

Sample Student Agreement for UMOS

STMP Toolkit



This is a sample agreement, which you can either use in its current form or amend to meet the requirements of your program. While it covers the basic points in terms of risk management, there may be additional considerations for your program which you would like students to agree to in writing.

STUDENT AGREEMENT

The University of Melbourne is committed to providing as many students as possible with the opportunity to undertake a period of study overseas and the Melbourne Global Mobility Program ("Program") has been developed in support of this commitment. To formally accept your place in the Program, please read the following terms and conditions. If the terms and conditions are acceptable to you, complete the section and sign at the end of this agreement.

1. EXPENSES

I agree to pay all expenses associated with my participation in the Program, including but not limited to:

- a) University of Melbourne tuition fees. UMOS tuition fees will be the same student rate that is charged by the University of Melbourne as outlined on the website (<http://futurestudents.unimelb.edu.au/admissions/fees>) for a subject taught by the same faculty and at the same level (ie. undergraduate or graduate) on campus in that academic year;
- b) the Program fee. This fee is paid by students in addition to tuition fees for UMOS. It will incorporate the majority of expenses associated with the international travel component of the UMOS and may vary according to the number of students enrolled in the subject.
- c) all incidental expenses not included in the Program fee. This may include flights, visas, some meals, and other not included expenses;
- d) the cost of text books and educational supplies required for the Program;
- e) all health insurance costs and medical and pharmaceutical expenses incurred for my benefit; and
- f) all costs resulting from the modification or termination of my participation in the Program.

2. VISAS

I agree that I am responsible for obtaining appropriate visa or entry documents prior to my departure.

3. INSURANCE

I agree that I am responsible for obtaining insurance that will provide me with medical and health coverage for the duration of my participation in the Program, and I am responsible for travel insurance.

4. UNIVERSITY FUNDS

I acknowledge that the University of Melbourne has not undertaken to provide any funds to assist with the payment of any of the expenses referred to in Paragraphs 1, 2, and 3 of this document unless it has agreed to do so in a signed letter addressed to me. (Please note that separate conditions apply to Melbourne Global Mobility funding.)

5. DISCLOSURE OF PERSONAL INFORMATION

I consent to the disclosure by the University of Melbourne of any personal information about me, including my academic record, in any or all of the following circumstances:

- a) if the University of Melbourne believes the disclosure would assist any hospital or other medical provider;
- b) if the University of Melbourne believes the disclosure would assist in satisfying my immigration or visa requirements during the Program or otherwise facilitate my travel;

- c) if the University of Melbourne believes the disclosure is required to enable or assist me to obtain funds; and
- d) in any other circumstance in which the University of Melbourne believes the disclosure of the personal information is warranted.

6. DURATION OF THE PROGRAM AND CREDIT TRANSFER

I understand that my placement in the Program will normally be limited to the period specified in the offer issued by the Faculty. I understand that the credit value of the overseas subject is listed in the handbook. I understand that I am required to attend and participate in all aspects of the Program for the duration of my studies overseas unless advised otherwise by the Program leader or on-site coordinator.

7. UNFORESEEN EVENTS

I understand that due to the international aspect of the Program, events beyond the control of the University of Melbourne may occur including the outbreak of war, civil unrest or natural disasters and that these may require a modification of my participation in the Program. I agree that the University of Melbourne may modify my participation in the Program in these circumstances.

8. RULES AND REGULATIONS

I understand that I am subject to the rules and regulations of both the University of Melbourne and, where applicable, the host organisation and that failing to abide by them could result in the immediate termination of my participation in the Program.

Additional information about host institutions or TPPs could be added here depending on the nature of your program

9. AMBASSADORSHIP

I acknowledge that being a representative (and ambassador) of the University of Melbourne and Australia is an important part of the Program. I undertake to conduct myself in a manner that will not offend either the laws of the host country or the cultural norms or behaviour pattern of the people of the host country. I agree that the University of Melbourne may terminate my participation in the Program if I fail to maintain what the University of Melbourne considers to be an acceptable standard of public and private conduct.

10. ONGOING OBLIGATIONS

I will keep the University informed of my contact details (e-mail, telephone, address, etc.) at all times. This includes the period before I leave Australia, while away on the Program, while travelling, and upon my return to Australia. If travelling independently before or after the Program I will keep the University informed about my expected date of arrival on site, my return to Australia and will let them know when I am back in Australia.

I agree that when requested by the University or my host organisation, I will assist in promoting the University of Melbourne as a study destination for students from my host country. On my return to Melbourne, I agree to assist the University as much as possible to:

- a) update information regarding the destination and activities;
- b) assist in the promotion of the University of Melbourne Mobility Program to University of Melbourne students;
- c) assist students participating in the Program in the following semesters and;
- d) attend a Program debriefing and complete an evaluation survey if required.

11. INDEMNITY

I agree that I will indemnify the University from and against any liability, loss, harm, damage, cost or expense (including legal fees) that the University may suffer, incur or sustain as a result of my conduct during my participation, except to the extent that such liability, loss, harm, damage, cost or expense arises from the negligent or unlawful act or omission of the University.

PRE- DEPARTURE SESSION and ENROLMENT

It is compulsory for all students travelling overseas on University of Melbourne program to undertake a pre-departure briefing. By signing the sheet below you agree to do so. Failure to do so without just cause may result in your place in the Program being cancelled.

It is your responsibility to ensure that you are correctly enrolled, have registered online through the University's Online Travel Registration System (<http://unimelb.mobilityscholarship.com/Application/Create>) and smartraveller.gov.au (or your home country's equivalent, where available).

I, _____,
(please use block letters and insert full name)

agree to be bound by the terms and conditions listed in the Melbourne Global Mobility Student Agreement when I participate in the Melbourne Global Mobility Program.

I also agree to complete the relevant pre-departure session for my Program. I understand that if I fail to complete this session without just cause, as determined by the subject coordinator, I may have my place in the Program cancelled.

I acknowledge that if I make arrangements to begin travelling in advance of the Program, I must have the permission of the subject coordinator and I do so at my own risk.

Student number: _____

Address: _____

Signature: _____

Date: _____

Do not let students miss the pre-departure briefing unless an alternative method of covering the information has been agreed.

Please return this signed original to the subject coordinator. A copy of this agreement will be included in your Pre-departure Booklet.