



8 November 2019

Student name
Student email

Dear student,

2020 United States Studies Centre - University of Sydney – Student Behaviour Contract

I would like to congratulate you on your successful application to participate in the 2020 DC Placement Program (the “**Program**”). The objectives of the Program are to experience living, studying and working in the US through a 9-week program in partnership with the University of California Washington Center (“**UCDC**”).

Student Responsibility

As part of your participation in the Program you must:

1. read and sign this Student Behaviour Contract;
2. fully comply at all times with the Program Conditions and Guidelines;
3. unless unable to do so due to illness or injury, attend all Program activities including all timetabled classes, internship and group activities;
4. provide supplementary admission documentation as required by the UCDC, the University of Sydney, the United States Studies Centre or any entity at which you perform an internship (**Host Organisation**);
5. obtain all necessary visa and associated travel documentation following receipt of acceptance onto the Program. The University of Sydney and United States Studies Centre do not take any responsibility for you not being able to meet the requirements of your student visa applications for the Program or you not being able to meet the necessary ongoing student visa conditions under the laws of Australia or overseas;
6. send to the relevant Faculty at UCDC any additional fees associated with you undertaking the Program, including for example, books, meals, local transportation, and incidental expenses incurred throughout the Program;
7. abide by all laws of the foreign country where the Program runs;
8. maintain the student apartments in which you are accommodated. The University of Sydney and United States Studies Centre does not take any responsibility for any damage caused to any student accommodation and you will be solely liable for and agree to pay for associated damage fees at the direction of the accommodation provider;
9. execute any documentation required by the Host Organisation by which you:
 - transfer Intellectual Property ownership in the materials you create while interning at the Host Organisation to the Host Organisation; and
 - agree to keep confidential the confidential information of the Host Organisation or its clients.



You acknowledge and agree that you will be responsible for all living, travel, insurance and ancillary costs in connection with the Program, unless otherwise agreed and approved in writing by an authorised representative of the University of Sydney or United States Studies Centre.

Academic Credit

You will be responsible for agreeing any specific academic credit arrangements for the Program with the Business School or the Faculty of Arts and Social Sciences in accordance with the University of Sydney's rules, policies and procedures for such arrangements prior to the commencement of the Program.

Upon completion of the Program, you will be responsible for providing your UCDC transcript to your University of Sydney faculty advisor to seek credit for work completed during the Program at the University of Sydney.

Insurance Policy

You will be responsible for understanding what is covered under the University of Sydney Student Insurance Policy (**enclosed**) and obtaining additional coverage if necessary. All medical fees paid while on the Program and seeking reimbursements upon returning to Sydney will be the student's own responsibility. Should you have any questions you can contact the University of Sydney Insurance office.

Code of Conduct for Students

During your visit to UCDC and your Host Organisation, you will continue to be an enrolled student of the University of Sydney, and as such you must remember to act safely and responsibly at all times. For your information, I have **enclosed** a copy of the *Code of Conduct for Students*, which sets out the standards of personal behaviour you are required to demonstrate during the Program.

If you do not understand the requirements as set out in the *Code of Conduct for Students*, please contact Amelia Trial of the United States Studies Centre to discuss.

You should be aware that if it is substantiated that you engaged in conduct in breach of the *Code of Conduct for Students* during the Program, disciplinary action might be taken against you.

Suspension or termination of your participation in the Program

Your participation in the Program may be suspended or terminated if:



1. you are in breach (or are reasonably suspected of breach) of any requirements notified to you by UCDC or the Host Organisation;
2. you are in breach (or are reasonably suspected of breach) of the terms of this contract; or
3. other circumstances arise that warrant suspension or termination from the Program.

The decision to suspend or terminate your participation may be made by any of the UCDC, the Host Organisation, the United States Studies Centre or the University of Sydney.

Your participation in the Program may also be impacted by environmental or other factors outside the control of USSC (such as snow storms that lead to the cancelation or delay of flights) that result in changes to Program itineraries.

The University of Sydney and the United States Studies Centre bear no liability for suspension or termination or any impact on the Program due to environmental or other factors beyond the control of USSC and you will be entirely responsible for any costs, loss or damage suffered by you in connection with the suspension, termination or modification.

If the decision is made to suspend or terminate your participation in the Program:

1. you may also be subject to disciplinary action in your capacity as a student of the University of Sydney;
2. you may be required to repay either fully or partially any scholarship or similar funds received by you in connection to your participation in the Program;
3. you may be prohibited from attending alumni activities at the United States Studies Centre or receiving other benefits offered to Program participants; and
4. you may be required to remove any reference to the Program and the United States Studies Centre from your social media pages, such as LinkedIn and Facebook.

Emergency Contacts

In the event of an emergency occurring during the Program, the University of Sydney should be contacted immediately.

The details of the United States Studies Centre contact person are provided below:

Amelia Trial
Student Mobility Manager
United States Studies Centre
Tel: +61 02 9036 5086
Email: Amelia.trial@sydney.edu.au

The details of the Washington DC based emergency contact person are provided below:

Amelia Trial
Student Mobility Manager
United States Studies Centre
Tel: +61 02 9036 5086
Email: Amelia.trial@sydney.edu.au



We also encourage you to visit the Department of Foreign Affairs and Trade website at <http://smartraveller.gov.au/> to register your trip overseas, and to review the travel advice on the website to ensure that you are comfortable that the Program conforms to the Australian Government's recommendations. If you have any concerns that the place where your Program is to be conducted does not conform to the Australian Government's recommendations, please discuss those concerns directly with the nominated University of Sydney contact set out above.

The University of Sydney and the United States Studies Centre ask that you acknowledge that you have read, understood and agree the obligations contained in this letter, including those matters addressed in the *Code of Conduct for Students* by signing and returning a copy of this letter to Amelia Trial at the United States Studies Centre.

I wish you well on your program.

Sincerely,

Amelia Trial
United States Studies Centre

Acceptance

I _____ (full name)
acknowledge that I will continue to abide by the University of Sydney's *Code of Conduct for Students* and other University rules, policies and procedures which apply to me, in particular, during my participation in 2020 DC Placement Program and I agree the terms and conditions set out in this letter.

Signature

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Date

Please sign this letter and return it to Amelia Trial at the US Studies Centre