

# China Field Study CHIN2801 2017-2018

## INFORMATION GUIDE

**Deadline for Applications: Thursday August 31<sup>st</sup>**

**Deadline for Study Abroad bursary: Friday September 15<sup>th</sup>**

<b>Unit Co-ordinator:</b>	<b>Administrative Officer (Perth):</b>
Dr Yu Tao	Mrs Linda Mowat
School of Social Sciences, UWA	School of Social Sciences, UWA
Email: <a href="mailto:yu.tao@uwa.edu.au">yu.tao@uwa.edu.au</a> , Tel: (08) 6488 3959	Email: <a href="mailto:linda.mowat@uwa.edu.au">linda.mowat@uwa.edu.au</a> , Tel: (08) 6488 2255
SSCI:Room G.01	SSCI: Room G.07, Monday-Friday, 10am-2pm

<b>Beijing Language and Culture University</b>	<b>Zhejiang University (Hangzhou)</b>
Dr. Zhou Xin	XU Xiaohang George
Director, Admission Office for Foreign Students, Beijing Language and Culture University (BLCU)	Short-term Program Coordinator Office of Chinese Programs, International College
NO.15 Xueyuan Road, Haidian District, Beijing, P.R. China, 100083	Zhejiang University
Tel: +86-10-8230 3089, +86-186 1056 5043	Tel: 86-571-8795 1718

### **Application Process & Checklist:**

1.  Attend the information sessions
2.  Speak to the Student Experience Office in your advising Faculty to confirm if you have space in your degree for this 12 point unit. If they are happy for you to participate in this unit they will get you to complete a hard copy Change of Enrolment form. 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 CHIN2801 will be added to your enrolment.
3.  If you will be taking part in the unit, complete the 'Conditions of Participation' document at the back of this guide and hand it in to the Social Sciences reception desk **before Thursday August 31<sup>st</sup>, 2017**. If you have queries that are not answered in this information guide, please email the unit coordinator: [yu.tao@uwa.edu.au](mailto:yu.tao@uwa.edu.au)
4.  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.
5.  Apply for the Study Abroad Bursary - applications close on Friday September 15<sup>th</sup>, 2017
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) **ONLY**. **YOU CANNOT BOOK DIRECTLY THROUGH AN AIRLINE OR VIA A TRAVEL AGENT NOT AFFILIATED WITH UWA**. **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.  Create a travel profile in Concur (the university's new travel management system) and forward your itinerary to [plans@concur.com](mailto:plans@concur.com). Details on how to do this are on page 5.
10.  Send Linda your Student Travel Approval Form (the form is at the back of this guide), a copy of your passport and a copy of your travel itinerary.
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.
13.  Register with the Australian Embassy (or your relevant diplomatic mission if not an Australian citizen): [www.orao.dfat.gov.au](http://www.orao.dfat.gov.au).
14.  When requested by Linda, email your accommodation preferences and arrival details ([linda.mowat@uwa.edu.au](mailto:linda.mowat@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 Student Experience 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 Student Experience Office in your advising Faculty. The procedure for enrolling in this unit is via a hard copy 'Change of Enrolment Form', **not** via online enrolment through Student Connect. If your advising Faculty can confirm you have space for the unit they will get you to complete a Change of Enrolment form. They will 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.

### **Broadening information:**

- Category A broadening unit for Bachelor of Commerce, Bachelor of Design and Bachelor of Science students
- Category A broadening unit for Bachelor of Arts students where relevant according to the [broadening requirements for each student](http://handbooks.uwa.edu.au/undergraduate/courses/about/broadening) (<http://handbooks.uwa.edu.au/undergraduate/courses/about/broadening>)
- Level 2 elective
- May be able to substitute unit for two Level 2 or Level 3 units (12 points) for the Chinese major. Confirm with allocated advising student office

### **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

You **MUST** confirm how CHIN2801 will be recognized in your course (broadening, elective, for Chinese major) with your allocated advising student office **before** undertaking the unit.

## China Field Study Dates 2017-2018

### **Beijing Language and Culture University (BLCU)\*\***

<b>Week number</b>	<b>Week commencing</b>
Week 1	Monday 27 November 2017
Week 2	Monday 4 December 2017
Week 3	Monday 11 December 2017
Week 4	Monday 18 December 2017

<b>One week break</b>	Saturday 23 December – Sunday 31 December 2017. Check in to ZJU accommodation by Sunday 31 <sup>st</sup> Dec.
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### **Zhejiang University (ZJU):\*\***

<b>Week number</b>	<b>Week commencing</b>
Week 1	Monday 1 January 2018
Week 2	Monday 8 January 2018
Week 3	Monday 15 January 2018
Week 4	Monday 22 January 2018

### **\*\* ALL DATES ARE TO BE USED AS A GUIDE ONLY AT THIS STAGE.**

You must arrive in Beijing on or \*before Sunday 26 November 2017 to check in to the accommodation. \*Please note – the UWA examination period runs until Saturday November 25<sup>th</sup>. If you will be sitting exams at UWA in semester 2 you cannot book a flight to leave for China prior to Saturday evening on November 25<sup>th</sup> in case one of your exams falls on that day. The examinations office at UWA will not accept your flight to China as a reason for a deferred examination.

You will take a placement test at BLCU on Monday November 27 and be divided in to different classes based on your levels of Chinese. You have only one chance to promote or demote their classes. The classes at BLCU start at 8 am until 12 noon, Monday to Friday, and every class lasts 50 minutes.

Class attendance is compulsory and attendance will be taken.

### **University Insurance:**

Whilst you are enrolled in the China Field Study unit you will be covered by the University insurance policy. For more information contact UWA's Insurance Partner, Arthur J Gallagher via [uwainsurance@ajg.com](mailto:uwainsurance@ajg.com), or telephone (08) 9424 9424.

INSURER:                   AIG Australia Limited  
POLICY NUMBER:        2600100316

You come under 'Category E' of the Corporate Travel Insurance policy. Be aware of the coverage and requirements including 'Special Conditions', restrictions of cover and Overseas Emergency Medical Assistance details. For further essential information, please refer to the UWA Corporate Travel Insurance website: <http://www.staff.uwa.edu.au/procedures/risk/insurance/student>

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

As per the University's travel policy it is recommended that you review the Department of Foreign Affairs and Trade (DFAT) website prior to departure to obtain safe travel advice and updated travel warnings for China.

Students are not covered for any additional leisure travel under UWA's Corporate Travel cover beyond their UWA business/study related travel – **this means you are not covered during the one-week break between BLCU & ZJU**. Cover includes flight and direct transit travel time, not additional vacation/personal time. If you intend to extend travel before or after your study travels, additional insurance must be purchased prior to departure.

### **Travel Arrangements:**

As per the University Travel Policy, you must book your flights through **STA Travel (UWA Branch) or Campus Travel**. Research the flight dates/times/costs you want (take a screen shot) and then contact the agent to arrange the booking for you. Make sure you **mention the flights are for CHIN2801 China Field Study and they are not being funded by the University. Include your Student ID number.** Students are NOT permitted to book their flights directly with an airline, or via another travel agent.

STA Travel:

[UWA@stores.statravel.com.au](mailto:UWA@stores.statravel.com.au)

Ph: 6488 2302

Campus Travel:

[enquiries@campustravel.com.au](mailto:enquiries@campustravel.com.au)

Ph: 6466 5010

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

### **Creating a profile in Concur**

As part of this unit, you will need to verify your UWA student email address in our travel booking system, Concur, and then email your itinerary to [plans@concur.com](mailto:plans@concur.com)

Please see the information below about how to do this:

UWA students travelling on UWA business must enter their travel plans in to Concur, regardless of who is paying. The reason for this is because UWA has a legal obligation towards all staff and students travelling on UWA business. By entering the travel details in to Concur, Risk Management is able to manage staff and student movement. If there is an emergency or disaster, UWA will be able to locate and evacuate promptly.

1. Click on this link to go to Concur: [Concur logon page \(https://www.concursolutions.com/home.asp\)](https://www.concursolutions.com/home.asp)
2. Enter you UWA student ID number and PHEME password
3. Click on 'Profile' in the top right hand side
4. Select 'Profile Settings'
5. Click on 'Email Address' located in the bottom left hand side
6. Click on 'Verify' next to your name and correct email address
7. An email will be sent to your email address
8. Check your email for your verification code
9. Type/Copy and Paste it in to the 'Enter Code' section
10. Click Ok and the email is now verified

Once this is done please forward your itinerary to [plans@concur.com](mailto:plans@concur.com)

### **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)

Ground Floor, Septimus Roe Square,  
256 Adelaide Terrace,  
Perth (Entrance via Victoria Ave)

Phone: 61-8-9220 3800

Email: [perthcenter@visaforchina.org](mailto:perthcenter@visaforchina.org)

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 11:00A.M.). For mail applications, the processing time is ten working days (from the day of receipt to the day of mailing out).

#### **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

<http://china.embassy.gov.au/bjng/home.html>

#### **Shanghai:**

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

<http://www.shanghai.china.embassy.gov.au/shai/home.html>

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](http://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 Abroad Bursaries:**

The allocation of Study Abroad bursaries will be based on WAM. Students who have less than 65% WAM and have failed units may still apply and be considered. Applications will open 15<sup>th</sup> July and will close on **September 15<sup>th</sup>, 2017**. The application process is online and there are several steps.

The system is called Global Studio. Go to: <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 Yu Tao*
  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 15<sup>th</sup>, 2017** 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:**

**DETAILS ARE BASED ON RATES FROM LAST YEAR AND SHOULD BE USED AS A GUIDE ONLY – DETAILS WILL BE UPDATED ONCE AVAILABLE.**

##### **BLCU**

Choice one: Hotel (20 minute walking to the campus)

\*Standard Double rooms: 200 CNY per day per person

\*Free wifi.

\*Meals are not included which is around 40 CNY to 80 CNY per day per person.

Choice two: New dormitory on campus

\***Double rooms with refrigerator, TV, air-conditioner, and bathroom: 150 CNY per day per person**

\***Meals are not included which is around 40 CNY to 80 CNY 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.

**3. Visa application fee** (AUD60 for Australian passports; AUD90 for non-Australian passports) (see 'Applying for Visa')

**4. 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.

##### **Study Program:**

You will attend full-time language courses which normally run from 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%)

**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 Mowat for such a letter (see the front cover 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.

**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 other 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.





STUDENT ID:

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### UWA STUDENT TRAVEL APPROVAL FORM

1. Please complete details & sign below prior to undertaking travel.
2. This form is to be submitted to the **School of Social Sciences reception** with:
  - a) a copy of your passport photo-page
  - 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.

#### Travel Booking

I understand that I am required to book all travel related to CHIN2801 through Campus Travel or STA Travel (Guild branch only), and register my itinerary through Concur (UWA's Travel management System) as per the instructions below, as this is a condition of my participation in the program.

Please initial here: \_\_\_\_\_

1. Book your travel through STA (UWA Guild Branch only) or Campus Travel. You cannot book travel through your Concur account.
2. Log in to your Concur account using your PHEME details here: <http://concurso.webservices.uwa.edu.au/>
3. Edit your Profile: Click on Profile > Profile settings (in the top right hand corner) > Personal Information
4. Check your personal details to ensure they match your passport. Add your UWA email address, plus any addresses you may be sending itineraries from. **Be sure to verify the emails you enter.** Save your profile.
5. Email a PDF of your travel itinerary to [plans@concur.com](mailto:plans@concur.com)

#### Contact Details:

Campus Travel: [uwa@campustravel.com.au](mailto:uwa@campustravel.com.au)

STA Travel: [UWA@stores.statravel.com.au](mailto:UWA@stores.statravel.com.au)

#### STUDENT DETAILS

SURNAME \_\_\_\_\_

FIRST NAMES \_\_\_\_\_

(Please use your name as it appears in your passport)

MOBILE or CONTACT TELEPHONE NUMBER \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_ Do you hold dual citizenship? YES / NO

HOST UNIVERSITY/ ORGANISATION \_\_\_\_\_

COUNTRY \_\_\_\_\_

*Please see over...*

**OVERSEAS STUDY PERIOD**

First day of program \_\_\_\_\_ Last day of program \_\_\_\_\_

DATE OF DEPARTURE FROM AUSTRALIA \_\_\_\_\_

DATE OF RETURN TO AUSTRALIA \_\_\_\_\_

**INSURANCE**

Have you obtained additional insurance cover for travel outside of your official study period? YES / NO

If yes, who is your provider? \_\_\_\_\_ Policy Number \_\_\_\_\_

**EMERGENCY CONTACT DETAILS**

Contact details of relatives/emergency contact in Australia

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Relationship to you \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Relationship to you \_\_\_\_\_

**STUDENT DECLARATION**

I confirm that I have sought Faculty approval to gain credit for this study (see "Obtaining Unit Approvals")

I confirm I have read and will comply with the **University Travel Policy**  
[www.finserv.uwa.edu.au/sp/travel/pol\\_procs/uwa\\_travel](http://www.finserv.uwa.edu.au/sp/travel/pol_procs/uwa_travel)

I confirm I have read and will comply with the **University Corporate Travel Insurance Policy**  
[www.rm.uwa.edu.au/insurance/insurance\\_policies/corporate\\_travel](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**  
[www.dfat.gov.au](http://www.dfat.gov.au)

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

I confirm that if my itinerary changes, or if I make any additional travel plans I will send an updated itinerary through to [plans@concur.com](mailto:plans@concur.com) **Please initial here:** \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## CHINA FIELD STUDY: CONDITIONS OF PARTICIPATION

<b>Student Number</b>	
<b>Surname</b>	
<b>Given Names</b>	
<b>Advising Faculty</b>	

### 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  
<http://www.student.uwa.edu.au/life/charter>
- Student Conduct and Discipline rules  
<http://www.governance.uwa.edu.au/regulations/student-conduct> and
- UWA's Policy on Alcohol and other Drugs  
<http://www.universypolicies.uwa.edu.au/search?method=document&id=UP09%2F5> .

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/> ...). 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](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/](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: \_\_\_\_\_