International In-Country Study Programs
Participant Procedures

INTRODUCTION

The University is committed to providing educational experiences that support and enhance the learning opportunities available to students, staff, volunteers, and members of the general public and industry (collectively known as ‘participants’) through international in-country study programs.

COMPLIANCE

This is a compliance requirement under the:

- Higher Education Standards Framework (Threshold Standards);
- Standards for Registered Training Organisations (RTOs); and
- National Code of Practice for Providers of Education and Training to Overseas Students.

INTENT

This document is intended to assist potential participants of an international in-country study program to gain an understanding of administrative requirements and participant considerations prior to enrolment in, throughout the duration of, and post-participation in a program.

RELEVANT DEFINITIONS

In the context of this document

Authorised Officer means any University staff member acting in the capacity of coordinator, leader or supervisor (or equivalent of) for an international in-country study program, or their delegate; and

Participant means any student or staff member (whether from the University or a partner institution), volunteers and members of industry or the general public who take part in a University international in-country study program.

PROCEDURES

Participants in all international in-country study programs will be representing the University and are expected to behave in a manner consistent with the University’s Code of Conduct. This includes showing respect to, and for, other participants, host nations, institutions and/or members of the general public. Participants are also expected to demonstrate respect for the environment and local cultural practices.

Certain behaviour will not be tolerated whilst participating in a study program including, but not limited to, use, distribution or purchasing of illicit drugs; malicious damage to property; a participant putting their own life or that of others at risk; behaviour that brings the University’s reputation into disrepute; or activities considered illegal in the host country.
Participants must ensure they have appropriate medical clearance, insurances, vaccinations, passport and other documentation, travel/study visas as appropriate to the program, and meet any relevant eligibility criteria as determined by the University.

NOTE: Participants may be required to submit to a police criminal history check prior to participation in certain programs.

The following information and procedures are a guide only and may change from time to time at the discretion of the University. Whilst the University will endeavour to supply all pertinent information to allow participants to make an informed decision to participate in a program, the ultimate responsibility rests with the individual. Prior to applying for any international in-country study program, participants must actively seek adequate information and advice regarding travel safety, cultural practices and health advice, to enable a well-considered decision to be made.

**Program Information**

Program information will be provided to participants through pre-departure briefing sessions, online and paper-based information supplied by the program administrators, to ensure that participants have a clear understanding of:

- Program overview and schedule of activities (including roles of participating groups/persons if applicable);
- Costs;
- Program objectives;
- Assessment of the program content and how grading will be applied – including any in-country assignments (if applicable);
- Program enrolment procedures;
- Risk assessment and security management plans;
- Cultural awareness and activities (including cultural practices, impolite behaviour, suggested dress standards and political, gender and legal sensitivities);
- Eligibility criteria; and
- Scholarship availability and application procedures (if applicable).

Current participants are encouraged to contact previous program participants to ask questions and gain a better insight into what to expect from an international in-country study program.

**Logistics**

Participants can expect to be supplied with information by the program administrators covering:

- Emergency contact details for both Australia and the host country;
- A suggested checklist of what to take;
- Course program details and itinerary;
- Accident/incident and emergency procedures;
- Referral to reputable travel safety and travel health advice;
- Cultural awareness information and activities; and
- Program rules and expectations for participants’ behaviour.

Participants may be required to attend pre-departure briefings, in-country information sessions and post-program debriefing session/s.
Risk Management

University management as part of its duty of care will ensure that all international in-country study programs are well organised and properly managed. As a key component of this, appropriate risk management assessments will be completed to ensure that participant exposure to unsafe conditions or risks to health will be minimised.

Participants are obliged to consider their own health and safety and that of others whilst undertaking any off-campus activity and not undertake any activity that has the potential to pose a serious risk or potential hazard to either themselves or anyone else.

All participants undertaking an international in-country study program will be required to be aware of the potential hazards and inherent risks involved in travel and living arrangements whilst participating in an international study program and must comply with all relevant directions from authorised officers, policies and procedures applicable to that program. Participants must also be aware of, and comply with, all directions, laws, policies, procedures and guidelines relevant to the host country and host institution.

Provision of Information

Participants in any international in-country study program will be required to supply University program administrators with the following information:

- Primary and secondary emergency contact details in Australia;
- Flight details and itinerary*;
- Accommodation details*;
- Transfer details to and from the airport, accommodation and program venue/s*;
- Insurance details (travel and medical)*;
- Proof of required vaccinations appropriate to the program destination;
- An appropriate and reliable means of communication whilst in-country so that in the event of an emergency or natural disaster the University or program coordinator can contact the participant immediately (i.e. a mobile phone with ‘Global Roaming’ capability);
- Special dietary, religious, medical and/or assistance requirements; and
- Copies of participant’s passport (minimum 6 months validity and adequate pages must be available) and visas (if applicable) will need to be supplied.

* = If different from the program

Any information supplied to the University will be kept in the strictest confidence. Information collection, storage and dissemination will be governed by the Information Act 2002 and the University’s Privacy and Confidentiality Policy.

Required Documentation

All participants will also need to fill out, sign and forward to the appropriate program administrators:

- Completed application form, and if application accepted:
- Indemnity form;
- University Movement Requisition Form;
- DFAT Memo and Declaration Form (if applicable);
- Media release form;
- Medical clearance; and
- An agreement of compliance and undertakings whilst participating in a program.
The University strongly recommends that copies of all the above information and documentation be kept by the participant’s emergency contact and/or next of kin.

**Criminal History Checks**

Some international in-country study programs will require that all participants produce a current Northern Territory Police criminal history check prior to being admitted to the program.

**Dependants/Spouse of Participants**

Participant’s dependants and/or spouse are generally not permitted to travel with the participant whilst on an international in-country study program. However, the decision to allow a dependant/spouse to either participate in the program or travel with the participant may be permitted via the written approval of the Deputy Vice-Chancellor. The dependant/spouse will need to cover any costs associated with travel, visas, accommodation etc. These will not be covered by the University.

If the University agrees to either a dependant or spouse participating in, or travelling with the program, then they will also be required to provide the same information and complete the same forms as participants and supply these to the University.

Dependant/s and spouse of a participant will not be covered by University insurance and must therefore ensure they have adequate and appropriate travel insurance including comprehensive health cover that includes provision for emergency medical evacuation.

**In Case of Emergency**

Participants should notify/make contact with their Authorised Officer/s in country as soon as practicable should an incident or accident of a serious nature occur. If an incident or accident befalls the Authorised Officer/s or they are unable to be contacted, then the participants should contact the Deputy Vice-Chancellor.

The Deputy Vice-Chancellor is the nominated contact person and liaison point for all international in-country study program information should an emergency or adverse event arise. Participants should make this information available to their nominated emergency contact person and/or next of kin in Australia prior to departure.

**ESSENTIAL SUPPORTING INFORMATION**

**Internal**

- **Code of Conduct**
- **DFAT Memo and Declaration Form**
- **Off-Campus Learning Activities and International in-country study Programs Policy**
- **Privacy and Confidentiality Policy**
- **Student Conduct By-laws**
- **University Movement Requisition Form**
### Document History and Version Control

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<thead>
<tr>
<th>Version</th>
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