Developing a Short Term Mobility Program

Project Leaders Handbook
Prepared by Western Sydney International
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1. INTRODUCTION

1.1 About this Booklet
This booklet has been designed to assist Western Sydney University staff who are designing or managing a Short Term Mobility program. All of the information discussed in this document, including weblinks, can be found on Designing and Managing a Short Program – see http://bit.ly/2yl2sCn.

If you are managing or designing a Short Term Mobility program, please inform Western Sydney International and provide details about the project a minimum 6 months prior to departure.

Contact the Manager Short Term Mobility, email steven.mcdonald@westernsydney.edu.au

2.1 What is Short Term Mobility?
Short Term Mobility is defined as any official overseas experience that is less than one semester and relates to a student’s university experience. These include short courses, study tours, research trips, internships or work placements, practicums or clinical placements, volunteer projects, conferences and competitions. Many of experiences can be supplied ‘off the shelf’ by an overseas provider, or may require detailed planning.

2. PROJECT DESIGN
Short term mobility projects can be very complex and take hundreds of hours to design and administer. The following aspects should be considered at least 12 months prior to departure.

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<thead>
<tr>
<th>Destination country(s)</th>
<th>Section 3 Risk</th>
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<tr>
<td>Destination city(s)</td>
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<td>Project Partner(s)</td>
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<td>Number of students participating</td>
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<tr>
<td>Estimated Start Overseas / Leave Australia</td>
<td>Date</td>
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<td>Estimated End Overseas / Return to Australia</td>
<td>Date</td>
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<tr>
<td>Budget</td>
<td>Section 4 Total Cost</td>
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<td>Supplementary Finance options for students</td>
<td>Section 5 How will students pay? How much will it cost for each student?</td>
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<td>Commence promoting opportunity to students</td>
<td>Section 8 Date</td>
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<tr>
<td>Western Sydney International Online Flyer?</td>
<td>Section 8.2 Yes / No</td>
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<tr>
<td>Western Sydney International Online Expression of Interest?</td>
<td>Section 8.2 Yes / No</td>
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<tr>
<td>Selection of Students by</td>
<td>Section 9 Date</td>
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</tbody>
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Last update 24/10/17
Travel Warnings

The Department of Foreign Affairs and Trade (DFAT) provides travel advice for locations all over the world. Visit the Australian Government's Smartraveller website and discover if there are any current travel warnings. What is the current level of precaution for the intended destination(s)?

Visas

Is a visa required for country(s) that are being entering? Check with the overseas provider and/or the appropriate consulate(s) about the country(s) of entry.

Accommodation

What type of accommodation will the students have and what are the hazards? List any potential risks and how these hazards could be mitigated. Consider factors such as obtaining adequate accommodation, location of accommodation, transfer to accommodation, sanitation.

Transportation

How are the students being transported in-country? List any potential risks and how these hazards could be mitigated. Consider factors such as whether local public transport is reliable and safe. If you are driving are you familiar with local road rules and practices?
Health
Are vaccinations or health checks required? Understand the medical risks for the intended destination(s). Visit the Travel Doctor-TMVC and The Department of Health website. Record any vaccinations or medications that students may require below.

<table>
<thead>
<tr>
<th>Vaccinations or Medications</th>
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Society and Culture
What do the participants in this project know about the destination society and culture?

List any potential risks and how these hazards could be mitigated. Consider factors such as local laws, religion, customs, culture, local language, photos permitted, dress requirements etc. To find out more about the country(s) being visited see Country Reports and Smart Hints for Australian Travellers.

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<tr>
<th>Potential Risks and Mitigation</th>
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Environment
Will the participants in this project be exposed to extreme environments? List any potential risks and how these hazards could be mitigated. Consider factors such as exposure to climatic extremes (temperature and humidity); hostile environments (deserts, jungles, snowfields etc.); exposure to domestic, wild or feral animals; exposure to venomous reptiles, insects, poisonous plants etc. How far away medical attention is? Whether the destination has a readily available source of reliable/safe drinking water? Whether the destination has difficulty providing reliable/safe supply of food (cooked and uncooked).

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<th>Potential Risks and Mitigation</th>
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Infrastructure
What is the infrastructure in the proposed host country(s) like? List any potential risks and how these hazards could be mitigated. Consider factors such as whether it is easy to obtain help from local emergency services, ease of access to adequate medical care. Is the local power supply reliable? What level of safety standards applies at the destination(s)? Is there mobile phone coverage, phone, fax, email etc.?

<table>
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<tr>
<th>Infrastructure Risk and Mitigation</th>
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Work environment
Will the participants be engaged in work experience? List any potential risks and how these hazards could be mitigated. Consider factors such as biological, chemical, and physical hazards. The availability of appropriate Personal protective equipment (PPE).

Security
Is the overseas location safe? List any potential risks and how these hazards could be mitigated. You should consider things such as whether the destination is regarded as risky from petty and/or violent crime. Is terrorism / civil unrest / piracy active in the area? Will the participants be carrying belongings that could be seen as easy targets? Has an emergency exit strategy been determined?

Crisis Management
Do you have a crisis management plan? Describe below how communication procedures will be in place for dealing with crisis. Consider who to contact in an emergency and the processes. Ensure you understand and make use of Western Sydney University’s Customer Care Corporate Protection Program. Collate a list of emergency and after-hours government, insurance, host institution and embassy contacts, including phone, emails, websites etc. Run orientation and pre-departure briefings for staff and students.

Overseas Universities, Organisations, and Third Party Providers
Will the participants in this project be attending an overseas university, participating in an activity with an external organization or Third Party Provider? Is there an agreement in place?

Discuss your Project with Western Sydney International
Contact the Manager Short Term Mobility, email steven.mcdonald@westernsydney.edu.au
3. RISK ASSESSMENT

Unless a project is managed by a Preferred Provider (see Part 6), a Risk Assessment should be completed for all outbound mobility projects.

- A risk assessment should consider all of the areas previously discussed in section 2.2.
  - Complete the Risk Assessment Worksheet (see Appendix 1) and return to Western Sydney International
  - Note, this process is not required if a comprehensive risk assessment has already been completed in another department. Some Schools and Institutes have a comprehensive Hazard Identification, Risk Assessment and Control Procedure.
- If an activity is considered a 'high' or 'critical' risk (see Risk Rating Matrix), further consultation with Western Sydney International may be required after uploading this form.

4. BUDGETING

It is highly recommended when designing a program that the overall cost is not intentionally reduced to save money while also diminishing the quality of the program and put at risk the safety of participants and the reputation of the University.

When formulating a budget, considerations should be given to a range of costs including the following:

- Administration*
- Airfares
- Accommodation
- Meals
- Visa and passport fees
- Textbooks and supplies
- Tuition fees
- Accommodation
- Medical and accident insurance (usually covered by WSU insurance)
- Excursion options
- On-site orientation
- Airport pick-up
- On-site support
- Local transportation
- Academic advising
- Assistance with travel arrangements
- Pre-departure orientation
- Project leader participation
- Miscellaneous costs

To assist in formulating the cost of a program, a basic budgeting form can be found in Appendix 2.

*An important question to ask is 'How' will your mobility program be administered? Some activities can take up to 400 hours to manage. Further, if you are designing a study tour, the
preferred student to staff ratio is 10 to 1. It is recommended that consideration should be
given to the employment of a Third Party Provider (TPP) – see Part 6.

5. SUPPLEMENTARY FINANCE OPTIONS FOR STUDENTS

5.1 The New Colombo Plan Mobility Program
The New Colombo Plan Mobility Program provides funding to Australian universities and
consortia to support Australian undergraduate students to participate in semester-based or
short-term study, internships, mentorships, practicums and research in 40 host locations
across the Indo-Pacific region.

5.2 Endeavour Mobility Program
Administered by the Department of Education and Training, Endeavour Mobility Grants
support engagement between Australia and the rest of the world through student mobility.
Funding is provided to Australian tertiary education providers, which in turn provide grants to
Australian students to undertake mobility projects globally.

5.3 OS-HELP
Students may be able to access OS-HELP, a deferred HELP debt loan up to $7,700. Academic
recognition is required, and students must have completed 80 credit points (1 EFTSL) of study,
and have 10 credit points remaining on return. See the OS-HELP for more information. A high
number of students have been funded for student mobility opportunities at Western Sydney
University via OS-HELP. During 2016 Western Sydney University provided 290 students with
OS-HELP totaling $1.8million. For projects that are funded by the New Colombo Plan or
Endeavour Mobility Grants, OS-HELP can also subsidise the cost of a project.

6. THIRD PARTY PROVIDERS

Short term mobility programs can be very complex and take hundreds of hours to administer.
Consideration should be given to outsourcing the administration to a Third Party Provider
(TPP). TPPs are highly experienced in designing and implementing overseas programs, often
using established best practice techniques, existing administrative structures, and contacts in-
country. When using TPPs, there are usually no initial administration fees for the University.
TPPs can tailor a project to specifications, incorporating many additional activities such as
industry visits, expert lecturers, and complimentary travel and accommodation for staff. If you
decide to use a TPP, depending on the design of the program, the cost of administration can
be minimal for Western Sydney University. A list of preferred providers can be found on the
International TPP webpage.

6.1 Providers with no official relationship to the University
- Program providers with no official relationship to the University may not promote
  their programs on the university's campus without affiliation or prior approval
  from Western Sydney International. On-campus promotion includes tabling,
  classroom visits, faculty meetings, placing posters on bulletin boards and handing out
  printed materials on campus.
- Any students participating in a program without University endorsement are not
  covered by university insurance or eligible for a travel grants or scholarships.
- Staff and students are advised to engage only with providers that have been endorsed
  by Western Sydney International. To become a preferred University provider, it is
recommended that an agreement is developed between the University and the provider outlining the roles and responsibilities of each party.

6.2 How organisations can become a Preferred Provider

- All prospective providers are required to complete a TPP Application Form. This form comprises a process of due diligence for assessing an external organisation.
- All TPP applicants will be notified of the outcome following assessment. Successful applicants will be required to complete a Preferred Provider Agreement.
- Once the Agreement has been fully signed by both parties, the TPP will be recognised as a Preferred Provider of Western Sydney University.

7. INTERNATIONAL AGREEMENTS

If you intend to work with external organisations, an agreement may be required. See Establishing an international agreement.

8. PROMOTION

8.1 General promotion

- It is advised that students are recruited and selected for a program, no later than 6 to 8 months prior to commencement
- It is highly recommended that:
  - A student webpage or flyer is developed early, providing detailed information about the project.
  - The project is promoted face-to-face in lectures and via School channels very early.

8.2 Support from Western Sydney International

- On request, Western Sydney International can provide a best practice ‘online’ flyer and online Expression of Interest/application that will be placed on the special opportunities webpage and other locations on the international site. The flyer will have a presence on the International site and can be downloaded and handed out to students in classes or used as a general information website. If you would like to utilise this service, please complete the following steps:
  1. Download the A4 Flyer Template and complete the details. For comprehensive Information about projects - see List of all Australian Government Mobility projects.
  2. Upload the template via the Global Mobility Project Administration portal
  3. Western Sydney International will contact you about the development of these forms
- The online Expression of Interest can be tailored to a project leader’s needs and is designed to identify eligible and non-eligible students. Project leaders will be provided with a weekly update by Western Sydney International
- On request, Western Sydney International can support and co-manage the selection of students (Section 9)
9. STUDENT SELECTION

9.1 Student Eligibility
There are many different methods used to evaluate students for a Short Term Mobility experience. This may include assessing academic achievement, Grade Point Average, a statement of purpose, knowledge about a country or program etc. On request, Western Sydney International can develop professional online application forms that are tailored to a project leader’s needs and are designed to identify eligible and non-eligible students. Western Sydney International can also co-manage the selection of students.

9.2 Conditions of Participation
After being selected for a program students should accept their place in the program via the Western Sydney University Conditions of Participation form (see Appendix 3). This form is not required if utilising the services of Western Sydney International – students will be required to complete an online acceptance.

10. COLLECTING PAYMENTS FROM STUDENTS
In some circumstance, project leaders may require the collection of payments from students. If required, complete the following steps:

1. Develop a project/cost centre. It is advised that you speak with your School accountant.
2. Build a One Stop shopping cart. Payments will made on the following page: https://onestop.westernsydney.edu.au/OneStopWeb/Web/menu. To build a new event in OneStop, complete an iPAY product request.

11. STUDENT PRE-DEPARTURE
It is highly recommended that all students travelling abroad complete a Pre-Departure Information Session. A Pre-Departure information session can be conducted by the project leader and usually includes specific information particular to a program plus selective information from the outlined on the Go Global Before I Go online checklist (see section 12). This includes information about passports, visas, health and safety issues, cultural awareness, transportation, accommodation, registering travel with the University and Smartraveller and much more. Further information can be found on the Go Global Before I Go online checklist.

Some of the advice provided to students is detailed below.

11.1 Do you have a valid passport?
Prior to travelling abroad, you will require a valid passport. Do you have a current passport that has more than 6 months until expiration from the date of your return? For further information see the Australian Passport Office or relevant foreign consulate (non-citizens).

11.2 Find out about the countries you are visiting?
For comprehensive information about the countries you are visiting, see the following websites:

- Travel warnings
11.2 Travel Health Information

- Although participating in an overseas activity is an exciting opportunity, it also has the potential to expose you to potentially serious health risks. Find out more about what you should be doing before going abroad.
- **The Department of Health** - research your destination and see a doctor well in advance before you leave. Vaccinations: Do you need vaccinations or a health check? Understand the medical risks for your intended destination(s).
- Visit the [Travel Doctor-TMVC website](#) and read the Health Advisory Report for your intended overseas destination(s). If vaccinations are required, please seek advice from a medical service. It is also advised that you see a dentist before leaving Australia.
- Medications: If you need to take medication overseas, check with the appropriate host country consulate(s) and ensure it is not illegal.
- Difficulties with studies overseas, anxiety or depression: your host university may be able to assist with seeking advice to see a counsellor or talk to a Western Sydney e-Counsellor.

11.3 Do you require a working with children check?

Some overseas programs may require you to have a Working with Children Check. Please visit [Working with Children Check](#) and fill in the online application form. You will be asked whether your child-related work is paid or unpaid.

11.4 Do you need a visa?

- **IMPORTANT**: Western Sydney International is not permitted to provide advice about visas.
- A visa is a form of permission for a non-citizen to enter and temporarily remain within a country.
- You are responsible for checking with your overseas provider and the appropriate consulate(s) about the country(s) you are entering.
- You are responsible for ensuring that you have the correct visa for your circumstances, regardless of whether or not you are participating in an official activity organised by a Western Sydney University school/institute such as a Study Tour.
- If you require a visa, you may require an Official Letter from Western Sydney University and an official acceptance letter or email from an overseas University or provider. See **Confirmation of Overseas Travel (COT)** below.

11.5 Do you receive Centrelink benefits?

- Before going overseas, students are responsible for checking the Centrelink requirements. If you receive Centrelink payments, your payments could cease immediately upon leaving Australia.
- To continue payments, you will need to provide Centrelink with evidence that you are continuing your studies at Western Sydney University, plus the overseas activity is a legitimate part of your study.
- For this process you may require an official letter from Western Sydney University and an official acceptance letter or email from an overseas University or provider. See **Confirmation of Overseas Travel (COT)** below.
11.6 Apply for an OS-HELP Loan
OS-HELP is a deferred loan for undergraduate Australian citizens up to $7,700. Academic recognition is required, you must have completed 80 credit points (1 EFTSL) of study, and have 10 credit points remaining on return. See the OS-HELP page for more information.

11.7 Identify your insurance needs
- Students that travel overseas on approved University activities are covered by the corporate travel insurance policy for the official University component of their trip. This may include travel overseas for the purposes of placement, work experience, practicums, research, conferences, student exchange and study tours. Please note this cover is limited and does not include personal travel or participating in extreme or high risk activities.
- It is advised that you visit the Overseas Travel Insurance webpage and review the information and policy provided on this site. You should find out what it doesn't cover before you go, and if needed, organise additional personal travel insurance. Note, if you need to arrange your own travel insurance, you may access the University's insurer or search for another provider.
- Before travelling abroad Download the Customer Care Corporate Protection Card. If you experience a medical or security problem while travelling, you are encouraged to contact Customer Care (see What to do in an Emergency below).* For more information or enquiries regarding insurance, please see the contact details on the Overseas Travel Insurance webpage.

11.8 Find out what to do in an emergency
- Should an emergency arise at any time while abroad, you are encouraged to contact Customer Care reverse charge anywhere in the world 24/7:
  - Phone: +61 2 8907 5686 (available 24/7)
  - Download the Customer Care Corporate Protection Card
- If you need to speak urgently to a Western Sydney International staff member due to a critical incident, call +61 414 274 211 or Western Sydney University Campus Security (24 hours) +61 1300 737 003
- If you have difficulties with studies overseas, anxiety or depression: your host university or provider may be able to assist with seeking advice with a Counsellor or you may wish to speak with a Western Sydney e-Counsellor.
- Customer Care Membership Number: CC112UWS

11.9 Smartraveller
After the confirmation and the selection of students, Western Sydney International will send a congratulations email to all students. During this process students will be required to complete a compulsory online acceptance that complies with University and Government requirements and register with the Australian Government Smartraveller website (see section 9).

12. THE CONFIRMATION OF TRAVEL FORM
As soon as students have received an acceptance letter from an overseas university or provider confirming their participation in a program, they are required to complete the Confirmation of Overseas Travel (COT) form. The COT is an important multi-purpose form that registers the student’s travel with the University and Australian Government. The COT can be found on the Go Global Before I Go online checklist.
13. FLIGHTS

13.1 Group Bookings
All group travel should be booked through the University Travel and Expense Management System (TEMS).

13.2 Independent Bookings
In some circumstances, students are permitted to pay for all associated costs directly to the agent and/or provider including visas etc. Please consult with Western Sydney International.

14. ON-SITE ORIENTATION
On arrival students should be provided with an on-site orientation that discusses the community environment, cultural immersion, health and safety, emergencies, local travel, excursions and general support.

15. RETURNING FROM OVERSEAS AND REPORTING
On return from overseas, students are required to complete an online evaluation which appraises their overseas experience and collects testimonials. Project leaders are required to notify students of this requirement. On request Western Sydney International will provide a summary of results to project leaders. This information may also be used to inform the Government and University about student mobility programs.

16. RESPONSIBILITIES

16.1 Project Leaders Responsibilities

- **Project leaders are responsible for, but not limited to:**
  - Ensuring Western Sydney International is informed about the project at least 6 months prior to departure
  - The management and administration of the project including engagement with external organisations and third party providers
  - Completing a risk assessment, budget, and itinerary
  - Providing comprehensive information to students about the program
  - Ensuring that the project is as close as is reasonable to the originally advertised program
  - Informing Western Sydney International of any changes to a project
  - That students are informed about other funding options such as OS-HELP

16.2 Western Sydney International’s Responsibilities

- **Western Sydney International is responsible for:**
  - Listing all past and current projects on the Western Sydney University Go Global website
  - Auditing the content of a project including risk assessment and the use of Government and University funds
  - The recommended cancellation of a project contingent upon under performance, misuse of funds, or the absence of planning or risk assessment
16.3 Support from Western Sydney International

- **Western Sydney International supports projects in the following areas:**
  - Providing general advice about mobility projects
  - On request, develop complimentary webpages and best practice online forms
  - Compiling information collected via the final online evaluation
  - The management of the Returned Student Ambassador Program

- **Western Sydney International is not responsible for:**
  - Budgeting or making up for shortfalls in a budget
  - Promoting individual projects
  - The management and/or administration of individual projects
  - Communicating with students about the project details or associated events
  - Organising information sessions
  - Booking flights and accommodation
  - Organising visas
  - Organising in country programming and support
  - Negotiating with external companies or institutions
  - Other tasks not previously agreed upon - see 'Considering your Budget'

17. FURTHER ASSISTANCE

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18. APPENDIX 1

International Mobility Project Risk Assessment Worksheet for Staff

This form is used by staff who are managing an international mobility project and is required for performing due diligence on the intended activity and ensure that potential challenges and hazards are mitigated.

**On completion of this Form**
1. Send a copy to your supervisor (if requested)
2. Upload to Western Sydney International at [https://www.research.net/r/Mobility_Project_Admin](https://www.research.net/r/Mobility_Project_Admin)

If an activity is considered a ‘high’ or ‘critical risk (see Risk Rating Matrix), further consultation with Western Sydney International may be required after uploading this form.

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<th>PROJECT LEADER / MAIN CONTACT</th>
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<td>Position:</td>
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<td>School / Institute:</td>
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<td>Phone:</td>
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<th>PROGRAM ASSISTANT (OPTIONAL)</th>
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<th>ABOUT THE PROGRAM</th>
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<td>Destination country(s)</td>
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<td>Project Partner(s)</td>
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<tr>
<td>Anticipated Program Start Date</td>
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<td>Anticipated Program End Date</td>
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<tr>
<td>Number of students participating</td>
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<tr>
<td>Discipline(s)</td>
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<tr>
<td>Will academic credit be awarded for this program?</td>
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Please provide a brief description about the proposed project.

**EXAMPLE** - This project will provide ten (10) creative arts students with an opportunity to study at the Beijing Institute of Fashion Technology. The institution is one of China’s premiere educational facilities associated with fashion, specialising in art and technology. This experience will develop transferable skills that can be applied in the real world; networking opportunities that connects them with professionals in creative arts; and most importantly knowledge about Asia.
**RISK ASSESSMENT**
The University needs to manage the potential risks involved with students going abroad. Complete each of the following areas, giving consideration to the potential risks and how these hazards could be mitigated. If any of the risks are considered ‘high’ or ‘critical’ (see Risk Rating Matrix), further consultation with Western Sydney International will be required after uploading this form at [https://www.research.net/r/Mobility_Project_Admin](https://www.research.net/r/Mobility_Project_Admin).

### Travel Warnings
The Department of Foreign Affairs and Trade (DFAT) provides travel advice for locations all over the world. Visit the Australian Government's Smartraveller website and discover if there are any current travel warnings. What is the current level of precaution for the intended destination(s)?

### Visas
Is a visa required for country(s) that are being entering? Checking with the overseas provider and/or the appropriate consulate(s) about the country(s) of entry.

### Accommodation
What type of accommodation will the students have and what are the hazards?
List any potential risks and how these hazards could be mitigated. Consider factors such as obtaining adequate accommodation, location of accommodation, transfer to accommodation, sanitation.

<table>
<thead>
<tr>
<th>Potential risks</th>
<th>How can these hazards be mitigated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insert rows if required</td>
</tr>
</tbody>
</table>

### Transportation
How are the students being transported in-country?
List any potential risks and how these hazards could be mitigated. Consider factors such as whether local public transport is reliable and safe. If you are driving are you familiar with local road rules and practices?

<table>
<thead>
<tr>
<th>Potential risks</th>
<th>How can these hazards be mitigated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insert rows if required</td>
</tr>
</tbody>
</table>

### Health
Are vaccinations or health checks required? Understand the medical risks for the intended destination(s). Visit the Travel Doctor-TMVC and The Department of Health website. Record any vaccinations or medications that students may require below.

<table>
<thead>
<tr>
<th>Potential risks</th>
<th>How can these hazards be mitigated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insert rows if required</td>
</tr>
</tbody>
</table>

### Society and Culture
What do the participants in this program know about the destination society and culture?
List any potential risks and how these hazards could be mitigated. Consider factors such as local laws, religion, customs, culture, local language, photos permitted, dress requirements etc. To find out more about the country(s) being visited see Country Reports and Smart Hints for Australian Travellers.

<table>
<thead>
<tr>
<th>Potential risks</th>
<th>How can these hazards be mitigated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insert rows if required</td>
</tr>
</tbody>
</table>

### Environment
Will the participants in this program be exposed to extreme environments?
List any potential risks and how these hazards could be mitigated. Consider factors such as exposure to climatic extremes (temperature and humidity); hostile environments (deserts, jungles, snowfields etc.); exposure to domestic, wild or feral animals; exposure to venomous reptiles, insects, poisonous plants etc. How far away medical attention is? Whether the destination has a readily available source of reliable/safe drinking water? Whether the destination has difficulty providing reliable/safe supply of food (cooked and uncooked).

<table>
<thead>
<tr>
<th>Potential risks</th>
<th>How can these hazards be mitigated?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infrastructure</strong></td>
<td>Insert rows if required</td>
</tr>
<tr>
<td>What is the infrastructure in the proposed host country(s) like?</td>
<td></td>
</tr>
<tr>
<td>List any potential risks and how these hazards could be mitigated. Consider factors such as whether it is easy to obtain help from local emergency services, ease of access to adequate medical care. Is the local power supply reliable? What level of safety standards applies at the destination(s)? Is there mobile phone coverage, phone, fax, email etc.?</td>
<td></td>
</tr>
<tr>
<td>Potential risks</td>
<td>How can these hazards be mitigated?</td>
</tr>
<tr>
<td><strong>Work environment</strong></td>
<td>Insert rows if required</td>
</tr>
<tr>
<td>Will the participants be engaged in work experience?</td>
<td></td>
</tr>
<tr>
<td>List any potential risks and how these hazards could be mitigated. Consider factors such as biological, chemical, and physical hazards. The availability of appropriate Personal protective equipment (PPE).</td>
<td></td>
</tr>
<tr>
<td>Potential risks</td>
<td>How can these hazards be mitigated?</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>Insert rows if required</td>
</tr>
<tr>
<td>Is the overseas location safe?</td>
<td></td>
</tr>
<tr>
<td>List any potential risks and how these hazards could be mitigated. You should consider things such as whether the destination is regarded as risky from petty and/or violent crime. Is terrorism / civil unrest / piracy active in the area? Will the participants be carrying belongings that could be seen as easy targets? Has an emergency exit strategy been determined?</td>
<td></td>
</tr>
<tr>
<td>Potential risks</td>
<td>How can these hazards be mitigated?</td>
</tr>
<tr>
<td><strong>Crisis Management</strong></td>
<td>Insert rows if required</td>
</tr>
<tr>
<td>Do you have a crisis management plan?</td>
<td></td>
</tr>
<tr>
<td>Describe below how communication procedures will be in place for dealing with crisis. Consider who to contact in an emergency and the processes. Ensure you understand and make use of Western Sydney University’s Customer Care Corporate Protection Program. Collate a list of emergency and after-hours government, insurance, host institution and embassy contacts, including phone, emails, websites etc. Run orientation and pre-departure briefings for staff and students.</td>
<td></td>
</tr>
<tr>
<td>Potential risks</td>
<td>How can these hazards be mitigated?</td>
</tr>
<tr>
<td>****</td>
<td><strong>Insert rows if required</strong></td>
</tr>
</tbody>
</table>
EXTERNAL PROVIDERS

Overseas Universities
Will the participants in this program be attending an overseas university? If ‘Yes’, please provide further information below.

Name of University(s):

Is there an agreement in place?

Overseas Organisations
Will your students be participating in overseas activity with a government, non-government (NGO), or private organisation? If ‘Yes’, please provide further information below.

Name of organisation(s):

Is there an agreement in place?

Third Party Providers
Will you be using a Third Party Provider (TPP)? A TPP provide services such as: program development, delivery and support services in whole or part to support the learning abroad experience. A third party provider is not the 'final' organisation or institution that provides the service. If ‘Yes’, please provide further information below.

Name of organisation(s):

Is there an agreement in place?

BUDGET
It is highly recommended when designing a program that the overall cost is not intentionally reduced to save money while also diminishing the quality of the program and put at risk the safety of participants and the reputation of the University. To assist with the cost, eligible students can receive and are often willing to apply for OS-HELP, a deferred HELP debt loan up to $7,700.

How will the program be funded?

MANAGEMENT OF THE PROGRAM
An important question is ‘How’ will program the program be managed? Some activities can take up to 400 hours to administer. Further, if you are designing a study tour, the preferred student to staff ratio is 10 to 1. To ensure a quality program that does not put at risk the health and safety of students, or the reputation of the University, it is advised that the cost of administration is taken into account. Consideration should be given to the employment of a professional staff member or a Third Party Provider (TPP).

How will the program be administered?

PRE-DEPARTURE
What support and information will you provide the students to prepare them for the overseas activity?

PROMOTION
How will the activity be promoted to prospective participants?

Has this project been approved by the Dean or appropriate delegate?

☐ Yes
☐ No

Comments: ____________________________________________________________
# International Short Term Mobility Program Basic Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per student</th>
<th>Total Cost (times the number of students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration*</td>
<td></td>
<td></td>
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<tr>
<td>Airfares</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa and passport fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical and accident insurance (usually covered by Western insurance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excursion options</td>
<td></td>
<td></td>
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<tr>
<td>On-site orientation</td>
<td></td>
<td></td>
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<tr>
<td>Airport pick-up</td>
<td></td>
<td></td>
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<tr>
<td>On-site support</td>
<td></td>
<td></td>
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<tr>
<td>Local transportation</td>
<td></td>
<td></td>
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<tr>
<td>Academic advising</td>
<td></td>
<td></td>
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<tr>
<td>Assistance with travel arrangements</td>
<td></td>
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<tr>
<td>Pre-departure orientation</td>
<td></td>
<td></td>
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<tr>
<td>Project leader participation</td>
<td></td>
<td></td>
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<tr>
<td>Miscellaneous costs</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tbody>
</table>

* Some activities can take up to 400 hours to manage
20. APPENDIX 3

WESTERN SYDNEY STUDENT MOBILITY PROGRAM
CONDITIONS OF PARTICIPATION

Name:.....................................................................................................................

Host Institution or Provider: ..............................................................

I acknowledge that my decision to travel to a particular country or region is a personal one and that Western Sydney University (WS) does not warrant it free from harm. I acknowledge that I should review the latest travel advice for the countries I intend to travel to and that this advice may be also obtained prior to departure from the Department of Foreign Affairs (DFAT) website at: www.dfat.gov.au/travel/.

I acknowledge that I should register my proposed travel with DFAT at: http://smartraveller.gov.au/.

I also acknowledge that whilst I am abroad, I should contact the Australian Embassy/Consulate nearest to me in any emergency situation so that immediate contact can be made if an evacuation or immediate communication is required.

Awareness of Risks

I am aware that there are potential risks and liabilities associated with living and studying in a foreign country. I freely accept and fully assume all such risks, and the possibility of personal injury, death, violence, property damage or loss, during all the time of my participation in a WS student mobility activity and/ or resulting from the travel arrangements and any other related or incidental activities during this program

Acknowledgement of Responsibilities

I understand that it is my responsibility to abide by the laws and respect the customs of the host country, and to ensure that I have adequate medical, and travel insurance coverage, as well as protection of my personal possessions.

I acknowledge that I will be covered by the WS corporate travel insurance policy for the official University component of the trip. The cover is limited and does not include personal travel. Any additional travel not included in the official time period of the student mobility activity will require me to purchase my own travel/health insurance for personal travel. Further advice may be obtained from the WS Travel and Insurance website: www.westernsydney.edu.au/finance_office/finance/overseas_travel_insurance .

I understand that my participation in this program and associated travel is my sole responsibility and I assume all financial responsibility, including debt, arising from such circumstance. I acknowledge that I will attend/have attended the Pre-Departure briefing offered by WS and agree to follow any relevant directive issued by the Australian Embassy or High Commission or other Australian Government representative in the host country. I undertake to advise Western Sydney University of any changes in the arrangements of my overseas activity.

I understand that, whilst abroad, my activities could jeopardise the safety of local hosts and/or WS’ partner organisations. I will not participate in any activity, including political activity, which might
endanger either party, bring detriment to the relationship between WS and my host institution(s) or host organisations, or undermine the effectiveness or viability of the WS Student Mobility Program.

It is understood that WS, through its appointed officers, can require my withdrawal from the activity for conduct unbecoming of a student of WS, and will be the sole authority in exercising this judgement. It is also understood that WS can require my withdrawal from the student mobility activity due to natural disaster, political instability, civil unrest and/or terrorist activities in the region deemed to be unsafe for me to remain in my host country(s).

I understand that this Agreement cannot be modified or amended except in writing by WS.

In entering this Agreement, I am not relying upon any oral or written representations or statements made by WS other than what is set forth in this Agreement.

I appoint the following person my designated Personal Responsible and authorise WS and the host institution to contact that person for or with information about me in my absence. I have fully informed my Person Responsible regarding all aspects of my WS student mobility activity, including the nature of possible risks.

(Please Print)

Name: ____________________________

Home Tel: ________________

Business/Mobile: ____________

Address:__________________________

________________________________

________________________________

________________________________

I have read and understood this Agreement and accept that I must take full responsibility for all aspects of my actions or omissions while on a UWS exchange program.

Signed this   _________ day of ___________________________, 2011

________________________________________

(Signature of Participant)

________________________________________________________________

(Name of Witness to signature of Participant)                      (Signature of Witness)