Chinese language. The procedure for enrolling in this unit is via a hard copy ‘Change of Enrolment Form’, not via online enrolment through Student Connect. You will be emailed to collect your form at the end of August (we must have your signed ‘Conditions of Participation’ form to proceed). Take it to your advising Faculty Student Office and discuss what credit you will receive on your return from China. The Student Office will check that you have enough space in your unit and that CHIN2801 is compatible with your degree. Due to financial considerations the School may decide to place a limit on the number of students that can take this unit.

Broadening Requirements:
- Category A broadening unit for Bachelor of Arts students provided it is taken with a non-LOTE major (either degree-specific or second)
- Category A broadening unit for Bachelor of Commerce, Bachelor of Design and Bachelor of Science students
- Level 2 elective

Substitute units:
- for students who have completed CHIN1401 and CHIN1402 as their most recent Chinese units then the China Field Study unit will substitute CHIN2001 and ASIA3003.
- for students who have completed CHIN1403 and CHIN1404 as their most recent Chinese units then the China Field Study unit will substitute for a level 2 option unit (ANTH2702, ASIA2001, ASIA2002 OR ASIA2004) and ASIA3003
- for students who have completed CHIN1405 and CHIN1406 as their most recent Chinese units then the China Field Study unit will substitute for a level 2 option unit (ANTH2702, ASIA2001, ASIA2002 OR ASIA2004) and ASIA3003
- for students who have completed CHIN2403 and CHIN2404 as their most recent Chinese units then the China Field Study unit will substitute for a CHIN3405 and ASIA3003
- for students who have completed CHIN2405 and CHIN2406 as their most recent Chinese units then the China Field Study unit will substitute for a CHIN3407 and ASIA3003
- for students who have completed CHIN2407 and CHIN2408 as their most recent Chinese units then the China Field Study unit will substitute for a CHIN3409 and ASIA3003

In some cases students who have completed the China Field Study may be able to move into a more advanced stream of Chinese. All pathways must be approved by your student advisor.
China Field Study Dates 2016-2017:

Beijing (BLCU):
Week 1        Monday 28 November 2016
Week 2          Monday 5 December 2016
Week 3           Monday 12 December 2016
Week 4             Monday 19 December 2016
Week 5            (Monday 26 December 2016, one week break)

Hangzhou (ZJU):
Week 1             Monday 2 January 2017
Week 2             Monday 9 January 2017
Week 3              Monday 16 January 2017
Week 4               (Monday 23 January 2017, the courses in ZJU ends)
                      (Saturday 28 January 2017, Chinese New year)

(Please note that because the 2017 Chinese New Year comes early on 28 January, the courses in ZJU runs only three weeks. This means that ZJU is going to deliver the courses in a more intensive way. Some courses will be offered on Saturdays or in the evenings so to ensure the amount of course hours will be kept the same to meet the credits requirements.)

You must arrive in Beijing on or before Sunday 27 November 2016 and teachers from BLCU will meet you in the airport. Then they will take you to the campus and help you with registration of dormitories and related stuff. You will take a placement test on November 28 (Monday) and be divided to different classes based on your levels of Chinese. You have only one chance to promote or demote their classes. The class at BLCU starts from 8 am to 12 pm (noon) and from Monday to Friday, and every class lasts 50 minutes.

(Chinese New Year falls on 28 January, the year of Rooster)

Class attendance is compulsory and attendance will be taken.

University Insurance:
Whilst you are enrolled in the China Field Study program you will be covered by the University insurance policy. For more information contact the Insurance Office via insurance@uwa.edu.au, http://www.staff.uwa.edu.au/procedures/risk/insurance/student

You come under ‘Category E’ of the Corporate Travel Insurance section. Be aware of the coverage and requirements including ‘Special Conditions’, requirement to register with DFAT, and Overseas Emergency Medical Assistance details.

Students are not covered for any additional travel under UWA cover beyond their UWA business/study related travel – therefore you are not covered during the Christmas break. Cover includes flight and direct transit travel time, not additional vacation/personal time.

The policy is subject to a $300 excess on every claim.

Personal effects, expenses and baggage claims are subject to $1,000.00 excess (unless students take up the "buy down" option with a payment of $200 fee prior to departure).

Due to the high excess, we recommend you take out private travel insurance to cover personal effects, and the personal time between Beijing and Zhejiang.
**Travel Arrangements:**
As per the University Travel Policy, you must book your flights through Campus Travel or STA Travel (UWA Branch). Research the flight dates/times/costs you want (take a screen shot) and then contact the agent to arrange the booking for you, making sure you mention the flights are for CHIN2801 China Field Study and include your Student ID number. Students are NOT permitted to book their flights directly with an airline, or via another travel agent.

Campus Travel:
enquiries@campustravel.com.au
Ph: 6466 5010

STA Travel:
UWA@stores.statravel.com.au
Ph: 6488 2302

You must also submit your Student Travel Approval form and a copy of your itinerary to Linda Cresswell (the form is available at the back of this information guide).

**Austudy/Youth Allowance Entitlements:**
To receive Austudy/Youth Allowance (if you’re entitled to it), you will need a letter confirming that you are enrolled as a full-time UWA student. This condition is met by enrolment in CHIN2801 (China Field Study), which is full-time unit of 12 points. You should contact Linda Cresswell for such a letter (see above for contact details).

**Conduct:**
In being accepted for the China Field Study program, which is part of the University’s overall study abroad program, you should be aware that you represent UWA and that your conduct in China should take this into consideration.

In applying for admission to the Chinese university, students undertake to observe the laws and decrees of the People’s Republic of China as well as the rules and regulations of the institution you are attending in China.

**Consular Protection:**
For Australian citizens, Beijing comes under the jurisdiction of the Australian Embassy in Beijing. Hangzhou (Zhejiang Province) comes under the consular jurisdiction of the Australian Consulate General in Shanghai. (Citizens of other countries come under their respective embassies and it is your responsibility to register with your country’s diplomatic mission).

**Beijing:**
21 Dongzhimenwai Street, Chaoyang District, Beijing, 100600

**Shanghai:**
Level 22, Citic Square
1168 Nanjing West Road
Shanghai 200041
China (People's Republic of)

You should contact the consular section of your Embassy if you:

- Lose your passport or need a replacement.
- Are involved in an accident or other incident that subsequently involves the police.
You should also register with the Embassy. You should register by visiting the registration website at www.orao.dfat.gov.au and registering your details online.

If you are unable to access this website, you can download the Registration of Australian Citizens in China form from this site, complete it, and return it by mail, fax or in person to the Australian Embassy in Beijing.

**Study Program:**

You will attend full-time language courses which is normally Monday to Friday, 8.00 am to 12.00 pm (four or 5 session of 45-50 minutes each), as well as doing all prescribed tests, assignments and examinations. You are expected to attend classes regularly, class attendance will be noted, this is a condition of the credit you will receive (12 points).

Upon arrival in Beijing (BLCU) you will be allocated to a course at the appropriate level, though you may have the opportunity to “demote” or “promote” yourself if you think you would benefit more from being at another level. Your general aim should be to study at a level where you feel challenged but “comfortable” to ensure you gain the maximum benefit from your studies.

**Assessment:**

CHIN2801 (China Field Study) is assessed on a pass or fail basis and will appear on your UWA academic transcript as an Ungraded Pass (UP) or Ungraded Fail (UF). You will also receive an academic transcript from BLCU and Zhejiang University which will specify the course level and your actual results. This will be useful to complement your academic record.

To achieve an Ungraded Pass in the unit you will be required to obtain a final average mark in your language course of at least 60%. (The Chinese grading system is different from that of UWA and good students should aim at receiving at least 80-90%)

**Study Abroad Bursaries:**

To be eligible for a Study Abroad bursary (which you can use towards the cost of your travel in CHIN2801) you need a minimum of 65% weighted average and normally no fail grades. Students who have less than 65% WAM and have failed units may still apply and be considered. Applications will open mid-June and will close on **September 26th, 2016**. The application process is online and there are several steps.

The system is called Global Studio. Go to: [http://www.globalstudio.uwa.edu.au/](http://www.globalstudio.uwa.edu.au/) Login with your Pheme password. Click programs, and search for Study Abroad Scholarship. Click ‘apply’ to complete the application.

The following information will be helpful when completing your application:

1. Total amount of credit upon completion of this period of overseas study?: **12 points**
2. Which university are you applying to?: **BLCU, Beijing & Zhejiang University, Hangzhou**
3. Who is your course coordinator?: **Dr Gary Sigley**
4. UWA unit code: **CHIN2801**
5. UWA unit title: **China Field Study**
6. UWA Point value: **12**
7. UWA semester: **TS-U-7A**
8. For Host unit code and other Host information please enter UWA details
9. Please note that when applying you will not see a ‘complete’ or ‘submit’ button at the end of the application. Your application is complete once all the boxes are ticked.

- You must apply for a bursary **before September 26th, 2016** to be considered.
**Self-Incurred Expenses:**

*Please note: cost estimates were correct at the time of printing but may be subject to change.*

You are responsible for the following expenses. Before leaving for China you should devise a realistic budget. There will be opportunities to communicate with previous China Field Study students via the dedicated Facebook Group (Chinese Mandarin at The University of Western Australia). They will be able to provide you with more information on the costs of living in China (and more besides).

**Note:** you do not pay any tuition fees to the Chinese institutions. You will be liable for HECS or the UWA International Student Fee, whichever is applicable. AUD = Australian Dollars. CNY = Chinese Yuan. These figures were accurate at the time of writing but due to various reasons may change without notice.

1. **Accommodation:**

**BLCU**
Choice one: Hotel (20 minute walking to the campus)
*Standard Double rooms: 200 RMB per day per person
*Free wifi.
*Meals are not included which is around 40 RMB to 80 RMB per day per person.

Choice two: New dormitory on campus (it is expected to be completed by October 2016)
*Double rooms with refrigerator, TV, air-conditioner, and bathroom: 150 RMB per day per person
*Meals are not included which is around 40 RMB to 80 RMB per day per person.

**Zhejiang University:**
*Single bedroom (with bathroom) in the International Student Building: CNY70 per day
*Double room in the International Student Building (2 beds with shared bathroom): CNY70 per day
*Double room in No. 31 Dormitory (2 beds with shared bathroom): CNY50 per day
*Meals are not included which is around 40 RMB to 80 RMB per day per person.

*All costs are correct at time of printing but may be subject to change*

2. **International air travel** (see ‘Travel Arrangements’). Approx. AUD1700 return.

   **Visa application fee** (AUD60 for Australian passports; AUD90 for non-Australian passports) (see ‘Applying for Visa’)

3. **Living expenses** Allow a budget of between AUD150.00 to AUD200.00 per week. (There will be opportunities to interact with previous Field Study students and get further information about the cost of living in China).

**Facebook Group**
A Facebook Group has been created: Chinese Mandarin at The University of Western Australia. You may use this group to communicate with fellow students about organising travel arrangements and so forth. The group will also include former participants who will be able to share their experiences.

**Applying for the Visa**

Once you have received your invitation letter and visa application form from Linda (see the ‘Application Process’) you may apply for a visa. You may apply for the visa in any Chinese diplomatic mission that provides visa services.

In Perth you need to apply at the Chinese Visa Application Service Centre (CVASC)
They are open from **9am-3pm weekdays** (excluding Australian and Chinese public holidays). You must collect the invitation letter and visa application form from Linda prior to applying for your visa. You will be emailed to collect them once they are available.

Check the website for the latest visa fees and visa office hours: [http://www.visaforchina.org/PER_EN/](http://www.visaforchina.org/PER_EN/)

Visa processing time: Regular pick-up time is the fourth working day. The Center offers express service or rush service. For express service, visas will be ready for collection on the third working day. For rush service, applications should be submitted before 12:00 noon and the visa is ready for collection on the second working day (after 11:00 A.M.). For mail applications, the processing time is ten working days (from the day of receipt to the day of mailing out).

**Deferred Examination Period**
The deferred examination period in Crawley falls during the second half of the China Field Study. This means you will not be available to sit a deferred examination if required. This may lead to failure of your unit. Ensure you consider this if you are unable to sit an exam during the standard semester 2 exam period.

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This notice can be printed and carried with you in China if you have any of the following allergies:

我不能吃:
Wo bu neng chi- I cannot Eat

坚果 NUTS
花生 PEANUTS
蛋 EGGS
芝麻 SESAME
麻油 SESAME OIL
巴西坚果 BRAZIL NUTS
开心果 PISTACHIO
榛子 HAZELNUT
乳制品 DAIRY
贝类 SHELLFISH

I am a vegetarian (no meat)
我吃素(不吃肉)
No alcohol 不喝酒
No MSG 不要味精

Please note:
Air may be quite polluted in many parts of China during late autumn and winter, so students with respiratory problems, such as asthma, chronic bronchitis and pharyngitis, are strongly advised to carry enough necessary medications with you.
1. CODE OF CONDUCT

1.1. As an enrolled student at UWA, I will continue to abide by the relevant UWA rules and regulations during my entire study program to the host university. The rules and regulations include but not limited to:

- The UWA Charter of Student Rights and Responsibilities 
- Student Conduct and Discipline rules 
  [http://www.governance.uwa.edu.au/regulations/student-conduct](http://www.governance.uwa.edu.au/regulations/student-conduct) and
- UWA’s Policy on Alcohol and other Drugs 

I agree it is my responsibility to familiarise myself with and understand details of these rules and regulations, before I leave UWA. I understand that UWA may take any disciplinary action, including withdrawing my participation from the Program, for any violation of any applicable UWA rules and regulations, or for conduct that could bring UWA and/or the host university into disrepute.

1.2. As an enrolled student at the host university, I agree to abide to rules, policies and regulations of the host university. I agree that it is my responsibility to familiarise myself with and understand details of these rules, policies and regulations, during my entire study program. I understand that the host university may notify UWA and UWA may take any disciplinary action, including withdrawing my participation from the Program, for any violation of applicable rules and regulations of the host university, or for conduct that could bring UWA and/or the Program into disrepute.

1.3. I am subject to the laws of the host country and any other country I may visit, during my overseas study program. It is my responsibility to familiarise myself with and understand details of these laws and obey these laws and cultural norms, while in country. (Information on host country laws is available at DFAT [http://www.dfat.gov.au/](http://www.dfat.gov.au/)). In the event of breach, I may be subject to immediate disciplinary action by UWA and/or the host university. This may include dismissal from the program and a return home, at my own expense.

2. ACADEMIC OBLIGATIONS

2.1. I must maintain my enrolment at UWA for the entire period of my study program, at the host university.

2.2. Credit for completed units at the host university will only be transferred on receipt of an official Academic Transcript from the host university and if prior approval has been received from UWA Faculty. Results will be
recorded on a Pass/Fail basis only and will be excluded from any calculations for postgraduate or Honours application. Any Fail grades may result in the requirement to take additional units at UWA. This may delay completion of my UWA degree, within the standard time frame, and possibly additional tuition fees.

2.3. Results may take several months to be received, processed and credited.

3. HEALTH, SAFETY AND SECURITY

3.1. I am responsible for disclosing any pre-existing medical condition, which may require additional support, to UWA prior to departure and to the host university, while participating in the program.

3.2. I am responsible for taking reasonable measures to prevent/ameliorate exacerbation of pre-existing health conditions. This includes carrying suitable medication and discussing a prevention/action plan with a medical professional in the event of a flare-up.

3.3. I am responsible for complying with any vaccination requirements or other health requirements for entry into the host country, as advised by the host university or immigration authorities of the host country.

3.4. In accordance with the University Travel Policy, I must liaise with Campus Travel/STA Travel UWA branch when booking any travel for and around my unit.

3.5. As a participant of the Program I am covered, for the duration of my study program, by UWA’s Corporate Travel Policy. I have read the Schedule of Benefits (http://rm.uwa.edu.au/insurance/insurance_policies/corporate_travel). I understand the scope and limitations of the policy. I understand that it is my responsibility to ensure that I am adequately covered for all additional travel and medical insurance, beyond the coverage provided by UWA.

4. FINANCIAL

4.1. I will not be required to pay any tuition fees at the host university, as these will be waived under the terms of the in-country agreement. However, I must pay or maintain my financial obligations to UWA, for the following fees and expenses, for the entire duration of my study program:

- my student contribution (HECS-HELP) or, if I am an International Student, all fees in accordance with Fees detailed in my Acceptance of Offer contract;
- Other compulsory UWA fees
- Any additional compulsory medical insurance fees required by the host university
- Text books and ancillary costs associated with my study program
- Transport and associated costs involved with obtaining required travel and immigration documents
- Accommodation expenses
- All personal expenses associated with the general cost of living in the host country
- All costs associated with 3.1, 3.2, 3.3 and 3.4 above, unless agreed to by UWA
- All costs associated with modification or termination of my participation in the Program, unless agreed to by UWA
- If I have been awarded a scholarship by the Study Abroad Scholarships Committee, I must successfully complete my study program (as determined by UWA) or I may be required to repay all or a portion of my Scholarship.

4.2 If I withdraw from the unit less than six weeks prior to the start of the unit I may be liable for charges incurred by the university
5. SAFETY AND SECURITY OBLIGATIONS

5.1. I understand that, as a result of liaising with Campus Travel or STA Travel UWA branch, I will be registered with International SOS, UWA’s travel emergency services provider. This is in order to assist UWA to fulfil its Duty of Care responsibilities, which ensure the safety and security of UWA students who are on approved overseas study programs.

5.2. It is my responsibility to check the travel advisories on the Department of Foreign Affairs and Trade (DFAT) website (www http://www.dfat.gov.au/) in order to assess the risk involved in travelling to countries, other than my host country.

5.3. So that I may be contacted in the event of an emergency, I must register with the SmartTraveller website (http://www.smartraveller.gov.au/), if I am an Australian citizen, or the corresponding authority if I am a citizen of another country.

5.4. For my own safety I must carry with me at all times emergency numbers for my family or next of kin, my local contact at the host university and the emergency numbers provided by UWA.

5.5. In the event of unforeseen circumstances, which result in an emergency situation including, but not limited to, natural disasters, civil unrest, or outbreak of war, UWA may recall me from my study program for my own personal safety. I will take all necessary measures to comply with UWA’s instruction and advice under these circumstances.

6. COMMUNICATION AND DISCLOSURE OF PERSONAL INFORMATION

6.1. In accordance with UWA’s Information and Privacy Policy and Confidentiality of Student Records Policy, I consent to UWA releasing my personal information in the following circumstances:

- If UWA is obliged to do so because it is a legal or academic requirement
- If UWA considers it an emergency for the safety of myself or others

6.2. I understand that I must use my UWA student email account during my study program, as all official correspondence from UWA will be directed to this account. If I wish to use an alternative email account, I will arrange for my UWA student email account to be redirected to that account.

6.3. I will notify UWA of my other contact details (mobile phone) within the first three weeks of arrival and will update UWA through StudentConnect with changes to my contact details.

7. GENERAL

7.1. It is my responsibility to secure information and make all arrangements for transportation and any necessary travel and immigration documents (e.g. passport, visas, working rights).

7.2. I understand that I am advised against booking any travel (directly or indirectly related to my in-country program) until I have, both, official acceptance from my host university and any necessary travel and immigration documents (e.g. passport, visas, study permits).
7.3. I agree that the information I have supplied to UWA is, to the best of my knowledge, complete and correct. I confirm that I have not provided false information of my citizenship or immigration status. I confirm that I have not allowed UWA to act upon information about my citizenship, or immigration status, that I know to be incorrect. I further consent to UWA obtaining my academic transcript, to send to my host institution, or, to my host university sending my academic transcript to UWA, for the purpose of finalising my enrolment at UWA and the host institution.

8. ACKNOWLEDGEMENT, RELEASE AND ASSUMPTION OF RISK

Subject to the UWA Travel and Medical Insurance Policy, I hereby release UWA and its employees, servants, agents or contractors from any and all liability for death, disability, personal injury, property damage, property theft and all other foreseeable risks claims or actions of any kind (including breach of contract and negligence) that I may have or may at any time have had arising from or in connection with, directly or indirectly, my participation in the in-country program.

Please sign and return this document, and keep a copy for your own records.

Signed: _______________________________ Date: _______________

Please print your name: ________________________________
STUDENT TRAVEL APPROVAL FORM

1. Please complete details & sign below.
2. This form is to be submitted to your course coordinator/School Manager with:
   a. a copy of your passport
   b. a copy of your confirmed travel itinerary

3. You MUST retain a copy of this form for your own records, as a copy will need to be submitted with any insurance claim that may be lodged.

4. You MUST also email a copy of your itinerary to travel@uwa.edu.au
   This is a mandatory requirement as part of UWA’s risk management plan for students so that in the case of an international emergency, ISOS will be able to contact you & ensure that you are safe & well.

5. If your itinerary changes, or if you make any additional travel plans, you MUST send an updated itinerary through to travel@uwa.edu.au to be logged on the ISOS system

SURNAME __________________________________________ STUDENT ID ____________

FIRST NAMES __________________________________________________________________________________________________
(Please ensure your name is it appears in your passport)

MOBILE or CONTACT TELEPHONE NUMBER : ______________________________________________________________

CITIZENSHIP _______________________________________________________________ Do you hold dual citizenship Y/N

HOST UNIVERSITY _______________________________________________________________________________________________

COUNTRY_________________________________________________________________________________________________________

HOST UNIVERSITY STUDY PERIOD _______________________________________ TO _________________________________
*From Orientation until final day of exam period

DATE OF DEPARTURE FROM AUSTRALIA ___________________________________________________________

DATE OF RETURN TO AUSTRALIA _________________________________________________________________

Have you obtained additional insurance cover for travel outside of your official exchange period?  Y / N - If yes, who is your provider?__________________________________________________

Policy Number _________________________________________________________________________________________
Contact details of relatives/emergency contact in Australia

NAME __________________________________________________ Phone _____________________________

EMAIL ___________________________________________________________________________________________________
Relationship to you ___________________________________________________________________________________

NAME __________________________________________________ Phone _____________________________

EMAIL ___________________________________________________________________________________________________
Relationship to you ___________________________________________________________________________________


STUDENT DECLARATION

☐ I confirm I have read and will comply with the University Travel Policy

☐ I confirm I have read and will comply with the University Corporate Travel Insurance Policy
http://www.rm.uwa.edu.au/insurance/insurance_policies/corporate_travel

☐ I confirm that if travelling overseas I have read and understood DFAT travel advice

☐ I confirm that I will purchase additional insurance for any travel which falls outside my UWA insurance coverage period

☐ I confirm that I have emailed my itinerary to travel@uwa.edu.au Please initial here:______

☐ I confirm that if my itinerary changes, or if I make any additional travel plans I will send an updated itinerary through to travel@uwa.edu.au Please initial here:______

Student’s Signature ___________________________ Date ___________________________

Section 2: Dean/School Manager to Authorise

☐ Exchange Approved ☐ Dates verified ☐ Attachments complete

Name ___________________________ Signed ___________________________

Position/Title ______________________________________________________

School/Area/Department ______________________________________________