Predeparture Information Session

International Exchange Program - June 2012

For exchanges beginning Winter and July semester 2012
Welcome

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Director of International Office
International Exchange Program Staff

- Kate Smart – Senior Manager, Study Abroad and Exchange
- Veronica Wong – Manager, International Exchange Program
- Lauren Zacka – Project Officer (Short-Term Student Mobility Programs)

Exchange Advisers:

- Amanda Chau (China, Hong Kong)
- Chi Chi Huang (Cyprus, Greece, USA)
- Emma Chang (Austria, Brazil, Canada, Chile, Colombia, Germany, Italy, Mexico, Portugal, Spain)
- Kate Boyle (Czech Republic, France, Hungary, Ireland, Israel, Switzerland, United Kingdom)
- Kenny Lowe (Japan, Malaysia, New Zealand, Singapore, South Korea, Thailand and Northern Europe)
Host University Acceptances & Scholarships

› Topics today
  - See your predeparture guide for page references

› Predeparture planning
› Insurance
› Arrival
› Returning
› Academic matters
› Intermission
› Country sessions
Acceptances

- Most students are not yet accepted
  - Have you received an acceptance directly? Let us know.
  - Thanks for your patience!

Scholarships

- Announced in July
- Paid in September
- Notifications by email
OS Help Loans

- See website for eligibility criteria – criteria set by the Australian Government
- Applications were due 30 April – notifications through late June and July
- Payment for first loans from August
- 2nd loans assessed and payed after the end of the first loan
- Submit one application per semester (per 6 month period)
Practical Matters - Predeparture
Safety and Security (page 4)

- Department of Foreign Affairs and Trade (DFAT)
- Register at www.smartraveller.gov.au
- Government can reach you in emergencies
- Check for safety, health and travel warnings
- DFAT’s 24-hour Consular Emergency Centre (CEC)
- Emergency consular services all day
- Alternative contact to host country Australian Embassy / Consulate.
- Useful contact for family in Australia
Travel Arrangements (page 4 / 5)

- Passports
  - Needs to be valid for at least 6 months after your exchange ends
  - ‘Travel Tips’ and ‘Dual Nationals’ on www.smartraveller.gov.au

- Visas
  - Host university acceptance required before applying

- Residence conditions / work rights
  - Investigate before leaving Australia

- Immigration Issues
  - International students have DIAC obligations on exchange
    - eg: contact address to Sydney Uni, valid visa, maintain grades
  - Australian permanent residents: check re-entry conditions
› **Airline Tickets (page 4 / 5)**
  - Purchase after you have a host uni acceptance
  - Ensure evidence of onward journey post-exchange

› **Arrival procedures and arrangements**
  - Use airport websites: terminal maps, transport
  - Plan well for connecting flights / onward transport
Practical Matters - Predeparture

› Temporary Accommodation (page 5)
  - Book prior to arrival
  - Check accessibility for late night arrivals

› Permanent Accommodation
  - Understand conditions and obligations before signing
  - On-campus
    - Do you know what you are getting?
    - Single room or shared rooms / facilities?
    - With first years or senior students?
  - Off-campus
    - Before you go, research progress reports / internet resources
    - Host university housing services
Practical Matters - Predeparture

› Travel Insurance (page 5 – 7)
  - Automatic coverage by University of Sydney Travel Policy at no charge
  - No registration required
  - Exchange study considered “university business” as it is faculty approved and will be credited
  - Examples of covered items:
    - Emergency medical cover (not routine check ups)
    - Personal belongings such as lap tops (limit of $5000 per item)
## Travel Insurance

- **Summary schedule of benefits**

<table>
<thead>
<tr>
<th>Coverage section</th>
<th>Sum per Insured Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Personal injury</td>
<td>$200,000</td>
</tr>
<tr>
<td>2 Medical expenses</td>
<td>Unlimited</td>
</tr>
<tr>
<td>3 Emergency Medical Evacuation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>4 Repatriation of Mortal Remains</td>
<td>$50,000</td>
</tr>
<tr>
<td>5 Cancellation /Curtailment /Additional Expenses</td>
<td>$100,000</td>
</tr>
<tr>
<td>6 Personal Liability</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>7 Luggage, Personal effects, travel documents, money etc</td>
<td>$15,000</td>
</tr>
<tr>
<td>9 Rental vehicle collision damage and theft excess cover</td>
<td>$5,000</td>
</tr>
<tr>
<td>10 Missed Transport Connection</td>
<td>$5,000</td>
</tr>
<tr>
<td>12 Kidnap, ransom and extortion</td>
<td>$500,000</td>
</tr>
<tr>
<td>13 Political evacuation and natural disaster expenses</td>
<td>$50,000</td>
</tr>
<tr>
<td>14 Corporate Traveller’s family assistance</td>
<td>Included</td>
</tr>
</tbody>
</table>
Practical Matters - Predeparture

Travel Insurance Restrictions and Limitations

- **Not covered**
  - All personal travel scheduled pre and post exchange
  - Maximum duration covered by the policy is 365 days
  - Partners / family accompanying students

- **Two-semester exchange students travelling over 180 days**
  - Provide an itinerary to Audit and Risk Management Office 10 days prior to departure
  - Must be in writing

- **Pre-existing conditions**
  - Provide a Letter from any treating doctor
  - Letter must outline the condition, its management and suitability for overseas travel
Health Insurance

- See page 6 / 7 pre-departure guide
- Travel insurance usually includes some health coverage
- Might need to purchase host-university’s health insurance plan eg: in USA & Canada
- Check if you need additional cover when away from host campus area/city/country
- Australian government reciprocal agreements may be available but restrictions apply and additional insurance may be required

Third Party Public Liability Insurance

- See page 7 pre-departure guide
- Exchange students are covered provided actions were not willful or recklessly negligent
How do I make a claim?

- Download and complete the University Travel Claim Form from the Risk and Audit website
- Attach supporting documents
- Eg:
  - Receipts for treatment
  - Police reports for theft
- Submit to Risk and Audit
Dates of coverage

- **What are the dates of my cover?**
  - You are covered for your ‘period of residence’ on exchange i.e. time while on exchange
  - Cover includes:
    - 7 days before your exchange commences
    - 7 days after your exchange ends

- **Semester break coverage includes**
  - 7 days after the end of a semester or mid semester break
  - 7 days before the resumption of study after a semester or mid semester break

- **Example:**
  - Your travel begins 25\textsuperscript{th} August. Orientation starts on 7\textsuperscript{th} September, so your cover starts on 1\textsuperscript{st} September.
  - You will need additional cover from 25\textsuperscript{th} to 31\textsuperscript{st} August.
Common questions

- Q: The date on the Insurance Schedule says ‘31 October 2012’ is this expiring?
  - A: No: the coverage for the entire university and is renewed annually

- Q: Can Risk and Audit fill in a form from the host university to ask for an ‘insurance waiver’?
  - A: No unfortunately we are not able to fill in these forms.

- Any additional questions?
Travel Insurance

- It is your responsibility to:
  - Review the Sydney policy and ensure it covers your travel requirements
  - Check it meets requirements of your host university
  - Purchase additional insurance if necessary eg: when purchasing airline tickets
Contacts

- Vlad Nesic (see Risk and Audits contacts)
Administrative Responsibilities (page 7)

- Change of Address – update via *MyUni*
- You won’t get importance notices if this isn’t updated
- Organise matters back at home eg: give notice to landlord, cancel gas bills.
- Check eligibility for Centrelink Benefits
  - Request a letter from your Exchange Adviser if applying
Packing – (page 8 / 9)

- Review Enhanced Airport and Air Travel Security Regulations (www.smartraveller.gov.au)
- Consider a Personal Care Package eg: photos, vegemite, Tim Tams, etc.
- Australian items to share with new friends eg: 50c coins, toy Koalas, etc.

Important Documents Folder

- Airline ticket, passport, bank account details, etc.
  - Leave copies with family. Email copies to self as back-up.

Customs / Quarantine Matters

- Register expensive items with Australian Customs before departure
- Be mindful of customs/quarantine requirements in host country
Medical Matters (page 9)

- **Check-ups** (including dental & optical)
  - Best done in Australia as you are familiar with the medical systems

- **Vaccinations**

- **Prescription Medications**
  - Doctor’s letter indicating medications are necessary
  - Check with consulate of host country to ensure medication is not illegal
  - Keep medication in original packaging
Money and Taxation (page 10)

- Different culture of financial services

- For arrival: have Cash + / money cards / traveller’s cheques (for use on arrival)

- Credit cards
  - What services are available on these? (Maestro, Cirrus)

- Plan financial transfers to overseas
  - Via your local bank?
  - Money transfer services – eg: Western Union

- Conversion and exchange rates
  - Check on a currency converter / plan for fluctuations

- Financial Planning – Budget!

- Taxation – Australian return completed? GST / VAT, liability and refunds when returning
Practical Matters - Predeparture

› Miscellaneous (page 10 / 11)
  - International Student Identity Card

› Laws & Customs
  - Are you aware of differences?

› International Driving Permit

› Get to Know your Destination
  - Personal orientation & navigation - maps & transport
  - Climate & weather / Currency & cost of living
  - Local language/s & dialects
  - Social customs & values
  - History, geography & politics/current affairs
  - Resources – internet (on-line news, radio/podcasts), travel guides, movies, books, past exchange students (Progress Reports)
Practical Matters - Arrival

Coming Soon:

culture shock
Arrival (page 12 – 13)

- Arrive in time

- Communication
  - Stay in touch, Skype, journal/blog, email
  - Monitor your Sydney email address
  - Alternatively forward your Sydney uni email address to a preferred address

- Safety and security
  - Note local security numbers on arrival
  - Watch your belongings / be savvy in new areas upon arrival

- Being an Ambassador
  - Quick facts about Australia & the University of Sydney / promote Sydney
  - Rights & Responsibilities – be respectful
Cross Cultural Adjustment (page 12)

- Given much thought to the challenges ahead?
- Can be a roller coaster experience – highs, lows, highs, lows, highs, lows
Australia

Your established networks = many
Host
Country

Your established networks = none
Your Established Networks

› **Australia**
  - You may take for granted many of your networks, local knowledge and connections.
  - They provide security and familiarity.

› **Host Country**
  - You start off with few to no established networks, local knowledge or connections.
  - You may be surprised how much you took your usual lifestyle for granted.
  - This adjustment can lead to some degree of culture shock or discomfort.
Support and Information

› How people cope depends on

- Experience
- ‘Culture Gap’
- ‘Expectation Gap’
- Preparation
- Personality
- Attitude
- Support and Information
Strategies for dealing with culture shock?

- Be organised (timetable, enrolment/orientation, act early on problems)
- Exercise / Eat well / Relaxation (include this in timetable)
- Stay in touch / home / get involved with host uni activities
- Find out about host uni support services if needed / contact us
- Keep a reflective journal or blog
Extending your Exchange

› What you need to do....

- Contact your Sydney Exchange Adviser
  - Your adviser checks places and partner approval
- Before approval, you will need:
  - Faculty endorsement
  - Academic Approvals

› Much as we would like to grant extensions, these are not automatic nor guaranteed

- Not possible for faculty-specific SCA, CEMS, Erasmus Mundus Projects (Social Work & Business), or any Law student
- Not available where places are limited (ie: USA, UCL Japan)
Practical Matters - Returning
Practical Matters - Returning

- **Australian Customs & Quarantine (page 14)**
  - Review rules and regulations

- **Touch Base with Us**
  - To start the process of credit transfer
  - Share your experiences

- **Reverse Culture Shock**
  - It’s normal and varies from person to person
  - Stay involved in international activities
    - Join the Buddy Club
    - Be a peer adviser for future Predeparture / the annual International Exchange Fair
Academic Matters
Enrolment & Credit Principles (page 16)

- You are enrolled in 2 places – at Sydney and at your host university
- Full-time enrolment requirements both at Sydney (normally 24 credits) and overseas
- Enrolment is your responsibility – set up a proxy
- Enrolment is via your home faculty and in Exchange Units of Study
  - Enrolment is not via the international Office
- You can’t enrol via MyUni but can check enrolment via MyUni
- Invoices / confirmations are sent to your Sydney mailing address
  - Have a current address to receive these
- Faculty exchanges
  - Law faculty program, SCA, Erasmus Mundus Projects (Social Work & Business) and for CEMS
  - Liaise with organisers of these exchanges about obligations for approval and enrolment
Using the Checklist (page 20)

- Before departure from Sydney I will:
  - Obtain academic approvals
  - Record who my faculty contacts are (page 21)
  - Go to my faculty in person to enrol (not via MyUni)
  - Copy my academic approvals and take this with me
  - Set up a proxy (enrolment / fees)

- Have you started academic approvals yet??

- You must enrol before you leave Australia

- If you are changing courses, you must complete new CAFs (see Student Centre)
Reminder:

Students on faculty-specific exchanges liaise directly with your home faculty regarding academic approval obligations.
Using the Checklist (page 20)

- On arrival I will:
  - Enrol at my host university
  - Get updated academic approvals, if required
  - Keep copies of emails sent to my faculty documenting approval changes
  - Keep copies of syllabi/course outlines/assignments
  - Contact my home faculty to request updated enrolment if needed
  - Check MyUni to confirm enrolment changes
Deadline for changing Sydney Enrolment (page 17)

- Final date for Sydney enrolment changes
  - July Semester 2012............31 August 2012
  - March semester 2013...........31 March 2013
- Don’t forget for your *host university* deadline for enrolment changes.
  - These may be later or earlier than the Sydney deadlines.
Tuition Fees (page 17)

- A tuition fee statement will be sent to you once you are enrolled at Sydney.
- Pay your fees (HECS/HELP or full-fees) and student activity fee or your enrolment may be cancelled which has repercussions on:
  - Centrelink benefits for recipients
  - Status and validity of international student visas
Using the Checklist (page 20)

- Before return:
  - Go through the checklist again!
  - Check arrangements for requesting transcripts from host university
Faculty contacts (page 21)

- Contacts for.....
  - Academic approvals
  - Credit transfer post-exchange
  - Arts: also see the link to the list of departmental coordinators
Contingency Plan / Safety & Security
Contingency plan / safety and security (page 22)

- Make sure you can be contacted
- Learn how your insurance works
- Keep a copy of your key emergency numbers
Contingency plan / safety and security (page 22)

- Kate Smart, Manager Exchange and Study Abroad
  - Phone: +61 401 327 831
  - This number is available 24 hours a day and is to be called for all other emergencies

- Chubb emergency assistance
  - Phone: +61 2 9929 2216 (24 hour reverse charge number)
  - University’s insurance provider - suitable for medical emergencies

- University Security Services
  - Phone: +61 2 9351 3333 or 1800 063 487 (24 hours a day)
  - Extreme emergency (severe hurt or injury, detention or political instability)
References and Forms
References and exchange forms (page 23)

- References in the Predeparture Guide include:
  - Links to Sydney support services (accessible in addition to host uni services)
  - Government organisations (Medicare / Centrelink / Customs)
  - Travel references

- Links to forms
  - Proxy Form
  - Progress Reports Forms 1 and 2
  - Post-Exchange Credit Transfer Form
Exchange Forms On-line

› Sharing email addresses

- Students on faculty-specific exchanges
  - Have you requested to share your email address?
  - Fill in the online form by the end of this week, if not
- Email contact lists to be sent next week with copy of today’s presentation
International Office Contacts

› Study Abroad & Exchange – International Office
  - Level 4, Jane Foss Russell Building
    (next to Wentworth Building)
  - Exchange Resource Library plus computers
  - Access Progress Reports

  - Office hours: 9am – 5pm, Monday – Friday
  - Phone: (02) 8627 8322
  - Email: international.exchange@sydney.edu.au
  - Web: sydney.edu.au/current_students/student_exchange
Good Luck! Stay in touch! Send photos!