



## **University of South Australia Hawke Ambassador International Volunteer Experience Program (POLI 3014)**

**School of International Studies  
Magill Campus**

### ***Information for Students***

The School of International Studies conducts an international volunteering placement and internship program for students at the University of South Australia. Called the Hawke Ambassador International Volunteer Experience Program, it has the support of the Honourable Mr Bob Hawke, former Prime Minister of Australia.

The Hawke Ambassador Program is also supported by the Hawke Centre at the University of South Australia, our Double Degree partners, and a number of local and international volunteer agencies.

The Program is available to students undertaking their 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of the:

- Bachelor of Arts (International Studies)
- Bachelor of Arts (Languages and Intercultural Communication)
- Double Degree Programs with International Studies, including International Business, Management, Marketing, Journalism, Social Work and Social Policy, and Law.

Students in their 1<sup>st</sup> year of these Programs are not be eligible to take part in the Hawke Ambassador Program.

The Hawke Ambassador Program is worth 18 units (typically one semester of full-time study) towards a Bachelor degree. For Double Degree students, the Program is offered as an alternative to the existing Study Abroad semester.

The Hawke Ambassador International Volunteer Experience Program differs from traditional international exchange or study abroad Programs. Students will be based within an international non-government organisation (NGO), usually in an overseas location and working as a volunteer, rather than undertaking formal study at an overseas university.

Students who are unable to travel overseas are able to work as a volunteer in a local, internationally focused, organisation and receive 18 units towards their degree.

The Program offers an opportunity for Australian and international students in the above degree programs to work in international and intercultural situations, and to volunteer their time and intellect in the service of others. It will assist with academic achievement, broader global and societal understanding, and leadership capacity.

## The Bob Hawke Prime Ministerial Centre



The Bob Hawke Prime Ministerial Centre is a dynamic UniSA initiative to establish an internationally recognised public learning and research facility serving a broad audience. Through its Programs, the Centre promotes Australia as a maturing nation, best advanced through the active pursuit of civic cohesion, reconciliation and international co-operation, supported by economically, environmentally and socially sustainable policies.

Bob Hawke continues to be active in the Asia-Pacific Region and the Middle East, and his legacy of international understanding is reflected in the themes of the Hawke Centre - *strengthening democracy, celebrating diversity, building the future.*

## The School of Communication, International Studies and Languages

The School of Communication, International Studies and Languages is located on the Magill Campus and is part of the Division of Educations, Arts, and Social Sciences. The School specialises in international and intercultural relations. Its undergraduate program covers a wide variety of topics relevant to students seeking a professional career. These include globalisation, diplomacy, terrorism, international trade, language and culture, political economy, development, war and peace, human rights and global governance. In addition, the School has a number of Double Degree Programs. Successful completion of a Double Degree will give students two degrees within a four year period.

### Why Should Students Take Part In This Program?

As well as having an exciting opportunity to live and work overseas or as part of the international volunteering sector, students will receive a range of important personal, academic and professional benefits through the Hawke Ambassador Program. These include:

- A meaningful intercultural experience
- A sense of personal satisfaction in helping others
- Experience in working with others in an international setting
- A greater understanding of the practical significance and relevance of their academic studies
- Experience in working with a non-government organisation
- Enhanced employment opportunities in the non-government sector upon graduation
- Experience in project planning and management
- Consolidation of the Graduate Qualities of the University of South Australia
- For double degree students, the opportunity to apply international business, marketing, management, journalism or social work skills in an international volunteering context.

### Pre-departure Preparation

The Hawke Ambassador Program has both an intellectual and a practical dimension. Students will be required to take *Introduction to International Relations* (POLI 1010) and *Intercultural Communication* (LANG 1054) prior to commencing the placement. These courses will give students the social, political and cultural knowledge necessary to make the volunteer experience intellectually rewarding.

In addition, students will participate in two pre-service orientation workshops. One is conducted by the University's international office, while the other is run by professionals from within the volunteering community. These workshops will include an understanding of the idea of volunteering, the student's role as a joint representative of NGOs and the University,

risk mitigation strategies appropriate to their selected project and location, and a discussion of future career opportunities in the non-government sector.

Prior to departure students will be required to sign a contract with the university, provide evidence that they have purchased additional travel insurance to supplement that already provided by the University, have a valid passport and visa, and completed the necessary health checks.

Students selected for the Program will need to enrol in the course: *Hawke Ambassador International Volunteer Experience Program* (POLI 3014). This is done through the Course Coordinator, rather than the normal enrolment mechanism.

### **The Placement**

After completing pre-departure preparation, students will undertake a 3-6 month placement. Either in Australia or overseas. Students will have the option to work with one of a number of possible non-governmental agencies, including:

- Antipodeans Abroad
- Australian Red Cross
- Australian Refugee Association
- Gap Australia
- Global Vision
- Oxfam
- Projects Abroad
- Uniting International Mission
- Volunteering SA
- World Youth International
- World Vision

Students must be aware that all overseas placements are subject to travel advisories issued by the Australian Department of Foreign Affairs and Trade (DFAT). The University reserves the right to restrict travel by students to countries which are the subject of a DFAT non-essential travel warning. Students who are already in-country at the time an elevation of a DFAT warning may be required to make immediate plans to return to Australia.

Students will not be allowed to travel to the following countries: Afghanistan, Angola, Burundi, Central African Republic, Colombia, Democratic Republic of the Congo, East Timor, Fiji, Haiti, Indonesia, (including Bali), Iraq, Israel, the Gaza Strip and the West Bank, Ivory Coast, Lebanon, Liberia, Saudi Arabia, Solomon Islands, Somalia, Sudan, Syria and Yemen (North and South).

Students who are unable to go overseas but still express a desire to be involved in the Hawke Ambassador Program will be offered local opportunities that have a distinctive international dimension. For example, students will be able to undertake volunteer work through a local agency.

The volunteering projects students may be involved in include:

- Caring
- Community aid and development
- Peace-building
- Agriculture
- Teaching English to primary and secondary school students
- Working with the disabled
- International policy making
- Environment

- Sport
- Refugee settlement projects
- Working in orphanages
- Working in health related projects
- Building, repair and maintenance projects
- Financial literacy training

### **Returning to UniSA**

Upon return, students will be required to participate in a range of activities including:

- A debriefing session with the course coordinator.
- Public speaking engagements about their experience through the Hawke Centre.
- Mentoring upcoming students preparing for their Hawke Ambassador departure.
- Completion of a detailed research paper on an aspect of their volunteer experience.

### **Insurance**

There are three types of insurance relevant to students volunteering as part of their academic Program of study:

1. Comprehensive travel insurance
2. Public liability insurance
3. Professional indemnity insurance.

Students are covered by the University's comprehensive travel insurance for up to four months while they are overseas. **They must purchase an additional two months of comprehensive travel insurance** to ensure they are covered for the full period of the Program.

Students are also covered under the University's Public Liability insurance.

Professional indemnity insurance cover is designed to insure against claims for a breach of duty in a professional capacity. For example, if a person who is unlicensed advises someone to buy a particular share portfolio and they lose their money as a consequence, then the person giving the advice may be liable for the losses in a court. Students are advised not to give any professional advice, guidance or instruction while on a placement as **the University does not provide cover for students under these circumstances.**

In some cases, students will be covered by a partner organisation's travel insurance policy.

Students interested in applying for the Hawke Ambassador Program should submit an online application via the UniSA International website.

The application can be submitted at: <http://www.UniSA.edu.au/partner/exchange/application-hawke-ambassador.asp>

See below the "Guidelines for Submitting Online Application Form" for assistance in completing your application.

### **Length of Placement**

The specific length of the placement period will depend on the international partner organisation. However, it is anticipated that most placements will last for a period of between three to six months.

Local placements will depend on arrangements with the partner organisations. But typically should be around 15 hours a week.

A shorter international placement may be negotiated with the course coordinator. It may be possible for a student to go overseas on a placement, and upon return undertake volunteer work with a local agency.

Short overseas placement will not be funded by the University to the maximum amount of \$2,500.00.

### **Final Meeting**

Please Note: Students must not leave for their placement without meeting with Terry O'Callaghan at least 1 week prior to departure. At this meeting you will be required to submit you completed checklist.

### **Assessment**

- |  |     |
|--|-----|
| • Posting preparations                             | 10% |
| • Portfolio of tasks and reflections (6,000 words) | 50% |
| • Achievement report (500-1000 words)              | 15% |
| • Evaluative report (3,000 words)                  | 25% |

### **Program Costs**

It is estimated that each student will require approximately \$3000 to \$5000 to cover transport, health insurance and living expenses during the placement period. While this figure is dependent on the specific destination and nature of the international placement Program, the cost of being involved in the Hawke Ambassador Program will be much less than spending a semester studying abroad.

The University of South Australia will offer travel scholarships to 15 students wishing to undertake the Hawke Ambassador Program. Hawke Ambassador's working within a local context are not eligible for the travel grant.

Students will automatically be covered under the University's travel insurance scheme for up to four months. Students will need to supplement this insurance for the additional time they are in service.

Students who are unable to commit to the cost and/or travel of a volunteering placement overseas may alternatively undertake an internationally focused placement in Adelaide. Students are covered under the University's insurance policy.

A detailed breakdown of the costs is included with the partner profiles at the end of this document.

Students may be eligible for Centrelink payments while they are on their placement. Anyone requiring a letter to Centrelink to confirm their participation in the Program please email Karen English at UniSA International. Karen's email address is: [karen.english@unisa.edu.au](mailto:karen.english@unisa.edu.au).

### **Cowan International Placement Grant for Hawke Ambassador Program**

Cowan International Placement Grants of \$2500 are available for Hawke Ambassadors. This is in addition to the UniSA travel grant. It will assist a student undertaking an international placement/internship as part of the Hawke Ambassador Program. It is open to students enrolled full time in the 3rd, 4th or 5th years of any of Bachelor of Arts (International Studies), Bachelor of Applied Language and Intercultural Communication or associated double degrees with International Studies who can demonstrate financial disadvantage. Applicants must also meet the UniSA academic requirements for an international placement, including the

requirements for a UniSA Travel Grant. Preference will be given to rural students and those who commenced University study no more than two years after the completion of Year 12.

### **Prerequisites for the Hawke Program**

The Hawke Ambassador Program has three important prerequisites. Students must have:

1. Completed either *Introduction to International Relations* (POLI1010) or equivalent, or *Intercultural Communication* (LANG 1054) or equivalent.
2. Applied to the International office using the on-line application form.
3. Participated in the *International Volunteering Workshop*.
4. A minimum Grade Point Average of 4.0 (with no more than 2 fail grades) in their current Program.

### **Selection Process**

There will be a selection process for the Hawke Ambassador to determine suitability. The criteria will include:

- Successful completion of the prerequisites listed above.
- A roundtable meeting with a representative from the School of International Studies, the Hawke Centre, and UniSA International Office.
- The information presented in the online application form, including:
  - A 250-500 word statement outlining why you would like to be involved in the Program.
  - An academic reference.

Please Note: First year students applying for the Hawke Ambassador Program should list Dr. Terry O'Callaghan as their referee. Students in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year may nominate any academic member of staff they choose.

The Hawke Ambassador Program is a prestigious Program and, as such, there are only a limited number of places available each year.

The Program is not currently available to students studying in a part-time mode or those taking the BA International Studies or the Double Degree Programs externally.

### **Guidelines for Submitting Online Application Form**

This information is to provide students applying to the Hawke Ambassador International Volunteer Experience Program with assistance in completing their online applications.

The application form can be found at: <http://www.UniSA.edu.au/partner/exchange/application-hawke-ambassador.asp>

Students should find that completing the application form is relatively straightforward. However, the guidelines have been outlined below:

Applications to the Hawke Ambassador International Volunteer Experience Program must be completed and submitted electronically.

Please see the Hawke Ambassador "Information for Students" document for more information on each of these partner organisations and their volunteering projects.

## **UniSA Travel Grant**

Students should select “Yes” if they wish to be considered for a travel grant of up to \$2,500 from the University.

## **Statement of Purpose**

Students should complete the 250-500 word statement outlining why they would like to be involved in the Hawke Ambassador Program and the particular country and volunteering project they wish to take part in. The information provided in this statement will be used to select students for participation in the Hawke Ambassador Program. Students should remember that the Hawke Ambassador Program is a prestigious Program and, as such, there are only a limited number of places available each year.

## **UniSA Academic Staff Member Recommendation**

Please follow the instructions in the online application form for obtaining an academic staff member recommendation. Academic staff will complete the “Academic Recommendation Form” and submit this to UniSA International. The information provided in this recommendation will be used to assess students’ suitability for participation in the Hawke Ambassador Program.

First year students applying for the Hawke Ambassador Program should list Dr. Terry O’Callaghan as their referee. Students in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year may nominate any academic member of staff they choose.

## **Timeline for applications**

Applications for Hawke can be submitted any time of the year and students are able to undertake their placement in any of the 7 study periods. Please remember that the university requires at least 4 months notice of your intention to undertake the program.

## **Contacts**

For more information about the Program please contact:

Dr Terry O’Callaghan  
Senior Lecturer  
School of Communication, International Studies and Languages  
Ph: 8302 4180  
Email: [Terry.OCallaghan@unisa.edu.au](mailto:Terry.OCallaghan@unisa.edu.au)

For information regarding administration of the travel grant and procedures leading up to departure please contact:

Ms. Karen English  
Coordinator: Student Mobility  
101 Currie Street  
Adelaide  
Ph.: 83020928  
Fax: 83020733  
Email: [karen.english@unisa.edu.au](mailto:karen.english@unisa.edu.au)

## Summary of Organisations and Project Information

<b>Partner Organisation</b>	<b>Projects Available</b>	<b>Countries</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Approx. Cost</b>	<b>Length of Service</b>
Antipodeans Abroad	A range of choices	Asia, Africa, Latin America and Europe	Kirsten Cunningham	TBA	\$3,500	3-6 Months
Australian Red Cross	Humanitarian law, refugees	Adelaide	Terry O'Callaghan	83029041	No Cost	6 Months
Australian Refugee Association	Refugee settlement	Adelaide	Mr. Ian Swift	83542951	No cost in Adelaide	6 Months
Gap Activity Projects	A range of project choices	Asia, Africa, Latin America and Europe	Ms. Angela Cox	03 9826 6266	\$2400 plus airfare	4-6 Months
Global Vision	A range of project choices	Asia, Africa, Latin America and Europe Adelaide	Ms. Erica Louise	1300 795 013	\$3000.00	3 Months
Oxfam	Fair Trade impact assessments	Asia, Latin America, & Africa	Dr. Linda Chalmers	0419032157	No cost in Adelaide	6 Months
Projects Abroad	A range of project choices	Asia, Africa, Latin America and Eastern Europe	Mr. Will Pashley	8362 4653	Table of costs in Australian dollars below	3 Months
Uniting International Mission	Bethany Home	Malaysia	Ms. Sandy Boyce	8267 4267	\$2000	6 Months
Volunteering SA	A range of project choices	Adelaide	Terry O'Callaghan	83029041	No cost in Adelaide	6 Months
World Youth International	A range of project choices	China, Kenya and Nepal	Mr. Rob Kalka	8340 1266	\$3400.00	6 Months
World Vision	A range of project choices	Adelaide	Terry O'Callaghan	83029041	No cost in Adelaide	6 Months

## **Risk Management Guidelines for Hawke Ambassadors**

The Hawke Ambassador International Volunteer Experience Program provides an excellent opportunity for students to experience life outside Australia, as well as to make a valuable contribution to local development. Yet as with all activities, there are risks. The aim of this document is to help you manage your risks while overseas and ensure that your overseas program is a safe and rewarding one.

Each student is required to write a detailed risk assessment on their country destination and the voluntary work they are likely to undertake as part of the Hawke Ambassador Program. The following document provides useful information to help you complete this task.

### **The AS/NZ4360:1999 Risk Management Standard**

All participants in the program should, as a first step, read the Risk Management Standard. It is one of the most sophisticated documents of its kind and will provide a framework for your analysis. This document can be found on the Hawke Ambassador Course Homepage.

### **Assessing the Risk**

Students participating in the Hawke Ambassador Program should assess the range of potential risks relating to their particular destination country and volunteering program.

Although the precise set of risks will vary depending on the particular country and program, the following list provides an example of a risk framework that may be used to assess your volunteering placement:

- (a) Political risk
  - (e.g.) government stability
  - corruption
  - political or military conflict
  - rioting
- (b) Economic risk
  - infrastructure
  - currency stability
  - economic recession
  - transfer of foreign currency
- (c) Cultural and legal risks
  - socio-cultural norms
  - language difficulty
  - business/organisational dealings
  - legal compliance
  - corruption and bribery
- (d) Operational/project risk
  - safety of particular volunteering project
  - organisational rules and norms
- (e) Health risk
  - personal health and safety
  - country-specific diseases
  - transport of prescription medication

### **Investigation and Management of Risks**

Awareness of these and other risks is a personal responsibility for each participant in the Hawke Ambassador Program. Students should begin researching their country destination and volunteering placement as soon as they have been selected as Hawke Ambassadors.

It is recommended that students use books, the internet, periodicals, newspapers and the advice of University staff in order to prepare their Risk Assessment Exercise. The relevant embassy, consulate or tourist office may be able to provide additional information.

As well as investigating and assessing the existence of country-specific risks, students should develop strategies to manage the risk to themselves where possible. This may be as simple as improving awareness of particular cultural norms or likely health risks, for example. Alternatively, students may be required to develop strategies to mitigate against a particular set of risks, for example, avoiding political rallies or carrying traveller's cheques rather than large sums of cash.

Students should remember that their experience as Hawke Ambassadors will be both safer and more personally and academically valuable if they have learned a little of the language, history, culture, economic, political and social conditions of their destination country prior to departure.

### **Health Risks**

Each participant in the Hawke Ambassador Program should ensure that their personal state of health would not be endangered by overseas travel and/or by the duties to be undertaken upon reaching the destination. Travel medical consultations with a doctor should be undertaken at least one month prior to departing from Australia.

It should be noted that the travel insurance policies are void if the participant travels contrary to the advice of medical practitioners.

A series of important health precautions and high-risk diseases is listed below. However, students participating in the Hawke Ambassador Program should make themselves aware of all of the health risks relevant to their particular country destination.

### **Immunisation**

Each participant in the Hawke Ambassador Program must ensure that they are aware of, and carry out, recommended or required immunisation procedures prior to leaving Australia.

### **Avian Flu Report**

Avian Influenza A (H5N1) is a viral infection that usually affects wild birds but can infect and cause serious disease among poultry. While it is unusual for humans to get influenza virus infections directly from poultry or wild birds, a number of human infections and outbreaks caused by certain avian influenza A viruses have been documented. Another less virulent strain, H5N2, has also emerged.

On 24 February 2006, DFAT updated the Avian Influenza Travel Bulletin suggesting that people are at risk of contracting avian influenza if they have close contact with infected birds. If sustained human-to-human transmission becomes a serious threat, DFAT will advise travellers and Australian residents in affected regions to consider leaving immediately. Overall travel advice, however, remains unchanged.

As investigations have produced no evidence that the H5N1 virus is spreading easily from person to person, the WHO pandemic alert remains at Level 3 - *no or very limited human-to-human transmission*.

While you are travelling to an affected area, the Centers for Disease Control and Prevention's (CDC) advice includes:

- avoiding undercooked or raw poultry or poultry products including eggs
- avoiding all direct contact with poultry
- avoiding places such as poultry farms and bird markets where live poultry are raised or kept
- avoiding handling surfaces contaminated with poultry faeces or secretions
- careful and frequent hand washing, using soap and water.

On your return home, the CDC suggests you monitor your health for 10 days and, if you fall ill

with fever, coughing or breathing difficulty, be sure to tell your doctor where you have travelled.

### **Deep Vein Thrombosis (DVT)**

Deep Vein Thrombosis has been identified as a risk for air travellers. The following websites offer further information on Deep Vein Thrombosis:

- DVT and Air Travel Fact Sheet ([www.health.gov.au/internet/wcms/Publishing.nsf/Content/health-pubhlth-strateg-communic-factsheets-thrombosis.htm](http://www.health.gov.au/internet/wcms/Publishing.nsf/Content/health-pubhlth-strateg-communic-factsheets-thrombosis.htm))
- Venous Thromboembolism Fact Sheet ([www.health.gov.au/internet/wcms/Publishing.nsf/Content/health-pubhlth-strateg-communic-factsheets-vte.htm](http://www.health.gov.au/internet/wcms/Publishing.nsf/Content/health-pubhlth-strateg-communic-factsheets-vte.htm))

### **Dengue Fever**

The Travel Doctor advises that "the mosquito-borne virus disease Dengue fever is approaching epidemic proportions in New Delhi ... dengue outbreaks have also been reported in western Rajasthan and Uttar Pradesh. October/November is generally a time of high risk for mosquito-borne diseases which also include Chikungunya fever (similar to Dengue) and malaria. Tourists in good accommodation are at lower risk than the local population but personal protection against mosquito bites using a DEET containing repellent day and night must be a travelling routine."

### **HIV/AIDS**

AIDS and HIV infection occur worldwide. Many countries lack comprehensive surveillance systems, so the true number of cases is likely far greater than officially reported, particularly in developing countries. Because HIV infection and AIDS are distributed globally, the risk for international travelers is determined less by geographic destination and more by behaviors that put them at risk of becoming infected, such as sexual and drug-using behaviors. Factors to consider in assessing risk include the extent of direct contact with blood or other potentially infectious secretions and the extent of sexual contact with potentially infected persons. In addition, the blood supply in developing countries might not be adequately screened.

Students should be advised that they are at risk if they:

- Have sexual contact (heterosexual or homosexual) with an infected person.
- Use or allow the use of contaminated, unsterilized syringes or needles for any injections or other procedures that pierce the skin, including acupuncture, use of illicit drugs, steroid or vitamin injections, medical or dental procedures, ear or body piercing, or tattooing.
- Use infected blood, blood components, or clotting factor concentrates. HIV infection by this route is rare in countries or cities where donated blood and plasma are screened for antibodies to HIV.

### **Prescription Medicines**

All students participating in the Hawke Ambassador Program that have a need to carry medically prescribed drugs should pack an adequate supply of prescription and over the counter medicines.

The Travel Doctor recommends that travellers who will need to take prescription medicines with them when they travel:

- Talk to their doctor and discuss both the prescription and over the counter medicines that they will need to take with them
- Contact the embassy of the country they are visiting to ensure the medicine is legal there
- Carry a letter from their doctor. The letter should include the name of the medicine, dosage, and state that the medicine is for their personal use.
- Ensure that all medicines are kept in their original container displaying the traveller's

name and dosage requirements. Carry medicines in hand luggage to prevent their loss.

The Department of Foreign Affairs and Trade also advises as follows: “Australian citizens are advised that some medical/pharmaceutical supplies may not be available overseas. It is also possible that some medical/pharmaceutical items may be packaged under a different brand name to those available in Australia. Australian citizens dependent on medical/pharmaceutical supplies should ensure that they take sufficient supplies for the duration of their trip. If the medication is critical to their wellbeing these supplies should be carried with the individual onboard the aircraft. This would prevent the loss of medical supplies in the event of lost luggage.”

### **During Travel**

Participants in the International Volunteer Experience Program are advised to follow any advice given to them by qualified medical advisors or a recognised authority (such as an internationally recognised airline) to promote safety and health during travel.

### **Medical Kits**

Participants should carry a medical kit which may assist in the treatment of minor ailments and medical issues. Such a kit should contain at a minimum:

- Headache tablets
- Anti-diarrhoea medication
- Antibiotics for fever (clearly labelled)<sup>1</sup>
- Antibiotics for gastric problems (clearly labelled)
- Antiseptic cream
- Sterile bandages and bandaids
- Adequate supply of sun screen
- Scissors

### **Basic First Aid**

The School of International Studies recommends that all participants in the Hawke Ambassador Program undertake a St. John’s Ambulance or other accredited first aid training course.

### **Upon Arrival and Working Overseas**

All participants in the Hawke Ambassador Program should be aware of the potential hazard posed by heavy and awkward pieces of luggage. Where possible, some form of assistance should be provided to transport such items of luggage and/or equipment.

### **Summary of Health Advice for Students**

- Do not eat undercooked or raw poultry or poultry products
- Avoid all direct contact with poultry as well as places such as poultry farms and bird markets where live poultry are raised or kept
- Wash hands frequently and carefully using soap and water
- Use personal mosquito repellent containing DEET
- Ensure vaccinations are up to date
- Carry adequate supplies of prescription and over the counter medicines for personal use
- Contact the embassy of the country you are visiting to ensure the medicine is legal there
- Carry a letter from your doctor which includes the name of the medicine, dose, and

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<sup>1</sup> These medications must be clearly labelled to avoid taking the wrong ones. Antibiotics for fever will not help you with a gastric ailment. Antibiotics should only be taken on the advice of a doctor.

- states that the medicine is for your personal use
- All medicines should be kept in their original container displaying your name and dosage requirements
- Ensure drinking water is clean. Avoid ice if you have any concerns about the cleanliness of local water. Freshly boiled water is safe. Bottled water of a reliable brand in a sealed container is also safe
- While flying:
  - Drink plenty of non-alcoholic fluids
  - Regularly move your ankles and massage your calves
  - Wear loose, non-restrictive clothing
  - Be vigilant for the symptoms of DVT, in particular pain in the calves, during and for up to a month after long flights. If symptoms occur, seek medical advice without delay

### **Management of Risks**

Risks to personal safety can be heightened when travelling abroad. Some of the risks include: internal travel conditions, health systems, crime rates, political environment, terrorism, war and civil unrest. Please see the travel advisories issued by the Australian Department of Foreign Affairs and Trade (DFAT) for more information on personal safety in specific countries ([www.smartraveller.gov.au/zw-cgi/view/Advice/](http://www.smartraveller.gov.au/zw-cgi/view/Advice/)).

### **Travel Advisories**

All overseas placements are subject to travel advisories issued by the Australian Department of Foreign Affairs and Trade. The University reserves the right to restrict travel by students to countries which are the subject of a DFAT non-essential travel warning. Students who are already in-country at the time of an elevation of a DFAT warning will be required to make immediate plans to return to Australia.

Students will not be allowed to travel to the following countries in 2007: Afghanistan, Angola, Burundi, Central African Republic, Colombia, Democratic Republic of the Congo, East Timor, Fiji, Haiti, Indonesia (including Bali), Iraq, Israel, the Gaza Strip and the West Bank, Ivory Coast, Lebanon, Liberia, Nepal, Pakistan, Saudi Arabia, Solomon Islands, Somalia, Sri Lanka, Sudan, Syria and Yemen.

### **Emergency Contacts**

All students participating in the Hawke Ambassador Program must ensure that Terry O'Callaghan is notified of their place of residence.

They should also ensure that they have the 24 hour ACE Rescue line number- this is provided through the University Insurance Officer on 8302 1678.

In addition, students should carry other emergency contact numbers at which relevant University staff can be reached, and the contact numbers and locations for local consulates or embassies in case assistance or advice is necessary.

### **Passport, Visas and other Important Documents**

All overseas travel requires a passport. New passport applications may be lodged with a post office. If you already have one issued, check the expiry date to be sure that it lasts for at least 6 months after your expected return home. Some countries will not permit entry unless your passport remains valid for at least 6 months after you return home.

A student visa may also be required for a semester of volunteering, depending on the immigration regulations of the host country. Information relating to all visas may be obtained from a travel agent, the embassy or consulate of the country concerned (see [www.dfat.gov.au](http://www.dfat.gov.au)). Do not wait until the last minute to request a visa; some embassies and consulates process visa requests quickly, but many do not.

All students participating in the Hawke Ambassador Program should ensure they have both a photocopy and an electronic copy of important documents. This includes both the photo and relevant visa page of your passport, bank details, travel insurance policy details, emergency contact details, etc. Students should email an electronic copy to themselves to allow access to this information in the event that their luggage and personal belongings are lost or stolen.

### **Additional Information**

The following websites may provide additional information useful in assessing and managing travel health risks:

- Department of Foreign Affairs and Trade ([www.dfat.gov.au](http://www.dfat.gov.au))
- World Health Organisation ([www.who.int](http://www.who.int))
- Smart Traveller ([www.smartraveller.gov.au](http://www.smartraveller.gov.au))
- The Travel Doctor ([www.traveldoctor.com.au](http://www.traveldoctor.com.au))
- Centers for Disease Control and Prevention ([www.cdc.gov/travel/](http://www.cdc.gov/travel/))

## Risk Management Check List

Name:.....

Country Destination: .....

Partner Organisation: .....

### (a) Prior to departure

Have you visited you local GP and discussed your travel plans?	Y	/	N
Have you acted on your GP's advice in relation to immUniSAtion, specialist medical needs etc?	Y	/	N
Have you put together a first-aid kit?	Y	/	N
If you are on a 6 month placement have you purchased the extra 2 months travel insurance?	Y	/	N
Have you made both a photocopy and electronic copy (emailed to yourself) of your passport and bank account details?	Y	/	N
Do you have the contact details of your case supervisor?	Y	/	N
Do you have emergency phone numbers?	Y	/	N
Do you have a copy of the phone number and address of the Australian Embassy in the country where you are working?	Y	/	N
Have you made yourself aware of the potential health risks in the country you are working in?	Y	/	N
Have you determined the location of the medical facilities in the region you are working in?	Y	/	N
Have you checked the DFAT website ( <a href="http://www.smarttraveller.gov.au">www.smarttraveller.gov.au</a> ) for general travel safety information?	Y	/	N
Has your risk assessment report been approved by the Program Director of the International Volunteer Experience Program?	Y	/	N

### (b) After arrival

Have you registered with the Australian Embassy?	Y	/	N
Have you made yourself aware of any new and unforeseen risks in your place of work?	Y	/	N
Have you made yourself aware of local laws and customs?	Y	/	N
Have you alerted the organisation you are working in of any special medical conditions/needs you have?	Y	/	N
Have you determined that your in-country work environment is a low risk one?	Y	/	N
Have you informed your academic advisor of your safe arrival?	Y	/	N

## Testimonial

### Nepal Overseas Action Program Jessica Roberts with World Youth International

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Living in Nepal and working as a volunteer is certainly a challenging experience, and it is not suited to everyone. But I loved my time there so much that I returned for a second, and a third time! In 2005, I was a first time traveler and participant of the World Youth International Overseas Action Program (OAP). I returned for a holiday with several friends in 2006, proud to show off my new home; and then returned again at the end of 2006 to be the Assistant Coordinator of the November program.

The OAP is a development program for 18 to 30 year olds, designed to offer participants the chance to immerse themselves in a different culture and make a meaningful contribution to lives of people less fortunate. One of my favourite aspects of the program was staying with host families in the villages we worked in, and I quickly fell in love with their simple life and everyday routine. Every morning would start with a steaming cup of fresh buffalo milk tea complete with hand crushed spices and plenty of sugar, and would end with an amazing meal of dal bhat (rice and lentils), prepared from freshly picked ingredients and cooked on a mud brick stove. It was inspiring to see how my families worked tirelessly every day, doing the same thing they'd been doing for years and will be doing for years to come. It humbled me to see how happy they were living their simple, monotonous life; and made me feel grateful for the abundant choice we have in Australia.



Although I was meant to be the one giving something to their communities, I often felt like I received more than I gave. It was a personal journey full of learning and development, and the Nepali people I met were inspirational. They showed me a completely different way of life by accepting me as their family, rather than just a tourist. I experienced things which most travelers would never be able to, even just little day to day occurrences. I found this story in my journal which demonstrates what I mean:

*The smooth system of village life never ceases to amaze me. Everyone and everything has a role; nothing is ever wasted, and anything can happen – even when you think it's impossible. The other night we had finished dinner and were in bed when our Nepali brother arrived home, woke up his mother and sister-in-law and informed them he felt like eating some sort of meat. So off went the mother, returning casually with a neighbour's distressed chicken in her clutches. While I looked on in disbelief, the bird is beheaded, plucked, chopped up and cooked; a process taking well over an hour. While the whole family was blasé about the situation, I was astounded; and wondered how my mother would cope if I woke her and suggested she go next door to fetch some me some chicken.*



in a way I will always be grateful for.

There were many challenges I faced along the way, and it was by no means an easy journey. In some ways, it was the challenges that made it so rewarding - it was the achievement of lasting 24 days without a proper shower, of building a water tank to serve an entire community, of surviving on lentils and rice for 3 months, of seeing the look in a child's face when you offered them a pack of coloured pencils. My time in Nepal has given me a unique perspective on the world and shaped my life

**For more information and pictures on Jess's experience, log onto her website:  
[groups.msn.com/NepalOAP](http://groups.msn.com/NepalOAP).**

## **Disclaimers**

The information provided in this document may be subject to change.

The Course Coordinator reserves the right to make any changes to the Program's structure and content necessary to protect the integrity of the University and the well-being of students.

The Course Coordinator reserves the right to terminate a placement should the student fail to act in a manner consistent with University policy or the policies of the partner organisations.

The University of South Australia will not be responsible for changes to individual placements, costs, or information provided to students by the partner organisations.