

Learning Abroad Project Proposal



**Name of Project**

**Host Country**

NCP reference number (if applicable)

Month(s) and Year of activity, e.g. January 2024

# **Project Plan**

## Introduction

This document provides information about a proposed Learning Abroad project for students participating in independent activities like exchanges, work placements, and internships. Please refer to the [Guidelines for Developing Learning Abroad Programs](https://www.westernsydney.edu.au/globalmobility/goglobal/home/staff/ILP) for more information.

## Staff Participants

Provide staff participant details if applicable.

**Main Project Lead**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |

**Staff member 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |

**Staff member 3**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| School / Institute |  |
| Phone |  |
| Email |  |

## Project Description

|  |
| --- |
| Provide a concise program description, outlining the project's purpose, objectives, and intended learning outcomes. |
|  |

## Strategic Alignment

The project aligns with the University goals outlined in [Sustaining Success 2021–2026](https://www.westernsydney.edu.au/__data/assets/pdf_file/0005/1819895/OVCH_5133_Sustaining_Success_2021-2026-_Booklet_web_AC.pdf). Please mark all applicable goals.

|  |  |  |
| --- | --- | --- |
| [ ]  | M1. | Grow the University’s reputation |
| [ ]  | M4. | Increase the proportion of our students who are Indigenous |
| [ ]  | M5 | Represent gender equity, diversity and inclusion in our culture, workforce, processes and policies |
| [ ]  | M6. | Improve our research quality and impact |
| [ ]  | M7. | Increase the retention of our domestic and international students and the quality and employability of our graduates |
| [ ]  | M8. | Improve student satisfaction, engagement, support, and belongingness |
| [ ]  | M9. | Deliver positive impact for, and with, our communities and partners through social, economic, cultural, and place-based transformations |
| [ ]  | M10 | Expand the proportion of curricula and microcredentials that are co-created with industry and community partners |

## Sustainability Development Goals

This project aligns with and supports several United Nations Sustainable Development Goals (SDGs). Please mark all applicable goals.

[ ]  **Quality Education (Goal 4)**: Learning abroad programs directly contribute to this goal by providing inclusive and equitable quality education. They offer students diverse learning environments and exposure to different educational systems, promoting lifelong learning opportunities.

[ ]  **Reduced Inequalities (Goal 10)**: These programs can help reduce inequalities within and among countries. By enabling students from diverse backgrounds to study abroad, they foster an understanding of different cultures and socio-economic backgrounds, encouraging a more inclusive world.

[ ]  **Sustainable Cities and Communities (Goal 11)**: Students participating in learning abroad programs often engage with local communities, contributing to sustainable urbanisation. They can participate in projects that promote cultural heritage, sustainable urban development, or community-based learning.

[ ]  **Responsible Consumption and Production (Goal 12)**: Learning abroad can educate students about sustainable lifestyles. Exposure to different cultures and practices can inspire students to adopt and promote sustainable consumption and production patterns in their home countries.

[ ]  **Climate Action (Goal 13)**: These programs can include courses or projects focused on climate change mitigation, adaptation, and impact reduction. Students can learn about global environmental challenges and solutions, and bring this knowledge back to their home countries.

[ ]  **Peace, Justice, and Strong Institutions (Goal 16)**: Studying abroad fosters a deeper understanding of global issues, promoting peaceful and inclusive societies. It can also enhance knowledge of global governance structures, law, and human rights.

[ ]  **Partnerships for the Goals (Goal 17)**: Learning abroad programs are often the result of international partnerships between educational institutions. These collaborations can further the goals of the UNSDGs by sharing knowledge, expertise, and resources across borders.

[ ]  **Other (specify)**: [For additional goals, refer to: <https://sdgs.un.org/goals>]

|  |
| --- |
|  |

## Project Details

|  |  |
| --- | --- |
| NCP reference number (if applicable) |  |
| Project Account (if applicable) |  |
| Host Country |  |
| Host city(s) |  |
| Host partner universities/organisations |  |
| Area of Study/Disciplines: |  |
| Duration of Program (e.g. 6 weeks) |  |
| Start date overseas |  |
| Finish Date Overseas |  |
| Number of staff participating |  |
| Number of students participating |  |
| Will the participants be travelling together as a group? |  [ ]  Yes [ ]  No |
| Level of Study |
| [ ] Undergraduate [ ] Postgraduate coursework [ ] Postgraduate research |
| Year of Study |
| [ ] Year 1 [ ] Year 2 [ ] Year 3 [ ] Year 4 [ ] Year 5 [ ] Other |
| Type of Student Experience |
|  [ ]  Subject at Overseas University [ ]  Study Tour [ ]  Research [ ]  Work Experience  [ ]  Other  |

## **Schedule/Itinerary**

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Day | Date | Location & Activity |
| Day 1 |  |  |  |
| Day 2 |  |  |  |
| Day 3 |  |  |  |
| Day 4 |  |  |  |
| Day 5 |  |  |  |
| Day 6 |  |  |  |
| Day 7 |  |  |  |
| Day 8 |  |  |  |
| Day 9 |  |  |  |
| Day 10 |  |  |  |
| Day 11 |  |  |  |
| Day 12 |  |  |  |
| Day 13 |  |  |  |
| Day 14 |  |  |  |
| Day 15 |  |  |  |
| Day 16 |  |  |  |
| Day 17 |  |  |  |
| Day 18 |  |  |  |
| Day 19 |  |  |  |
| Day 20 |  |  |  |
| Day 21 |  |  |  |
| Day 22 |  |  |  |
| Day 23 |  |  |  |
| Day 24 |  |  |  |
| Day 25 |  |  |  |
| Day 26 |  |  |  |
| Day 27 |  |  |  |
| Day 28 |  |  |  |
| Day 29 |  |  |  |
| Day 30 |  |  |  |

Note: If longer than 30 days, please attach schedule to Appendix.

## Budget

The budget provided reflects the most accurate indicative costs during the planning stage. For guidance, watch the [explainer video](https://youtu.be/B0AraOtSY6E) or visit the [Guidelines Formal Approval](https://www.westernsydney.edu.au/globalmobility/goglobal/home/staff/ILP/Proposal) webpage.

|  |
| --- |
| Income |
|  | Amount per student ($) | Number of students | Total ($) | Comments |
| New Colombo Plan |  |  |  |  |
| Student contributions |  |  |  |  |
| Other/miscellaneous |  |  |  |  |
| Other/miscellaneous |  |  |  |  |
| **TOTAL** |  |  |

|  |
| --- |
| Student Expenses |
| Item | Cost perstudent ($) | Number ofstudents | Total ($) | Comments |
| Program fee |  |  |  |  |
| Airfares |  |  |  |  |
| Accommodation |  |  |  |  |
| Meals |  |  |  |  |
| Transfers, airport pickup |  |  |  |  |
| Local transportation |  |  |  |  |
| Excursions/Site visits |  |  |  |  |
| Overseas lectures |  |  |  |  |
| Other/miscellaneous |  |  |  |  |
| **TOTAL** |  |  |

|  |
| --- |
| Staff Expenses |
| Item | Cost per staff ($) | Number of staff | Total ($) | Comments |
| Program fee |  |  |  |  |
| Airfares |  |  |  |  |
| Accommodation |  |  |  |  |
| Meals |  |  |  |  |
| Transfers, airport pickup |  |  |  |  |
| Local transportation |  |  |  |  |
| Excursions/Site visits |  |  |  |  |
| Overseas lectures |  |  |  |  |
| Other/miscellaneous |  |  |  |  |
| **TOTAL** |  |  |

|  |
| --- |
| Income/Expense Summary |
| Description | Sum of Income | Sum of Expenses |
| NCP Student Grant |  |  |
| NCP Admin Grant |  |  |
| Student Contributions |  |  |
| Student expenses |  |  |
| Staff expenses |  |  |
| Other/miscellaneous |  |  |
| Other/miscellaneous |  |  |
| Project creep (~15%) |  |  |
| GRAND TOTAL |  |  |

**Critical Incident Managment Plan**

## Contacts

**Host Organisation**

Contact 1

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Phone |  |
| Email |  |

Contact 2

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Phone |  |
| Email |  |

**Emergencies**

For Local emergency and Consular contacts at the host location, please visit the [Smartraveller](https://www.smartraveller.gov.au/destinations)website.

|  |  |
| --- | --- |
| Fire and Rescue Services |  |
| Medical Emergencies |  |
| Police |  |

 Australian Embassy / Consulate

|  |  |
| --- | --- |
| Address |  |
| Phone |  |

## Medical, Security and Emergency Assistance

All students and staff participating in overseas activities are registered with [International SOS](https://www.westernsydney.edu.au/globalmobility/goglobal/home/staff/international_sos). If a participant requires assistance while overseas they can contact the ISOS Sydney Assistance Centre available 24/7 (contact number **+612 9372 2468**). The Western Sydney University ISOS membership number is **12AGDA915576.**

Before going abroad, travellers are required to download the ISOS App and use the QR code below:



Once downloaded, ensure the Location and Notification Settings are turned on. The App can be used for:

* Easy access to the local Assistance Centre, in an emergency and for everyday advice.
* Expert medical, security and travel assistance.
* Receive the latest information about your destination.

**ISOS Services include:**

**Medical Services**

* Pre-trip information on travel health issues
* Emergency and routine medical advice
* Medical and dental referrals
* Inpatient admission and identification of receiving physician
* Outpatient referrals for minor medical incidents
* Coordination with your insurance provider and claims assistance
* Coordination of communication to loved ones in the event of an incident

**Security Services**

* Security and travel information on 850 cities and 239 countries
* Immediate help and advice from security experts by phone or chat during a security incident
* Timely email alerts and push notifications with advice and guidance in response to significant travel security incidents and local security developments
* Coordination of debrief and counselling following a security incident
* Coordination of communication to loved ones in the event of an incident

**Additional Services**

* Translations and interpreters available as needed
* Support and advise in the event of lost documentation

Students will be informed about these services during their registration with Go Global.

**Project Leader Acknowlegement**

|  |  |
| --- | --- |
| [ ]   | I have read and understood the information regarding International SOS (ISOS) services, including their contact details and the necessity of downloading the ISOS App. In case of an emergency overseas, in the first instance I will contact ISOS for assistance. I acknowledge that students will be informed about this during their registration with Go Global. As a project leader, I will ensure to reinforce this information to students before their departure  |

## Staff and Student Overseas Travel Insurance

Western’s corporate travel insurance covers students and staff on approved University activities, but it has limitations. It does not cover personal travel before or after University activities or high-risk activities. For additional coverage, travellers can consider Chubb Travel Insurance.

The policy excludes coverage for several situations:

* Travel against DFAT advice (e.g., Do Not Travel recommendations).
* Pre-existing medical conditions, except in emergencies without disregarding doctor's advice.
* High-risk activities unrelated to University business, including extreme sports and motorbike riding.
* Illegal or reckless behaviour.
* Pregnancy and childbirth-related issues.
* Incidents under the influence of alcohol or drugs.
* Non-unforeseen expenses, like cancellation costs for expected events.

Note that this is not an exhaustive list and is subject to change.

It is strongly advised that all travellers consult [Western’s Overseas Travel Insurance](https://www.westernsydney.edu.au/finance_office/finance/uws_insurances/overseas_travel_insurance) webpage for the most up-to-date information. For more information or enquiries regarding this insurance, please contact Leah Dincog, Senior Operations Accountant on 02 4570 1217 or l.dincog@westernsydney.edu.au

**Project Leader Acknowlegement**

|  |  |
| --- | --- |
| [ ]   | I have read and understood the above information. |

## First Aid Training

It is advised that all project leaders have a current First Aid Certificate prior to going abroad. Western staff may have the option of First Aid training via [My Career Online](https://www.westernsydney.edu.au/staffonline). Some students may also require a First Aid certificate for participation in particular units and/or fieldwork, research or clinical placements. Information about training can be found on the [National Training Information Service website](http://training.gov.au/).

**Project Leader Acknowlegement**

|  |  |
| --- | --- |
| [ ]   | I have read and understood the above information. |

## Conditions of Participation and Leader Responsibility

Western Sydney University (WSU) mandates high standards of personal and professional behaviour for students participating in overseas programs. Students are required to respect obligations to the University, the host location, and fellow participants. This includes adhering to University policies and ensuring personal and group safety. Non-compliance may lead to program removal without a refund, and the obligation to repay any received grants or scholarships. Agreement to these conditions is a part of the application process through the Go Global Portal.

Project Leaders have the authority to remove students from the program for significant risks, law violations, or actions endangering themselves or others. Such decisions, needing prior supervisor approval, end the student's program participation, making them responsible for their safety and subsequent arrangements.

Project Leaders are responsible for briefing participants on several key topics before departure:

* Expectations and Responsibilities: Emphasizing adherence to local laws, university policies, and maintaining safety.
* Consequences of Misconduct: Discussing potential repercussions like removal from the program, financial liabilities, and academic consequences.
* Support and Assistance: Providing information on available support for issues during the program.
* Communication and Respect: Encouraging open communication and mutual respect among participants.

For comprehensive guidelines on student conduct and responsibilities during group travel, the [Student Misconduct in Learning Abroad Programs (Group Travel)](https://www.westernsydney.edu.au/globalmobility/goglobal/home/staff/ILP/misconduct)webpage should be consulted. Students are informed about Conditions of Participation during their registration with Go Global.

**Project Leader Acknowlegement**

|  |  |
| --- | --- |
| [ ]   | I acknowledge Western Sydney University's (WSU) high standards of behavior for students in overseas programs. I am aware that Project Leaders have authority to remove students for significant risks, with prior approval. I understand the importance of briefing on expectations, consequences, support, and communication before departure.  |

## Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Western Sydney University and the Australian Government have a zero-tolerance policy towards sexual exploitation, abuse, or harassment. The Department of Foreign Affairs and Trade's (DFAT) Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy establishes clear behaviour expectations and standards for all individuals and organisations, both in Australia and abroad. Under this policy, university project leaders and partner organisations must engage in comprehensive due diligence and risk mitigation, adhering to the [DFAT SEAH policy](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP/areas/seah) and the [Western Sydney University Sexual Harassment Prevention Policy](https://www.westernsydney.edu.au/equity-and-diversity/rights_and_protections/sexual_harassment). Students at Western Sydney University participating in overseas activities are obligated to:

* Read the  [DFAT SEAH policy](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP/areas/seah)
* Complete the WSU  [Respectful Relationships training](https://www.westernsydney.edu.au/respectful-relationships/respectnowalways)
* View the [PSEAH video](https://youtu.be/EQAGv_RgeGM)

For support, students aware of or personally experiencing unwanted incidents can access services through the Office of Equity and Diversity. There are two avenues for reporting incidents:

* [The Australian Government SEAH website](https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default)
* [WSU Sexual Harassment and Sexual Assault](https://www.westernsydney.edu.au/equity-and-diversity/rights_and_protections/sexual_harassment)

If a SEAH incident does occur during a program it must be reported in the WSU [Sexual Offences Reporting Portal](https://policies.westernsydney.edu.au/download.php?id=873&version=1&associated) (SORP) either directly by the student/staff themselves or on their behalf. These measures ensure a committed approach to preventing and addressing sexual misconduct within the university community.

Students are informed about PSEAH during their registration with Go Global.

**Project Leader Acknowlegement**

|  |  |
| --- | --- |
| [ ]   | I acknowledge and understand Western Sydney University and the Australian Government's zero-tolerance policy against sexual exploitation, abuse, or harassment, as well as the expectations outlined in the Department of Foreign Affairs and Trade's (DFAT) Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy. I recognize the importance of thorough due diligence and risk mitigation for university project leaders and partner organizations, and the obligations for students participating in overseas activities. I am aware of the support services available through the Office of Equity and Diversity and the reporting procedures in case of incidents.  |

## Child Protection

Australia is a signatory to the United Nations Convention on the Rights of the Child. DFAT is committed to upholding the rights of the child and Australia’s obligations under this convention. In all actions concerning children, the best interests of the child shall be a primary consideration.

Participants in a Global Learning project must recognise that it is the shared responsibility of all adults to prevent child exploitation. If a learning abroad program involves working with children, all staff and students are required to comply with the Western Sydney University [Working with Children (Workers and Students) Policy](https://policies.westernsydney.edu.au/document/view.current.php?id=134) and Australian Government [Child Protection Policy](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP/concept_and_risks/child_protection).

**Defining Child Abuse and Exploitation**

The term “child abuse” includes physical, emotional and sexual abuse, and neglect. The phrase “exploitation” can cover a multitude of situations or practices. If you are unsure about what constitutes child exploitation and abuse, contact the Child Protection Compliance Section for confidential advice via telephone +61 2 6178 5100 or email childprotection@dfat.gov.au.

**Reporting Child Exploitation**

**Western Sydney University**

The University has an obligation under the Act to notify the Office of the Children's Guardian of any finding by the University that a Worker has engaged in sexual misconduct committed against, with or in the presence of a Child, including grooming of a Child; or any serious physical assault of a Child. For further information about reporting an incident see the [Working with Children web page](https://www.westernsydney.edu.au/human_resources/ohr/your_employment/working_with_children).

**Department of Foreign Affairs and Trade**

To report an instance, suspicion or allegation of child exploitation and/or abuse, you may do so by using the form available on the [DFAT website](https://www.dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection). Child exploitation and abuse is not tolerated by DFAT and attracts criminal penalties under Australian legislation.

Students are informed about PSEAH during their registration with Go Global. View the [Child Protection](https://youtu.be/EQAGv_RgeGM) video.

**Project Leader Acknowlegement**

|  |  |
| --- | --- |
| [ ]   | I understand and acknowledge Australia's commitment to the rights of the child under the United Nations Convention, as well as DFAT's dedication to upholding these obligations. I recognize the paramount importance of prioritizing the best interests of the child in all actions. I am fully aware of my reporting obligations to Western Sydney University and DFAT in the event of incidents involving child exploitation.  |

## Countering Foreign Interference

Under the [Australian Foreign Relations (States and Territory Arrangements) Act 2020](https://www.foreignarrangements.gov.au/), Western Sydney University is required to report foreign arrangements (agreements) between the University and any non-autonomous foreign entity, and to work towards the mitigation of efforts by foreign governments which may be considered counter to Australia’s national interests.

Western has taken efforts to evaluate and assess partnership agreements to ensure that our staff and students are protected against potential threats, however, in the situation where a student or staff member feels they have been targeted, harassed, or intimidated by a potential foreign political entity or individual, they are encouraged to submit a complaint via our [Complaints Management and Resolution unit.](https://www.westernsydney.edu.au/complaints/complaints_management_and_resolution)

If further information or guidance is needed, students or staff may reach out to the Foreign Arrangements team for confidential guidance.

**Project Leader Acknowlegement**

|  |  |
| --- | --- |
| [ ]   | I acknowledge Western Sydney University's compliance with the Australian Foreign Relations (States and Territory Arrangements) Act 2020, which mandates the reporting of foreign agreements and efforts to mitigate potential threats to our community. If students or staff feel targeted or intimidated by a foreign entity, they are encouraged to submit a complaint through our Complaints Management and Resolution unit. For additional support, they may contact the Foreign Arrangements team. |

**Risk Management Plan**

## Host Location Risk Rating

**Travel Advice**

Visit [Smartraveller](https://www.smartraveller.gov.au/destinations) and search for the host location. What is the current Travel Advice for the Host Country?

 [ ]  Level 1: Exercise normal safety precautions

 [ ]  Level 2: Exercise a high degree of caution

 [ ]  Level 3: Reconsider your need to travel - please consult with the international office

 [ ]  Level 4: Do not travel - please consult with the international office

**What level is the travel risk in the Cities you are visiting?**

 [ ]  Low Travel Risk

 [ ]  Medium Travel Risk

 [ ]  High Travel Risk

[ ]  Other/Comment:

|  |
| --- |
|  |

## Knowledge of the Host Location

A potential hazard is that staff managing a program, may have limited experience in Learning Abroad and/or knowledge of the host location. This may result in poor planning and risks to the participants. Failure to adequately prepare and plan, may result in disruption to the project, physical or psychological damage to participants, litigation, or damage to university reputation. See [Risk Management in Learning Abroad](https://www.westernsydney.edu.au/globalmobility/goglobal/home/ILP/concept_and_risks).

**How can the likelihood and the impact of these incidents be reduced?**

Tick the appropriate responses below.

 [ ]  Staff have practical experience in the host location

 [ ]  The project is utilising in-country partners and/or host organisation(s)

[ ]  Staff have conducted a field visit to the host location

[ ]  Staff receive extensive training prior to going abroad

[ ]  Consideration is given to the academic calendar, student assessments, and seasons abroad

[ ]  Other:

|  |
| --- |
|  |

**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Student Recruitment

Each year several overseas programs at Western Sydney University are postponed or cancelled due to low demand, competing activities, or poor planning. Students may not find the opportunity appealing, be able to afford the experience, or have the time or ability to participate due to work commitments. In addition, poor timelines may result in late recruitment of students, the processing of OS-HELP loans, the collection of payments, and compensation to airlines and providers. To avoid financial risk for the University and students, it is advised that student recruitment is finalised 60 working days (3 months) prior to departure. Due to administrative and logistical requirements, applications must not be re-opened after the specified date.

**Regarding this program, how can the likelihood and the impact of these incidents be reduced?**

Tick the appropriate responses below.

[ ]  Western students have been surveyed about interest in the program and host location

[ ]  Overseas travel is a compulsory requirement for students enrolled in this subject

[ ]  Students applications will be closed a minimum 60 working days (3 months) prior to departure.

[ ]  Other:

|  |
| --- |
|  |

**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Health

* Visit [Smartraveller](https://www.smartraveller.gov.au/destinations) > search for the host location > go to the Health section
* Login to [International SOS](https://myportal.internationalsos.com/) (member number 12AGDA915576)

**What are the relevant health concerns?**

Tick the appropriate responses below.

 [ ]  Medical facilities can be limited or unavailable

 [ ]  Medical evacuation can be very expensive and/or under duress

 [ ]  Mosquito-borne diseases are common

 [ ]  Waterborne, foodborne, parasitic and other infectious diseases are common

 [ ]  Chikungunya

[ ]  Cholera

[ ]  COVID 19

[ ]  Dengue

[ ]  Filariasis

[ ]  Hepatitis

[ ]  HIV/AIDS

[ ]  Japanese encephalitis

[ ]  Malaria

[ ]  Rabies

[ ]  Swine flu

[ ]  Typhoid

[ ]  Zika virus

[ ]  Other:

|  |
| --- |
|  |

**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  Research the host location thoroughly, prior to travel

[ ]  Be vaccinated against any disease before travelling

[ ]  Participants discuss travel and any existing health conditions, with a doctor, prior to travelling

[ ]  All students register on the Go Global Application Portal prior to going overseas. The platform requests participants to declare any health conditions and support required.

[ ]  All staff are required to book their travel via the Travel and Expense Management System (TEMS) and declare any health conditions prior to travel.

[ ]  Wear a face mask in public spaces, on public transport (or where appropriate)

[ ]  Drink only bottled water

[ ]  Avoid raw or undercooked food

[ ]  Don't swim in fresh water

[ ]  Ensure accommodation is insect-proof

[ ]  Wear insect repellent

[ ]  Avoid dogs, monkeys, and other mammals

[ ]  Attend pre-departure information sessions prior to going overseas

[ ]  Be aware of the WSU Overseas Travel Insurance - know what is covered and what is not

[ ]  Other:

|  |
| --- |
|  |

**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Safety

* Visit [Smartraveller](https://www.smartraveller.gov.au/destinations) > search for the host location > go to the Safety section
* Login to [International SOS](https://myportal.internationalsos.com/) (member number 12AGDA915576) > Search Destination

**What are the relevant safety concerns in the host location?**

Tick the appropriate responses below.

 [ ]  Terrorism

 [ ]  Kidnapping

 [ ]  Political protests and unrest

 [ ]  General strikes

 [ ]  Violent and/or serious crime

[ ]  Petty theft

[ ]  Pickpocketing and/or bag-snatching

[ ]  Women may face higher levels of verbal and physical harassment or sexual assault

[ ]  Spiked drinks or food

[ ]  Scams

[ ]  Severe weather

[ ]  Flooding

[ ]  Landslides

[ ]  Earthquakes

[ ]  Tsunamis

[ ]  Other

**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  Research the host location thoroughly, prior to travel

[ ]  Follow the instructions of local authorities and obey all laws

[ ]  Be alert, particularly in public places and at events

[ ]  Don't participate in public protests

[ ]  Keep personal belongings close, especially in crowded areas

[ ]  Walk on footpaths away from the curb, with bag held on the opposite side to the traffic

[ ]  Don't travel or go out alone

[ ]  Avoid isolated areas

[ ]  Avoid using public transport

[ ]  Only use ATMs in secure locations

[ ]  Don't leave food or drinks unattended

[ ]  Don't accept food or drinks from strangers

[ ]  Only use prepaid transport or official taxis

[ ]  Ensure accommodation is secure

[ ]  Know accommodation's evacuation plan

[ ]  Monitor the media for information and follow any mandatory evacuation orders

[ ]  Be prepared for a major emergency and keep an emergency kit including first aid supplies and bottled water

[ ]  Other:

|  |
| --- |
|  |

**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Local Laws

* Visit [Smartraveller](https://www.smartraveller.gov.au/destinations) > search for the host location > go to the Safety section
* Login to [International SOS](https://myportal.internationalsos.com/) (member number 12AGDA915576) > Search Destination

**What are the areas of concern for local laws in the host location?**

Tick the appropriate responses below.

[ ]  Passport and visa (must be carried on person)

[ ]  Face masks must be worn in public (if no face mask, can be arrested)

[ ]  Illegal drugs (severe penalties)

[ ]  Prescription drugs

[ ]  Alcohol and/or legal drinking age

[ ]  Prohibited photography

[ ]  Dress codes

[ ]  Inappropriate behaviour

[ ]  LGBT rights

[ ]  Passport and visa (must be carried on person)

[ ]  Dual nationality not recognised

Other:

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| --- |
|  |

**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  Research local laws before travelling

[ ]  Always carry a passport and valid visa

[ ]  Check the rules before using a mobile phone

[ ]  Do not use or carry any illegal drug

[ ]  Check to see which prescription medicines are not permitted in host location

[ ]  Monitor the media for information and updates

[ ]  Follow the instructions of local authorities, including obeying any laws

[ ]  Other:

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**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Travel

* Visit [Smartraveller](https://www.smartraveller.gov.au/destinations) > search for the host location > go to the Safety section
* Login to [International SOS](https://myportal.internationalsos.com/) (member number 12AGDA915576) > Search Destination

**What are the areas of concern for travel in the host location?**

Tick the appropriate responses below.

[ ]  Invalid or expired passport

[ ]  Lost or stolen passport

[ ]  Importation of illegal goods or medicines

[ ]  Taxis are unroadworthy or may be unsafe due to poor maintenance

[ ]  Roads are generally congested and often in poor condition

[ ]  Travelling by road is dangerous and accidents are common

[ ]  Roads are shared with pedestrians, carts, cattle, and other livestock

[ ]  Drivers often break the road rules

[ ]  Vehicles travel in the wrong direction, often without warning

[ ]  Driving cars or riding motor bikes is permitted

[ ]  Public transport is unsafe

[ ]  Other:

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**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  Research entry, transit and exit requirements, including visa eligibility and other travel requirements

[ ]  Research the host location thoroughly, prior to travel and consider the liabilities of using any transport. A robust itinerary is required

[ ]  Participants should always carry a passport and valid visa

[ ]  Participants should carry photocopies of important documents including passport and itinerary

[ ]  Participants are not permitted to engage in personal travel or high-risk activities

[ ]  Participants must take part in pre-departure information sessions prior to going overseas

[ ]  Other:

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**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Accommodation

The following covers various aspects of overseas accommodation, including quality, location, safety, and health.

**Accommodation Quality**

1. **On average, what is the star rating for the accommodation students are staying in?**

[ ] 1-star

[ ] 2-star

[ ] 3-star

[ ] 4-star

[ ] 5-star

[ ] Not Applicable/Not Rated

2. **What type of room arrangements are available for students?**

[ ] Twin share

[ ] Single rooms

[ ] Dormitory style

[ ]  Shared apartments

[ ] Homestay

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Are the accommodations officially certified or inspected for safety and quality standards?**

 [ ] Yes

 [ ] No

 [ ] Unknown

**Location and Accessibility**

**4. How close is the accommodation to the activities?**

[ ] Walking distance

 [ ] Short public transport ride

[ ]  Requires significant travel

**5. What amenities are accessible nearby the accommodation? (Select all that apply)**

 [ ] Supermarkets/Grocery stores

 [ ] Medical facilities

 [ ] Public transport links

 [ ] Entertainment and recreational areas

 [ ] Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safety and Security**

**6. What safety measures are in place at the accommodation? (Select all that apply)**

 [ ] 24/7 security personnel

 [ ] Surveillance cameras

 [ ] Secure locks on doors

 [ ] Fire safety equipment (e.g., extinguishers, smoke alarms)

 [ ]  Emergency exits clearly marked

 [ ] Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health and Wellbeing**

**7. Are there any facilities for mental and physical wellbeing?**

[ ] Gym or fitness centre

 [ ] Mental health support services

[ ] Recreational areas (e.g., parks, lounges)

[ ] Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous**

**10. Is there support available for dealing with accommodation-related issues?**

[ ] On-site support staff

 [ ] Contact number for assistance

 [ ] No designated support

**How can the likelihood and the impact of any incidents be reduced?**

Tick the appropriate responses below.

[ ] Choose accommodations with robust security measures

[ ] Prioritise location for easy access to key places

[ ] Verify living conditions through reliable sources

[ ] Review all costs and budget accordingly

[ ] Seek legal advice on housing contracts

[ ]  Familiarise with emergency procedures and contacts

[ ] Ensure close proximity to healthcare services

[ ] Confirm the quality of internet service beforehand

[ ] Rely on trusted reviews and thorough research

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**With the above mitigation strategies in place, what is the likelihood of any concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Behaviour and Cultural Sensitivity

Participants may have several emotional challenges during a program. Travelling and living in a new culture requires students to learn a new set of cultural patterns and behaviours and therefore it is extremely important to learn every aspect about the countries they are visiting and pre-empt their expectations. A possible risk is that participants comment on sensitive political, economic or social issues related to the host location or Australia. This could result in poor relationship with hosts, or negative consequences for participant, university, and the Australian Government. Participants are encouraged to research the destination thoroughly and consider:

* Traditions, beliefs, values, food, drink, and alcohol
* Major areas of cultural difference - etiquette, discrimination, gender, sex, and religion
* Languages

**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  Information will be provided to participants about the host location and local customs prior to participation in the experience

[ ]  Participants will be aware and pre-empt any expectations including traditions, beliefs, values, food, drink, and alcohol

[ ]  Participants will be required to consider cultural differences including etiquette, discrimination, gender, sex, religion, and languages

[ ]  Other:

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|  |

**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Mental Health

The Australian Government stresses that anyone travelling abroad is subject to foreign jurisdictions, which may view mental illness different from back at home. Consequently, it is important to thoroughly research the destination and determine if there are any concerns that may trigger mental health concerns - see [Australian travellers with mental health conditions](https://smartraveller.gov.au/guide/all-travellers/health/Pages/mental-health.aspx).

**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  All students are required to register on the Go Global Portal prior to going overseas. The platform requests participants to declare any health conditions and extra support. This information is confidential

[ ]  If a participant is facing any barriers that may affect their travel or experience in the host country, they are encouraged to access Western Sydney University's confidential counselling services as early as possible before going abroad

[ ]  Mental Health is discussed with participants prior to departure

[ ]  Other:

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**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Bullying and Cyber-Harassment

Bullying is a distinctive pattern of repeatedly and deliberately intimidating, degrading or humiliating a person. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated over time. Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. It may take place face to face on campus, via phone or email, within residential colleges, or online via ‘cyber-bullying or cyber-harassment’.

**Cyber-bullying**

Cyberbullying is a digital form of harassment that can occur via messaging, apps, online platforms and social media – anywhere people can view, participate in, or share content. Although technology makes it easier for people to bully others, it doesn’t make it acceptable. The aim of a cyberbullying is to annoy, upset or confuse the person who is targeted, so that they react emotionally. If you’re being bullied, keep in mind that the person who’s targeting you wants you to respond. Don’t respond immediately. When you are calm, you may wish to confront the bully directly. Make it clear that their behaviour is unwelcome and unacceptable and ask them to stop. If this does not work, take a screenshot, block, delete, and report the person who is targeting you.

**Reporting**

Bullying is not acceptable to anyone, anytime, anywhere. If  a student is bullied, the matter will be dealt with under the Student Misconduct Rule. For staff members, the matter will be dealt with under the Bullying Prevention Policy. To find out more about Bullying, visit the [Western Sydney University Bullying webpage](https://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/student_welfare_services2/bullying).

**Support**

Students are encouraged to access free confidential counselling services, which is available by telephone, Zoom or eCounselling online – see [Mental Health and Wellbeing](https://www.westernsydney.edu.au/wellbeing_mentalhealth/wbmh).

**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  All students register on the Go Global Portal prior to going overseas. The platform highlights the information about Bullying and Cyber-Harassment via an online pre-departure tutorial

[ ]  Bullying and Cyber-Harassment will be discussed during physical pre-departure sessions

[ ]  Other:

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**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Western Sydney University and the Australian Government do not tolerate sexual exploitation, abuse or harassment of any kind. PSEAH is the Department of Foreign Affairs and Trade’s (DFAT) Preventing Sexual Exploitation, Abuse and Harassment policy. The policy sets out expectations and minimum standards of behaviour, for all stakeholders in Australia and overseas.

**How can the likelihood and the impact of these incidents be reduced by participants?**

Tick the appropriate responses below.

[ ]  All students register on the Go Global Portal prior to going overseas. The platform highlights the information about PSEAH via an online pre-departure tutorial

[ ]  PSEAH will be discussed during physical pre-departure sessions

[ ]  All project leaders and partner organisations are required to consider PSEAH and how to mitigate risks

[ ]  Other:

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**With the above mitigation strategies in place, what is the likelihood of these concerns happening?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

## Child Protection

Child exploitation and abuse is not tolerated and attracts criminal penalties under Australian legislation. Participants in a Global Learning project must recognise that it is the shared responsibility of all adults to prevent child exploitation. If a learning abroad program involves working with children, participants are required to comply with the:

* Western Sydney University [Working with Children (Workers and Students) Policy](https://policies.westernsydney.edu.au/document/view.current.php?id=134)
* Australian Government [Child Protection Policy](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP/concept_and_risks/child_protection).

All students register on the Go Global Portal prior to going overseas. The platform highlights the above information via an online pre-departure tutorial.

**Does the overseas activity involve individuals working with children or contact with children?**

[ ]  No

[ ]  Yes. If your project involves working with children, you are required to determine the level of contact with children (e.g. nil, contact or working), and assess the Activity Risk. If your project involves working with an organisation that is child focused, you are required to list the child protection controls and **provide further information below**.

See [CHILD PROTECTION GUIDANCE](https://www.dfat.gov.au/sites/default/files/child-protection-risk-assessment-guidance.pdf) for comprehensive information about the assessment.

## Specific Risks for Remote Locations or Unique Activities

Engaging in projects that involve unique activities or are situated in remote or unconventional environments demands a thorough and specialized approach. These environments can vary widely, from dense jungles and secluded regions to highly specialized settings such as health facilities. Each presents its own set of challenges, distinct from those encountered in more typical travel or work scenarios. These projects might range from operational tasks in healthcare environments to overcoming travel complexities due to specific airline or route restrictions, or even orchestrating community projects in collaboration with third-party organisations. Every one of these scenarios introduces its own set of unique risks and necessitates a comprehensive set of customized controls and strategies. These should be specifically designed to address the nuances and challenges associated with both the activity and its location.

**Identifying Additional Specific Risks**

Are there any specific risks related to your project that have not been mentioned?

☐ Yes

☐ No

If 'Yes', please list them below for further consideration:

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Mitigation Measures**

To reduce the likelihood and impact of potential incidents, please outline the measures that will be implemented:

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Likelihood of Concerns Happening**

With the above mitigation strategies in place, what is the likelihood of these concerns happening?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rare (1)[ ]  | Unlikely (2) [ ]  | Possible (3) [ ]  | Likely (4) [ ]  | Almost Certain (5) [ ]  |

**Review and Approval**

**Manager Learning Abroad (Short Programs)**

This document has been reviewed in accordance with the [Western Sydney University Short](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP)

[Program Guidelines](https://westernsydney.edu.au/globalmobility/goglobal/home/ILP).

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Signature of Manager Learning Abroad (Short Programs)

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Name of Manager Learning Abroad (Short Programs)

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|  |

Date

**School Manager or Relevant Delegate**

I have reviewed and recommend this proposal for approval

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Signature of School Manager or Relevant Delegate

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Name of School Manager or Relevant Delegate

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Date

**Dean or Relevant Delate**

This project proposal is approved.

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Signature of Dean or Relevant Delegate

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Name of Dean or Relevant Delegate

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Date

Note: After signing, please email document to the Manager, Learning Abroad (Short Programs) and Project Leader. For Group Travel, the Manager Learning Abroad will seek approval from the DVCREI and VC.

**Student Group Travel Approval**

**Deputy Vice-Chancellor and Vice-President (Research, Enterprise and International)**

This project proposal is approved.

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Signature of Deputy Vice-Chancellor and Vice-President (Research, Enterprise and International)

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Name of Deputy Vice-Chancellor and Vice-President (Research, Enterprise and International)

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Date

**Vice Chancellor and President**

This project proposal is approved.

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Signature of Vice Chancellor and President

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Name of Deputy Vice Chancellor and President

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Date

**Appendix**