



Tuesday 14 May, 2019

Dear Student,

2019 United States Studies Centre - University of Sydney – Student Behaviour Contract

I would like to congratulate you on your successful application to participate in the 2019 UCLA Study Abroad Program. The objectives of the program are to experience living and studying in the US through a 6-week study program at the University of California, Los Angeles.

Student Responsibility

You will also be aware that as part of your participation in the program you must:

1. read and sign the Student Behaviour Contract (as amended from time to time at the University of Sydney and United States Studies Centre's sole discretion);
2. provide the required supplementary admission documentation;
3. obtain the necessary visa and associated travel documentation following receipt of acceptance onto the program. The University of Sydney and United States Studies Centre does 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; and
4. send to the relevant Faculty any additional fees associated with you undertaking the program, including for example, books, meals, local transportation, and incidental expenses incurred throughout the program.
5. abide by all laws of the foreign country where the program runs

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 Faculty of Arts and Social Science, Faculty of Science, Faculty of Engineering and IT and The Business School in accordance with the University of Sydney's or University of New South Wales rules, policies and procedures for such arrangements prior to the commencement of the program.

Upon completion of the program at UCLA, it will be your own responsibility to obtain a UCLA transcript at your cost to provide to your University of Sydney or University of New South Wales faculty advisor for processing your credit.



Code of Conduct for Students

During your visit to UCLA, you will continue to be an enrolled student of the University of Sydney or the University of New South Wales, 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 expected standards of personal behaviour which are required to be demonstrated.

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

You should be aware that if the University of Sydney or United States Studies Centre is advised of conduct by you which may amount, if proven, to a breach of the *Code of Conduct for Students*, disciplinary action may be taken against you.

If UCLA is not satisfied that you can conduct yourself in a safe or professional manner, or you are in breach of any requirements notified to you by UCLA, then they may suspend or terminate your participation in the program. The University of Sydney takes no responsibility whatsoever for suspension or termination by UCLA in these circumstances.

Emergency Contacts

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

The details of the University of Sydney contact person are provided below:

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

The details of the Los Angeles based emergency contact person are provided below:

Wilsimarem Lieux
Intl Student Service Coordinator
T: 310-825-7707
E: wlieux@ieo.ucla.edu

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 confirm 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 asks 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 or University of New South Wales *Code of Conduct for Students* and other University rules, policies and procedures which apply to me, in particular, during my participation in 2019 UCLA Study Abroad 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