“With an intensive study curriculum, the MHRD has the breadth to make my potential bloom and broaden the horizon of my intellectual standing. This study has made me confident to stand up in the name of elevating human rights.”

S.M. ATIA NAZNIN
BANGLADESH
MHRD
2012 - 2013
WELCOME
Dear Students,

On behalf of all the staff across the six Universities involved in the Master of Human Rights and Democratisation (Asia Pacific) (MHRD) program, we would like to welcome you. Now in its fifth year, the MHRD is a young but innovative degree that brings together a diverse group of students to study issues of great importance to the region: human rights and democratisation. Our previous students have gone on to work in international organisations, continued on for further study, or returned to their communities to work on the promotion and protection of human rights. In a year’s time many of you will join our alumni, with further knowledge and skills in the area of human rights and democratisation.

You are now at the start of your journey. Over the next year you will need to work hard to complete the MHRD program. You will face different challenges, and gather a lot of experiences along the way. You will have fun, get frustrated, find some things too difficult and others too easy. For the Steering Committee, our crucial task is to make sure that while undertaking this journey, you are given the space to develop your knowledge and understanding, and, importantly, develop your capacity to contribute to human rights and democratisation in the way that you choose, whether this is by further study, or by your work and career.

You will be part of a student body that comes from many different countries and backgrounds; you will be sharing your classroom with lecturers and experts from all over the Asia Pacific; you will be engaging with a broad spectrum of issues and concerns and you will be experiencing multiple campuses.

This diversity is the strength of the MHRD. The challenges it presents should not been seen as handicaps, but as great opportunities. MHRD students are exposed to the ways in which other communities live, how people learn in different settings, and even what is considered ‘knowledge’ in different societies. This results in a learning experience and knowledge environment that is more adaptable and sustainable, one that does not limit students’ horizons by anchoring learning to a single viewpoint or place. This is not to say that you will find this experience easy, as you will find yourselves in unfamiliar contexts and challenging situations. However we do hope that encountering these challenges gives you the knowledge, experience and drive to be active in working towards the development of society through the realisation of rights and the greater participation of people in democratic systems.

It is important not to forget that you will be required to contribute to your own learning process. We do not expect students to passively consume whatever their lecturers offer them; we expect them to take part by working with their fellow students and lecturers to build an understanding of human rights and democratisation. Our experience with our previous students has shown us that we learn from your ideas and inputs, and that students teach each other as they share their experiences and talk about the knowledge they are gaining. Each year the MHRD improves and stays up-to-date because of this two-way experience.

Best wishes,

MHRD Steering Committee
NIAZ AHMED &
ASSOCIATE PROFESSOR
DANIELLE CELERMAJER
“A Night at the Museum” event
University of Sydney
Australia 2013
Dear Colleagues,

On behalf of the Asia Pacific Masters Alumni for Human Rights and Democratisation (APMA) I would also like to welcome you, the fifth cohort, to one of the most exciting programs in the field of study of human rights and democratisation. By signing up for this program, you are not only undertaking another academic responsibility - you are continuing the commitment to the human rights field that your peers from previous cohorts have demonstrated.

Speaking on behalf of your fellow alumni, our experience of the MHRD has not enabled us to turn all “wrongs into rights” in the human rights field, but the program was not meant for this. What we learnt, and are practicing, is an attempt to make a contribution towards righting these wrongs. We (and by that I mean you all too) are now part of a global community of human rights activists and defenders who are playing leadership roles in a number of national, international, regional, governmental and inter-governmental organisations as well as academia, across all regions of the world. The MHRD may not have given us the right answers to solve the problems of human rights abuses and violations, but it has enabled us to ask the right questions.

Once again I welcome you to this MHRD family and to the global community of human rights defenders and researchers. I would like to reassure you that the MHRD is going to be a truly multinational and multicultural experience for you. What makes it a unique program is its exceptional potential to bring a variety of perspectives on human rights and democratisation together under the one roof.

I wish you the very best and a successful year ahead.

Niaz Ahmed
President
02 KEY INFORMATION
PROGRAM CONTACTS

UNIVERSITY OF SYDNEY / MHRD PROJECT TEAM

Note: All general enquiries are to be directed to the MHRD Project Team on mhrd.admin@sydney.edu.au

c/- Old Teachers' College
School of Social and Political Sciences
Faculty of Arts and Social Sciences
University of Sydney
NSW 2006 Australia
E: mhrd.admin@sydney.edu.au

Professor Nicola Piper
Director

Dr Elisabeth Valiente-Riedl
Deputy Director and Dissertations/Internships Coordinator

Paula Gleeson
Project Manager

Georgie Wheadon
Project Manager

UNIVERSITAS GADJAH MADA

c/- Faculty of Social and Political Sciences, Department of Politics and Government
Universitas Gadjah Mada
Jl. Socio Yusitisia 1, Bulaksumur,
Yogyakarta 55281 Indonesia
E: primisuhammadhiputri@gmail.com

Professor Purwo Santoso
Steering Committee member

Nur Azizah
Program Coordinator
Steering Committee member

Primi Suharmandi Putri
Program Staff Member

UNIVERSITY OF COLOMBO

c/- Centre for the Study of Human Rights
Faculty of Law
University of Colombo
Reid Avenue, Colombo 07 Sri Lanka
E: gehan.dg@gmail.com

Professor Sharya Scharenguivel
Steering Committee member

Mr Thamilmaran
Steering Committee member

Gehan Gunatilleke
Colombo Coordinator
Regional Liaison Officer

KATHMANDU SCHOOL OF LAW

c/- Kathmandu School of Law
Dadhikot Road Balkot, Nepal
E: info@ksl.edu.np

Professor Geeta Pathak Sangroula
Steering Committee member

Professor Kapil Shrestha
Steering Committee member

Kapil Aryal
Dissertations/Internships Coordinator

Shamin Pathak
Program Secretary

ATENEO DE MANILA UNIVERSITY

c/- Ateneo Human Rights Center,
Ateneo de Manila University
Room 101, Ground Floor
Ateneo Professional Schools Building
20 Rockwell Drive, ROCKWELL CENTER
Makati City 1200, PHILIPPINES
E: astamaria@ateneo.edu

Dr Amparita Sta Maria
Steering Committee member

Atty. Ray Paolo J. Santiago
Steering Committee member
The MHRD consists of one foundational semester (July to November) at the University of Sydney, a one-week inter-sessional intensive (various locations) and a regional semester (January to June) at one of four MHRD regional partner institutions: Ateneo de Manila University (The Philippines), Universitas Gadjah Mada (Indonesia), Kathmandu School of Law (Nepal) and the University of Colombo (Sri Lanka).

**FOUNDATIONAL SEMESTER**

The first semester curriculum consists of a foundational program, made up of four core units of study:
- HRTD6901 - Human Rights Norms and Mechanisms I
- HRTD6902 - Human Rights/Democratisation Research
- HRTD6903 - Dynamics of Human Rights Violations
- HRTD6904 - Democratisation: Theory and Practice.

**HRTD6905 INTENSIVE**

As well as these four units, students will undertake a one-week intensive, HRTD6905 - Human Rights and Democratisation Intensive as an ‘inter-sessional’ subject. This intensive will provide a specific opportunity for students to engage with leading human rights experts and practitioners and take their conceptual studies in the first semester into a more practice-focused dialogue. For the 2014-15 cohort, HRTD6905 will be hosted by Mahidol University in Bangkok, Thailand.

**REGIONAL SEMESTER**

The regional semester is conducted at the four regional partner universities. Students will complete two core compulsory units of study at the beginning of their regional semester:
- HRTD6907 - Human Rights Norms and Mechanisms II
- HRTD6908 - Critical and Emerging Issues in the Asia Pacific.

Students will also be asked to nominate preferences for their course of study, either the:
- **Dissertation Pathway:** HRTD6909 & HRTD6911 - Human Rights and Democratisation Dissertation OR
- **Internship Pathway:** HRTD6910 & HRTD6912 - Human Rights and Democratisation Internship.

**DISSERTATION PATHWAY**

The dissertation pathway offers students the opportunity to undertake supervised research in an area of specialisation pertaining to human rights and democratisation. Each student will write a 15,000 - 18,000 word thesis consisting of an original academic piece of work. The research may incorporate field research undertaken in-country while on their regional semester. Any human research must be first approved via the University of Sydney’s ethics clearance process.

**INTERNSHIP PATHWAY**

The internship pathway offers students the opportunity to apply for a six week internship placement in an inter-governmental, governmental or non-governmental organisation specialising in human rights and democratisation. The units of study HRTD6910 and HRTD6912 will give students an opportunity to immediately put into practice the knowledge acquired throughout the academic year with an aim to acquiring and improving practical work experience, establishing a dialogue between the students and the host organisation, and fostering access to the job market.
STRUCTURE AND DURATION OF CANDIDATURE

As a cross-institutional degree, students will need to familiarise themselves with the teaching schedule of the Universities that they will be attending.

FOUNDATIONAL SEMESTER

All students complete their foundational semester at the University of Sydney between July and November of the year in which they begin their degree.

INTERSESSIONAL INTENSIVE

All students participate in a six day intensive program at Mahidol University, Thailand, en-route to their regional semester destination.

REGIONAL SEMESTER

Typically, all students complete the core units of their regional semester (HRTD6907 and HRTD6908) at their partner university between January and April of the next year. All students complete their elective units of study (internship or dissertation) at their partner university between January and the end of July of the next year.

Please note: some universities require students to remain “in-country” until they complete their degree (i.e. end of July), to ensure ongoing access to teaching staff and supervisors. Students must make sure that they remain in-country until they have clearance from their host institution to depart, and that they have a visa for the full duration of their stay. Failure to remain in-country may result in a fail being recorded for affected units of study.

CROSS-INSTITUTIONAL EXAMINATIONS

Please be aware that the internship and dissertation units are examined cross-institutionally through the MHRD Dissertation and Internship Committee for Examinations (DICE). As such, students should expect some delays in the final examination of their work for these units of study due to the added logistics involved in cross-institutional examinations. Results are typically finalised in October-November of the year of completion. Students are typically invited to graduate 6 months after results are finalised.

2013 - 14 COHORT
UNIVERSITAS
GADJAH MADA
Yogyakarta, Indonesia
ACADEMIC POLICIES AND EXPECTATIONS

COMPLYING WITH EACH UNIVERSITY’S POLICIES

The MHRD is unique in that it offers students the opportunity to study at two universities in the Asia Pacific region. Accordingly, students must comply with the rules and policies that apply to (i) the University of Sydney during the foundational semester and (ii) the partner university to which students are allocated for the regional semester. This means during each semester, students will be required to liaise with the administrative and teaching staff at the relevant university, and to manage their studies in accordance with the university’s policies and procedures for extensions, late penalties and attendance.

Please note there are a couple of key exceptions to this rule:

- All five universities have agreed to a shared deadlines for the internship and dissertation electives (see Structure of Candidature).
- All partners are committed to upholding high standards on academic honesty.

MEETING YOUR DEADLINES FOR THE REGIONAL SEMESTER

Students must complete their regional semester assessments on time to complete the degree and be eligible for graduation from the MHRD. Students will be enrolled in ‘shell units’ at the University of Sydney for the regional semester so it is important that students complete their final dissertation and internship work on time to ensure a ‘fail’ is not recorded in the University of Sydney systems for these units of study.

Deadlines are subject to any provisions that a regional partner university has for extensions and the application of late penalties.
The program recognises that some students may face unexpected obstacles that make it difficult for them to complete their studies on time (for example, illness or misadventure). Students will need to familiarise themselves with the process for requesting extensions that applies at their regional host University. In addition, to ensure that these extensions are also approved and recorded at the University of Sydney, students will need to observe the following steps:

- Students must make requests for an extension before the due date
- Students must email their request to the Dissertation or Internship Coordinator at their host University, copying in Elisabeth Valiente-Riedl, Deputy Director and Internship/Dissertation Coordinator at the University of Sydney, via elisabeth.valiente-riedl@sydney.edu.au. The email must outline (i) The reason for the extension request; (ii) The original due date and additional time requested and (iii) Any additional information the host University may require, e.g. A formal letter or supporting documentation.
- If an extension is approved, the Dissertation/Internship Coordinator at Sydney will advise whether this deadline can be supported for Sydney completion (i.e. is in line with Faculty deadlines for completion at Sydney University). Importantly, submissions beyond the end of semester 2 on the University of Sydney calendar (typically late October/early November) will result in a fail being recorded at the University of Sydney as extensions beyond this date are not possible for graduation at the University of Sydney.

Please note: Scholarship stipends cover 12 months of study only. Scholarship students who apply for and are granted an extension must self-fund any study time longer than 12 months.

Dissertation and Internship Research Reports will be examined by the MHRD Dissertation and Internship Committee for Examinations (DICE), which comprises two examiners (and nominated substitutes, where appropriate) from each of the host universities in the MHRD. This committee will oversee MHRD dissertation and internship examinations.

Students will be advised of the result for their Internship Research Report or Dissertation by their Internship or Dissertation Coordinator by email. At the time that a student and the University of Sydney are notified of the result, a grade will be input at the host regional University and the University of Sydney.

Please note: Any student who wishes to lodge an appeal must do so within 15 working days of receiving their result. Appeals will be managed by the DICE.

Key policies at the University of Sydney are available in the "Student Administration Manual" found at: http://sydney.edu.au/arts/current_students/student_admin_manual.shtml
PERSONAL RESPONSIBILITIES AND CODE OF CONDUCT

As postgraduates, students are expected to take a great deal of responsibility for their own learning and conduct during the course of this degree. This means that students are personally responsible for attending classes, actively participating in class and for submitting work according to the requirements and guidelines set out by each university. Each unit of study outline will clearly set out the expectations for the course. Any concerns or doubts should be raised with your lecturer.

Students are expected to conduct themselves professionally, respectfully and appropriately with their fellow students and university staff, including academics and all administrative staff. There are a large number of cultures represented in our degree and at the universities; each person will have different ways of communicating and different protocols around relationships and personal space. Therefore it is especially important that students take particular care in ensuring that they are acting respectfully with each other and with people at the universities, not making assumptions about other people, but always asking for clarification if you are unsure what they are communicating.

If you have any concerns about how you ought to be behaving or about how others are behaving around you, you should contact Professor Nicola Piper, Director. It is critically important that everyone involved in the MHRD program feels comfortable and operates in an environment that is completely free of all forms of harassment or marginalisation of others.

PLAGARISM AND ACADEMIC HONESTY

Plagiarism is the act of claiming someone else’s words, ideas, diagrams or data as your own without citing or referencing the original source. Plagiarism is taken very seriously at all MHRD universities. For scholarship students, academic honesty is a condition of their scholarship. For all students, plagiarism may lead to expulsion from the program. We know that students are often tempted to plagiarise when they feel themselves under pressure and when they are having trouble with writing in English. If this happens to you, we strongly advise your to speak with your Unit of Study Coordinator to arrange the support you need.

‘TURN IT IN’ SOFTWARE

‘Turn It In’ is a software program that detects similarities between students’ written work and other sources. It does so by searching for matches between text in the written assessment task and text sourced from the Internet, published works and assignments that have previously been submitted to Turn It In for analysis. It then produces an “originality report” showing matches with various sources, and an overall level of match or similarity index.

Turn It In is a useful tool that will be used by lecturers across all five partner universities, at the least, for:

• Written assignments submitted in all units of study at the University of Sydney.
• Written work submitted in the Internship/Dissertation units.

Students should note that there will always be some degree of text-matches found when Turn It In is used. These matches are caused by the use of direct quotations, technical terms and phrases, and the listing of bibliographic material. This does not mean students will automatically be detected as committing plagiarism however students are encouraged to minimise the possible text-matches by properly sourcing all information used in written assessment tasks. See ‘Referencing Styles’ for more information.

Further information about Turn It In is available at: http://sydney.edu.au/elearning/staff/textmatching.shtml
COMMUNICATION POLICY

Open lines of communication are essential for students to successfully manage the administrative and curriculum requirements in this cross-institutional program. MHRD project staff will need to contact students regularly on key issues such as preparations for the regional semester. Academic staff will also need to contact students regularly about their course requirements. It is essential that students provide the project staff with a ’backup’ email address and check their University of Sydney email regularly (see below).

EMAIL@SYDNEY.EDU.AU

The MHRD project team will contact students using their University of Sydney email address for the entire period of the MHRD program. This address will also be used to relay important information such as information on graduations. Students who prefer to only use their private email account are asked to set up ’email forwarding’ from their University of Sydney email account. Instructions to do so are found here: http://sydney.edu.au/ict/student/email-storage/redirect.shtml

TABLE 1: REFERENCING STYLES AT PARTNER UNIVERSITIES

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>REFERENCING STYLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITAS GADJAH MADA</td>
<td>No particular referencing style is specified however students must use their chosen style consistently. Most UGM lecturers use Harvard style</td>
</tr>
<tr>
<td>ATENEO DE MANILA UNIVERSITY</td>
<td>Uniform system of Citation (Bluebook) <a href="https://lib.law.washington.edu/content/guides/bluebook-101">https://lib.law.washington.edu/content/guides/bluebook-101</a></td>
</tr>
<tr>
<td>UNIVERSITY OF COLOMBO</td>
<td>No particular referencing style is specified however students must use their chosen style consistently</td>
</tr>
<tr>
<td>UNIVERSITY OF SYDNEY</td>
<td>Generally will accept any referencing style that meets international standards however students must use their chosen style consistently. Typically each style and requirements are explained in the unit guide for each unit of study. Further information on referencing can be found at: <a href="http://libguides.library.usyd.edu.au/citation">http://libguides.library.usyd.edu.au/citation</a></td>
</tr>
</tbody>
</table>

GRADUATIONS

Graduations are managed by the University of Sydney’s graduations office. Graduations are typically organised for six months after assessments are completed, assessed and processed in the University of Sydney’s systems.

Information about graduations, as well as details on how to obtain a transcript and copy of your certificate, are available at this link: http://sydney.edu.au/current_students/student_administration/graduations/index.shtml

REFERENCING STYLES

Academic referencing is an essential skill, which students will need to master during their studies. As this degree is a cross-institutional degree, students should familiarise themselves with the relevant referencing rules that apply to both their foundational and their regional semester of study. Table 1: Refencing Styles describes the preference of each regional partner.
03  FOUNDATIONAL SEMESTER
### TABLE 2: KEY DATES FOR THE FOUNDATIONAL SEMESTER
### AT THE UNIVERSITY OF SYDNEY (2014)

<table>
<thead>
<tr>
<th>SEMESTER DATES</th>
<th>DISSENTATION STUDENTS</th>
<th>INTERNSHIP STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 JULY - 1 AUGUST</td>
<td>Induction Week</td>
<td>Dissertation proposal briefs due</td>
</tr>
<tr>
<td>4 AUGUST</td>
<td>Classes begin</td>
<td>Ethics proposals due</td>
</tr>
<tr>
<td>8 AUGUST</td>
<td>Media workshop (full day)</td>
<td>Dissertation proposals due</td>
</tr>
<tr>
<td>15 AUGUST</td>
<td>Academic writing workshop: Optional</td>
<td></td>
</tr>
<tr>
<td>22 AUGUST</td>
<td>Workshop on thinking and acting politically (full day)</td>
<td></td>
</tr>
<tr>
<td>12 SEPTEMBER</td>
<td>Australian Human Rights Commission Excursion/ Racism Workshop (morning)</td>
<td></td>
</tr>
<tr>
<td>26 SEPTEMBER</td>
<td>Country Study workshop (full day)</td>
<td></td>
</tr>
<tr>
<td>29 SEPTEMBER TO 3 OCTOBER</td>
<td>Non-teaching week</td>
<td></td>
</tr>
<tr>
<td>24 OCTOBER</td>
<td>Museum excursion (morning)</td>
<td></td>
</tr>
<tr>
<td>17/18 OCTOBER</td>
<td>Workshop on interviewing</td>
<td></td>
</tr>
<tr>
<td>31 OCTOBER</td>
<td>Classes end finish</td>
<td></td>
</tr>
</tbody>
</table>
## TIMETABLE & ASSESSMENTS

Table 3 (this page) describes the foundational semester timetable. Students only need to attend one tutorial for each Unit of Study. Table 4 (next page) describes the assessment dates for the semester.

### TABLE 3: CLASS TIMETABLE FOR THE FOUNDATIONAL SEMESTER

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00AM</td>
<td>HRTD 6904 TUTORIAL 2</td>
<td>HRTD6901 TUTORIAL 2</td>
<td>STUDENTS TO KEEP FREE FOR MONTHLY COMPULSORY ACTIVITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30AM</td>
<td>MICHAEL HUMPHREY</td>
<td>DINESH WADIWEL</td>
<td></td>
<td></td>
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<tr>
<td>11:00AM</td>
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<tr>
<td>11:30AM</td>
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<tr>
<td>12:00PM</td>
<td></td>
<td>HRTD6902 LECTURE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30PM</td>
<td></td>
<td>ELISABETH VALIENTE- RIEDL</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1:00PM</td>
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<tr>
<td>1:30PM</td>
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<tr>
<td>2:00PM</td>
<td></td>
<td>HRTD6902 TUTORIAL 1</td>
<td>OPTIONAL: ETHICS CLASS</td>
<td></td>
<td></td>
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<tr>
<td>2:30PM</td>
<td></td>
<td>ELISABETH VALIENTE- RIEDL</td>
<td>ELISABETH VALIENTE-RIEDL</td>
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<td>3:00PM</td>
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<td>3:30PM</td>
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<tr>
<td>4:00PM</td>
<td>HRTD6901 LECTURE</td>
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<td></td>
</tr>
<tr>
<td>4:30PM</td>
<td>DINESH WADIWEL</td>
<td></td>
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<tr>
<td>5:00PM</td>
<td>HRTD 6904 LECTURE</td>
<td></td>
<td></td>
<td>HRTD6903 LECTURE</td>
<td></td>
</tr>
<tr>
<td>5:30PM</td>
<td>MICHAEL HUMPHREY</td>
<td></td>
<td></td>
<td>NICOLA PIPER</td>
<td></td>
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<tr>
<td>6:00PM</td>
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<tr>
<td>6:30PM</td>
<td></td>
<td></td>
<td>HRTD6903 TUTORIAL 1</td>
<td></td>
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<tr>
<td>7:00PM</td>
<td></td>
<td></td>
<td>NICOLA PIPER</td>
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<tr>
<td>7:30PM</td>
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</tbody>
</table>
### TABLE 4: ASSESSMENTS AND EXTRA CURRICULA ACTIVITIES DURING THE FOUNDATIONAL SEMESTER

<table>
<thead>
<tr>
<th>MONTH</th>
<th>WEEK</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
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<th>FRI</th>
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<tr>
<td>JULY/AUG</td>
<td>1</td>
<td>28 INDUCTION WEEK</td>
<td>29 INDUCTION WEEK</td>
<td>30 INDUCTION WEEK</td>
<td>31 INDUCTION WEEK</td>
<td>1 INDUCTION WEEK</td>
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<tr>
<td></td>
<td>2</td>
<td>4 CLASSES BEGIN</td>
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<td>28</td>
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<tr>
<td></td>
<td>6</td>
<td>1 HRTD6904 MINOR ESSAY DUE</td>
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WORKSHOP: “EVIDENCE-BASED PRACTICE IN CURRENT MEDIA PRACTICE: REALITY OR DELUSION?”
Date: 8 August 2014 (all day)
Synopsis: This workshop explores the relationships between knowledge and information in the treatment of ethnic and human rights issues by the media. It explores the processes involved in investigating, gathering and analysing evidence, the knowledge acquired and its dissemination. It looks at information as an abstract concept, a sensory experience in which truth-values depend on the interpretation made by the broker; in this case the communicator - journalist or commentator. Using case studies collected over four decades in Southeast Asia, students will compare the use of knowledge and information, and the evolution of their relationships in the complex discourse of news reporting and public communication.
Tutor biography: Jonathan Bogais is Adjunct Associate Professor in the School of Social and Political Sciences, Department of Sociology & Social Policy at the University of Sydney. He is an analyst, social scientist, and strategic adviser in human rights, ethnicity, and conflict analysis and resolution, specialising in Southeast Asian and Pacific affairs. Merging over three decades as a bilingual foreign correspondent and senior analyst (French/English) working mostly in Southeast Asia, with a background in social sciences (Doctor of Philosophy, Sociology – Paris, Sorbonne, 1984), he has acquired considerable cross-disciplinary experience in areas of conflict, human rights, ethnicity, violence and identity. He has been involved in several international missions, advised delegations and participated in negotiations. He also has experience teaching in these areas. His current focus is on knowledge utilisation. He has a United Nations mandate to investigate knowledge utilisation models to improve the interaction between research utilisation and evidence-based practice, especially in areas of conflict.

Note: Extra curricula activities are mandatory but will not be assessed.

HUMAN RIGHTS AT THE MUSEUM EVENT
Date: 24 October 2014 (morning)
Synopsis: Visit to Sydney Jewish Museum to reflect on issues around human rights abuses, the Holocaust and memory.
Tutor biographies: This excursion is organised by Associate Professor Jennifer Barrett and Dr Avril Alba. Jennifer Barrett was appointed to the University of Sydney in 2000. Her recent administrative positions at the University of Sydney include Pro Dean (2010) Associate Dean Postgraduate Coursework (2007-2009) and Deputy Chair of Postgraduate Matters (2008-2009) and Director of Museum Studies since 2001, which also has partnership with Hong Kong University. She has also held positions in art history and cultural studies at the School of Cultural Histories and Futures at the University of Western Sydney. Her recent work includes Museums and the Public Sphere (Wiley Blackwell 2011 and 2012); a co-authored monograph (with Jacqueline Millner) Australian Artists and Museums (forthcoming with Ashgate 2012) and ‘Museums Human Rights and Universalism’ in eds., A. Witcomb and K. Message Museum theory: an expanded field (Wiley- Blackwell, 2012). Her current research explores museums, human rights, universalism and the international public sphere.
Prior to joining the Department of Hebrew, Biblical and Jewish Studies in 2012, Avril Alba was the Education Director at the Sydney Jewish Museum where she also served as the Project Director/Curator for the refurbishment of the museum’s permanent exhibition Culture and Continuity: Journey through Judaism. Her doctoral thesis, currently under preparation for publication as book-length monograph, explored the largely unexamined topic of museums as sacred spaces. At present, Avril is undertaking research into Holocaust memory in its broader context and in particular the efficacy of this memory in the Australian public sphere.
WORKSHOP: THINKING AND ACTING POLITICALLY

Date: 22 August 2014 (morning)

Synopsis: When thinking about and studying our society we tend to assume that “politics” is for the politicians, “administration” for the public servants and “social support” for the welfare sector and its NGOs. If your reference point is political party politics then this is a valid assumption to make but if you use a more general definition of politics as the study of power and influence in all areas of life—within each sector and across the public, private and community sectors—then political capacities and skills are needed by all.

This workshop will consider a range of questions:

1. What is meant by “organisational politics”? How does an organisational leader manage the politics of his or her agency?
2. How do we manage the broader political environment in which we work?
3. What is “political awareness” and are there special “political skills” that can be developed?
4. Is there such a thing as “political judgment” and does it apply to work in the private and community sectors as well as in government?
5. What are the ethical issues involved in thinking and acting politically?
6. What role should politics play in the development of strategies for any organisation?

Participants will be exposed to the ways and means that have been developed to determine strength and weakness in political awareness and politics more generally.

Tutor biography: Professor Geoff Gallop studied at University of WA, Oxford and Murdoch Universities after attending school in Geraldton. From 1986 to 2006 he represented the Labor Party in the Western Australian State Parliament and was Premier from 2001 to 2006. After retiring from politics he was appointed Professor and Director of the Graduate School of Government, The University of Sydney, a position he still holds. In 2012 he published Politics, Society, Self: occasional writings (UWA Publishing).

WORKSHOP: RACISM HIDDEN AND EXPOSED: RACIAL DISCRIMINATION IN ASIA-PACIFIC AND SOCIO-INSTITUTIONAL MECHANISMS AGAINST RACIAL DISCRIMINATION

Date: 12 September, 2014 (half day)

Synopsis: In this workshop, students will be presented and discuss: (1) Overview of racism in Australia including its history, roots/causes, and social, economic and legal dimensions; (2) National Human Rights Institutions as a human rights mechanism and its effect on combating racism with Australian Human Rights Commission as a case study and (3) Experiences of racism in the region, the social perception of racism as condoned/condemned by its social fabric and socio-institutional measures to combat racism/racial discriminations

Tutors’ biographies:

Dr Tim Soutphommasane is Australia’s Race Discrimination Commissioner. Prior to joining the Australian Human Rights Commission, he was a political philosopher at the University of Sydney. During his term, Dr Soutphommasane will be an advocate for a fairer Australia and drive the Commission’s efforts to combat racism. Dr Soutphommasane was raised in southwest Sydney. He completed his Doctor of Philosophy at the University of Oxford, from where he also holds a Master of Philosophy degree (with distinction). He is a first-class honours graduate of the University of Sydney.

Dr. Selvaraj Velayutham is Senior Lecturer in the Department of Sociology, Macquarie University, Australia. His research interests are in the area of race and ethnic studies, international migration and multiculturalism. He is the author of Responding to Globalization: Nation, Culture and Identity in Singapore and co-editor of Dissent and Resistance in Asia’s Cities and Everyday Multiculturalism. His current research include: Everyday Diversity at Work; New Racisms and the Integration Challenge in Singapore; and Indian Transient Labour, Masculinities and the Everyday.

Professor Kevin Dunn (BA (Wollongong); PhD (Newcastle); FNGS), has been Dean of the School of Social Sciences and Psychology since 2012. He joined the University of Western Sydney UWS in 2008 as Professor of Human Geography and Urban Studies. His areas of research include the racism and anti-racism, immigration and settlement, Islam in Australia, and local government and multiculturalism. He is a Fellow of the New South Wales Geographical Society and is Vice President.
04 REGIONAL SEMESTER
VISA INFORMATION

Students entering the Philippines will find their country named on one of two lists: (i) Non-restricted countries and (ii) Restricted countries. Each list is found here: http://www.immigration.gov.ph/index.php/faqs/travel-req. Please consult this list then read the information relative to you.

(i) Non-restricted countries
International non-degree students (exchange students) at the Ateneo de Manila University are advised to secure a Temporary Visitor's Visa 9(A) together with a Special Study Permit (SSP) throughout the duration of the exchange/mobility program at Ateneo de Manila University. While maintaining a Temporary Visitor’s Visa which will be renewed every two months, international students will apply for a SSP which allows them to study non-degree courses in the Philippines for a period not exceeding one year.

Step 1: Secure an entry visa
Secure a 59-day Temporary Visitor’s Visa at the Philippine Embassy/Consulate in your country of origin before entering the Philippines.

Step 2: Apply for SSP and ACR I-Card
Apply for a SSP and ACR I-Card (Alien Certificate of Registration Card) upon arrival in the Philippines. The application forms will be provided by the Office of International Relations (OIR). Students will be advised to submit the following to the OIR: 1. Original Passport, 2. 1 ID photo (2 x 2 inches, recently taken) 3. SSP application fee of P 4,740.00 4. ACR I-Card fee of P 2,700. The liaison officer of OIR will facilitate the application with the Philippine Bureau of Immigration on behalf of the students, free of charge. The SSP is valid for six months (one semester).

Step 3: Extension of tourist visa every two months
14 days before Temporary Visitor’s Visa expires, students are advised to proceed to the OIR to extend their visa. Temporary Visitor’s Visa can be extended either for 30 days (minimum), or 59 days (maximum).

(ii) Restricted countries
Students from restricted countries need to secure an entry visa before leaving for the Philippines. These students are advised to contact the Ateneo Coordinator for more information about their visa process.

Estimated total cost of visas
• Students staying for 1 semester (P 20,000).
ARRIVING AT ATENEO DE MANILA UNIVERSITY
Upon arriving at Ateneo de Manila University, all students are required to report to the Registrar's office where they will be given instructions on enrolment procedures.

CLOTHING AND WEATHER
Ateneo requires all students to wear business clothes (men and women). But in general, most Filipinos dress in a laidback style with jeans, t-shirts, and sneakers as the usual clothing of choice. This is because the Philippines is a tropical country, with temperatures ranging from 21-35°C, and with midday summer highs of over 38°C. It is best to wear light, loose-fitting clothing made from natural fiber, especially from December to May. To protect one's self from the sun, bringing a cap, hat, umbrella, and shades come in handy whenever heading outside. During the rainy season, which lasts from June to November, jackets and your umbrellas are helpful as well. But whatever clothes you choose to wear, the basic rule is: Dress comfortably but decently.

LIVING EXPENSES
Cost of living depends largely on where students decide to stay, where and what food to eat, and other extras. Expect to spend anywhere from PhP30,000.00 – PhP70,000.00 a month, including accommodation.

FOOD
A moderate daily food estimate of three meals may be anywhere from P250 to P400. For those who are able and prefer to cook their meals, fresh food can be purchased both from the supermarkets or the public wet markets. For those who prefer to purchase meals, the school has its own cafeteria where the student can have a meal consisting of rice and one main dish for anywhere from P80 to P90 (around $2.00). There also are a lot of less expensive food stores/groceries and restaurants in the area to choose from.

MEDICAL/HEALTH CARE
Students should pre-arrange expatriate health insurance before arriving in the Philippines. For those in need of medical consultations, Power Plant Mall nearby houses the Hi-Precision Diagnostic Clinic, and a few specialty clinics. The Makati Medical Center on Amorsolo St., is just a few minutes away from Rockwell Center. It also has the Mercury Drug Store, one of the most complete drug stores in the city.

ACCOMMODATION
The Ateneo Professional School in Rockwell, Makati, has no housing facilities of its own but it is surrounded by residential areas where most of its students can rent or lease units/rooms. The two places listed below are just some of the known places students stay in, with rates ranging from average of P9,000 to P23,000 a month.
1. #113 Zodiac St., Palm Village, Rockwell, Makati. Mobile# (+632) 7104010 ; cellphone# (+632) 0917-5201020 (Mr. Marjun Villacorta-owner): This place has units with rooms meant for solo occupancy, or for 2 to 3 occupants. It has a common kitchen area. Rates include use of lights alone, and water.
2. Palmyra Apartments, #6083 Palma St, cor Rockwell Drive, Makati. Tel. # (+632) 8968322 (look for Ms. Alda: Most units for lease/rent are 35 sqm. studio types. Rates do not include use of water and electricity.

There are websites, too, which have lists of places for rent/lease advertised such as: www.airbnb.com.ph, www.condorentalmakati.com, www.homes.mitula.ph, www.sulit.com.ph>realestate, www.ayasdito.ph/realestate, www.movintheicity.com.ph, www.homes.trovit.ph/forrent. Makati City, being the business district it is, is also full of condominium/residential buildings where you can find unit owners renting out their units (furnished or otherwise) but with varying rates, depending on features/facilities available. (Locations of addresses are usually found in Google Maps) Generally, electricity rates are not included in rent/lease amount. If it is, it usually is for light consumption. Occupant has to pay extra if air conditioning units, or other electrical appliances are used. This goes the same for water utilities. Laundry services are not included, and calls for extra fees. It is recommended that inquiries about these services are made clear when looking for a place.

SPORTS/RECREATION
A number of sports centers may be found in and around Makati City. Within Rockwell Center, fitness clubs are in One Rockwell, and at the Joya Condominium Building. Ateneo campus in Rockwell presently has no fitness gym of its own but has plans of putting up one in the campus in a few years’ time. Most residential villages in Makati have their own basketball and tennis courts, and swimming pools. Public parks often have basketball courts as well. Information on where to find good sports facilities may be found at iSport.com.
RESEARCH & COMMUNICATION FACILITIES
The Ateneo School of Law has its library in the first Basement in the campus of the Ateneo Professional Schools. Here, a wide array of research materials may be found. Computers and printers are also made available for the students’ use just as long as they have their Student ID with them. (Students will be given their account names together with their IDs upon enrolment to have free access to internet connections.)

TRANSPORTATION
Depending on where the student decides to stay, Makati district has its share of public utility vehicles - jeepneys, buses, taxicabs and pedicabs - as means of getting to the Ateneo School of Law, Rockwell. Within Rockwell Center, aside from taxicabs, shuttle vans are the main means of going from one area to another, for a standard fare of P5. Jeepneys and pedicabs ply mostly the inside streets of most residential areas outside the Rockwell business center. The buses stay on the main thoroughfares like EDSA, Ayala Avenue and Buendia Avenue. In addition, EDSA also has Manila’s third rapid transit line, the Manila Metro Rail Transit System (MRT-3) line along the whole of EDSA, with thirteen stations along its route. Minimum fares are: jeepneys – P8; pedicabs – P25, solo rider, P10; buses – P12 (with air conditioning); taxi – P40 (flag down amount).

MULTI-FAITH SERVICES
Ateneo Professional School, as a Catholic school, has its chapel, St. Thomas More Chapel, on the ground floor of the building, and has daily mass services. But different places of religious worship are found in and near Makati City as well.

Here are just a few:
- Buddhist: Manila Kadampa Buddhist Center, 2247 Chino Roces Ave., Makati; Ming Kuang Temple, F. Blumentritt St, Tibagan, San Juan City
- Hindu: Hari Ram Temple and the Saya Aur Devi Temple in Paco, Manila
- Islam: Ferdaus Mosque, Baltazar St., Pasig; Masjid An-Noor, Malaria Vill., Taguig City; Greenhills Mosque, Greenhills Shopping Center, San Juan City
- Jewish: Beit Yaacov Synagogue, 110 H.V. Dela Costa St., Salcedo Vill., Makati City
- Christian/Baptist: #1 Baptist Church of Manila on H.V. dela Costa St, Makati; Holy Trinity Episcopal Church in Forbes Park, Makati; Rock Christian Church at the Giles Hotel on Makati Avenue.
SHOPPING
Although there are quite a number of stores to be found at the mall and within the Rockwell Center, the business commercial center of Makati still is the main shopping area with a variety of stores to choose from. There are also other places near Makati which one can go to shop which can be easily accessed via either the MRT, buses, or a taxicab.

DOS & DONT’S
• Make sure all requirements for school admission, enrolment/registration, visa applications are prepared (by the Philippine embassy/consulate exercising jurisdiction over the place where school is located), and photocopied.
• Have a extra photocopies of each of the consular requirements on hand for easy reference. Make sure ID photos are of the correct size required.
• Go over the requirements and payment fees often to ensure easy processing.
• Visit the country’s department of foreign affairs’ website at www.dfa.gov.ph. for visa requirements
• Prepare in advance the thesis and/internship theme you would like to focus on.
• Prepare and bring business clothes that are suitable to warm weather for school wear and smart casuals to light daily wear, with a few items for sudden rainshowers.
• Mark dates of deadlines to avoid penalties.
• People are generally friendly and helpful but avoid going out alone during the first few weeks of stay until you become accustomed to your surroundings.
Applying for visas to Indonesia take more than a month, so UGM starts applications earlier. The following documents need to be sent to UGM no later than early September:

- A recommendation letter.
- A letter proving financial support.
- A ‘red background’ passport photograph.
- A statement of good health.
- Copy of passport.
- Copy of academic record.
- Completed admission form from UGM (will be sent to each student once UGM get their name and contact details).

Once these documents have been collected UGM will issue the Letter of Acceptance as a formal acknowledgement that the students are enrolled in the Master of Political Sciences, Faculty of Social and Political Sciences, Universitas Gadjah Mada.

UGM will then apply for student’s study permit to the Ministry of Education and Culture of the Republic of Indonesia. After the study permit has been issued, it will be used for applying for student visa recommendation letter (Telex Visa). Once the Telex Visa is issued, it will be an essential document to apply for ‘stay permit’ (VITAS). This can be done at the Indonesian Embassy in Sydney only.

We expect that the processes will be done by the end of November.

UGM kindly requests that students finish their formalities before leaving Sydney for their home country or Indonesia. Students are strongly recommended not to book a flight ticket to Indonesia before the visa authorization process is done. As for the payment in getting the telex visa, the program will cover all of the cost for scholarship students.

### VISA INFORMATION

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*PLEASE NOTE. ADVICE ON ADDITIONAL DEADLINES FOR ALL UNITS OF STUDY WILL BE PROVIDED AT THE BEGINNING OF YOUR REGIONAL SEMESTER

### ACCOMODATION INFORMATION

UGM does not have a special dormitory for foreign students. Students are offered with various choices of local dormitory ("Kos" or “kos-kosan”). Most of these kos are owned privately, with the various range of price per month depends on the location, facilities and size of room. These local dormitories are also surrounded by many kinds of warung (small restaurant for students with cheap prices).

Table 8 lists examples of kos/kos-kosan. Each place has the same facilities such as personal bathroom, full furnishings, TV, Internet/wi-fi and AC, and in some, additional facilities such as laundry service or personal refrigerator.
KEY RESOURCES

UGM will provide key resources/facilities for MHRD students as for any other students:

- The lecturers for MHRD program in UGM are not from Political Sciences departments, the International Relations departments and the Law Faculty. Some practitioners/activists from Human Rights non-government organisation and officials are also invited to some classes.
- Libraries are available for use including the UGM Central Library (ugm.ac.id), the Faculty of Political and Social Science’s Library (pusfisip.ugm.ac.id), and the Political Sciences Department’s library.

All student support services also available for MHRD students such as:

- Campus bikes.
- The Gadjah Mada Health Center.
- Internet connection/Wi-Fi.
- Cafetarias.

TABLE 7: RECOMMENDED ACCOMMODATION OPTIONS NEAR UGM

<table>
<thead>
<tr>
<th>NAME AND DETAILS</th>
<th>NAME AND DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jl. Colombo</td>
<td>Jl Sendowo Blok D/71, Sleman, Jogja</td>
</tr>
<tr>
<td>Rate per month for a single room: Rp 2,500,000</td>
<td>Rates start from Rp 2,000,000 – Rp 2,500,000</td>
</tr>
<tr>
<td>Rate per month for a double room: Rp 3,200,000</td>
<td></td>
</tr>
<tr>
<td>GRIYO SENDOWO</td>
<td>pondokboulevard/deresan/</td>
</tr>
<tr>
<td>Jl Sendowo Blok D/71, Sleman, Jogja</td>
<td>Rates start from Rp 1,500,000 (for males) and Rp 1,800,000 (for females and couples)</td>
</tr>
<tr>
<td>PONDOK BOUGENVILLE</td>
<td>D’PARAGON KOST EKSLUSIF JOGJA</td>
</tr>
<tr>
<td>Rates start from Rp 1,500,000 (for males) and Rp 1,800,000 (for females and couples)</td>
<td>Jl Flamboyan, Deresan</td>
</tr>
<tr>
<td>Rates start from Rp 125,000/daily and Rp 1,750,000/monthly</td>
<td></td>
</tr>
</tbody>
</table>
VISA INFORMATION

Phase 1 – While students are in Sydney

The following information and documents need to be sent to the MHRD Colombo Coordinator, Gehan Gunatilleke, by 20 September 2014:

a. Information
   - Full name (as stated in passport).
   - Date of birth.
   - Country of birth.
   - Nationality.
   - Passport number.
   - Date of issue (passport).
   - Date of expiry (passport) – the student must ensure that his/her passport is valid at least until December 2015.

b. Documents
   - Copy of main page of passport and other pages relating to extension of and amendments to passport (copies must be clear).
   - Offer letter from the University of Sydney.

Colombo will obtain visa approval from the Controller of Immigration and Emigration (Sri Lanka) and forward the approval letter to the student. The Controller of Immigration and Emigration will fax the Sri Lankan Consulate in Sydney the visa approval letter.

The students should then apply for an entry visa at the Sri Lankan Consulate in Sydney. The application form will be available at the Consulate. The visa will be stamped on the students’ passports.

When applying for an entry visa, students must hand over the following additional documents:

- A copy of the approval letter faxed to the Sri Lankan Consulate in Sydney by the Controller of Immigration and Emigration bearing the student’s name.
- A copy of a letter of invitation from the University of Colombo confirming the student’s enrolment in the second semester at the University of Colombo. *The MHRD Colombo Coordinator will facilitate this process.

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TABLE 8: KEY DATES AT COLOMBO (2015)

<table>
<thead>
<tr>
<th>SEMESTER DATES</th>
<th>26 JANUARY</th>
<th>Classes begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 APRIL</td>
<td>Classes end</td>
<td></td>
</tr>
</tbody>
</table>

| HOLIDAYS | PUBLIC HOLIDAYS | There are many public holidays during the period. The MHRD Colombo Coordinator will provide more information. |

| TEACHING SCHEDULE | 26 JANUARY TO 30 APRIL | All subjects (non-intensive model) |

<table>
<thead>
<tr>
<th>KEY DEADLINES*</th>
<th>31 MARCH</th>
<th>Dissertation proposal and internship research report research outline due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 JUNE</td>
<td>First draft of dissertation/internship research report due</td>
</tr>
<tr>
<td></td>
<td>31 JULY</td>
<td>Submission deadline for elective assignments</td>
</tr>
</tbody>
</table>

*PLEASE NOTE, ADVICE ON ADDITIONAL DEADLINES FOR ALL UNITS OF STUDY WILL BE PROVIDED AT THE BEGINNING OF YOUR REGIONAL SEMESTER*
Phase 2 – While students reach Colombo

The following documents need to be submitted for student visas within one month of arrival in Sri Lanka:

- A valid passport.
- A duly completed Residence Visa (student category). Form in two copies (see attached Form 'A').
- Two passport size photographs.
- The relevant visa fee (approximately AUD 150).
- A copy of the entry visa approval letter from the Controller of Immigration and Emigration.
- A letter from the Dean, Faculty of Law, University of Colombo (sent through the Vice Chancellor of the University of Colombo; endorsed by the University Grants Commission and by the Ministry of Higher Education) to the Controller of Immigration and Emigration. *The MHRD Colombo Coordinator will facilitate this process.

Students will have to be present for an interview at the Department of Immigration and Emigration in Colombo before the student visa is granted. Note: The entry visa will be valid for one month only. Students will need to apply for the student visa before the expiration of one month.

For further questions, please contact Gehan Gunatilleke, MHRD Colombo Coordinator on gehan.dg@gmail.com or on +94 777414189.

ACCOMMODATION:

Since there is no university accommodation provided, the Centre for the Study of Human Rights (CSHR) will prepare a list of contacts for accommodation owners. They will give these contacts to the students who can select their accommodation. In 2014, the cost of accommodation was approximately LKR 30,000-35,000 per student. Generally students have to pay a refundable bond of one month’s rent in advance.

Until they find a suitable place, the CSHR will reserve temporary accommodation for students at a reasonable price.

ACADEMIC RESOURCES

- The CSHR library is free to use. The CSHR will pay for the reference facility of the main library of the University of Colombo.
- If the students wish to borrow books, they will have to pay a refundable deposit of LKR 5000.
- The CSHR will provide hard copies of all necessary readings.

SUPPORT SERVICES

- Wifi is available and free at the CSHR premises.
- Printing and photocopying can be done at the University computer centre at a reasonable price.
- Students can buy stationery from the University bookshop. A post office, banks and souvenir shops are within walking distance.
- There are a variety of restaurants close to the University of Colombo.
- The University of Colombo is situated close to the main road where buses and metered tuk-tuks are available.
VISA INFORMATION

According to Immigration law of Nepal, any foreign nationals willing to stay in Nepal can obtain 15-day, 30-day, and 90-day entry visas within one year. KSL has received advice from the Immigration Department that MHRD students should obtain a 30-day visa on arrival at the Tribhuvan International Airport. This visa can be extended for 150 days later on. Nepal’s Immigration Department has issued a letter to KSL mentioning the availability of 30 days on arrival visa to MHRD students at the airport. KSL will manage the extension of this visa later on. Due to these visa arrangements, the MHRD Nepal Coordination Committee has decided to ensure the regional semester is completed at within five months, i.e. by 25 May 2015. All the presentations will be arranged online (preferably through Skype).

An original and translated copy of the letter issued by Nepal’s Immigration Department will be sent to the students prior to their arrival. Students should attach the original letter along with their visa application form. They should also carry a valid passport, photocopies of their passport, passport size photographs and $40 US or other convertible foreign currency equivalent thereto to obtain a 30 day multiple entry visa. Note that no visa fee shall be applicable to the passport holder of member states of the South Asian Association for Regional Cooperation (SAARC) for 30 days period, and Indian nationals do not require visa to enter into Nepal.

Further information can be obtained from Nepal’s Immigration Department’s website http://www.immi.gov.np/visa/provisional-visa-arrangement-fee.

ACCOMMODATION

Accommodation will be arranged for students at Bhaktapur Guest House or at rented apartments, depending on what students prefer.

The Bhaktapur Guest House is located 12 kilometres from Kathmandu and 4 kilometres from Kathmandu School of Law. Rooms have attached bathrooms, hot water and electricity will normally be available (including through generator back up). The details are:

Bhaktapur Guest House
Chundevisthan, Katunje, Bhaktapur, Bagmati zone, Nepal. Telephone: +977 01 6610670 or +977 01 6614670
Fax: +977 01 6612325
Email: bghouse@mos.com.np
Website: www.bghouse.com.np
Students must clear all their private bills which are not covered by the MHRD program, such as extra food and beverages other than the buffet, private telephone etc, before departing their accommodation.

MEALS

Students staying at KSL accommodation can cook food on their own or can take from KSL cafeteria. Students staying at Bhaktapur Guest House need to inform the hotel person about how they will arrange food.

ENROLMENT

The students will be enrolled as per KSL’s rules and need to fill in the ‘blue form’ at KSL administration. Students will be provided with a student identity card and library card. Students must bring four ‘passport-sized’ and four ‘auto-sized’ photographs with them at enrolment.

Enrolment will be held at: Administration Block, Professor Durbar Bar Singh Thapa Building, Block E, 1st Floor with the Student Welfare and Administrative Officer: Ms Sudha K.C.

TRANSPORTATION

Students must arrange their own transportation. Local transportation can be easily available at a cost of around 10 Nepalese Rupees. However, if students collectively agree to pay KSL for transportation, KSL may arrange for transportation facilities.

ARRIVAL IN NEPAL

A representative of KSL will greet students when they arrive at Tribhuvan International Airport, and take them to their pre-arranged accommodation. Students are requested to look for their name, or “KSL” on a sign as they exit the airport. If no-one is there to meet you, please call the KSL office on +00977-01-6634455/6634663 or Shamin Pathak’s mobile phone: +00977-9841243163.

KSL FACILITIES

A separate classroom for MHRD students has been arranged. KSL will provide two desktops at the student room (‘Students’ Cabin’) and students can use their laptops also. The classroom is located in Block A, Second Floor, ‘MHRD Program’ room.
Lectures will be generally held at KSL. KSL has a good library collection of Nepalese materials and enough international and comparative materials, much of which is in English (all instruction of Nepalese students at KSL is conducted in English). Students are encouraged to visit and use the library and IT Centre. Photocopying and printing facilities are available upon taking permission from the IT Centre.

Internet facilities can be accessed from Students’ Cabin and IT Center. Students are also encouraged to feel free to work at IT Centre.

There is an undercover canteen at KSL which provides a range of snacks and a variety of meals.

The KSL academic year will be in session during the program and you will have the opportunity to meet many students, all of whom speak good English.

KSL students are very welcoming and cooperative. You may want to take business cards or make some up, to give to students and people you meet.

TRAVEL IN NEPAL

Travel around Kathmandu and within Nepal for field activities will be coordinated by KSL. KSL can assist in arranging airport transfers if students are leaving Nepal after the program finishes, or onward taxis if they are staying on. Please leave the hotel three hours prior to your flight departure time.

Travelling Independently Around Nepal

Students can travel around Kathmandu by metered taxi, an inexpensive and safe means of transport. Taxis are identifiable by their signs and their white-on-black license plates. Make sure that the meter is turned on. Bicycle rickshaws are common in the old part of Kathmandu and can be a good way of making short trips through the crowded and narrow streets. Fares are negotiated in advance. Buses are the main form of public transport throughout Nepal and they are incredibly cheap but not very comfortable.

Be aware that road transport safety standards are not equivalent to those generally experienced in students’ home countries, and the risks increase when travelling at night, particularly in mountainous areas. Particularly outside Kathmandu, note also that strikes can occur unexpectedly and for, resulting in the blocking of roads for unpredictable, protracted periods. Be aware of personal safety and security. It is recommended that students travel in pairs if they are taking public transport or taxis.

LUGGAGE AND ADDITIONAL ADVICE

Luggage

The roads and footpath surfaces are frequently unpaved and hence potentially damaging to the wheels of luggage. Accordingly, a backpack or luggage that you can carry may be preferable. In addition to students’ main baggage, it is a good idea to bring a smaller back-pack for day trips (i.e. to carry notes and reading materials, camera, laptop, water etc).

Clothing and Shoes

The months of January and February are quite cold in Nepal, between 0°C and 19°C in January and 2°C and 20°C in February. Sometimes slight snow fall may occur in the month of January. Students should pack warm clothing (including gloves, scarf, beanie etc), a waterproof jacket, and a small umbrella. Make sure to wear appropriate, sturdy, waterproof footwear (for hiking) and warm socks. Please note that some clothing may not be culturally appropriate. Students should avoid wearing revealing clothes (i.e., low cut or sleeveless tops, short skirts or shorts or anything overly tight). They will need to wear long sleeves and pants during organisational visit.

Toiletries and medication

If students need to travel with prescription medication, they are to ensure take enough to last the duration of their trip and to bring the prescriptions in case they are questioned at the border.

Toiletries are logistically difficult to locate so it is advisable that students take everything they need such as toothpaste, soap, shampoo, tampons and sanitary napkins etc. Liquid soap and moist towelettes / cleansing wipes can also be useful if bathroom facilities are not ideal.

Mild Altitude Sickness (AMS) might affect some individuals upon arrival in Nepal even before any activities are undertaken. The symptoms are quite similar to a hangover i.e. headache, nausea, and fatigue, and there are varying levels of affliction. If you develop AMS, you should take this as a warning sign that you are at risk of the serious forms of altitude sickness. As a precaution, you may wish to consult medical practitioner in case he/she advises you to take specific medication/s for AMS prior to the trip.

Other equipment

Electrical devices (laptop, camera, phone, IPod, power adaptors, torch for blackouts) are fine but electricity may not always be available and conditions may be wet, dusty etc.
FOREIGN CURRENCY AND CREDIT CARDS

Payment in hotels, travel agencies, and airlines can be made in foreign currency. Credit cards like American Express, Master and Visa are widely accepted at major hotels, shops, and restaurants. Students should keep their Foreign Exchange Encashment Receipt while making foreign exchange payments or transferring foreign currency into Nepalese rupees. The receipts may be needed to change left-over Nepalese Rupees into hard currency before leaving the country. Major banks, hotels, and the exchange counters at the Tribhuvan International Airport provide services for exchanging foreign currency. Students can exchange foreign currency at KSL also.

ATMs are widely in use in Kathmandu, but please be aware they might be few and far between. Students may wish to take some US dollars to exchange for rupees. There are money changers and ATMs in Bhaktapur also. Exchange rates are published in English dailies such as The Rising Nepal, The Kathmandu Post and The Himalayan Times and websites of each bank. Nepalese Rupees are found in denominations of 1000, 500, 100, 50, 20, 10, 5, 2 and 1. Coins are found in denominations of 10, 25 and 50 paisa. One rupee equals 100 paisa. You can check exchange rates online at http://www.nrb.org.np/fxmexchangerate1.php?YY=&MM=&DD=. Rates can slightly vary in each bank.

As it won’t always be possible to guarantee a secure place to leave valuables, students may wish to pack a money belt to keep your money and passport etc on your person. Please also bear this in mind when deciding if to take a laptop, digital cameras, IPhone, IPods etc. Padlocks for luggage can be useful if storing valuables in luggage.

TIME AND BUSINESS HOURS

Government offices are open from 10am to 5pm from Sunday through Thursday. On Fridays they remain open until 3pm. But the offices open from 10am to 4pm from Sunday through Thursday and 10am to 2pm on Friday from mid of November to mid of February. Most of the Banks are open from Sunday through Thursday from 10am to 3pm. On Fridays, banks remain open until 12pm only. However, some banks have evening counters as well. Business offices are open from 10am to 5pm Sunday through Friday. Embassies and international organizations are open from 9am to 6pm Monday through Friday. Most shops open after 10am and close at about 8pm and are usually closed on Saturday.

HOLIDAYS

Nepal observes numerous holidays, at the least a couple in a month so please check the holiday calendar. Government offices observe all the national holidays and banks observe most of them. Businesses observe major holidays only.

COMMUNICATION FACILITIES

• **Postal Services:** The Central Post Office located near Dharahara Tower, is open from 9 a.m. to 5 p.m. Monday through Friday. The counters are open from 7 a.m. to 4 p.m. and provide stamps, postcards and aerograms. Post Restante is available Monday through Friday from 9 a.m. to 5 p.m. Express Mail Service (EMS) is available at GPO and at Thamel, Basantapur and airport postal counters.

• **Telephone Services:** Telephone, fax, telex and telegraph services are widely available. Hotels and private communications centers also provide long distance telephone. For calling from outside, country code for Nepal is 977 and the area code for Kathmandu is 1. Foreigners can also obtain local SIM cards in Nepal. You can contact IT Center for available options for SIM cards. Phone facilities will be available for your use at various locations. The cost of telephone calls in hotels can be high with additional service charge and tax. Students should provide KSL with the telephone number of their family for immediate contact.

• **Internet Services:** Several Internet cafes and communication centers have opened up in the Valley and around the country in the past few years. Visitors only have to find a place they are most comfortable in to use the facilities to keep in touch with home. E-mail and Internet services are also offered by hotels. Students should locate internet cafes which operate even in load shedding.

• **Electricity:** Major towns have electricity and the voltage available is 220-volts and 50 cycles. Load shedding is normally experienced throughout the year with upto 16 hours load shedding in dry season. However, most major hotels and guest houses have installed their own generators.
CLIMATE
Nepal has a monsoonal climate with four main seasons - though traditionally a year is categorized into six distinct climate periods: Basanta (Spring), Grishma (Early Summer), Barkha (Summer Monsoon), Sharad (Early Autumn), Hemanta (Late Autumn) and Shishir (Winter).

STAYING HEALTHY
Those who are allergic to tap water drink are suggested to drink only bottled water, or the filtered water at KSL canteen (which is safe). Students should using ice in drinks and eating anything which has been washed in tap water (for example, salads, some fruit (bananas and other fruit which could be peeled are generally ok), Each individual’s immune system reacts differently to environmental factors so you may need to take precautions even if the local people appear to be unaffected by the same constraints. Students can also find fresh fruit and vegetables in the nearby market.

Bathroom facilities may not be maintained to the same standards that you might be accustomed to so it is advisable to carry a hand sanitizer to maintain good hygiene while travelling. However, please be discreet when using hand sanitizer so as not to cause offence.

FURTHER INFORMATION:

SOME DOS AND DON’TS
- The form of greeting in Nepal is "NAMASTE" and is performed by joining the palms together.
- Before entering a Nepalese home, temple, and stupa remember to remove your shoes.
- Be careful not to use your spoon, fork or a hand being used for your eating to touch other’s food, plate, cooking utensil or the serving dish. Do not eat from other people’s plate and do not drink from other people’s bottle or glass unless you are accustomed to. It is not considered good by some people.
- Never touch anything with your feet. This is considered as rude among many Nepalese.
- Seek permission first before entering a Hindu temple. Many Hindu temples do not allow non-Hindus to enter.
- Leather articles are prohibited to be taken inside the temple precinct.
- Walking around temples or stupas is traditionally done clockwise.
- Take photographs only after receiving permission for the object or person being photographed.
- Public displays of affection between man and woman are frowned upon, mostly in rural areas. Do not do something that is totally alien to the local environment.
- Develop a genuine interest to meet and talk to Nepalese people and respect their local customs.
05 GETTING INVOLVED
The Asia Pacific Masters Alumni for Human Rights and Democratisation (APMA) is an emerging network of graduates of MHRD. It was officially formed in May 2014 at the first APMA General Assembly in Bangkok, Thailand. As a result of their first ever elections, an APMA executive was elected, headed by Mr Niaz Ahmed, who is located in Pakistan and was an MHRD student in 2011-12.

The aims of the APMA are:

1. To promote and protect human rights and democracy in the Asia-Pacific region and throughout the world by supporting activities such as promoting continuing education and creating opportunities for networking not only with other graduates but with the wider community.

2. To foster institutional, academic, professional and community linkages by creating opportunities for research and professional growth for members among the graduates of Master of Human Rights and Democratisation (Asia Pacific) and with graduates of similar programs across the world.

3. To work towards these aims through the development and implementation of appropriate activities in this regard.

The APMA is also part of the Global Campus Alumni, a network of all European Union sponsored regional Masters programs in Human Rights and Democratisation. More information about the Global Campus is available here: [http://www.eiuco.org/education/global-campus-regional-masters.html](http://www.eiuco.org/education/global-campus-regional-masters.html)

There are number of way through which you could get involved in the APMA’s activities. These include:

- **Human Rights Activism**: In 2012, MHRD Alumni started to observe International Human Rights Day through joint activities by its members. Similar events will be organised in 2013, in which current cohort can join hands with their colleagues from previous cohorts to design and organise the events.

- **European Masters Alumni Mentoring Program**: As members of the Global Campus Alumni, MHRD graduates now have access to the mentoring program of the European Masters Alumni Association. Calls for application for this year have closed but current cohort can access this program next year. For details on EMAumni, please visit: [http://www.emalumniassociation.org](http://www.emalumniassociation.org)

- **Database of graduates**: MHRD Alumni will invite the current cohort at the end of regional semester to provide their details for a database of graduates which will be used for various interaction and activities. Current cohort will have access to public information on profiles of the graduates once it is finalised.

- **MHRD Alumni Newsletter**: A newsletter is being prepared which will highlight the news, events and career services. Current cohort will be provided with the copies of newsletter, Current students can contribute stories about their MHRD experience, activism and any other aspects of their work and contribution for human rights.

- Please contact the APMA President, Niaz Ahmed via niaznaeem@gmail.com with all AMPA related queries.