*This agreement outlines what is expected of you as a participant in the semester/year. It is essential that you read it carefully and understand it before signing it.*

 **I agree to:**

* Act as an ambassador and represent the University in a positive and professional manner.
* Undertake my semester/year abroad to the best of my ability.
* Act in a responsible manner at all times and inform Swansea University and the host organisation of any illness or concerns that would stop me from fully participating in the semester/year abroad.
* Act on all health and safety advice given before and during the trip and do my best to ensure my own safety and that of those around me and familiarise myself with any risk assessment documents related to the semester/year abroad that may be provided.
* Act appropriately at all times, taking into account and respecting any cultural differences that I might encounter.
* Act in a respectful manner with everyone involved with the semester/year abroad including my fellow students, host organisations, organising team and all persons with whom I may work and study with during the time abroad.
* Complete all necessary paperwork by the given deadlines as instructed by Swansea University and at the host organisation.
* Observe Swansea University’s Regulations <http://www.swansea.ac.uk/registry/academicguide/>. I agree not to engage in any behaviour which could be deemed to constitute a disciplinary offence under Section 7 of the University’s Disciplinary Procedures (such as, but not limited to, behaviour which disrupts the running of the programme or brings the reputation of the University into disrepute).
* Review and follow any Terms and Conditions/Regulations provided by the Host organisation.
* Regularly check my Swansea university emails during the application process and period abroad and maintain regular contact with my Faculty in line with [Swansea University’s Engagement Monitoring policy](https://myuni.swansea.ac.uk/academic-life/engagement-monitoring/)
* Attend all briefing sessions and orientations organised by Swansea University and the host organisation.
* Review all guidance material provided by the Go Global Team and host organisation.
* Comply with [Swansea University’s International Travel Approval](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/undergraduates/policies-and-procedures/#international-travel=is-expanded) policy
* Declare any disabilities or health conditions that may affect my period abroad as early as possible to ensure appropriate assistance is provided.

**I understand that:**

* As a result of factors beyond Swansea University’s control, my placement may be cancelled and/or changes may be made to the placement. Where this is the case, the University will take reasonable steps to notify you of any changes (usually in writing or by e-mail).
* It is my responsibility to fully review and consider the risks associated with my participation in the semester/year abroad and that if I require further information on risks/potential impact of specific risks identified, I should contact the host organisation for more advice.
* Swansea University can only provide general information and guidance, and not expert advice on the risks relating to the planned destination and associated travel.
* I am responsible for doing my own research on my chosen semester/year abroad, to include a thorough risk assessment, and understand that any information provided by the International Development Office may be subject to change.
* It is my responsibility to contact my GP for advice on any necessary vaccinations
* It is my responsibility to stay up to date with the latest Foreign, Commonwealth and Development Office guidance for the country I will be visiting, to include in respect of any updates to public health advice and any documents required for entry into the Country of travel.
* It is my responsibility to ensure I have obtained all documents (eg visas, covid vaccination certificates and covid test proof if requested) necessary in a timely manner in order to travel to the country I am visiting.
* If any actions I undertake render null and void the terms and conditions of my insurance, I must bear any resulting costs personally. I must make every effort to keep myself and my belongings safe and secure.
* I must take part in the semester/year abroad for the entire duration. Failure to participate fully in the semester/year abroad, attend classes or activities will result in the International Development Office asking you to return any funding awarded.
* Photos, videos, or other work submitted to the International Development Office may be used by Swansea University to publicise future projects or add visuals to reporting documents (but will not be given to any third party without permission).
* The University reserves the right to withdraw me from the semester/year abroad at any stage if it deems that I have breached the terms of this Agreement. In this case, I undertake full responsibility for any alternative travel and accommodation costs.
* If I am deemed to have committed a disciplinary offence under the University’s Disciplinary procedures, disciplinary action may be taken by the University, irrespective of whether I am withdrawn from the semester/year abroad.
* Costs associated with the semester/year abroad may be non-refundable. Swansea University is not able to refund any costs which students have incurred or made to the host organisation.
* The International Development Office will use my information in a number of ways, including to assess my eligibility to receive funding, for audit purposes and if applicable debt collection, for statistical analysis.
* I am required to pay all fees and clear all debts before leaving my host university/organisation. Failure to do so may result in my academic transcript / transcript of work being withheld and as a result, I would not be
able to progress to the next year of study at Swansea University and may be required to withdraw on financial grounds.
* The International Development Office will share my information with and obtain information about me from partner organisations and institutions whose programmes I apply for / participate in. For further in information in relation to how your information is used please read the Student Privacy Notice: <https://www.swansea.ac.uk/about-us/compliance/data-protection/student-privacy-notice/>

**STUDENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed forms to be returned to** **studyabroad@swansea.ac.uk**