

Pre-departure Agreement for Students Who Are Participating in an Exchange Program in Japan

I agree to fulfil the following conditions:

1. Access my Monash email regularly, and use Monash email for all correspondence.
2. Inform the convenor of the Study Abroad Program in the Japanese Program, Hiroko Hashimoto, of my contact address (phone number, mailing address, etc.) in Japan and the subjects I have enrolled in at my Japanese university as soon as I know them.
**We need to know that you are doing the right level of Japanese to transfer your credit points. As for studies subjects, we need to know that your workload is equivalent to Monash standards.*
3. Maintain contact with the convenor and Monash Abroad especially when I have any problems concerning the course, my personal situation etc. I will communicate with the convenor at regular intervals, as specified by the convenor.
4. Check my enrolment details at Monash University as they might be keyed in incorrectly.
5. Bring back **ALL** assessed written work and class exercises done in Japan, so that assessment at Monash standard can be conducted.
**It is strongly advised that you make copies of all your work before submitting them as Japanese universities sometimes do not return students' work. Students are expected to submit written works equivalent to 4,500 words in English (9,000 characters in Japanese) for a six point unit. If their submission is assessed as insufficient for Monash standards, they may be asked to write an additional essay and/or take additional tests.*
6. Should I receive academic records from my Japanese university, I will ensure that the Convenor and Monash Abroad receive a copy.
7. I will contact the convenor as soon as possible after my return to Australia.

I understand that:

1. I cannot stay for longer than one year on the exchange program.
2. Unless I fulfil the requirements of the exchange program at my Japanese university and complete the program successfully, I will not be given any Monash credit.
3. Results from the host university will be reassessed by Monash standards, and may be different to the host university's assessment.

It is the student's responsibility to fulfil these requirements. Failure to do this may result in receiving no credit for work done in Japan and result in an N on your academic record.

We hope that you will take full advantage of this wonderful chance.

Good luck and いってらっしゃい.

Student's name: _____ Student's signature: _____

Date: ____ / ____ / 2008

Convenor's name: Hiroko Hashimoto Convenor's signature: _____

Date: ____ / ____ / 2008