

Welcome to the *Indonesia from the ground up!* study tour.

This package includes the essential information you need to apply to participate in the ACICIS *Indonesia from the ground up!* study tour.

ACICIS reserves the right to assess the suitability of all applicants. In addition, ACICIS reserves the right to cancel the tour if participant numbers are insufficient.

Please post completed applications to the ACICIS Secretariat:

ACICIS Secretariat

c/- School of Arts

Murdoch University

90 South Street

Murdoch, WA 6150

Australia

p +61 8 9360 6254

f +61 8 9360 6571

e acicis@murdoch.edu.au

Costs

The cost of the “Indonesia from the ground up!” study tour is AUD\$3,588 per person. Participants must pay a deposit of AUD\$675 when booking the tour and must pay the balance one month before the tour departs.

Participants will be emailed an online payment link for the purposes of settling their payment by credit card. Regrettably, only Visa and Mastercard are accepted. If participants would prefer to pay their fees by cheque, this must be enclosed with their application and made payable to: “ACICIS - Murdoch University”.

Costs covered in the tour price are accommodation (single room), site entry, some meals, and all in-country transport costs (excluding airport transfers). Participants are responsible for their own flight costs, some meals, airport transfers, insurance and visa.

Visa and Requirements

Participants will get a 30-day visa on arrival at Jakarta airport. The cost is US\$35. Applicants are required to have a passport valid for **at least 6 months beyond their projected departure from Indonesia.**

Participants must bring an unlocked mobile phone to Indonesia. ACICIS will provide all tour participants with an Indonesian sim card pre-loaded with a limited amount of credit. Any additional phone credit is the responsibility of participants.

Indonesia from the ground up!

Indonesia from the ground up! Application Package Checklist

Applicant's name School/Organisation/University

Submitted DD / MM / YYYY

Completing the Application Pack

Please ensure that all items on the checklist are included with their application before sending it in. All forms must be completed, signed and dated as required to avoid delays in administrative processing. Incomplete applications may hinder acceptance into the ACICIS study tour.

ACICIS FORMS:

- Personal Details
- Educational and Employment Details
- Health and Insurance Policy details
- Personal Medical Statement from Applicant
- Doctor's Statement of Good Health on behalf of the Applicant
- Statement by Applicant
- Applicant Acknowledgement and Waiver
- Audio/Video/Photograph Consent Form

ADDITIONAL:

- Photocopy of first page of passport

To help efficient processing of applications, please ensure the following before submission:

- All forms have been completed, signed and dated
- Forms are in order as shown on the checklist
- All staples, paperclips and fastening devices have been removed

PERSONAL DETAILS

Please fill in details as it appears in your passport:

Title Surname

Given Names

Gender (M or F) Date of Birth **DD / MM / YYYY**

Nationality

Passport Number

Date of Issue **DD / MM / YYYY**

Expiry Date **DD / MM / YYYY**

*Please make sure your passport is valid for at least 6 months after your projected departure from Indonesia.

Contact Details

Contact Phone Numbers (including international/state extensions)

Mobile/Cell

Home

Business

Facsimile

Email

Home Address

Next of Kin / Emergency Contact

Name

Relationship

Telephone

Mobile

Email

For currently employed teachers:

Current position:

Place of employment:

What type of School are you from?

State school

Catholic school

Independent school

What Level is your school?

Primary

Secondary

For others:

Current position:

Place of employment:

For currently enrolled university students:

University:

Degree Program/Major:

Applicant Travel Experience

If you have any had any previous travel experience to Indonesia, please outline when, how long and where to (city):

.....
.....
.....
.....

Do you consent to having your contact details shared amongst fellow ACICIS participants? Please tick.

Yes

No

Do you have any special dietary requirements?

Yes

No

Please detail (ie vegetarian):

.....
.....

Shirt Size (Australian Standard)

S

M

L

XL

XXL

XXXL

XXXXL

Where did you first hear about the ACICIS?

.....
.....

Applicant

Signature..... Date **DD / MM / YYYY**

HEALTH AND TRAVEL INSURANCE POLICY DETAILS

Health and travel insurance coverage including provision for emergency evacuation is compulsory for applicants in the ACICIS study tour. ACICIS requires proof of adequate cover, including a copy of the policy and policy number, policy type, and emergency contact number, be submitted to the secretariat before departure.

ACICIS is not liable for personal loss, injury, theft, damage, travel cancellations, etc. These are the responsibility of individual applicants, who are advised to obtain and take with them a copy of their insurance policy and any other relevant documentation that is required.

Proof of insurance does not need to be with ACICIS until approximately one month before departure.

Name of applicant

Please indicate below which is relevant to your circumstances:

- I have checked with the Officer responsible for insurance matters at my university/place of employment and I can confirm that the university's/organisation's insurance policy covers me. The health and travel insurance policy details are as follows (please note that a copy of the policy must also be sent to the ACICIS secretariat prior to departure):

Company.....

Policy Number.....

Policy Type

Emergency Contact Phone.....
(preferably from Indonesia)

or

- I have not attached a photocopy of this policy but will provide one to the ACICIS secretariat well before I depart for Indonesia.

or

- My university's/employer's insurance policy will not cover me whilst undertaking the study tour/I am a private applicant and not covered by a university or organisation insurance policy. Therefore, if accepted into the study tour, I undertake to arrange my own travel and health insurance, and will provide the ACICIS Secretariat with a photocopy of this policy one month before departure.

*Please note, some insurance policies do not allow you to extend from overseas. If there is a chance you may stay longer than initially intended, it is a good idea to take out insurance which allows you to extend from overseas.

Signed

Date DD / MM / YYYY

PERSONAL MEDICAL STATEMENT

ACICIS and its staff will not be responsible for any adverse health condition or any matters concerning your personal security or safety that may occur during the *Indonesia from the ground up!* study tour.

In the event of a medical emergency arising while you are in Indonesia, it is *imperative* that the ACICIS officers can quickly provide accurate information to local medical authorities on medications currently prescribed or previous medical histories involving serious illness. For this reason we require all applicants to provide complete and accurate details of the following:

* All information is treated with the strictest confidentiality.

1. Please list any past medical or psychological conditions for which you required hospitalisation, long-term treatment or prescribed medication:

2. Please detail any current medical or psychological conditions for which you are taking prescribed medication:

3. Please list any prescribed medications that you envisage using during the study tour:

4. Please list any known allergies (including allergies to prescribed medications):

5. Please provide details of any other medical or psychological conditions that you consider may affect your participation in the ACICIS study tour in any way (please explain your medical or emotional circumstances on a separate sheet if necessary).

I declare that the above information is accurate and complete at the time of my application and I will inform an ACICIS officer if my circumstances change during my time on the study tour. I acknowledge that ACICIS will not take any responsibility for my personal health, safety or security during the study tour. I agree that the release of all or any part of this information to Indonesian medical authorities will be at the discretion of ACICIS but that otherwise all information provided will remain confidential.

Signature of Applicant

Date DD / MM / YYYY

.....

STATEMENT OF GOOD HEALTH FROM APPLICANT'S DOCTOR

Date

STATEMENT OF GOOD HEALTH on behalf of:

Full name.....

On examining the patient whose name appears above, I find them to be:

- in good health and capable of undertaking a two week study tour in Indonesia

- NOT in good health and therefore NOT capable of undertaking a two week study tour in Indonesia

- in generally good health, and capable of undertaking a two week study tour in Indonesia, but suffering from the following minor health conditions which may need the treatment specified: (please elaborate)

.....
.....
.....

Doctor's signature

Doctor's name

Address

Telephone

Facsimile

STATEMENT BY APPLICANT

- 1) I declare that the information contained in this application is complete and accurate to the best of my knowledge.
- 2) I have read and understood the information provided concerning the ACICIS study tour and am willing to participate in the Program on this basis.
- 3) I acknowledge that I have informed myself of the potential risks involved in participating in an ACICIS program in Indonesia, that I comprehend the nature and extent of the risks, and that I voluntarily accept those risks.
- 4) I acknowledge that, while on an ACICIS program, I am responsible at all times for my own safety and further acknowledge that neither ACICIS nor Murdoch University (as the Consortium's lead institution) will be liable for any claims whatsoever resulting from my participation in the ACICIS study tour in Indonesia.
- 5) I accept that ACICIS in no way can accept liability for my holiday travel.
- 6) I accept that academic credit, will be determined by the relevant Australian authorities as applicable.
- 7) I give my permission for ACICIS to provide details of my participation in the study tour to my nominating organisation.
- 8) I acknowledge that if I withdraw from the study tour after being accepted onto the tour, I may have to refund monies given to me by ACICIS (NALSSP), and/or monies spent on my behalf.
- 9) Without affecting clauses herein, I accept that ACICIS (and the Consortium's lead institution, Murdoch University) is entitled to terminate the program in Indonesia early if it reasonably determines that it is dangerous for ACICIS participants to remain in Indonesia (whether owing to threat of terrorism, civil commotion, war, weather conditions, natural disasters or otherwise), or for any other reasons beyond the control of ACICIS and its constituent universities. I accept that if the ACICIS study tour is terminated no refund of money will be provided for fees and costs incurred.

- 10) I accept that the Murdoch University (as the lead institution for ACICIS and on behalf of its employees and agents) is expressly excluded from any liability for any loss or damage suffered or sustained by ACICIS participants as a result of or in connection with any negligent act or omission on the part of the University (or its employees or agents) (including without limitation, a decision on the part of the University to suspend or early terminate or not to suspend or early terminate the ACICIS program) and for any loss or damage suffered or sustained by any participant resulting from the suspension or early termination of the ACICIS program (including, without limitation, airfares, prepayments, foreign exchange losses), and I release the University from any liability for any loss or damage suffered by the participants as a result of the University (or any other consortium member) deciding not to credit the relevant ACICIS applicant with studies undertaken in Indonesia in the ACICIS program, resulting in any failure or delay in achieving a diploma, degree or other certification.
- 11) Without affecting any other provisions of this document, I accept that if an event of force majeure occurs any obligations which may be otherwise owed to me by Murdoch University or any relevant entity in the ACICIS consortium will be suspended for the duration of the event of force majeure or, where the event of force majeure has permanent effect, permanently. For the purposes of this clause, "force majeure" means any event which is beyond the reasonable control of Murdoch University and which has the practical effect of preventing performance of any obligation otherwise imposed upon Murdoch University or any member of the ACICIS consortium with respect to the ACICIS program.
- 12) I agree to abide by all university and government regulations or special conditions for the duration of my ACICIS study tour. I understand that failure to comply with the above, as determined by the ACICIS Program Officer, may result in my expulsion from the program.

Signature of Applicant.....

Signature of Witness.....

Name of Applicant

Name of Witness.....

Date DD / MM / YYYY

Position / Occupation.....

Date DD / MM / YYYY

APPLICANT ACKNOWLEDGEMENT AND WAIVER

The Australian Consortium for In-Country Indonesian Studies (ACICIS)

Home School/Organisation:	
Study option:	<i>Indonesia from the ground up! - study tour</i>
Applicant's full name	
Applicant's address	

I, being the applicant whose details appear above, acknowledge and agree that:

- I am aware that ACICIS is an unincorporated association of Australian and international universities, facilitating in-country Indonesian studies at, amongst others, the Host Universities.
- The Host Universities do not have any public liability/risk insurance that will apply to me during the period of my visits to the Host Universities.
- I have been advised by ACICIS to seek independent financial/insurance advice in this regard.
- ACICIS has further advised me, as they do all applicants contemplating travel to Indonesia, that (i) the Australian Department of Foreign Affairs & Trade issues and periodically revises its Travel Advisory regarding Indonesia, a copy of which is accessible at the following website, or via the 'Smarttraveller Phone Service' on 1300 139 281; (ii) deciding to travel to Indonesia and participate in the ACICIS program is a personal decision that should be made on an informed basis; and (iii) I must ensure that I check the current status of the Travel Advisory for Indonesia at the time of applying for an ACICIS program and I should check for any updated Travel Advisory issued by the Department since they may change from time to time:

<http://www.smarttraveller.gov.au/zw-cgi/view/Advice/Indonesia>
- To the fullest extent permitted by law, neither ACICIS nor any current or future ACICIS member has any liability to me whether under the common law or otherwise (and I release and forever discharge ACICIS and current and future ACICIS members from any such liability) for death or any injury, disability, illness, and loss or damage of any kind suffered or sustained by me arising out of or connected with my involvement in the study tour noted above and/or my presence at any Host University campus, including any death or any injury, disability, illness, and loss or damage caused by an act or omission of any Host University (whether negligent or otherwise).
- ACICIS has strongly recommended that I discuss my plans to travel to Indonesia, and this acknowledgement and waiver, with my next of kin.
- My acknowledgements as detailed above are conditions precedent to, and will be relied on by, the members of ACICIS for the time being in considering and granting my application for acceptance into the programme.

Signature of Applicant Signature of Witness

Name of Applicant Name of Witness

..... Position / Occupation

Date DD / MM / YYYY

Date DD / MM / YYYY



Australian Consortium for 'In-Country' Indonesian Studies

ACICIS Secretariat
c/ -School of Arts
Murdoch University
Murdoch WA 6150 Australia
Tel: (61-8) 9360 6254
Fax: (61-8) 9360 6575
Email: acicis@murdoch.edu.au
www.acicis.murdoch.edu.au

Audio/Video/Photograph Consent Form

Name	
Address	
Email	
Phone	

You agree and acknowledge that:

- a) The Australian Consortium for 'In-Country' Indonesian Studies (**ACICIS**) and its contractors or agents may (i) make or have made an audio or video recording of your image or voice; and/or (ii) take or have taken a photograph of you (**recording**).
- b) ACICIS may use your name or any other personal reference, or personal information inherent in a recording, in connection with the permitted purposes.
- c) ACICIS may make a transcript or similar derivative work of the recording (**transcript**).
- d) ACICIS may in its discretion use, copy, publish, make available, distribute, transmit, perform, display, edit or modify (**utilise**) the recording and the transcript anywhere in the world, for purposes including reporting and journalism, promotion and marketing, knowledge transfer, and reasonably related purposes (**permitted purposes**).
- e) If the recording or transcript is edited or modified, ACICIS will take reasonable steps to ensure that the editing or modification, in and of itself:
 - i. Does not damage your reputation;
 - ii. Is not derogatory or prejudicial to you; and
 - iii. Does not infringe your moral rights.
- f) All intellectual property rights (including copyright) in the recordings, transcripts and any derivative works thereof will vest in ACICIS immediately upon their creation.
- g) You are not entitled to any remuneration, royalties, fees or other payment or compensation in return for any utilisation of the recording or transcript permitted by this document.
- h) ACICIS has agreements with third parties for the distribution of content such as recordings. You agree that third parties may utilise the recording(s) and transcript(s) for the permitted purposes.
- i) If published on the internet, the recordings may be accessed by users from all over the world, may be indexed by search engines, and may be copied and used and / or disclosed by any web user, and ACICIS will have no control over the recording's subsequent use or disclosure.
- j) You will indemnify and hold harmless ACICIS against any claims, costs, actions, or demands whatsoever and howsoever arising from the use and/or disclosure (including publication) of the recordings or transcripts.
- k) You have, or if you are under 18 years of age your parent or guardian has, read and understood this form and its contents, and agree to such contents.

Signature: _____ **Date:** _____

(If under 18 years of age, parent or guardian signature is required)

Parent/Guardian Name: _____

Signature: _____ **Date:** _____