



Winter in Europe- December 2011 12 Credit Points towards your postgraduate degree!

Intensive European Union Study in Europe (APG 4442/5442)

A unique opportunity to study and visit the political, government and corporate institutions of the European Union.

This is a 12 credit point introductory unit to the study of the European Union. There are no prerequisites for this unit and it is offered by the Monash European & EU Centre at the Faculty of Arts, Monash University

Starts: Brussels, Belgium on the 5th of December 2011
Finishes: Prato, Italy on the 16th of December 2011

Program Requirements for all potential participants

- Applications close **September 10, 2011**
- Only post-graduate students are eligible to apply
- Students must pay a one-off **\$200 application fee** with their submission
- All students require travel insurance for this study trip.
- Please read thoroughly the requirements as specified in the International Study Program (ISP) application form and the Monash Abroad – Pre Departure Advice for International Study Programs (it is embedded below)

Monash University Students

- Students are advised to check with their unit coordinator and/or seek course advice to ensure that the unit can be counted towards their degree
- Monash Students will be manually enrolled in the unit once the application has been endorsed and confirmed
- Monash post-graduate students in Australia are eligible for travel insurance under the Monash University Travel Insurance Policy. This will be organised once applicants have confirmed travel itineraries.

Cross-Institutional Students (Non-Monash Students)

- Students from other universities need to check with their own institutions if they will gain credit for doing the unit at Monash. Go to the following link <http://arts.monash.edu.au/future/postgraduate/cross-institutional.php> to read about and apply to study a cross-institutional unit at Monash.
- Students need supporting letter of evidence from their home institution that they are allowed to take the single unit with Monash by getting approval from their home university/department
- Provide evidence of Australian citizenship
- Please note non-Monash students are **not** entitled to Monash Abroad Travel Grants or Monash Travel Insurance.

Program Information:

- Students are responsible for **organising their own** return air fares to Europe and for the costs associated with any transport/transits while in Europe. Students are expected to be in Brussels for the program's commencement on Monday December 5, 2011 and in Prato Monday December 12, 2011
- Those students travelling on EU or Australian passports **do not** require a visa to enter Italy or Belgium. However, those students from levels 3 or 4 countries will need to **organise their own visa to Italy and Belgium**. All participants will need to check on their visa requirements/status (especially international students) to ensure their eligibility to enter Belgium and Italy and also any requirements in terms of leaving and returning to Australia to continue their studies. Please check your status with Monash Abroad: www.monash.edu/studyabroad

Monash University Fees (2011) - 12 point Unit -Faculty of Arts:

- Fees are the normal fees a student pays according to his or her course enrolment
Please Note: this is a 12 point unit (double the normal 6 point unit) so counts as two units for some courses but is also double the fee of a 6 point unit. Fees will need to be paid by all participants in the program
- A pre-departure session will be held with the confirmed participants in November 2011
- Students not able to make the pre-departure session will be contacted by the Unit Leader

Costs and Funding Information (All prices in Australian Dollars):

- Students enrolling into **APG 4442/5442 will be** entitled to apply to a Monash Abroad Travel Grant of \$450 subject to eligibility criteria.
- Students are responsible for any personal spending, accommodation, air fares, transport costs and meals. Please note that air fares (Australia–Belgium–Italy–Australia) range in price but average approximately \$2,500 (You may choose different options of getting from Belgium to Italy).
- Accommodation: Students need to organise their own accommodation
- Suggestions for 2 and 3 star hotels/apartments will be made by the Unit Leader once applications and numbers for the trip have been confirmed. Some indicative costs:
Single Room: Prato approx 50 Euro per night, 6 night = 300 Euros
Brussels approx 60-80 Euro per night, 5 nights = 300-400 Euros
(1 Euro = 1.35 AUD (Aug 2011)) \$1,000
- **Shared rooms will work out cheaper if students are happy to share rooms.*
- Recommendation: Average spending on meals and incidentals is approx. \$80 per day

Where to from here:

Students after reading this information sheet and the attached ISP form who are interested in applying for the Intensive European Union Study in Europe need to do the following;

1. Complete the Monash Abroad International Study Program application form and submit all the required accompanying documentation (Monash Students).
2. Cross-institutional students need to check with their own institutions and follow the instructions as suggested on the previous page. After having completed the cross–institutional forms you will need to also complete and attach all the requested documentation as requested in the ISP form. Cross-institutional students needing further clarification of the process please email: **Cathy.O’Brien@monash.edu** in the Faculty of Arts
3. Provide an application fee of \$200 by cheque or money order made out to “Monash University”
4. Please submit the ISP application form and accompanying documentation including the application fee to the unit leader for approval who will then forward it to Monash Abroad.

By mail to:

Cathy O’Brien
Faculty of Arts
1st Floor, West Wing, Menzies Building 11
Monash University
Clayton 3800

Please Note:

- **No online** application will be accepted.
- Interested applicants are encouraged to apply early as there are limited places available on the study tour. A submitted application is not confirmation of participation on the study trip.
- Failure to reach a minimum number of participants will result in the study tour being cancelled.
- Official results for the European Union Study Unit will be released at the end of the Summer Semester in March 2012.

APG4442/5442

Intensive European Union Study in Italy and Belgium: European Union

Taught at the Monash Prato Centre in Italy, the unit will allow students to benefit from the experience of EU practitioners and highly qualified specialists from the European University Institute and other European Universities with which Monash has agreements. Under the guidance of Monash staff from the Faculties of Arts, Business and Economics or Law, students will attend lectures and seminars on economic, political, legal or cultural aspects of the European Union. Where feasible, the unit will include a study tour of European corporate and EU institutions, and will be open to students from other Australian universities. Students can also elect to conduct an autonomous research project. This unit is suitable for students with little prior knowledge of the European Union.

Mode of Delivery	Off-Campus, Day
Workload	2 weeks
Unit Relationships	
Prerequisites	
Chief Examiner	Dr Paul Kalfadellis
Unit Coordinator:	Dr Paul Kalfadellis
Campus:	Caulfield
Phone:	(03) 9903 1572
Email:	Paul.Kalfadellis@monash.edu
Office hours:	
Campus Coordinator	
Campus:	
Phone:	
Email:	
Office Hours:	

Overseas Summer Semester A 2011(December),
Prato

<http://www.monash.edu.au/pubs/2011handbooks/units/APG5442.html>



ACADEMIC OVERVIEW

Learning Objectives

Students will gain:

1. in-depth appreciation of the European Union's functions and powers and of some of its key-institutions (such as the European Council, the Council, the European Commission, the European Parliament, the European Court of Justice, the European Central Bank, the Committee of the Regions, the European Environment Agency), as well as of key European corporate institutions;
2. in-depth knowledge of some key areas of EU policy in their field of specialization (Competition Policy, Common Commercial Policy, Common Agricultural Policy, Economic and Monetary Union, Environmental Policy, Social Policy, Common Foreign and Security Policy/European Security);
3. awareness of the key debates and internal as well as external challenges facing the EU;
4. strong skills in the critical reading of a variety of texts and the academic scholarship based upon those texts;
5. strong skills in oral and written assessment of the academic scholarship, including methods, assumptions and uses of evidence, and in organising and defending a verbal and written argument based upon those assessments;
6. a capacity to devise, plan and successfully complete a research essay;
7. a capacity to reflect upon and make critical use of a range of resources including, where relevant, on-line materials, especially those produced by the European Union itself.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:
 - a. engage in an internationalised world
 - b. exhibit cross-cultural competence
 - c. demonstrate ethical values
2. critical and creative scholars who:
 - a. produce innovative solutions to problems
 - b. apply research skills to a range of challenges
 - c. communicate perceptively and effectively

Assessment Summary

Assessment Task	Due Date	Value
1. Individual Presentation (15minutes)	TBA (In Prato)	20%
2. Assignment - Individual Essay (5,000 words)	Monday, February 6, 2012 (Submit to my mail box or by email).	50%
3. Take Home Final Examination (3x1500 word essays)	Monday January 9, 2012 (Submit to my mail box or by email).	30%
		Total 100%

Tentative Schedule: APG 5442 (December 2011)

Intensive European Union Study in Italy and Belgium: European Union

Please Note the following is a rough guide as to what will be organised for the Dec 2011 European Study Trip. Some of the topic areas, times and dates may be adjusted to allow for the scheduling of visits by invited lecturers and guest speakers. However, the dates reflect the days to be spent in Italy and Belgium.

Date/Activity	Topic	Hrs
Brussels, Belgium		
Monday Dec 5 To Thursday Dec 8	Looking to Organise the following sessions over the four days: <ol style="list-style-type: none"> 1. Visit the EU Parliament 2. Visit the EU Commission 3. Visit the EU Committee of the Regions 4. Business Lobbying in the EU –(European Training Institute) 5. Visit a Non-Profit Organisation- influencing the EU 6. Australia Embassy – Australia-EU Relations 7. Visit NATO Headquarters 	 Approx 20
Friday Dec 9	Free Day – Make your way to Prato Italy	
Sat Dec 10	Free Day	
Sun Dec 11	Free Day	
Prato, Italy		
Monday Dec 12, 2011 To Friday Dec 16, 2011	Among the topics to be addressed <ol style="list-style-type: none"> 1. The EU – History and Politics 2. Business and Competition Policy in the EU 3. The Common Agricultural Policy 4. EU Financial System, European Bank and the Euro. 5. The Eurozone Crisis 6. Foreign Migration in Prato and Italy 7. Social Policy Issues in the E.U. 8. Cultures in Europe 9. EU External Relations 10. EU Enlargement and the Future Student Presentations (to take place in week 2 in Prato)	 Approx 25 To 30 4
Friday Dec 16, 2011	Afternoon - Program Finishes	

Assessment Task 1 – Individual Presentation (20% of Final Grade)

Date: TBA

You are to present on the topic that you have selected to write about in your individual essay.

Conduct of Individual Presentations

Presentations will be 10-15 minutes duration (plus 5 minutes of question time). At the end of the question time students will be given feedback on their presentation to aid them in the preparation of their individual essays.

Students are to prepare a number of power point slides to present on the key issues as they see them in terms of what they are going to address and analyse in their essay.

Try to make your presentation as an analytical and insightful as possible by informing and addressing the key issues/debate around the topic on which you are writing your individual essay. If you have a sense of the line of argument you are going to take and the conclusion surrounding your topic then that should be part of your presentation.

Note: Past experience has shown that students have more information to present than the time will allow. As such keep the presentations relevant and succinct. Please keep to the time limit, as it will be enforced.

A note on using the internet for research. Where the internet is used find references and information from appropriate authorities so that the sources can be referenced. Academic, government, non-government organisations are all generally appropriate sources for information. Avoid using individuals or non-recognised anonymous sources of information. You are expected to use a wide variety of reference material to investigate your topic.

An outline of the presentation (power point slides) is to be presented to myself as well as a list of the references used in putting together your presentation.

Marks for the presentation will be allocated on the following basis:

- | | |
|---|-----|
| • Introduction of the Presentation (setting scene of the presentation) | 05% |
| • Identification of the issues and depth of analysis | 60% |
| • Verbal and visual presentation skills and the clarity of the presentation | 15% |
| • Overall intellectual stimulation and class interest | 20% |

Assessment Task 2 – Individual Essay (50% of Final Grade)

Length: 5,000 words

Due Date: February 6, 2012 (To be submitted in my mail box or electronically)

Essay Questions

You are to write an essay addressing one of the following questions.

1. Is the present monetary union in the Euro zone countries sustainable in the long term?
2. Was the EURO crisis of 2009 caused by the international financial situation, or by Eurozone mismanagement?
3. European integration began with visions of political and social unity across the continent; does this vision still exist, or is the EU destined to become a customs union?
4. Is there a European welfare model and does it have a future in the EU?
5. "The Common Agricultural Policy (CAP) in Europe has outlived its use by date." Discuss.
6. "Turkey, Iceland, the former Yugoslav Republics, and Albania are all seeking eventual full membership status within the EU."
Can the EU continue to expand its membership? What are the likely benefits and problems to be encountered on such a continued expansion path?
7. "The rise in right wing populist parties in Europe in the last 20 years may suggest a growing marginalisation of the European citizenry who are tired of being imposed upon politically, economically and socially by an undemocratic and unrepresentative Brussels' based centre". Discuss?
8. Is a pan-European identity among the citizens of the European nations possible? Why or why not?
9. "The explicit aim of the Lisbon Treaty was to bring the EU closer to its citizens, but it has simply further entrenched the elitist and bureaucratic nature of the Union." Discuss.
10. Your own topic. Please feel free to suggest your own topic if you have a special interest in an EU or European related area and are not keen on one of the above topics. Please email me your essay topic for approval. My suggestion is to set up your essay topic as a question which will require some critical analysis in terms of answering it.

In writing the essay students are expected to **analyse** the issues involved in the topic, based on **their own** research **using appropriately cited references**. Students are expected to use a wide variety of sources including, refereed journal articles, books, newspapers, and the internet (should be citable references) to develop their research and analysis of the topic. **Where the internet is used**, find references and information from appropriate authorities and sources so that they can be cited. Academic, government, and non-government organisation publications are all generally appropriate sources of information. Avoid using individuals or non-recognised anonymous sources of information.

The essay is to be **typed using a standard 12-point font and 1.5 spacing**. It should be checked for spelling, consistency and clarity of expression.

Please Note: You are writing a referenced essay, not a report. An essay needs to be structured with headings and subheadings, but still needs to retain the fluidity in telling one 'story'.

Advice regarding argumentative essays

An argumentative essay requires you to express differing points of views and ultimately defend the point of view with which you most agree. Below is a list of suggested guidelines for writing the essay. It is recommended that you read the summary below and if necessary consult the original source of this information which is referenced below as Smith and Smith (1988).

Suggested guidelines: The Argumentative Essay

Introduction

The introduction should have:

1. links between the topic and a recent event;
2. an issue, phrased as a question;
3. a section containing one counter-argument to your own point of view;
4. a main idea statement (MIS) which is your own point of view.

Remember: An issue is a question; it does not contain supporting reasons;

An MIS is a statement;

- it is the last sentence of the paragraph;
- it does not contain any supporting reasons;
- it is the answer to the question posed by the issue;
- most of the words in the MIS are the same as those in the issue.

Body/ Development of Topic

Each supporting paragraph should

- begin with a restatement of the MIS;
- contain only one supporting reason;
- end with an example.

Conclusion

The conclusion should have a solution to the problem posed by your issue (a suggestion).

Remember: This should not simply repeat your supports so far. *Note:* The essay is argumentative, and it is expected that whilst providing factual material on the essay topic, you must also incorporate your opinion and justify it by providing relevant evidence/references.

Source: Smith, M. and Smith, G. (1988), A Study Skills Handbook, Oxford University Press, Melbourne.

Assessment Task 3 – Take Home Exam (30% of Final Grade)

To be distributed last day of class **Dec 16th 2011**.

Due Date: January 9, 2012 (To be submitted in my mail box or by email)

Format

You will have to answer three essay style questions from a choice of five. The material being examined is what was presented in the seminar classes and the assigned readings for the unit.

The three essay style answers should be **no more than 1,500 words each**. Your answers need to encapsulate your arguments in a succinct and purposeful manner.

Assignment and Examination Assessment Criteria

Grading descriptors

	High Distinction (80%+)	Distinction (70 – 79%)	Credit (60 – 69%)	Pass (50 – 59%)	Fail (Less than 50%)
General description	Outstanding or exceptional work in terms of understanding, interpretation and presentation	A very high standard of work which demonstrates originality and insight	Demonstrates a high level of understanding and presentation and a degree of originality and insight	Satisfies the minimum requirements	Fails to satisfy the minimum requirements
Reading	Strong evidence of independent reading beyond core texts and materials	Evidence of reading beyond core texts and materials	Thorough understanding of core texts and materials	Evidence of having read core texts and materials	Very little evidence of having read any of the core texts and materials
Knowledge of topic	Demonstrates insight, awareness and understanding of deeper and more subtle aspects of the topic. Ability to consider topic in the broader context of the discipline	Evidence of an awareness and understanding of deeper and more subtle aspects of the topic	Sound knowledge of principles and concepts	Knowledge of principles and concepts at least adequate to communicate intelligently in the topic and to serve as a basis for further study	Scant knowledge of principles and concepts
Articulation of argument	Demonstrates imagination or flair. Demonstrates originality and independent thought	Evidence of imagination or flair. Evidence of originality and independent thought	Well-reasoned argument based on broad evidence	Sound argument based on evidence	Very little evidence of ability to construct coherent argument
Analytical and evaluative skills	Highly developed analytical and evaluative skills	Clear evidence of analytical and evaluative skills	Evidence of analytical and evaluative skills	Some evidence of analytical and evaluative skills	Very little evidence of analytical and evaluative skills
Problem solving	Ability to solve very challenging problems	Ability to solve non-routine problems	Ability to use and apply fundamental concepts and skills	Adequate problem-solving skills	Very little evidence of problem-solving skills
Expression and presentation appropriate to the discipline	Highly developed skills in expression and presentation.	Well developed skills in expression and presentation.	Good skills in expression and presentation. Accurate and consistent acknowledgement of sources.	Adequate skills in expression and presentation	Inadequate skills in expression and presentation. Inaccurate and inconsistent acknowledgement of sources.

Source: University of Adelaide 2005

**Monash Abroad
INTERNATIONAL STUDY PROGRAM APPLICATION
Intensive European Union Study in Europe**

(By completing this form you are automatically assessed for a Monash Abroad Travel grant)

STEP ONE – Please tick box when completed

- I have completed the first 3 pages of this form - Form will not be processed if any details left blank.
- I have read the attached Pre-Departure Advice (pages 4-10) and I will take it abroad with me.
- I have signed the Acknowledgement of Conditions – Section 5 on page 3.
- I have attached a copy of my bank statement (if you are applying for a travel grant).
- My program coordinator has applied for the university travel insurance for me and will forward the certificate directly to Monash Abroad.
- I am not a Monash degree student and have attached a copy of my travel insurance certificate.
- I will submit my completed application to Ms Cathy O'Brien at the following address:

Room 107, Building 11W, Monash University, Clayton Vic 3800

STEP TWO – Submitting the form

1. Return your completed application (3 pages plus attachments) to Ms Cathy O'Brien, who will endorse it and forward it to Monash Abroad. Your completed application must be submitted to your program coordinator at least 10 weeks before your overseas program commences. Monash Abroad will not accept your application if it does not come from your Faculty.
2. Within 4 weeks of the program commencing you will be advised whether or not your application has been approved by Monash Abroad.
3. You must complete this application even if you are not applying for a travel grant.
4. If you have questions about completing this application please discuss it with your program coordinator

Personal Details

Student ID	Given names	Family name	Date of Birth
Title (Ms, Miss, Mr)	Mobile Phone	Place of Birth	Country of passport you will use to travel to your overseas destination
Country of Citizenship	Faculty	Campus	Student Email address

Emergency Contact

Relationship to Student	Family name	Given Names
Current Address		Email
Telephone (mobile)	Telephone (home)	Telephone (work)



Monash Abroad Grant

The eligibility criteria for the Monash Abroad travel grant are explained on page 4.

- Yes Do you want to apply for a Monash Abroad travel grant for your overseas study program?
- No

- Yes Are you receiving any grants, scholarships, bursaries, prizes or other forms of financial contribution for your overseas study program, either from Monash or an external organisation?
- No

If yes please state the source and the amount:

Source: _____ Amount: AUD\$ _____

Attach a copy of a bank statement which includes the bank name, account name, BSB number and account number so that Monash Abroad can pay your grant into your Australian (not overseas) bank account. We do not need any information about the funds in your account. Credit or debit card numbers are NOT acceptable. This application will be returned to the program coordinator and payment will be delayed if application is incomplete.

Overseas study program details and faculty approval

Program Name:	Intensive European Union Study	Program Type:	International Study Tour
Overseas Institution/Organisation: (including address and contact no.)	Monash University – Prato Centre		
Country of Destination:	Belgium & Italy		
Monash Course Coordinator:	Dr Paul Kalfadellis Ms Cathy O'Brien (Prato Program Coordinator)		
Length of Program:	2 weeks		
Dates of Program:	5/12/2011 – 16/12/2011		<i>Teaching dates excluding travel</i>
Date of Departure from Australia:	<i>Please estimate if bookings not yet confirmed</i>		
Date of Return to Australia:	<i>Please estimate if bookings not yet confirmed</i>		

Please tick the Monash unit for which you will undertake the overseas study:

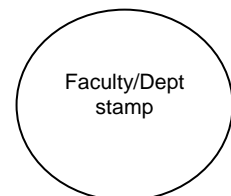
Monash unit title	Monash unit code	Number of credit points
<input type="checkbox"/> Intensive European Union Study in Europe	APG4442	12
<input type="checkbox"/> Intensive European Union Study in Europe	APG5442	12

I confirm that the above study program is correct and meets all faculty requirements (name, signature and stamp required).

Program Coordinator Name

Signature

Date



Section 5 – Acknowledgement of Conditions

I acknowledge that (please tick and sign):

- All the details in the attached Monash Abroad application form are correct.
- I have met all faculty requirements for participation in this program and I am correctly enrolled in order to receive credit towards my Monash degree for the overseas study which I am undertaking.
- I have received a copy of the Pre-Departure Advice for students from the Program Coordinator and I have read and noted the conditions and advice it contains, which apply to me whether or not I receive a Monash Abroad travel grant.
- I will arrange adequate comprehensive travel insurance for the period of my program and provide Monash Abroad with a copy of my travel insurance certificate prior to travelling and receiving a grant. A comprehensive travel policy will include coverage for: Medical & Hospital (should be unlimited); Emergency Evacuation; Emergency Dental; Repatriation; Disability; Liability; Baggage & Travel document loss.
- I have updated all my contact details in WES and I will keep them up to date while I am overseas.
- I must assume personal responsibility for my own safety and security, including taking the measures listed in the Pre-Departure Advice.
- If I do not complete my overseas study program I may be required to repay the Monash Abroad travel grant, and if I fail to do so an encumbrance will be placed on my Monash enrolment.
- If I am an international student and I will be absent from Australia for more than 28 days I must obtain a letter confirming this from Monash Abroad and notify DIAC at least 28 days before my departure from Australia.
- The information on this form is collected for the primary purpose of approving my application to undertake an overseas study program. It will also be used to ensure my safety and welfare while overseas. If I choose not to complete all the questions on this form, it will not be possible for Monash Abroad to assess my application and I will not be able to travel overseas to participate in the program. My personal information may be disclosed to overseas universities and other organizations hosting my program, the emergency contacts I have provided, or Australian or foreign government agencies, in order to protect my safety and welfare. I have a right to access personal information that Monash University holds about me, subject to any exceptions in relevant legislation. If I wish to seek access to my personal information or inquire about the handling of my information, I can contact the University Privacy Officer at privacyofficer@monash.edu

_____ Date

_____ Signature

Section 6 – Grant Approval (office use only)

Grant of: \$ 450 Approved _____
Manager/Executive Officer, Monash Abroad

Grant Year: _____



M O N A S H A B R O A D**PRE-DEPARTURE ADVICE FOR INTERNATIONAL STUDY PROGRAMS**

This information is for all Monash University students undertaking short term study programs overseas. These include:

- Study tours and field trips
- Study tours to the Monash study centres at Prato and London
- In-country language programs
- Internships, clinical and practical placements
- Summer schools

Students undertaking longer term study programs overseas, including exchanges and intercampus exchanges, should contact the Monash Abroad office to obtain information relevant to them.

All students undertaking international study programs, including those who are not eligible for a travel grant, must read this pre-departure advice, complete a Monash Abroad application form, including the acknowledgment form at the end, and return both pages of the form to their course coordinator before their departure from Australia.

Monash University relies on the information in this form to contact students during any emergency which may arise while they are overseas. It must be complete, accurate and up to date. In particular, dates of departure from Australia and return must be provided. If your travel dates have not yet been finalised you must provide estimated dates and let Monash Abroad know when they have been confirmed.

Monash University Student International Travel Policy

All international travel for study purposes by Monash students must be undertaken in accordance with the relevant student travel policy and procedures which can be found at <http://www.policy.monash.edu/policy-bank/academic/education/management/student-international-travel-for-study-policy.html>. Your overseas travel has been approved by your faculty and Monash Abroad on the basis of the policy and the advice in this pre-departure guide is based on the policy and procedures.

Travel Grants

Monash University encourages all students to include a period of overseas study in their course and provides travel grants to assist students with their airfares.

Travel grants for short term international study programs will be paid to eligible students at the following rates for program commencing on or prior to 30 June 2011:

International Study Programs Up To 12 Credit Points	
Up to 4 weeks (not including travel time)	\$500
More than 4 weeks (not including travel time)	\$1,000
International Study Programs 18 or More Credit Points (over no more than 13 weeks)	\$2,500

Travel grants for short term international study programs will be paid to eligible students at the following rates for program commencing on or after 1 July 2011:

International Study Programs Up To 12 Credit Points	
Up to 4 weeks (not including travel time)	\$450
More than 4 weeks (not including travel time)	\$750
International Study Programs 18 or More Credit Points (over no more than 13 weeks)	\$1,700



To be eligible for a Monash Abroad travel grant for a short term international study program, students must satisfy the following criteria:

- The student has an active enrolment in a Monash undergraduate or postgraduate coursework degree program at any campus in Australia, Malaysia or South Africa.
- The student's overseas study plan has been approved by the faculty (or both faculties for a double degree) so that the student will receive academic recognition towards the Monash degree. Academic recognition may be in the form of credit earned, assessment requirement fulfilled, completion of a professional or clinical requirement or similar.
- The student has applied for a country other than the country of citizenship. (This does not apply to students who are dual citizens if they are also citizens or permanent residents of Australia.)

The following factors will also be taken into account when considering applications.

- Monash Abroad travel grants are not normally provided to students who are receiving other significant financial assistance for the overseas study, either from another area of the University or from an external organisation. You must declare all financial assistance you will receive on your application except OS-HELP loans, Monash equity scholarships, Monash student loans or Centrelink payments which are not taken into account.
- Monash students enrolled at the off-shore campuses in Malaysia and South Africa are eligible for Monash Abroad grants for short term international study programs provided they meet the relevant eligibility criteria.
- Monash students who are enrolled for part time or off-campus learning courses are eligible for Monash Abroad grants for short term international study programs provided they meet the relevant eligibility criteria.
- Students who do two consecutive overseas programs (eg short term program at Monash Prato followed by a semester length exchange) will receive only one Monash Abroad grant at the higher of the applicable rates. If you are doing this please contact Monash Abroad to confirm the grant you will receive.
- Retrospective applications made after students have commenced their overseas study will only be considered under exceptional circumstances.

Travel grants can only be paid into an Australian bank account and are normally paid about 4 weeks prior to the commencement of the international program.

Students who withdraw from an overseas program before or during the program, or who fail to complete it, must notify the course coordinator and Monash Abroad immediately and may be required to repay the travel grant. Students who fail to repay the grant may have an encumbrance placed on their Monash enrolment.

Academic Responsibilities

- You must be enrolled in a Monash unit in order to obtain credit for participation in a Monash Abroad Program. You should therefore complete your faculty enrolment procedures prior to your departure.
- You must attend all pre-departure meetings and briefings as advised by the course coordinator.
- Monash Abroad must be informed of any variation to your program. If you withdraw from the program you must inform the Monash Abroad Office and your program coordinator.

Travel Arrangements

Your course coordinator will advise you which travel arrangements will be made for you as part of the overseas study program and which you have to make yourself.

- If you make your own travel arrangements you must make sure you reach the required destination in time for the commencement of the program, as advised by your course coordinator.
- You must ensure that you have a passport which will be valid for the duration of your stay overseas. Some countries will require that you have **additional six months** validity from the date of intended departure from that country. It can take up to 4 weeks to obtain an Australian passport so apply early.
- You are responsible for obtaining any visas required. Your course coordinator or Monash Abroad may be able to provide general advice but you are responsible for ascertaining whether you need visas and for obtaining them before your departure.



Travel Insurance

- It is a condition of your participation in a Monash Abroad program, including short term international study programs, that you arrange adequate comprehensive insurance for the period of your program.
- Monash University policy stipulates that, “**All students undertaking international travel must have comprehensive travel insurance which has been approved by Monash Abroad prior to their departure**”, <http://policy.monash.edu.au/policy-bank/academic/education/management/student-international-travel-for-study-policy.html>. This means you must provide a copy of your travel insurance certificate to Monash Abroad prior to travelling. Students eligible for the Monash Abroad travel grant will not receive the grant until their travel insurance certificate has been sighted and approved by Monash Abroad.
- Your insurance should cover, but not necessarily be limited to, medical and hospital expenses, cancellation fees, repatriation costs and baggage loss or damage.
- The Monash University policy is not sufficient because it covers only medical and hospital expenses for accidents (not illness) up to a maximum of \$A50,000.
- Suitable policies can be purchased from any travel agent. Some credit cards and health insurance funds provide travel insurance but you should check carefully that the level of cover is adequate for all your needs.
- Postgraduate students can arrange cover under the Monash University Staff Travel Policy but you will need to get a staff member to log on, register your trip and print out your insurance certificate.
- Monash Abroad can provide general advice about travel insurance.

Contact Details

While you are overseas it is essential that Monash staff can keep in touch with you, especially if an emergency arises. Make sure that your emergency contact and your other addresses and telephone numbers in WES are up to date before you leave and keep them up to date throughout your overseas study.

You must check your Monash email regularly while overseas, at least twice per week and daily if any kind of emergency arises overseas or at home in Australia.

Australian and Other Government Travel Advice

The Australian and many other governments issue travel advisories to help travellers decide whether it is safe to visit countries where there are security and safety concerns.

- You are advised to regularly check the travel advisories for the country you are going to which are issued for Australian citizens by the Department of Foreign Affairs and Trade (DFAT) www.smartraveller.gov.au/.
- You should also register with the Australian embassy or high commission in the country you are going to. You can do this on-line at <https://www.orao.dfat.gov.au/orao/weborao.nsf/homepage?Openpage>. You can also access on-line registration through the Smartraveller website above.
- If DFAT issues a level 4 “reconsider your need to travel” advisory for the country you are going to, the Deputy Vice-Chancellor (International) will decide whether it is safe for you to travel to or remain in that country. Your program may be cancelled and arrangements made for you to depart the country immediately at your own expense.
- If DFAT issues a level 5 “do not travel” advisory for the country you are going to, the University’s approval for your overseas study program will be cancelled and arrangements will be made for you to depart the country immediately at your own expense. The Monash Abroad office will help you make the necessary arrangements but you should make sure your travel insurance covers the costs.
- Non-Australian citizens should consult the websites of their home country foreign affair departments to check for warnings specific to their nationals and register, if that is possible. The US State Department site can also be consulted for travel warnings: http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

If the University cancels your program before it commences on the basis of a DFAT travel advice, you may be required to refund your Monash Abroad travel grant.

Visas

In order to enter some foreign countries, you may be required to obtain a visa from an embassy or consulate of that foreign country before you depart. Visas are official permits that authorise entry to a specific country for a stated purpose and time. Be sure to check this with the relevant embassy or consulate in Australia well in advance.



International Students

International students can participate in Monash University international programs but the conditions of your student visa require you to notify DIAC if you are going to be absent from Australia for more than 28 days.

Monash Abroad will supply a letter for DIAC on request. You will need to take the letter and your passport, to any DIAC office. We suggest you call ahead in case you need to make an appointment and take your ticket and information about your overseas course.

You should go to the DIAC office as far in advance of your departure as possible and preferably at least 28 days before you depart Australia.

DIAC will record the details in their computer system so that you do not encounter difficulties when you re-enter Australia but you should carry with you the original of the letter we have provided so that you can show it to the Customs officer on your return to Australia if required.

Health

Before your departure, contact the University Health Service on campus for advice about what immunizations are recommended for the foreign countries you plan to visit. You should make an appointment for a consultation at least three months before your departure from Australia.

If you have specific medical needs, you should check with your doctor or the University Health Service whether the treatment or medication you need is available in the host country. Travel insurance will not normally cover pre-existing medical conditions. If you are travelling to rural, underdeveloped areas, you should be aware of personal health risks such as susceptibility to infection or medications that should be avoided. It is also advisable to have a dental check-up before your departure and bring extra eyeglasses, contact lenses and a copy of your prescription. We also recommend that you pack a first aid kit. Suggested items are bandages, disinfectant, oral thermometer, painkillers, sunscreen, insect repellent, water purification tablets and/or medications for diarrhoea, allergy and nasal congestion.

If you have a medical problem such as diabetes, take with you a health record that includes your doctor's name and address and a summary of your medical history. Also bring an adequate supply of medications and a list of the medications' generic names in case you need a prescription filled. It is strongly recommended that you inform the course coordinator of any existing health programs. ***In an emergency situation it is crucial that this information is available.***

Other Personal Responsibilities

- While you are studying abroad you are a representative of Monash University, your behaviour, accomplishments and performance will reflect not only on you, but on Monash as well. What you do may positively or negatively affect future Monash Abroad programs.
- You must read carefully all the materials issued by your course coordinator, especially those that relate to safety, health, legal, environmental, political, cultural and religious conditions in host countries.
- You need to be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff accompanying you.
- You will be expected to behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- With the help of your course coordinator, you need to make time to become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.

Safety & Security

We all wish for and expect our students to return safely and in good health from their experiences abroad. While no level of preparation can prevent all problems, taking proper precautions will help avert a number of potentially troubling and dangerous situations.

- Check whether your Australian mobile phone will work in the countries you will be visiting. If it will, make sure you have global roaming so that you can make and receive calls overseas.



- While participating in the Monash program stay with the group at all times. If you head off on your own during free time, make sure your course coordinator or other members of the group know where you are going and when you expect to return.
- Take several copies of your passport, airlines ticket, and travel and health insurance documents before you depart and keep a note of your bank account, credit card numbers, and the phone numbers of where to call to cancel these accounts. You should also leave copies of these documents at home with a parent or guardian. In the event of a robbery or the loss of your wallet, these details will be invaluable. Report any theft/loss to the police and your travel insurer. Passport losses must be also be reported to your nearest embassy or consulate.
- Make a note of local emergency telephone numbers, eg. police, fire, ambulance, your consulate or embassy.
- When travelling, do not leave your bags or belongings unattended at any time. Do not agree to carry or look after packages or suitcases for anyone. Make sure no-one puts anything in your luggage.
- Be aware of others gaining easy access to your bag/backpack, particularly when on crowded public transport. Be sure to close bags and carry them in front of you. Never carry your wallet or purse in your back pocket. Pickpockets tend to operate in large crowds, and particularly around tourist areas.
- Do not openly show any display of wealth. Do not count or show your money in public, be cautious when using automatic teller machines at night. Avoid problems by keeping away from unsafe areas. Ask for local advice about where it is safe to go at night and where it is not.
- If someone threatens you with force in an attempt to rob you, give them what they want. Be cooperative, do exactly what they tell you to do. Don't fight or resist, as you risk personal injury. Report the incident to police immediately.
- Hitchhiking is not recommended.
- Do not participate in any political activities in the countries you visit. Avoid angry groups or demonstrations. If you come across any situation that seems potentially hazardous, leave the area immediately.
- Be respectful of the dress code of your host country, you may need to alter your dress to accommodate local custom, especially in places of worship.
- Be cautious when you meet new people, do not always assume that their intentions are as they appear. Be careful about disclosing your personal details, such as address or phone numbers, or information about other students or program activities to strangers.
- As at home, road accidents pose the greatest threat to your safety while travelling. Exercise care, driving customs and pedestrian safety will vary from country to country.

Emergencies

Emergencies often arise while travelling. They can include illness, accidents, natural disasters, political instability or terrorism. It is essential that all students on a Monash sponsored overseas study programs be prepared for any emergency.

The following check-list will assist you in developing an emergency response plan for use in the event that you find yourself in a threatening or critical situation. You should develop a plan before leaving Australia.

For Immediate Action

- Register with the Australian embassy in your host country to advise them of your whereabouts and contact details. This can be done online at www.smartraveller.gov.au. Non-Australian citizens should register with the Embassy or diplomatic representative of their home country.
- Monitor developments through embassy, media and web resources.
- Keep up your local contact networks, stay in touch with your host, student friends or trusted locals, and hotel/hostel staff.
- Maintain your university contact in Australia, either with Monash Abroad or your course coordinator.
- Maintain family contacts at home, providing reassurance and advising them of your contact details and plans.
- Monitor your email regularly - remember to check your Monash and private email accounts. Monash Abroad will deliver any advice via email.
- Be cautious, be prepared.

Planning an Emergency Response

- Evaluate your options - stay put; move to safer location, or return to Australia as soon as possible.
- Make sure you know the emergency telephone number for the country you are in and program it into your mobile (if that works where you are).
- Make sure you know the location of the nearest doctor and hospital.



- Make such decisions in collaboration with your course coordinator, the on-site coordinator at your host institution, Monash Abroad and the embassy in your host country.
- Communicate your plans and movements to your family, your course coordinator and Monash Abroad.

Monash University Support

- While all Monash students are responsible for their own safety overseas, the Monash Abroad office monitors international developments which may affect the safety and welfare of Monash students overseas, particularly changes in DFAT travel advice, and will advise students of any relevant information.
- Students may seek advice from the Monash Abroad office at any time before or during their overseas program, using the emergency contact details below.
- In the event of an emergency such as a terrorist incident or natural disaster in a country where Monash students are currently participating in a Monash program, or planning to do so, the Monash Abroad office will ensure that all students are contacted and will provide advice about what action students should take.
- Monash advises that at all times students should follow Australian DFAT travel advice and/or advice issued by local diplomatic representatives.
- If DFAT issues advice not to travel to any country (ie a level 5 DFAT travel advice) Monash University may cancel the participation of any student who is currently undertaking a Monash program in that country or is planning to do so. In that event the University expects you to depart the country immediately at your own expense, with the assistance of the Monash Abroad office.
- In an emergency the Monash Abroad Office can assist you in establishing embassy contact, maintaining contact with host university networks, communication with family and in coordinating travel arrangements.

Contact Details

- In an emergency Monash Abroad can be contacted on the following numbers

Australian office hours	+61 3 9905 1551
24 hours	+61 416 293 492
Email	monash.abroad@adm.monsh.edu.au

- Use the Monash website for contact details of course coordinators
- Australian Embassy details can be found at the Department of Foreign Affairs and Trade website: www.dfat.gov.au/embassies.html. You need to select your host country, and look under representation for the hyperlink that will take you to your local embassy site. Australian diplomatic representatives can assist with emergency passports/travel documents; medical or legal support; limited financial assistance and help during emergencies. Keep the diplomatic representative informed of any unusual or unexpected travel you may undertake.
- Non-Australian citizens should check with the website of the Foreign Affairs departments of their home country to ascertain contact details in their host country.
- Latest travel advice
 - Australian Department of Foreign Affairs and Trade travel advice: www.smartraveller.gov.au
 - US State Department Travel Warnings: www.travel.state.gov
 - US Embassy site: www.travel.state.gov
 - UK Overseas Missions: www.fco.gov.uk
- Media
 - Australian Broadcasting Corporation: www.abc.net.au/
 - Reuters: www.reuters.com/

Embassies and Consulates of Non-Australian Citizens

It is usual for most countries to offer similar services to their nationals. If you are a Non-Australian citizen you should ascertain the level of representation and assistance that may be available to you during your stay in your host country.

International Student Identity Card (ISIC)

The ISIC is a card for full time students abroad, that can verify your student status and may qualify you for discounts on travel, tours, accommodation and reduced or free admission to museums, theatres and cultural



attractions. Applications for ISIC cards are available at STA Travel. For worldwide information on the ISIC and discounts/benefits available around the world go to www.isic.org.

International Youth Hostel Association passes

If you are planning to backpack, discounted accommodation is offered by International Youth Hostels in participating countries. International Youth Hostel passes are available at STA Travel.

Sexuality - Gay, Lesbian, Bisexual & Transgender Issues

Australian attitudes to the Gay, Lesbian Bisexual and Transgender (GLBT) community have progressed considerably in the last two decades. This may not be the case in your host country. Attitudes differ considerably towards same-sex and non traditional relationships even within a particular country or region. If this is relevant to you, you may want to take a look at the varying attitudes in your host community of the GLBT community and non-heterosexual relationships.

Women travelling alone

A woman travelling on her own may encounter more difficulties than a man by himself. Relations between men and women and the position of genders within society differ significantly around the world. Not all countries value the concept of equality and these views may challenge your own perceptions of gender. Be prepared for varying opinions on gender issues. To avoid hassles be flexible, try to fit in and understand the role of the sexes in the culture in which you are travelling. Flexibility means observing how the host country's women dress and behave and following their example. What may be appropriate or friendly behaviour in Australia may bring you unwanted, even dangerous, attention in another culture.

