



**INTERNATIONAL EXPERIENCE REQUIREMENT
GINS 3900/3901, INTERNATIONAL PLACEMENT
CONTRACT FOR STUDENTS ON PLACEMENT OUTSIDE CANADA**

ELIGIBILITY: In order to be eligible to participate in the GINS 3900/3901 you must:

- Have third year standing
- Be in good academic standing
- CGPA 7.0
- Be admitted into the course

COSTS AND PAYMENTS: Costs will vary according to your particular placement

BURSARY: You will be eligible to apply for an IER Bursary of between \$500-\$2500. These are managed by the Awards Office.

INTERNATIONAL TRAVEL: You will be responsible for obtaining your own insurance and/or services package for any travel abroad before or after the official duration of the placement.

AIRLINE RESERVATIONS: You are responsible for making your own travel arrangements.

PASSPORT: You must obtain your own passport which must be valid for at least six months beyond the last day of the placement.

VISAS: You must obtain proper visas and pay all costs associated with such visas.

CONTACT INFORMATION: You must complete the Travel Registry on Carleton Central.

GENERAL TERMS AND CONDITIONS

- **REPORTING OBLIGATIONS:** I agree to report to International Experience Manager any serious physical, safety, personnel or other problems that I may encounter during the placement. I understand that the University is not responsible and I agree to hold the University harmless for any claims, disputes, losses, damages, injuries, adverse events, or outcomes arising out of or caused by the host institution, experience provider, or internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events, and outcomes caused by their actions, inactions, or negligence, even if the University has been advised of the possibility of such.

- **PRE-DEPARTURE ORIENTATION & MEETINGS:** I understand that I am required to attend and complete all mandatory pre-departure orientations and meetings.
- **ATTENDANCE:** I agree to complete all University requirements/assignments associated with my placement and as agreed upon with my faculty/staff advisor.
- **PLACEMENT MODIFICATION:** If necessary, Carleton reserves the right to change or modify any arrangement concerning the location and/or content of the placement.
- **HEALTH AND SAFETY; INSURANCE:** Carleton reserves the right to make such decisions and take such actions that it believes are necessary to maintain my health and safety, and I shall not hold Carleton responsible for such decisions or actions.
- **AUTHORIZATION FOR EMERGENCY SERVICES:** I hereby authorize Carleton, its faculty, and staff, at their discretion and without obtaining any further consent, to arrange medical services and treatment as may be deemed necessary for me at my/my parents' and/or guardians' sole risk and expense. If deemed necessary or desirable by Carleton, I may be returned to Canada by commercial airline or other means at my expense for medical treatment.
- **RULES, STANDARDS AND INSTRUCTIONS FOR STUDENT CONDUCT:** I will, at all times, act responsibly and comply with the policies, rules, standards, and instructions for student conduct and behaviour of Carleton and the host organization(s). Carleton will enforce appropriate standards of conduct and may terminate my participation in the placement for failure to maintain these standards or for any actions or conduct which Carleton considers incompatible with the interest, harmony, comfort or welfare of participants. Unacceptable conduct includes, but is not limited to, unauthorized absence from the placement, harassment, assault, vandalism, public disturbance, gambling, solicitation, and any illegal activity. I understand and agree to be bound by the rules and policies of Carleton University and, in particular, the Student Code of Conduct as well as those of my host organization(s).
- **ALCOHOL AND OTHER SUBSTANCES:** Carleton will not tolerate alcohol or drug abuse and/or excess. I understand that if I am impaired and cannot fully participate in my placement, Carleton and/or the host organization may require my immediate termination from the placement and I will return to Canada.
- **REMOVAL FROM PLACEMENT:** If my placement placement is terminated, Carleton shall have the right to require me to leave the placement and return to Canada without refunding the course fee. If Carleton directs me to return to Canada, I agree to cooperate and abide by such direction and cover all associated costs.
- **UNFORSEEN COSTS:** I understand that I am responsible for any additional unforeseen costs (e.g., housing, board, travel fees) associated with my participation in the placement in the event of an emergency that detains me outside of the placement and/or planned placement dates. I am responsible for the purchase of trip interruption/cancellation insurance.
- **EMERGENCY CONTACTS:** I agree that the Carleton may distribute information about my participation in a study abroad placement to the parent or guardian whom I have designated as my emergency contact. I further agree that such staff may discuss my academic and disciplinary records for the purpose of ensuring my continued health, safety, and student status, as it pertains to my placement.

Student Signature

Date