Global Immersion Guarantee (GIG)
Acknowledgement of Conditions

1. **General**

I understand that:

a. my application and participation in the GIG Program, which is stated on my application ('**Program**'), is subject to me complying with the Travel Policy, Student Travel Procedure, Leading Student Groups Procedure, and the conditions set out in this document. Non-compliance with the aforementioned policies could result in program withdrawal and/or forfeiture of Monash travel grants or bursaries;
b. the information provided by me in applying for and undertaking the Program is collected for the purposes set out in the Privacy section below and sets out how my personal information, health information and/or sensitive information (collectively, '**Personal Data**') will be managed;
c. if I choose not to complete all the questions on the application for the Program, it may not be possible for the GIG Program nor my faculty/school to assess my application;
d. if I do not complete my Program, including where my participation is terminated under clause 1(g), I may be required to repay any funding provided to me for the purposes of my overseas study, and if I fail to do so, an encumbrance will be placed on my Monash University account;
e. the GIG Program travel approval is for travel relating to my Program and is independent of any travel or entry restrictions imposed on me by my country of residence and the host countries associated with the Program which I am solely responsible for identifying;
f. the GIG Program Director may terminate my participation in the Program at any time if I do not comply with these conditions, or where it is reasonably determined that continuing with the Program poses a risk to my health or safety or that of others; and
g. where my participation in the Program is terminated, or I otherwise withdraw from the Program, I may be liable for additional travel costs incurred as a consequence.

I agree to:

h. participate in all compulsory pre-departure training and/or in-country sessions delivered by the GIG Program staff, the Activity Leader, Monash sites and/or the host institution;
i. participate fully in the Program by attending classes, carrying the designated workload, and completing all applicable examinations and assessments;
j. inform the GIG Program team in a timely manner of any variation to, including withdrawal from my Program;
k. remain easily contactable by Monash University for the duration of the Program which includes checking my Monash University email regularly and supplying active current phone numbers to the GIG Program whilst overseas; and
l. provide Monash University with emergency contact details for a person who is easily contactable and has the authority to make decisions for me if I am not able.

2. University Representation and Conduct

I understand that:

a. my conduct is subject to Monash University statutes and regulations including Part 7 – Student Discipline of the Monash University (Council) Regulations and the Student Code of Conduct;
b. breaches may be dealt with under Monash University's Student General Misconduct Procedure; and
c. misconduct may lead to termination or conditions placed on my participation.
d. I must behave in accordance with:
    i. relevant Monash University policies (e.g. Student Travel Procedure, Sexual Harm Response Procedure, Student Code of General Conduct and the Framework for the Prevention of Sexual Exploitation, Abuse and Harassment);
    ii. host institution or organisation regulations;
    iii. local laws regulations of countries visited; and
    iv. customs and directions of host organisations and Monash staff.
e. I can seek support or advice from the Safer Community Unit regarding misconduct including support for sexual misconduct or to make a formal report;
f. if I inform a Monash University staff member about an incident of misconduct, the staff member may contact the Safer Community Unit for advice and a formal report of the incident will only be made with the consent of the individual who experienced misconduct (unless legally required).

` I must not engage in conduct that:

g. may constitute assault or harassment, including sexual exploitation, sexual assault and sexual harassment;
h. is violent or aggressive;
i. causes or is reasonably likely to cause emotional or psychological harm or distress to another person, including threatening, stalking, bullying, or verbally abusing others whether by means of technology (such as social media), in person, or through others;
j. may constitute hazing;
k. may endanger my life or wellbeing or that of others;
l. discriminates against or vilifies another person on the basis of their lawfully protected attributes; and
m. may reasonably be detrimental to the reputation of Monash University, its affiliates or entities with which it conducts business.

Where University-organised accommodation is provided:

n. I am required to stay in the accommodation for the full duration of the Program;
o. I must respect the rules and guidance set by the property owner;
p. If any issues arise with roommates or housemates, I will make reasonable efforts to resolve disputes and seek a compromise that is acceptable to all parties;
q. I must not:

i. damage property belonging to another person;
ii. excessively consume alcohol or misuse any medication;
iii. use, be in possession of, or be under the influence of, illegal drugs or substances, including synthetic drugs;
iv. be in possession of a weapon or firearm;
v. engage in behaviour that generates excessive noise or negatively impacts others irrespective of the time of day or night;
vi. interfere with, or use in an unauthorised manner, firefighting equipment, including smoke and thermal detectors;
vii. cause damage to the facilities or accommodation;
viii. throw objects from windows, balconies or roofs; or

r. provide access to a building or room (e.g. via key or proxy access) to a person who is not authorised to have access to that space.

3. Health and Welfare

I understand that:

a. certain risks are inherent in international travel, these include, but are not limited to: war, quarantine, civil unrest, public health risks, criminal activity, terrorism, exposure to communicable diseases, ill effects of unfamiliar food and water, sudden changes to entry requirements, incidents related to transportation, adverse weather conditions, accident, loss or damage of property, and physical, mental or emotional injury;
b. it is my responsibility to consult with the relevant government travel advisory services with regard to my intended travel, prior to agreeing to these conditions, in order to make an informed decision about undertaking the Program and any international travel associated with it;
c. for the duration of my program, I must subscribe to travel advice updates covering my region(s) of travel at the Australian Government's Department of Foreign Affairs and Trade (DFAT) Smartraveller website, before I leave for my travels;
d. I may be required to submit a travel plan and or risk assessment for review and approval by the University;
e. I am responsible for my health, safety and security at all times during the Program, including pre-emptive measures advised by Monash University;
f. I am required to participate in compulsory pre-departure training and/or in-country orientation sessions delivered by the GIG Program, the Activity Leader, Monash Sites and/or the host institution;
g. If I have a disability, medical or mental health conditions, or any serious or potentially life-threatening allergies (for example to food, insects or animals) or if I am disabled or have health needs that may require reasonable adjustment or accommodations to undertake the Program, I need to:
    i. request this for assessment and arrangements, noting that not all settings may be able to accommodate all medical conditions, disabilities, or allergies;
    ii. register with Disability Support Services if not already registered;

iii. discuss my overseas study plans with my treating health practitioner and obtain a “Fitness to Travel and Participate” Letter if I have concerns about my participation in the program, or I am directed by the University; and
iv. provide further information to support requests for reasonable adjustment or accommodation.

h. If I need medication while overseas, I will:
    i. discuss this with my healthcare provider;
    ii. ensure I have a sufficient supply, or plan how to get further supplies reliably;
    iii. have appropriate documentation, clear labelling, and safe storage;
    iv. review and follow any restrictions or requirements in my destination country or countries.
i. I acknowledge that participation in the GIG Program, including academic and non-academic activities (such as cooking classes, tours, trekking, volunteering, and partner-led events), involves certain risks, which I voluntarily accept; and
    i. I am responsible for assessing my ability to take part in the activities of the program
    ii. I am responsible for considering any food allergies, intolerances, dietary requirements or medical conditions that may affect my participation in cooking or similar activities and for taking appropriate steps for managing these during the program.
    iii. I will follow all safety instructions and use any required protective equipment.
    iv. Some activities may be run by external providers or partner institutions, and Monash University is not liable for any injury, illness, loss, or damage arising from those activities, except where caused by its own gross negligence or wilful misconduct.
    v. I waive any claim against Monash University for such activities, to the fullest extent permitted by law.

4. Passport, Visas and Travel Arrangements

I understand that:

a. I must hold a valid passport with at least six months’ validity from the end date of my trip for each country I will visit as part of the Program;
b. I am responsible for any expenses incurred as a result of providing incorrect or incomplete information when obtaining a passport or visa, or when facilitating my entry to and staying in the host location;
c. where Monash University, or its partners, provide assistance in obtaining visas, I will provide accurate and timely information to support this process and I understand that this assistance does not guarantee that visas will be granted or will be granted within a specific timeframe;
d. Monash University reserves the right to exclude me from the Program should I fail to maintain the required visa status in the relevant countries for the duration of the Program;
e. For flights related to personal travel, I must use the Monash University designated travel management provider unless otherwise instructed, and for any personal travel immediately before and/or after the Program, I understand that Monash University’s preferred travel management company’s policies will apply;
f. I am solely responsible for identifying and obtaining visas for my associated personal travel either before or after the GIG Program

g. I must not make non-refundable travel bookings until officially accepted on the Program; and
h. Monash University is not responsible for any:
    i. delays, substitutions of equipment, changes in services or accommodation, or other acts or omissions on the part of providers of transportation or operators of facilities described in the Program; and
    ii. changes in the itinerary deemed necessary or appropriate for the safety or convenience of the participant(s), including me.

5. Insurance and Emergency Assistance

I understand that:

a. I am responsible for assessing my fitness to travel and my ability to take part in the activities of the program. I will discuss my overseas study plans with my healthcare provider as necessary.
    i. If I have any concerns about my travel or I am directed by the University, I will obtain a Fit-to-Travel and Participate letter confirming I am medically fit for travel and to take part in the activities of the program.
    ii. If my condition changes or worsens before or during the trip, I'll review it again with my healthcare provider.
    iii. I understand that failure to obtain a Fit-to-Travel and Participate letter when required may affect my eligibility under the University's Travel Insurance Policy.
    iv. I will maintain access to this letter for the duration of my program and provide it to Monash if asked.
b. I must review and comply with the insurance coverage including the travel insurance policy (Product Disclosure Statement) and travel insurance schedule documents online;
c. the extent, and any limitations, of the insurance coverage provided to me by Monash University and that it is my responsibility to seek independent advice or further coverage at my own cost if the policy coverage is inadequate or fails to meet any of my individual requirements;
d. If I plan to undertake high risk and/or sports activities (as listed in Insurance FAQs) not related to my student mobility program, I will obtain a separate insurance policy to cover those activities;
e. my personal travel plans, will not be covered by Monash University travel insurance outside the published number of personal travel days and remain subject to the terms and conditions of the insurance;
f. I am responsible for arranging travel insurance and emergency assistance for any personal travel that I elect to undertake that is not covered by Monash University's travel insurance policy;
g. if I withdraw from the Program, Monash University travel insurance may become invalid and if this occurs, I understand that I will be responsible for any associated costs, losses or risks associated with the invalidated insurance; and
h. 24 hour worldwide emergency assistance is available via International SOS through Monash University's travel insurance policy for Program related travel which has been approved by the GIG Program and for which I am eligible.

6. Termination or Withdrawal from the Program

I understand that:

a. principal dates (including relevant census dates for withdrawal) apply to my enrolment in the Program, and that financial and/or academic penalties may apply if my participation in the Program ends after these dates;
b. I must immediately inform the In-Country Coordinator or a Group Leader and gigenquiries@monash.edu if for any reason whatsoever I wish to withdraw from the Program at any stage (prior to it commencing or while undertaking the Program);
c. the Program Director, or other authorised officer of Monash University, may terminate my participation in the Program at any time if I do not comply with these conditions, or if they reasonably determine that continuing with the Program poses a risk to my health or safety or that of others;
d. where my participation in the Program is terminated, or I otherwise withdraw from the Program, I may be liable for additional travel costs incurred as a consequence;
e. in relation to any additional payments that I make, I may not be eligible for a refund if I withdraw from the Program or if I am unable to participate for any other reason; and
f. if I am terminated or suspended from, or if I withdraw from the Program or the Program is cancelled, I understand that should I choose to remain in the Program or activity location or other offshore location, instead of returning to my home campus country, I do so at my own risk.
g. If I withdraw, or my participation is terminated:
    i. I must notify in writing to the Global Immersion Guarantee team of my withdrawal, providing any relevant documentation (e.g., medical certificates);
    ii. I understand program withdrawal requests will be processed based on the date my written confirmation is received, provided I submit it before the census date for the unit from which I seek to withdraw;
    iii. I understand that withdrawal requests and/or requests to change unit(s) received outside of office hours will not be processed until office hours are resumed; and
    iv. I understand that if I withdraw from the Program or if my participation is terminated, I must seek permission to remain in University-organised accommodation.

7. **Cancellation**

I understand that:

a. Monash University reserves the right to make cancellations, changes, or substitutions to the Program where reasonably necessary;
b. the delivery of the Program is subject to the travel advice and requirements of the Australian Government and requirements of the destination country, and that Monash University may need to cancel, defer or amend planned programs based on these requirements;
c. where I have paid for variations to the Program (e.g.: changed my flight dates) or arranged personal travel, any refunds will be subject to the travel agency's policies and will not be refunded by Monash University;
d. I will not make non-refundable financial commitments to or payments associated with the Program until I have been accepted on the Program by the GIG Program and/or my faculty/school and they have instructed me to make travel arrangements; and

e. I will be liable for lost deposits and payments if I make financial commitments or payments before I have been accepted into the Program or made against the instruction of my faculty/school, and the Program is cancelled, postponed or suspended.

Privacy

Monash University values the privacy of every individual's Personal Data and is committed to the protection of that Data from unauthorised use and disclosure except where permitted by law.

Monash University handles Personal Data in accordance with the privacy and health information laws applicable to each of its campuses, including the Privacy and Data Protection Act 2014 (Vic), the Health Records Act 2001 (Vic), the Privacy Act 1988 (Cth), the Personal Data Protection Law (No. 27 of 2022) Indonesia, the Personal Data Protection Act 2010 (Malaysia) as well as the European Union General Data Protection Regulation 2016/679 (EU). For more information about the handling of your Personal Data, please refer to the following privacy notices:

For Monash University Australia - the Monash University Student Data Protection and Privacy Collection Statement and the Monash Data Protection and Privacy Procedure,

For Monash University Indonesia - the Data Protection and Privacy Schedule Monash Indonesia - (Bahasa version) (English version)

For Monash University Malaysia – the Monash University Malaysia Personal Data Protection and Collection Notice and the Monash Data Protection and Privacy Procedure.

I acknowledge that, in addition to the purposes set out in the privacy notice for my home campus and elsewhere in this Acknowledgement, the information I provide in the application form will be used to:

- assess my application for participation in the GIG Program; and
- if applicable, to assess my eligibility for available grants (including New Colombo Plan Mobility Program Grants).

I understand that, if my application is successful, I will be required to provide further information (including sensitive and health information) which will be used to arrange my travel and for the purposes of facilitating my participation in the Program, including in relation to my academic progress, my health, safety and welfare and any behaviour or discipline matters.

I acknowledge that my Personal Data may be disclosed by my home campus to third parties for the purposes set out above and that these third parties may include (but are not limited to) overseas universities or organisations participating in or hosting the Program, the emergency contacts I have provided, service providers, Australian and foreign government agencies, and/or other third parties set out in the privacy notice applicable to my home campus.

I acknowledge that I have a right to access the Personal Data that Monash University holds about me, subject to any exceptions in relevant legislation. If I wish to seek access to my Personal Data or inquire about the handling of my Personal Data, I will contact Monash University's Data Protection & Privacy Office at dataprotectionofficer@monash.edu or visit www.monash.edu/privacy-monash.

Declaration

I confirm that:

All information provided in my application is true and correct;
I will comply with these conditions;
I fully understand the scope of the activities involved in the Program;
I have had sufficient opportunity to obtain advice on this application and these conditions before submitting my application; and
I voluntarily agree to assume the risks of participating in the Program, if I am accepted.

- I will be 18 years or older by the commencement of the program in order to participate in it.

I consent to the processing of my Personal Data by Monash University, as outlined above in the Privacy section of these conditions.

Only complete if you are currently under 18 years of age:

Please provide details of a parent or guardian.

I, _____ (print full name), am the parent / guardian of

_____ (print child's full name) and consent to the activities as

outlined above. I acknowledge that my child will be 18 years or older by the commencement of the program in order to participate in it.

Signed_____ Date_____

Use Ctrl + P (Windows) or ⌘ + P (Mac) to print this form. Have your parent/guardian complete and sign the form. Scan it and email it to gigenquiries@monash.edu by the due date for the application. Keep the original signed document safe in case it is needed later.