

International Student Placement Acknowledgement Form

Student Name: **Student Number:**

Instructions

Students are to print, complete and sign this Acknowledgement Form to confirm their understanding of the terms of their international placement.

At least 14 days prior to undertaking their Placement, students are to return the completed form, along with their completed **Travel Notification Template** (<http://www.fbs.uq.edu.au/online-forms-insurance>), to their School Administrator who will then email the signed copy to insurance@uq.edu.au.

1	My Placement is a program requirement and has been authorised by UQ through a Student Placement Agreement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	I have read and am aware of UQ's insurance and protection policies that apply to me (http://www.fbs.uq.edu.au/online-forms-insurance).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	I am aware that as a UQ student, I have certain responsibilities and expectations to uphold during my Placement (outlined in the Policies & Procedures Library (PPL) 3.60.01 - Student Charter https://ppl.app.uq.edu.au/content/3.60.01-student-charter).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	I am aware that I may receive confidential information during my Placement. I may be asked to sign a confidentiality agreement, but in any event I will not, except if authorised or required by law, disclose any confidential information to a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	I have conducted a search and will keep myself informed of Department of Foreign Affairs and Trade (DFAT) (www.smartraveller.gov.au) advice and travel information including the various cultural differences that exist in the country(s) to which I'm travelling.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	I understand I must abide by the customs, laws and regulations of the country(s) to which I'm travelling.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	I am travelling to a country that is a Category 3 "Reconsider your need to travel" or Category 4 "Do not Travel". If "YES", answer "a" below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	a. I have obtained approval from the DVC (International).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	I understand that if I am travelling to my home country, Medical and Evacuation coverage is excluded under UQ's Travel Insurance policy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	I understand that I am not to be employed or paid by the organisation in which the placement is undertaken and should I be offered employment or payment for my placement at any time, I must notify UQ immediately.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	I understand that UQ's Travel Insurance does not cover me if I'm travelling further than 60 kms from my approved location AND I stay overnight. If my private travel exceeds this, I understand I'll need to arrange my own private travel insurance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Student Acknowledgment

Full Name: **Student Number:**

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Signature:

.....
Date:

Signature of Authorised School Representative

Full Name:

Title:

Signature:

Date: