

Monash Abroad
INTERNATIONAL STUDY PROGRAM (ISP) APPLICATION

Students undertaking a Monash University International Study Program must complete this application form and will be automatically assessed for a Monash Abroad scholarship (eligibility criteria for a Monash Abroad scholarship are explained on page 8 & 9).

Applying for an International Study Program (ISP):

1. Return your completed and stapled application (including *Student Acknowledgement of Conditions* on pages 3 - 7) to your Faculty Program Coordinator at least 10 weeks prior to the commencement of your international study program.
2. If endorsed, your Faculty will forward your application to Monash Abroad at least 8 weeks prior to the commencement of your overseas program (***note: Monash Abroad is unable to accept incomplete applications or applications not endorsed by your Faculty***).
3. Monash Abroad will advise you of the outcome of your application approximately 3 to 4 weeks prior the program's commencement date.
4. If you have questions about completing this application please consult Monash Abroad or your Faculty Program Coordinator.

Applicant checklist:

- I have completed all sections of this application form (***note: your application will not be processed if any details left blank and your application will be returned to your Faculty Program Coordinator***).
- I have read and understood the *Pre-Departure Advice for International Study Programs* (pages 8 - 14).
- I have read and understood the *Student Acknowledgement of Conditions* (pages 3 - 7).
- I have signed the *Student Acknowledgement of Conditions* (pages 3 - 7).
- I have obtained faculty endorsement (page 2).
- I have attached a copy of my bank statement and listed my bank details (page 2).
- I have checked WES and can confirm that I am **enrolled** in the unit(s) listed on page 2.

Monash Abroad requires you to provide bank details including bank name, account name, BSB number and account number to pay scholarship into your Australian (not overseas) bank account. We do not need any information about the funds in your account. Credit or debit card numbers are NOT acceptable. Incomplete applications will be returned to the Faculty Program Coordinator and may cause a delay to your payment.

Student personal details

Monash ID number	Given name(s)	Family name	Date of birth
Title (Ms, Miss, Mr)	Telephone (mobile)	Place of birth	Country of passport used to enter overseas destination
Country of citizenship	Faculty (Double degree students: list both faculties)	Campus	Monash email address

Emergency contact

Relationship to student	Family name	Given Name(s)
Current postal address		email address
Telephone (mobile)	Telephone (home)	Telephone (work)

Student Bank details

Bank Name: <i>(e.g. ANZ)</i>	Account Name: <i>(e.g. John Smith)</i>
BSB Number: <i>(e.g. 123-456)</i>	Account Number: <i>(e.g. 123456)</i>

International study program details and faculty approval

Program name:		Program type:
Overseas Institution/Organisation: <i>(including address and contact no.)</i>		
Country of destination:		
Faculty program coordinator:		
Length of program:		
Program start/end dates:	<i>__/__/__ to __/__/__</i>	<i>Teaching dates excluding travel</i>
Date you depart from Australia:		<i>Please estimate if bookings not yet confirmed</i>
Date you return to Australia:		<i>Please estimate if bookings not yet confirmed</i>

Monash units related to your International Study Program (ISP) overseas study:

Unit title	Unit code	Credit points

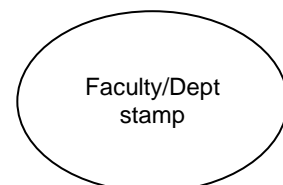
Faculty program coordinator declaration:

I confirm the International Study Program details are correct and meet faculty requirements (name, signature and stamp required).

Faculty program coordinator

Signature

Date



Student acknowledgement of conditions

I acknowledge:

Administration

- My participation in this International Study Program is voluntary.
- All details in this International Study Program application are correct.
- Information on this form is collected for the primary purpose of approving my application and will also be used to ensure my safety and welfare whilst overseas. If I choose not to complete all the questions on this form, it will not be possible for Monash Abroad to assess my application and I will not be able to travel overseas to participate in the program.
- My personal information may be disclosed to overseas universities or organisations hosting my program. The emergency contacts I have provided can be disclosed to Australian or foreign government agencies in order to protect my safety and welfare.
- I have the right to access personal information Monash University holds about me, subject to any exceptions in relevant legislation. If I wish to seek access to my personal information or inquire about the handling of my information, I can contact the University Privacy Officer at privacyofficer@monash.edu.
- I have met all Monash Faculty requirements for participation in this program and am correctly enrolled in order to receive credit towards my Monash degree for the overseas study I am undertaking.
- I have received and read a copy of the *Pre-Departure Advice for International Study Programs* from my Faculty program coordinator. I understand this applies to me whether or not I receive a Monash Abroad scholarship.
- All my contact details in WES are accurate and I will keep them up to date while I am overseas, including the update of any overseas contact addresses and phone numbers that are accessible for the duration of my overseas program.
- If I do not complete my International Study Program I may be required to repay the Monash Abroad scholarship and if I fail to do so, an encumbrance will be placed on my Monash enrolment.
- If I am enrolled with Monash as an international student and through an ISP, become absent from Australia for more than 28 days I will notify DIAC at least 28 days before my departure from Australia, as additional responsibilities may apply to my visa and I may be required to obtain a letter from Monash Abroad to confirm my travel arrangements.

Welfare

- I take responsibility for my safety and security at all times during the International Study Program, including pre-emptive measures listed in the *Pre-Departure Advice for International Study Programs*.
- I take legal and financial responsibility for my activity at all times during the International Study Program, including but not limited to:
 - all travel and accommodation expenses;
 - clothing, food and personal expenses;
 - the cost of teaching materials and text books;
 - all program charges (where such charges are not met by my institution); and
 - all costs associated with illnesses or injuries sustained or experienced whilst abroad.
- I am required to attend relevant orientation and information sessions, before and during the International Study Program.
- Certain risks are inherent in international travel, including: war, quarantine, civil unrest, public health risks, criminal activity, terrorism, exposure to communicable diseases, ill effects of unfamiliar food and water, incidents related to transportation, adverse weather conditions, accident, loss or damage of property, and physical, mental or emotional injury; and
- It is my responsibility to consult with Government travel advisory services with regard to my intended travel, prior to signing this Agreement, in order to make an informed decision on undertaking an International Study Program.

Behaviour

- I agree to respect and abide by the laws and customs of those countries visited as part of the International Study Program and to uphold all other reasonable standards of conduct related to my participation in the International Study Program, including codes of conduct and policy governing Monash students and travel by Monash students.

Academic responsibilities

- I must be enrolled in a Monash unit in order to obtain credit for participation in an International Study Program.
- I must inform Monash Abroad of any variation to my International Study Program. If I withdraw from the program I must inform Monash Abroad and the relevant Faculty program coordinator.

Travel arrangements

- Faculty program coordinators will advise students of travel arrangements arranged by the University as part of the International Study Program and those which students are responsible for.
- As a student I must ensure I have a passport which will be valid for the duration of travel overseas.
- Some countries require that a student's passport has additional six months validity from the intended date of departure from that country.
- As a student I am solely responsible for identifying and obtaining visas required for the International Study Program (your Faculty Program Coordinator and/or Monash Abroad may be able to provide general advice).
- The University reserves the right to exclude from an International Study Program, any student who fails to maintain the required visa status in the relevant country for the duration of the program.

Travel Insurance

- Monash provides complimentary travel insurance to students enrolled at Monash Australia campuses for participating in a Monash Abroad approved international program.
- Monash Abroad anticipates that this policy will cover the majority of students, however certain personal and unique circumstances may exclude some students from coverage. As a result all students must review the policy's exclusion criteria and provide any personal information required in order to activate the policy.
- Full details of the insurance policy's schedule of coverage and eligibility can be found at: <http://intranet.monash.edu.au/finance/firm/insurance/student-travel/index.html>
- Monash Abroad sign off on your program activates policy coverage extended to you for a period 60 days prior to your program commencement date until 60 days after the completion of your program as defined by Monash and your host organisation.
- I have provided all information requested by Monash Abroad to enable Monash University insurance coverage to be extended to me.
I have reviewed and understand my insurance coverage (<http://intranet.monash.edu.au/finance/firm/insurance/student-travel/index.html>) including the travel insurance policy wording and travel insurance schedule documents on line.
- I understand the extent and any limitations of the coverage provided to me by Monash University and that it is my individual responsibility to seek independent advice or further coverage at my own cost if this policy fails to meet any of my individual requirements.

Security and Safety

- Through the Australian Government DFAT smart traveller site (<http://www.smartraveller.gov.au/>) I confirm I have;
 - a) Subscribed to travel advice updates covering my region(s) of travel
 - b) Registered my travel plans
- I understand and acknowledge the 24 hour worldwide emergency assistance provided and available to me via Dynamiq Assist and that contact information for this service has been provided to me by Monash University.

- I acknowledge that attendance at pre departure and/or orientation sessions delivered by Monash Abroad and/or my Faculty form an integral part of my international education experience. My non attendance may influence travel approval, result in non continuance or lead to other academic sanctions as listed under University representation and conduct (below).

Travel approval

- Independent of my academic approval for this mobility program, all travel approval is provided through Monash Abroad under the Monash student travel policy.
- If I am required by Monash Abroad to submit a detailed travel plan for review and approval by Monash Security I understand this is a further pre requisite to my travel approval. This may also require an individual interview with Monash security staff to assess my capacity for travel in this program and subsequent approval or otherwise.

University representation and conduct

- In undertaking this mobility program I represent the University internationally, with my conduct remaining subject to Monash statutes and regulations (Chapter 4 – student discipline <http://monash.edu/legal/legislation/chapter-four.html>). I understand that any breach of these regulations may lead to encumbrance or other academic penalty as administered by my enrolling Faculty. A hardcopy of this document is available for my review via the Monash Abroad office.
- Throughout this international program I am subject to laws and customs of the local land and regulations and policy of any partner University or host organisation forming a part of my program.
- As part of my individual preparation I have utilised resources internal and external to Monash to inform myself of these requirements and sought advice from both Monash Abroad, my Faculty and other service providers as required.

Contact details

- I will ensure my contact details in WES are up to date before I depart and are updated as necessary throughout my overseas study, so that Monash staff can keep in touch with me whilst I am overseas.
- I will check my Monash email regularly whilst overseas.

Disclaimer

- I, hereby for myself and my successors, assigns, and personal representatives agree to indemnify, hold harmless, release and forever discharge Monash University, its employees, officers and agents, and cooperating institutions and their employees, officers and agents from any and all claims and expenses, including legal fees, for any damage or injury (including death), caused by, deriving from, or associated with my participation in the International Study Program or other activity (including those related to travel to and from the program site) except only if such claim arises from the negligence or the intentional misconduct of Monash University, its officers, agents or employees.

Prato Centre conditions

For International Study Programs at the Monash University Prato Centre (MUPC), students must also agree to the following conditions:

A. MUPC's obligations

MUPC agrees to:

1. Provide an on-site Academic Programs Coordinator (APC) to serve as MUPC representative, to monitor and be responsible for the on-site administration of the program during office hours 9am-5.30pm;
2. Make reasonable efforts to maintain the welfare and safety of students participating in the program abroad or other related activity, including but not limited to making or adopting, in conjunction with Monash University, rules and regulations for student conduct designed to safeguard health, well-being and safety. (Please note that the Monash University Prato Centre is not currently resourced to provide any after-hours assistance. A booklet with information about local services has been prepared for your assistance in this regard and is available on the MUPC website in the 'Visiting Prato' section.)
3. Where necessary, provide all reasonable care in finding a suitable doctor, hospital or other mode of assistance for students, subject to the following restrictions;
 - i. MUPC does not have a resident doctor or a formal relationship with medical practitioners in Prato; nor does it take responsibility for the availability of medical services, level of expertise, or costs involved in procuring such services;
 - ii. Attending MUPC staff will support within their capacity in providing translations, but cannot be held responsible for delivering wrong information or misinterpretation.

B. Student's Obligations

Student agrees to:

1. ACADEMIC

Participate fully in the International Study Programs by attending classes, carrying the designated course load and completing all examinations and assessments; or (as applicable) participate in the approved internship or not-for-credit activity as directed by Monash staff in Australia and at MUPC;

2. POWER OF ATTORNEY

Grant my home institute and MUPC, its employees and agents, unless there is a spouse, parent or guardian accompanying me who can make such decision, full authority to act where necessary in an attempt to safeguard and preserve my health and safety during the International Study Program; including (where necessary if I am incapable) authorising routine or emergency medical treatment on my behalf and at my expense.

3. DISCIPLINE

I understand:

- The possibility of disciplinary action, including termination of my participation in the International Study Program with no refund of fees; if my conduct is determined to be detrimental to the best interests of myself, the program, MUPC and/or Monash University;
- Conduct likely to be deemed detrimental includes (but is in no way limited to) academic misconduct, alcohol intoxication, taking or possessing illegal substances, possessing illegal items and any behaviour which is disruptive or threatens the safety and security of MUPC and/or its occupants.
- Any decision to terminate my participation in an International Study Program can be made at the sole discretion of the Academic Programs Coordinator, with the concurrence of the Director of the Monash University Prato Centre and/or other appropriate MUPC representative.

- Any decision to terminate my participation in the International Study Program may be referred by a Staff member to my home campus for further disciplinary or other action, with reference given to *Monash University Statute 4.1 – Discipline*.

Sign here to acknowledge conditions:

Student's Signature _____ Date _____

Full Name _____ Date _____
(block letters)

Scholarship Approval (office use only)

Scholarship of: \$ _____ Approved _____

Monash Abroad

PRE-DEPARTURE ADVICE FOR INTERNATIONAL STUDY PROGRAMS

This information is for all Monash University students undertaking International Study Programs overseas (not exchange programs). These programs include, amongst others:

- Study tours and field trips
- Study tours to the Monash University Prato Centre (MUPC)
- In-country language programs
- Internships, clinical and practical placements
- Summer school programs

All students undertaking an International Study Program must:

- read this pre-departure advice;
- complete a *Monash Abroad International Study Program Application* form, including the acknowledgment form; and
- return all pages of the signed form to the Monash Abroad Office at least 8 weeks before the overseas program commences.

Monash University relies on the information in this application to contact students during any emergency which may arise while they are overseas. As such, it must be complete and accurate dates of travel must be provided. If your travel dates have not yet been finalised you must provide estimated dates and advise Monash Abroad when they have been confirmed prior to departure.

Monash University Student International Travel for Study Policy

All international travel for study purposes by Monash students must be undertaken in accordance with the relevant student travel policy and procedures which can be found at:

<http://www.policy.monash.edu/policy-bank/academic/education/management/student-international-travel-for-study-policy.html>. Overseas travel is considered and approved by Monash University on the basis of this policy and the advice in this pre-departure guide is based on the same policy and its procedures.

Scholarships

Monash University encourages all students to include a period of overseas study in their course and provides scholarships to assist many students with their airfares. Scholarships for short term international study programs will be paid to eligible students at the rates determined and advised by Monash Abroad. Please contact the Monash Abroad office or visit the website for more information:

<http://monash.edu/study-abroad/outbound/financial/monash-abroad-travel-scholarship/>

To be eligible for a Monash Abroad scholarship for an International Study Program, students must have:

- an active enrolment in a Monash undergraduate or postgraduate coursework degree program at any campus in Australia, Malaysia or South Africa.

- an overseas study plan which has been approved by their Faculty (or both Faculties for a double degree) so that the student will receive academic recognition towards their Monash degree. Academic recognition may be in the form of credit earned, assessment(s) fulfilled, completion of a professional or clinical requirement or similar.

Please be aware of the following special conditions:

- Monash students enrolled at the off-shore campuses in Malaysia and South Africa are eligible for Monash Abroad scholarship for International Study Program provided they meet the relevant eligibility criteria (see above).
- Retrospective scholarship applications (made after students have commenced their overseas study) will only be considered under exceptional circumstances.
- Scholarships can only be paid into an Australian bank account for students enrolled in Australia campuses and are normally paid 4 weeks prior to the commencement of the relevant International Study Program.
- Monash students enrolled at the off-shore campuses in Malaysia and South Africa must complete a Telegraphic Transfer form available from Monash Abroad to provide their Malaysia or South Africa bank account details for the scholarship payment if eligible.

OS-HELP loan

Eligible students can apply for OS-HELP loan. Information for OS-HELP can be found at <http://monash.edu/study-abroad/outbound/financial/loans/>

Undergraduate Student Travel Insurance

- As part of the Monash Abroad Travel Scholarship offering, Monash University provides complimentary travel insurance cover to undergraduate students enrolled at an Australian campus whilst abroad.
- This insurance policy includes unlimited medical coverage and covers baggage and personal items. The policy also extends to cover personal travel which takes place immediately prior to and after an overseas program.
- The University also provides access for students to a 24-hour medical and emergency service provider.
- Monash University is confident that the student insurance policy will cover the majority of students, however some personal and unique circumstances may exclude certain students from cover. As a result all students must review the policy's exclusion criteria and provide any personal information required in order to activate the policy.
- Registration of student insurance cover is inherent in the Monash Abroad application and an insurance certificate will be sent to successful applicants. This certificate must be completed by the relevant student and retained for personal records.
- Claims arising from the policy must be made using the form available at the link below and must be submitted to the policy provider alone, not Monash University or Monash Abroad.
- Full details for the insurance and details of the Policy and schedule of coverage can be found at: <http://www.monash.edu/students/studyabroad/insurance.html>

Postgraduate Student Travel Insurance

- Postgraduate students can arrange insurance cover under the Monash University Business Travel Insurance Policy but will need to have this administered by an authorised Monash staff member from the faculty. Further information for this policy can be found at:
- <http://www.firm.monash.edu.au/insurance/businesstravel/index.html>

Government Travel Advice

The Australian Government (along with many others) issues security and safety information to help travellers decide whether it is safe to visit international locations.

- Students are advised to regularly check the travel advisories for the country they are travelling to which are issued for Australian citizens by the Department of Foreign Affairs and Trade (DFAT): www.smartraveller.gov.au.
- Students are advised to register with the Australian Embassy or High Commission in the intended travel destination(s). this can be done on-line at: <https://www.orao.dfat.gov.au/orao/weborao.nsf/homepage?Openpage>.
- If DFAT issues a level 3 “reconsider your need to travel” advisory for an International Study Program location, the Deputy Vice-Chancellor Global Engagement (or delegate) will decide whether it is safe for students to travel to or remain in that country. Such programs may be cancelled and arrangements can be made for students to depart the country immediately (at expense of the student).
- If DFAT issues a level 4 “do not travel” advisory for an International Study Program location, the University’s approval for the relevant program will be cancelled and arrangements can be made for students to depart the country immediately (at their own expense). Monash Security, the Monash Abroad office and other Monash student support services (e.g. Health and wellbeing) can help you make the necessary arrangements but you should review your travel insurance policy to confirm which costs will be covered.
- Non-Australian citizens should consult the websites of their home country foreign affair departments to check for warnings specific to their nationals and register, if possible. The US State Department site can also be consulted for travel warnings: http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

If the University cancels an International Study Program before it commences, on the basis of DFAT travel advice, students may be required to refund the Monash Abroad scholarship.

Visas

Visas are official permits that authorise entry to a specific country for a stated purpose and time. In order to enter some foreign countries, students may be required to obtain a visa from the relevant embassy or consulate before departing Australia. Be sure to check this with the relevant embassy or consulate in Australia well in advance. It can take up to 4 weeks to obtain an Australian passport so apply early. Seeking advice on the relevant visa and application for the visa to enable your overseas program is the responsibility of the student. Monash Abroad is unable to provide specific or individual visa advice. Monash Abroad can provide and obtain the relevant university documentation for you that may be required to support your visa application when the visa application relates specifically to your overseas study program.

International Students

International students may participate in Monash University International Study Programs, subject to the conditions of their visa requirements. International students are advised to make an appointment with DIAC at least 28 days in advance of departure, to enquire as to what visa requirements and responsibilities become effective when studying outside Australia.

On request by a student, Monash Abroad can supply a letter confirming that student’s enrolment in a Monash University International Study Program. Such a letter may be requested by DIAC staff or customs officers when travelling.

International students are responsible for ensuring they understand and comply with all relevant immigration requirements. Monash will not be responsible for providing advice or information regarding visa regulations or responsibilities of international students, nor any related student breaches. More

information can be sourced through the Australian Department of Immigration and Citizenship website: www.immi.gov.au

Health

Before departure, students should contact their preferred private medical practitioner or the University Health Service on campus for advice about what immunizations are recommended for the foreign countries included in their International Study Program. Students should make an appointment for a medical consultation at least three months before departure from Australia.

Students with specific medical needs should check with their doctor (or the University Health Service) whether relevant treatment or medication is available in the intended region(s) of travel. Travel insurance will not normally cover pre-existing medical conditions.

Students travelling to rural and/or underdeveloped areas should be aware of personal health risks such as susceptibility to infection, or medications that should be avoided. It is also advisable to have a dental check-up before departure and where relevant; to bring spare eyeglasses, contact lenses and a copy of your prescription. We also recommend that students pack a personal first aid kit (Suggested items are bandages, disinfectant, oral thermometer, painkillers, sunscreen, insect repellent, water purification tablets and/or medications for asthma, diarrhoea, allergies and nasal congestion).

Students with a chronic medical problem such as diabetes, must ensure to take a health record that includes a medical history and contact details for their local doctor. Students are advised to bring an adequate supply of medications and a list of their medications' generic names in case a prescription is required overseas. It is strongly recommended that students inform their Faculty Program Coordinator and Monash Abroad of any existing health problems. ***In an emergency situation it is crucial that this information is available.***

Other personal responsibilities

- Whilst studying abroad, students are considered to be representatives of Monash University. As such, student behaviour, accomplishments and performance will reflect not only on students personally, but on Monash as well. What students do may positively or negatively affect future Monash Abroad programs.
- Students must read carefully all the materials issued in relation to their International Study Program; especially those items that relate to safety, health, legal, environmental, political, cultural and religious conditions in host countries.
- Students need to be aware of local conditions and customs that may present health or safety risks during their International Study Program. Students are advised to promptly raise any health or safety concerns with the relevant Monash staff member or representative.
- Students are expected to behave in a manner that is respectful of the rights and wellbeing of others and encourage others to behave in a similar manner.
- With the help of Faculty Program Coordinators and Monash Abroad, students need to take time to become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.

Safety & security

We all wish for and expect our students to return safely and in good health from their experiences abroad. Whilst no level of preparation can prevent all problems, taking proper precautions will help avert a number of potentially troubling and dangerous situations.

Monash University policy and procedures stipulates that, "*All students undertaking international travel must have comprehensive travel insurance.* It is therefore a condition of participation in any International Study Program that students arrange adequate comprehensive insurance for the period of the program.

Students are advised to:

- Check whether your Australian mobile phone will work in the countries you will be visiting. If it will, make sure you have global roaming enabled so that you can make and receive calls overseas.
- If you intend to be on your own during a period of free time, make sure the on-site program coordinator at your host institution, or other member(s) of the group know where you are going and when you expect to return.
- Take several copies of your passport, airlines ticket and insurance documents. You should also leave copies of these documents at home with a parent or guardian.
- Keep a note of banking details and the phone number(s) required to manage these accounts. In the event of a robbery or the loss of your wallet, these details will be invaluable.
- Report any theft/loss to the police and your travel insurer. Passport losses must be also be reported to your nearest embassy or consulate.
- Make a note of emergency telephone numbers in the region(s) you intend to visit, (eg. police, fire, ambulance, your consulate or embassy).
- Avoid leaving bags or belongings unattended at any time. Do not agree to carry or look after packages or suitcases for anyone. Make sure no-one puts anything in your luggage.
- Be aware of others gaining access to your bag/backpack, particularly when on crowded public transport. Be sure to close bags and carry them in front of you. Never carry your wallet or purse in your back pocket. Pickpockets tend to operate in large crowds and particularly around tourist areas.
- Be discreet about any displays of wealth, do not count or show your money in public and be mindful of any watches and jewellery you take overseas. Be cautious when using automatic teller machines. Ask for local advice about where it is safe to go and where it is not.
- Be cooperative if someone threatens you with force. Don't fight or resist, as you risk personal injury. Report the incident to police immediately.
- Avoid Hitchhiking.
- Avoid participating in any political activities in the countries you visit. Avoid angry groups or demonstrations. If you come across any situation that seems potentially hazardous, leave the area immediately and warn others in the International Study Program.
- Be respectful of the dress code of your host country, you may need to alter your dress to accommodate local custom, especially in places of worship.
- Be cautious when you meet new people, do not assume that their intentions are honest. Be careful about disclosing personal details such as your address or phone number, information about other students or the International Study Program activities.
- Be aware that driving customs and pedestrian safety vary from country to country. Road accidents pose a great threat to your safety whilst travelling, so exercise caution.

Emergencies

Emergencies that can arise whilst travelling include: illness, accidents, natural disasters, political instability and terrorism. It is essential that all students on an International Study Program be prepared for dealing with emergency situations.

Students are encouraged to develop an emergency response plan before leaving Australia. The following list will assist students in developing a plan, for use in the event of a threatening or critical situation.

Pre-emptive Actions

- Register with the Australian embassy in your host country to advise them of your travel itinerary and contact details. This can be done online at www.smartraveller.gov.au. Non-Australian citizens should register with the Embassy or diplomatic representative of their home country within the country where your program is taking place.
- Monitor international development and events through embassies, media and internet resources (eg. www.dfat.gov.au).
- Maintain contact with Monash through Monash Abroad and/or your Faculty Program Coordinator.
- Maintain contact with your family at home, advising them of your contact details and plans.
- Monitor your Monash email regularly as Monash Abroad will deliver any advice to this email account.

Actions in an Emergency Situation

- Evaluate your options - is it better to stay put or move to another location? In some circumstances it may be safest to return to Australia as soon as possible.
- Make sure you know the emergency telephone number(s) for the country you are in.
- Make sure you know the location of the nearest doctor and hospital.
- Seek the advice of your Faculty Program Coordinator, the on-site coordinator at your host institution, the Embassy in your host country and Monash Abroad.
- Communicate your movements and any changed plans to your family, Faculty Program Coordinator Monash Abroad and Monash security staff.

Monash University Support

- Whilst Monash students are responsible for their own safety overseas, the Monash Abroad office, via the expertise and assistance of the Monash security office does monitor international developments which may affect the safety and welfare of Monash students overseas and will endeavour to advise students of any relevant information.
- In the event of a large-scale emergency such as a terrorist incident or natural disaster in a country where Monash students are currently participating in a Monash program, or planning to do so, the Monash security office will ensure that all students are contacted and will provide advice about what action(s) students should take.
- Monash advises that at all times students should follow Australian DFAT travel advice and/or advice issued by local diplomatic representatives.
- If DFAT issues advice that deems a country unsafe for travel (ie. "Level 4 – Do Not travel"), Monash University may cancel the International Study Program and the participation of any student who is currently undertaking a Monash program in that country (or is planning to do so). In such an event, the University expects students to depart the country immediately, under the guidance of the Monash security office and Monash Abroad.
- In an emergency, the Monash security office and/or Monash Abroad Office can assist students in establishing embassy contact, maintaining contact with host university networks, communication with family and coordinating travel arrangements.
- Students may seek advice from Monash security and/or the Monash Abroad office at any time before or during their overseas program, using the emergency contact details below:

Monash security office (24 hour contact number)

General Security Call: +61 3 9905 3059
Emergency Call: +61 3 9905 3333

Accident & Health International (24 hour Emergency Assistance)

Accident and Health Assist: +61 2 9978 6666 (reverse charge)
Email: acchealth@acchealth.com.au

Monash Abroad contact details

Australian office hours	+61 3 9905 1551
24 hours	+61 416 293 492
Email	monash.abroad@monash.edu

- Details of Faculty Program Coordinators can be found on the Monash website <http://monash.edu/study-abroad/outbound/faculty-programs/> or with the assistance of Monash Abroad.

Australian diplomatic representatives can assist with emergency passports/travel documents; medical or legal support; limited financial assistance and help during emergencies.

- Australian Embassy details can be found at the Department of Foreign Affairs and Trade website: www.dfat.gov.au/embassies.html.
- Non-Australian citizens should check with the website of the Foreign Affairs departments of their home country to ascertain contact details in their host country.

Latest travel advice

- Australian Department of Foreign Affairs and Trade travel advice: www.smartraveller.gov.au
- US State Department Travel Warnings: www.travel.state.gov
- US Embassy site: www.travel.state.gov
- UK Overseas Missions: www.fco.gov.uk

Embassies and Consulates of Non-Australian Citizens

Most countries offer international safety and emergency services to their citizens. If you are a Non-Australian citizen you should ascertain the level of representation and assistance that may be available to you during your International Study Program. Monash Abroad is unable to provide visa advice as this is the role of Consular services. However Monash Abroad is able to arrange for letters of support or other relevant University documentation to support your visa application when the visa application relates strictly to the purpose required for your overseas study program.

International Student Identity Card (ISIC)

The ISIC is a card for full time students abroad, that can verify your student status and may qualify holders for discounts on travel, tours, accommodation and cultural attractions. Applications for ISIC cards are available through *STA Travel* (www.statravel.com.au). For worldwide information on the ISIC and discounts/benefits available around the world go to www.isic.org.

Sexuality - Gay, Lesbian, Bisexual & Transgender Issues

Attitudes towards same-sex and non-traditional relationships differ considerably between particular countries or regions. If this is relevant, students may want to research the attitudes in regions relevant to the International Study Program.

Women travelling alone

The perception of gender within society differs significantly between cultures around the world. Not all countries share the same concept of gender-equality and students should be prepared for varying opinions and customs in this regard. Students are advised to try to understand the culture in which they are travelling. Observe how the host country's women dress and behave, also be aware that what may be appropriate or friendly behaviour in Australia may bring unwanted or dangerous attention in another culture.