



Program Handbook

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Please note: All participants (students, faculty, staff, and partners) on AUIP programs are responsible for, and must be familiar with, the material contained herein. To provide the most up-to-date information, the Handbook is regularly updated and participants should acquaint themselves with the latest version which can be found on the AUIP website. This booklet is available in larger print upon request (from AUIP) and is printed in a small pocket size for ease of travel.

American Universities International Programs, Ltd (AUIP)

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Welcome and Introduction

We are pleased that your institution will be working with AUIP (American University International Programs, Ltd) to provide you the opportunity for a study abroad program this year. To be eligible to participate in one or more of the programs you must be (a) accepted by the institution for the study abroad program and (b) remain a student of the institution through which you are receiving credit for the course(s) throughout the duration of the program. Please know that AUIP does not provide course credit and is providing services for the institution on a contract basis; however, there is information that we require from you (as a participant in the program) and from your institution in order to provide your study abroad opportunity.

This *Program Handbook* contains information that you will need to plan your travels and studies. Please note that while AUIP attempts to provide students with the most up-to-date information about local conditions, we do not take responsibility for any information that may have changed since production of the *Handbook*. Please consult the websites cited for the most recent updates on information such as entry visas and travel information. All programs begin and end in the overseas destination where the program takes place. *Students are responsible for their own travel arrangements from their home country to the program destination* as well as for obtaining the necessary travel documents (e.g., visas, if applicable).

Please read this Handbook and complete the steps below according to the schedule. Your final acceptance is conditional on your completing and submitting a number of forms. Leave one copy of this handbook with your emergency contact person and bring one copy with you on the program. If you have any further questions or problems, please contact your university Faculty Leader/representative or the AUIP office (info@auip.com) and we will do all we can to help. Again, welcome to the AUIP community, and we wish you all the very best as you embark on your study abroad experience.

Pre-departure Checklist

Please review this checklist along with the following webpage: www.auip.com/departure. You will find access to all links and downloads described in this checklist. Some of the materials are password protected; you will need the following information:

- a. Username: student
- b. Password: littlekiwi

Immediately:

1. Review the information contained in this *Handbook* and complete Form 1 (all students) and Form 2 (Fiji students only). **Your Faculty Leader must receive these forms before you can be accepted on the program.**
2. Before booking your flight, decide the length of time you would like to remain abroad. Some students choose to travel independently after the completion of their program. Any extra-program travel will be your responsibility.
3. When notified by your Faculty Leader, book your flight. If your university has elected to offer an optional group flight, it can be booked online with STA using the website link provided by your faculty or by calling 1.877.777.8717 (Monday to Saturday 6am-7pm PST).
4. Students travelling to Australia will need an Electronic Travel Authority (ETA). If completing your flight booking through STA they will process the ETA Australian visa for you for free, otherwise you can complete the visa process online with the Australian Consulate or contact STA Travel (on 1.877.777.8717) who will assist you to do this. Each ETA costs approximately AUD \$25.
 - a. **Please Note:** If you are a non-US citizen you may not be eligible for an ETA, please check the following link: www.eta.immi.gov.au
5. Make sure that your passport is valid for travel to the country (or countries) that you will be visiting and apply for any required visas. Note that if you are NOT travelling on a U.S. passport, it can often take a long time for visa approvals, so be sure to apply for these well in advance.



6. If you need special accommodations because of a documented disability, have special dietary requirements, or any other special requirements, please inform your Faculty Leader in writing.
7. Pay tuition and program fees to the institution from whom you are receiving program credit.
8. Social media outlets have been established to (a) help you prepare for your trip, and (b) stay connected at the conclusion of your program. Please see: www.auiip.com/departure

Eight Weeks Before Departure:

1. Watch the online *Pre-Departure Orientation* for your program(s) (found online at www.auiip.com/departure) and complete the *Pre-Departure Quiz* (found in the Course Reading Packet).
2. Obtain medical and dental check-ups, and sufficient prescription medications for the entire program.

Four Weeks Before Departure

1. Review the U.S. Department of State Consular Information Sheets for the country or countries you are due to visit.
2. When notified by your Faculty Leader, purchase the *Course Reading Packet*. The Packet must be purchased at least one month before you depart and is not available in-country. Ordering details can be found in this *Handbook* or online.
3. Students due to attend a Fiji program must view two, one-hour online lectures before the start of the program. These can be found online at <http://auiip.com/fiji-pre-departure-lectures/>
4. Complete the *Pre-Departure Quiz* if required (found in your *Course Reading Packet*). The quiz is due on Day 1 of the program, unless your Faculty Leader has notified you differently.
5. Review and complete any outstanding forms, and be sure to review the packing checklist for your specific program.

How to Contact AUIP

Contact (and mailing) details for American Universities International Programs Ltd (AUIP) are as follows:

Address:	P.O. Box 3771, Christchurch 8140, New Zealand
Telephone (U.S.)	+1.706.621.7843
Telephone (NZ)	+64.3.377.4644
Fax (NZ)	+64.3.377.4641
Cell (NZ)	+64.27.584.3872
E-mail:	info@auip.com
Website:	www.auiip.com

A copy of the contacts for your accommodations during the program will be provided in the Course Reading Packet. You should take a copy of the accommodation contacts with you, and leave one copy with your emergency contact person. For emergency purposes, a program staff member will have an in-country cell phone (the number will be provided to students at the beginning of the program in-country), but note that some programs will visit remote areas without cell phone coverage. Family members needing to contact a student on a program should contact the AUIP office, and we will endeavor to reach the student as soon as possible. On Day 1 of the program you will also be provided with an emergency contact card which we ask that you keep on your person at all times and which contains the emergency cell phone number for your particular group during the program.

Program Staff and Structure

The programs are designed to blend classroom studies with experiential learning and travel. Typically, you will spend ~75% of the time in the field and traveling around the country (more often than not, in one place for a



couple of nights before moving on). This schedule requires that students discipline themselves, so they get plenty of sleep at night and have the energy to take advantage of each and every day. Relevant (but voluntary) outdoor activities are built into the daily schedule to get students into many of the best parts of the country. If you have any concerns about any of the voluntary activities, such as hiking, kayaking, and snorkeling, contact or speak with your Faculty Leader as soon as possible and in advance of any participation in the activity; an alternate activity or assignment will be arranged. Programs typically have groups of ~15-35 students from a broad range of majors. Each group will have 1-2 faculty/instructors from your institution and sometimes a contracted field guide. The Faculty Leader is responsible for overall coordination of the academic program, risk management, and course assessment and grades. The field guide provides educational interpretation in the field. A variety of guest lecturers, mainly professors at local universities or applied experts in their field, also contribute to the course regularly. Specific information about each program can be found in the respective itinerary available online at www.auiip.com. Programs are also supported by several subcontractors (ranging from in-country university institutions to small professional private businesses) who provide critical support services in the field such as accommodations, transportation, meals, activities/excursions, field instruction, and classroom instruction. For some programs, a consortium approach is adopted in which there may be students from one or more other institutions participating in the program with you. The syllabus lists these universities and the Faculty Leaders who will be representing those institutions. Since AUIP does not offer course credit for any of the programs, you must be a student (or transient student) of the institution in order to participate and to receive a grade for the course.

What to Expect

The programs are academically rigorous, adventurous, and often environmentally oriented as well as interdisciplinary. They demand a high degree of commitment and involvement from both students and faculty. We build in relevant outdoor activities into our schedule (e.g. kayaking, glacier and bush hiking, swimming with dolphins or sea turtles) and emphasize to all participants (students and faculty) that...

- You should **expect to be very busy!** We try to pack as much into the academic and travel aspects of study abroad as we can in the time that is available; to learn as much, see as much, and experience as much of the country as possible. You will be involved in program-related activities full-time, all day, and every day. You will have little free time. We do build in free days or half-days to travel, catch-up on laundry and rest-up. But otherwise it's a full-on academic and travel experience. If you want a vacation, take one before or after the program.
- Second, you need to be ready to **travel a lot.** We can't see the country unless we're mobile. To fit in the best travel and field experience possible this sometimes means moving every day or two. Staying in many different places is a totally different logistical issue than having the group stay in one place: things do change and the best laid plans may need to be adjusted; it's just part of how it has to be to have the group travel about so much. You will need to be flexible with logistics on a day-to-day basis, work with other participants to help everything move smoothly, and be accommodating of others. Note that in Fiji, in particular, everything moves in "tropical time" (translation: just because there is a scheduled lecture, activity or event doesn't mean it will happen exactly as and when we think it will); some flexibility is needed and this is part of the adventure.
- You should expect things to be different than they are back home; this includes supermarkets (open hours, food types, prices) and modern conveniences such as ATM machines, hair dryers, cell phone reception, internet, and restaurants may or may not be similar to what you had expected. This is part of the experience of being away and in a different country and culture.
- One of the biggest adjustments will be jet lag. Generally speaking, it takes one day for every one hour of time difference between your home and the destination. This means that for countries like Australia, Fiji, and New Zealand, it may take over a week until you get fully adjusted. During this time get plenty of rest, drink plenty of water, and avoid alcohol and caffeine drinks.
- Due to our high mobility and group classes, we get to spend most of our time together. While this means we have less opportunity for cultural immersion (although we build what opportunities we can into the program through coursework and exercises), you get to know other participants very well.



- Background knowledge also needs to be built in to the initial stages of the program so that we get the most out of our travels. This means that participants should **expect to spend some time in classroom lectures** early on and intermittently through the program.
- Our most popular programs, New Zealand and Australia, differ in terms of climate, environments, and field activities. Australia is much warmer than New Zealand and you will spend slightly more time in city environments (though you also spend a great deal of time walking in the rainforest, swimming in the Great Barrier Reef, and traveling in the rural hinterlands). In contrast, New Zealand is cool for much of the year and you will spend most of your time outside in more rugged environments (e.g., hiking mountains and glaciers, ocean kayaking, and swimming with dolphins). Please take note of these differences when packing (see later) and when setting your expectations of the program.

Syllabus

Contact your institution for a copy of the syllabus and be sure you have read and understand the assessment requirements and conduct regulations outlined on the syllabus for your program. Please note that under the Family Educational Rights and Privacy Act of 1974, we cannot discuss a student's academic standing or records with anyone else, including family or friends.

Course Reading Packet (not relevant for all Programs)

A course reading packet will be required (as per the syllabus). For all programs, **the Course Reading Packet is not available in-country and must be purchased before you depart**. Some institutions will provide students with all course readings, and some use the AUIP-produced reading packets. Your Faculty Leader will let you know which system your program is using. If informed by your Faculty Leader that your program will use the AUIP-produced reading packet, follow these instructions for ordering:

1. Visit the Bel-Jean (Athens, GA) website: <https://www.bel-jean.com/collections/study-abroad-auip>
2. Indicate the course reading packet(s) you require (e.g., AUIP New Zealand and AUIP Fiji) in the Additional Message section.
3. The Additional Message section should also include any special shipping requirements (for instance, you need the packet to get to you within 3-4 days).
4. After you have placed your order, you will receive an electronic invoice via Pay Pal.
5. Once your payment is confirmed, your packet will go out via regular United States Postal Service unless you request otherwise.
6. You should receive: (a) AUIP Course Reading Packet(s) and (b) AUIP Program Handbook (in miniature format).

Insurance

AUIP requires that all students purchase medical insurance to cover the entire program dates – enquire with your accrediting institution to determine what coverage, if any, they provide. Review the insurance policy coverage and exclusions and know exactly what is and is not covered by your insurance plan (see below). Then, if necessary, arrange for alternate appropriate health insurance before leaving the U.S. For international travel there are various types of insurance which you should consider purchasing before leaving the U.S. and these include:

- Major medical (we recommend a minimum cover of \$50,000, and preferably \$100,000 – 200,000)
- Emergency evacuation (we recommend a minimum cover of \$500,000)
- Repatriation of remains
- 24-hour emergency help line
- Legal assistance/liability insurance
- Baggage



- Canceled program/flight insurance
- Accidental death and dismemberment/life insurance
- Kidnapping and terrorism insurance

We also strongly recommend that you purchase trip insurance to cover loss of luggage, cancelled/missed flights, missed/canceled program, etc. In the event that you cannot attend a program (for example, with a medical emergency or U.S. State Department Travel Warning) such insurance can cover any loss of program fees resulting from a canceled program. Please note that trip insurance is typically a trip protection policy only and does not include adequate medical cover, thus you will still need an additional medical and evacuation policy. Once in the country, you may need to pay upfront for any services and file for a refund from the insurer (be sure to keep your insurance card with you at all times.)

We strongly discourage program participants from engaging in any activities deemed potentially dangerous to individual or group safety and program integrity. These include, but are not limited to, bungee jumping, skiing, sky diving, mountain climbing, contact sports, paragliding, parachuting, scuba diving, driving a motorized vehicle, hitchhiking, hang gliding, riding in private airplanes, ice climbing, technical climbing, white-water sports, and swimming where there are strong currents, etc. Check with your insurance provider to determine your level of coverage for such activities. Health insurance provided through your institution is typically secondary insurance and will not cover high-risk activities. **If you participate in such activities, you do so at your own risk.**

AUIP is a limited company based in New Zealand and, generally, New Zealand has no right of action for personal injury meaning that you must ensure you have full insurance cover in the event of accident and/or illness (this applies to all of the programs and countries in which AUIP works). If you are injured in New Zealand, personal injury claims are not generally available.

Special note on Antarctica

Because the application date is much earlier for the Antarctica programs than for our other programs, we recommend that all students purchase trip cancellation insurance. Refunds after the final payment date cannot be made to students who do not complete the program for any reason whatsoever. Students who do not purchase trip cancellation insurance will be required to sign a waiver stating that they were advised to purchase trip cancellation insurance, but chose not to do so.

Disabilities and Special Accommodations

Any student with a disability who needs an accommodation or other assistance in a course must inform the study abroad program Faculty Leader at their accrediting institution as soon as possible, and by no later than one week before the closing date of applications for the program. AUIP will make every effort to arrange reasonable accommodations, but cannot guarantee that all needs can be accommodated. The programs involve activities that require moderate exercise, such as hiking and snorkeling, though participation in some of these activities is optional. Students should also follow the protocols of the disability services office at their home institution.

Making Travel Arrangements

All programs begin and end at the accommodations in the overseas destination where the program takes place. Students are responsible for making airline arrangements from their home country to the program destination. **AUIP typically arranges an optional international group flight** (arranged through STA Travel and accessible only by using the link provided to you by your faculty leader, or by calling 1.877.777.8717 (Monday to Saturday 6am-7pm PST) for further details). Seats at the group flight rate do go quickly so we encourage you to make arrangements as soon as possible. Students may also opt to book their flights on their own. In this case, it is essential that the flight itinerary will have the student arriving in time to meet up with the group, and traveling on the same internal flights as the rest of the group (if applicable).



You will cross the International Dateline traveling from the U.S. to the South Pacific, arriving two days later than when you departed. If you book the optional group airfare, there will be an airport pick-up on arrival at the destination airport to take you to your accommodations. For students not on the optional group flight and not arriving into the airport by the same time, you will need to make your own arrangements to the accommodations.

Entry Requirements

For any overseas travel, you will require a passport. A **passport** is an official government document that certifies your identity and citizenship. If you do not have a passport, be sure to apply for one well in advance of travel, as processing time can take a couple of months. If you already have a passport, check the expiration date to ensure that it will be valid at least six months *after* your return from your program. Information about passport applications is available on-line at <http://passports.state.gov>

All travelers are advised to carry a photocopy of the photo/bio information page of their passport and keep it in a location separate from their passport, as well as to leave a copy at home with their emergency contact. Saving a digital copy in a secure location is also advisable.

The following visa requirements apply to U.S. citizens only. If you hold a passport from another country, it is your responsibility to enquire about visa requirements. This can often be a long process, so we recommend you apply for visas immediately on acceptance to the program.

Argentina (Antarctica)

To travel to Argentina, U.S. citizens must have a passport that is valid for at least 6 months after the date you intend to *leave* the country, and **an onward ticket**. Note that U.S. (and Australian and Canadian) passport holders may have to purchase an entry permit (reciprocity fee) before they arrive in Argentina. As of 24 March 2016 this reciprocity fee has been suspended for U.S. citizens, however, please note that this remains in place for Canadian and Australian citizens, and that the decision may be reversed at any time. You should be aware of the specific requirements for your citizenship, and where relevant, make the payment online. To do so please go to: <http://argentinafees.com/post/pay-argentina-reciprocity-fee-online/>. Print out the receipt from this transaction and bring it with you. It will be scanned at the Passport/Immigration booth when you land in Argentina. **You must bring the receipt with you for entry into Argentina.**

Australia

A valid passport and **Short Stay Visitor ETA (Electronic Travel Authority) is required to enter Australia** for tourism, to visit friends or relatives, or for short-term study. An ETA entitles the holder to make multiple entries to Australia and remain in Australia for up to three months on any one entry. To apply online, please go to: <https://www.eta.immi.gov.au/ETAS3/etas>

Fiji

To enter Fiji, American citizens must possess a passport, which must be valid for at least six months beyond their intended stay, and **a ticket for return or onward travel**. See <http://www.fiji.travel/> for more information.

New Zealand

A valid passport and arrival card (to be completed upon arrival) are required. You are not required to hold a visa for tourist stays of up to 3 months, but you must have an **onward/return ticket**, visa for your next destination, and proof of sufficient funds. See www.newzealand.com for more information. Please note that New Zealand has very strict bio-security regulations and at Customs in Auckland airport (or your first port of



entry in New Zealand) you will be asked to declare any food or hiking or outdoors equipment that you are bringing in. We recommend that you thoroughly clean any outdoor equipment and clothing that you intend to bring New Zealand otherwise you may be delayed at Auckland airport, possibly causing you to miss a connecting flight.

Packing and Travel Information

You must be able to carry your luggage between destinations (i.e., through airports, on and off coaches, and to and from accommodations). You will not need to carry your luggage on hikes. Former students recommend a duffle-type bag with wheels and good straps; alternatively, a large backpack or suitcase will also be suitable. **You are limited to one large bag/case weighing 44lbs (maximum) and one daypack (for class and day hikes).** Airlines in the South Pacific typically limit luggage to 20kg (about 44lbs), anything more and they will charge at the check-in counter. Take time to pack the correct items (please review Form C); generally, you will only need half of what you think you'll need! Most commercial airlines now have regulations about what you can and cannot pack in your checked and carry-on luggage – please review these with your airline before traveling. (Make sure that you include your passport, any visas, confirmations, prescription medicine, glasses, money, and any other official documentation – such as program syllabus, accommodations list – in your carry-on luggage). There will be opportunities for you to do laundry along the way, so keep this in mind when packing.

Check your departure and arrival airports for safety and security information about what you need to do upon arrival/departure and for information pertaining to duties and customs declarations. Know what you can and cannot bring into the country – smuggling can be a serious offense leading to imprisonment. Please note that Australia and New Zealand have particularly strict biosecurity laws and procedures at airports to prevent the introduction of unwanted pests and diseases. Be sure to check what you can and cannot bring into these countries prior to arrival to ensure that you do not incur a fine. Under no circumstances should you ever take anything from, or hold anything for, anyone who asks you to do so. Keep a close eye on your bags at all times and keep them in your possession//know where they have been at all times.

Climate and Weather Conditions

The South Pacific programs include time spent in cities and you may want to bring some nice clothes for a special night out; otherwise, for all other travel and field destinations, comfort and function are more important than style. Be prepared for both sun and rain, cold and hot, and city and rural environments. Check the weather forecast for the country that you will be visiting and the typical temperatures for the time of year that you will be there. Remember that temperatures can change very quickly depending on how exposed you are to the environment – for example, if you have just got out of the water, the wind will feel much cooler than before you went in.

Antarctica

- Comfortable and casual clothing is recommended while on board ship and ashore. The ships are generally warm and comfortable inside.
- The principle of layering is that still air is a very good insulator. Therefore, if you trap air in several layers of clothing, you stand a better chance of staying warm than if you wear one or two very heavy items. You will also be able to add or subtract layers easily to remain comfortable at all times. Wool and silk items are recommended over cotton because they will keep you warm even if wet. Polar fleece is also popular and recommended. Polypropylene is a good option since it keeps you warm without adding bulk. This material carries moisture away from your skin to keep you dry even when you are active. Turtlenecks, pants, and glove liners made from this material can be purchased from most outdoor suppliers.



Australia: North Queensland

- Generally, Queensland is warm/hot all year around, and casual tropical clothing is appropriate. However, the rural bushland can be cold at nights, though hot during the days. Therefore, bring a reasonably warm sleeping bag (i.e. 3-season) and a warm polarfleece/ sweater. Average highs in Northeast Queensland (Cairns and Townsville) during May – July range from 78° to 82°F, average lows range from 63° to 68°F with an average of ~4 inches of precipitation.
- You will spend some time in cities, so bring some city-wear clothes.

Australia: South Queensland

- Generally, Queensland is warm/hot all year around, and casual tropical clothing is appropriate. However, the rural bushland can be cold at nights, though hot during the days. Therefore, bring a reasonably warm sleeping bag (i.e. 3-season) and a warm polarfleece/ sweater. Average highs in Southeast Queensland (Brisbane) during May – July range from 71° to 76°F, average lows range from 50° to 57°F with an average of ~4 inches of precipitation.
- You will spend some time in cities, so bring some city-wear clothes.

Australia: Sydney

- Sydney has a temperate climate with warm summers and mild winters. Average highs during May – July range from 61° to 61°F, average lows range from 46° to 53°F with an average of ~4.5 inches of precipitation. In January, expect temperatures to range from about 67° to 80° degrees F.
- You will spend some in the city, so bring some city-wear clothes.

Australia: Adelaide

- Adelaide has hot, dry summers with January temperatures ranging from about 63° to 100° F. Rain fall is slight, averaging less than an inch in January.

Fiji

- It can rain a lot in Fiji, especially on the Eastern side. Bring a light rainproof jacket and favor waterproof, toed-closed shoes. Otherwise, casual light clothing is recommended. (You will need a sulu – which can be purchased in country for about \$5-10. Average highs in Nadi during May – July range from 83° to 86°F, average lows range from 65° to 68°F with an average of ~3 inches of precipitation.

New Zealand

- It can rain a lot and be windy in New Zealand. If you spend money on one good travel item, make it a good rain-proof and wind-resistant jacket, such as one made of Gore-Tex with taped seams. A layering system is recommended to stay comfortable in very changeable conditions (ranging from cold to hot).
- Weather in New Zealand can be cold periodically all year around but expect it to be cool/cold in May and June (which is late Fall/early winter in New Zealand). However, summer (Dec/Jan) is not guaranteed to be hot in New Zealand either, and remember we are visiting glaciers. Take a set of polypropylene or capilene-style long underwear (i.e., thermals). During May – June the temperature in Christchurch ranges from 36° to 59°F with an average of ~2 inches of precipitation. During Dec – Jan the temperature in Christchurch ranges from 52° – 73°F with an average of ~1.8 inches of precipitation
- You will spend some time in cities, so bring some city-wear clothes.

What Not to Bring (All Programs)

- Valuable jewelry or other precious items.



- Appliances. In the U.S., we use 110-volt alternating current (AC); however, other countries use a different system of 220 volts. If you try to use an American shaver, straightener, or hair dryer, the high voltage will overheat and destroy the appliance and could shock you or start a fire. We recommend you do not bring any such appliances. Check the internet for information on adapters and converters.
- A laptop. We design our course exercises and activities with the assumption that students do not have access to computers or laptops. Also, we travel about a lot and it is an extra concern keeping a laptop from damage. Laptops do poorly in the tropics, and we do not encourage you to bring one to Fiji. However, in Australia and New Zealand especially, wireless internet is becoming increasingly common and laptops are also useful for downloading and storing photographs. If you do bring a laptop or a digital camera most now usually have dual voltage transformers and you simply need a *plug head adapter* (available in the U.S. or in-country); although check the specifications of your equipment. To see if your device can handle being plugged into a wall socket delivering more than U.S. voltage, look at the “brick” that is part of the power cord. In the fine print, it will list AC Input. If it says “input: 100-240V”, then it is safe to use overseas with an appropriate plug head adaptor.

Accommodations

While on the programs, students stay in a range of accommodations (single and shared rooms) including business-style hotels, lodges, hostels, and permanent tent sites (usually with electricity). Generally, hostels are a much higher standard of accommodation than in the U.S., and accommodations in the main cities tend to be more comfortable than those in rural areas. However, be prepared for communal bathrooms, bunk-bed style sleeping, and limited facilities in some locations on all programs. Most accommodations will have some cooking and laundry facilities and public phones, and some (but not all) have internet access.

Financial Aid

Financial aid policies vary amongst universities, so you will need to contact your financial aid or study abroad officer as soon as possible to determine your institution’s guidelines. Scholarships and other financial support received from your home institution may or may not be transferable to AUIP. Please speak to your financial aid or study abroad officer directly about your own specific circumstances, since your institution’s policies may differ. Here are some other sources of information on financial aid for study abroad that you might want to consider:

Benjamin A. Gilman International Scholarship

<http://www.iie.org/en/Programs/Gilman-Scholarship-Program>

Provides awards of up to \$5,000 for undergraduate students at two- and four-year institutions to pursue study abroad programs of up to one academic year. To be eligible students must be receiving a Federal Pell Grant at the time of application.

Directories of Financial Aid and Scholarships for Study Abroad

Faculyled.com Scholarship Search (<http://www.faculyled.com/study-abroad-resources/>)

Fastweb (www.fastweb.com)

FinAid (www.finaid.org)

StudyAbroad.com Financial Aid Info (www.studyabroad.com/forum/financial_aid.html)

GoAbroad.com Scholarship Search (www.studyabroaddirectory.com/scholarship/index.cfm)

International Scholarships Online (www.internationalscholarships.com/)

Institute of International Education (www.iie.org/)

International Education Financial Aid (www.iefaf.org/)

General Financial Aid Information

U.S. Department of Education Official Guide to Financial Aid

(http://studentaid.ed.gov/students/publications/student_guide/index.html)

Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov/)



Getting Money Overseas

ATM cards are generally the best way to get cash overseas. ATMs (Automatic Teller Machines) are widely available and most banks will give a favorable exchange rate without a commission. (Note that in Argentina and Fiji ATM machines are less abundant and you should plan to exchange some money into local currency before your arrival, though there are also ATMs at the airports upon arrival in country.) An ATM, debit or checking card is excellent for international travel because it allows you to withdraw money from your bank account in the United States in the currency of the host country. The transaction will automatically debit the money from your checking account in the United States at that day's exchange rate. Your bank probably charges a small transaction fee for using ATMs abroad. Be sure to call your bank and check on the fees charged per transaction and to confirm that you can use your cards in the country of your destination (some ATMs abroad may not work with the system of your ATM card). Debit cards with Visa, MasterCard, Cirrus or Plus signs are the most widely accepted. Check the back of your debit card to know which system your card belongs to. Be sure that you (and someone you trust back home) know your PIN numbers for ATM or credit cards.

Credit cards are valuable for big purchases, emergencies and cash advances, although there are usually high interest charges for cash advances. Most major credit cards are honored overseas (i.e., American Express, MasterCard or Visa), but there are exceptions! Credit cards are particularly useful for restaurants and shops. When you use a credit card, the company makes the exchange rate calculation for you, reflecting the exchange rate on the day your credit card transaction is processed. This amount may be more or less than what you thought you were paying at the time of your purchase. You will be billed in U.S. dollars on your statement, and sometimes you will see the foreign exchange conversion listed as well. A word of caution: It is easy to buy something with a credit card even if you do not have money available to pay. However, the interest charged on an outstanding balance adds up quickly and it is very easy to get into debt. You should also sign up for online banking to pay your monthly credit card bill while you are overseas. Be sure that you keep a photocopy of your actual credit card in a safe place including the phone numbers to call in case it is lost or stolen. Be aware that toll-free numbers (1-800, 1-866, etc.) cannot be dialed from outside North America, so make sure you get a number that begins with a real area code.

Debit cards are accepted just like credit cards but they differ in that you can only spend as much money as exists in the account to which the card is attached. A significant difference between debit and credit cards is that when you purchase something with your debit card, that amount is immediately deducted from your account. In the event of fraudulent or disputed charges on your debit card, you will be fighting to get your money back, whereas if the same thing were to happen with a credit card, your money would still be in your account. Debit cards often have a Visa or Mastercard logo on them and can also be used for withdrawing funds from ATMs.

Personal Budgeting

Managing your finances is one of the most important and challenging aspects of a successful and enjoyable experience abroad. You will need to learn to deal with a new currency, fluctuating exchange rates, and a different cost of living from what you are used to. Before you depart the U.S., become aware of the current exchange rates and recent fluctuations. For up-to-date estimates visit www.xe.com

The AUIP program fees cover most of the costs of being in another country, but you will need to provide additional funds for:

- Some meals (depending on program)
- Incidentals: laundry, internet, phone calls, etc.
- Independent evenings out/weekend outings
- Gifts and souvenirs

It is very difficult to estimate exactly how much money this will cost – it depends on the exchange rate at the time, and your personal spending habits. Past students tell us, though, that you will spend as much money as you take! We suggest that before you depart, you work out a detailed weekly budget that you think you can stick to. It is generally recommended that you plan to have 20% more than you think you'll need – just in case.



Contacting Home from Overseas

Part of the “away” experience is being out of touch with people at home, at least some of the time. Because the programs travel to some isolated places, sometimes it will be difficult to contact people at home. However, generally you will have the chance to phone or email your parents, family, and friends at regular intervals (except in Antarctica) and there will be communication systems in place in case of emergency.

Post/Mail

With the exception of the Antarctic, generally postal services are very reliable and Post Offices/Post Shops are located conveniently in all major towns. Stamps can also be bought at many bookstores, supermarkets and dairies. Airmail to the U.S. usually takes 7-10 days from Australia or New Zealand, and several weeks from Fiji or Argentina.

Internet

Email is a good way to keep in touch with family and friends at home, but you may not have access to email while we are at some of our more remote locations. For example, in rural Australia you may only have satellite Wi-Fi at the accommodations, which is very expensive for only a small amount of data. Once you leave the major cities in Fiji (and for Antarctica), expect minimal (if any) internet access.

Cell phones

Some students choose to bring their U.S. cell phones with them to use overseas. This can be very convenient, but can also be very expensive. Most U.S. phone companies charge hefty roaming fees and expensive calling rates for using your American phone in other countries so make sure you know what you will be charged before you leave the U.S. Some phone companies will sell or rent you a SIM card for the country you’ll be visiting so you may want to inquire about that option. You can also buy a SIM card from a local phone company once you arrive in-country. However, be aware that most American cell phones are “locked” to your phone company, meaning that you cannot simply remove the SIM card and replace it with one from another company, or from another country. If you plan to switch SIM cards, you’ll need a phone that is unlocked. If you have a smart phone, be aware that internet and data charges can also be very expensive. You can save a lot of money by turning off data roaming and automatic e-mail checking, etc. Again, check with your phone company before you leave the U.S. so you know what to expect.

Telephone

To call the U.S. from a local land line or local cell phone, you’ll need to dial the International Access Code used in the country where you are, followed by the country code for the United States (1), followed by the area code and 7-digit number you wish to reach.

For example: 00 + 1 + area code + 7 digit phone number

To call other countries from within the U.S, dial 011 + country code + number (without the first zero)

Country codes: Argentina - 54
 Australia - 61
 Fiji - 679
 New Zealand - 64

Be sure that you check the time difference before you start calling overseas! The time difference from the U.S. varies depending on whether each country is on or off daylight savings. New Zealand is 16-18 hours ahead of U.S. Eastern Standard Time (EST), depending on daylight savings, and Fiji is 16-17 hours ahead (the same time zone as New Zealand, but it does not observe daylight savings). Argentina is 2 hours ahead of EST and Queensland, Australia is 14-15 hours ahead of EST. Practically speaking, this means that, for example, if you are in New Zealand at 9am on January 3, it will be 3pm on January 2 in New York. Check the World Clock if



you are uncertain about the exact time difference at the time of your visit: www.timeanddate.com/worldclock/
You can also get the current time at any location in the world by typing "time xx" into the address bar of your internet browser.

Health and Safety Policies

The following health and safety guidelines are adapted from the NAFSA Association of International Educators' 2003 "Good Practices for Health and Safety". In study abroad, as in other settings, participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program, and by their day-to-day choices and behaviors.

We expect that all participants will:

- Read and carefully consider all materials issued by AUIP that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider their health and other personal circumstances when accepting a place in a program.
- Make available to the institution and to AUIP accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations and activity briefings.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families, and any others who may need to know, about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Accept responsibility for their own decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of their whereabouts and well-being.
- Discuss with their parents/guardians/families when and where AUIP's responsibility ends, and the range of aspects of participants' overseas experiences that are beyond AUIP's control. In particular, AUIP generally:
 - Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
 - Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
 - Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
 - Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program, or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
 - Cannot assure that home-country cultural values and norms will apply in the host country.



Health and Safety Overseas

The first thing that parents/guardians and students should do before traveling anywhere is to check with the U.S. Department of State's international travel information website (<http://travel.state.gov/>) where you will find the Consular Information Sheets for the program destinations (see also Appendix) and other travel information (such as important information about your host country). **The second thing** to do is check with the Centers for Disease Control (contact details below) for immunizations and health checks for the specific country that you will be visiting. We assume that all students have read and are familiar with the information contained in this *Handbook* and you sign a waiver to verify this is the case. No immunizations are currently required for Argentina (or Antarctica), Australia, Fiji, or New Zealand (at the time of publication) although the Centers for Disease Control has previously recommended Hepatitis A for anyone traveling outside of the U.S. Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747); fax 1-888-CDC-FAXX (1-888-232-3299), or via the CDC's Internet site at www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad, consult the World Health Organization's website at www.who.int/en. Further health information for travelers is available at www.who.int/ith. Please note that the programs often involve activities that may be physically challenging for some students, (e.g. kayaking, hiking, and snorkeling). If you have any doubts about your ability to participate, or if you feel uncomfortable about participating in any program activity, please consult your faculty or an AUIP staff member at the earliest possible convenience. Participants must take responsibility for their own actions and for preparing themselves adequately for all outdoor activities.

Special note on Fiji

- Gastrointestinal distress and dehydration are a risk in Fiji, and it is recommended that you do not drink or brush your teeth with tap water and that you drink bottled water regularly and throughout the program in order to stay hydrated.
- Fiji is currently malaria-free but does have some mosquito-borne diseases, especially dengue fever. Furthermore, local mosquito transmission of Zika virus has been reported in Fiji and the CDC advocates practicing enhanced precautions. Please visit <http://wwwnc.cdc.gov/travel/notices/alert/zika-virus-fiji> for more information on the Zika virus in Fiji. It is recommended that you at all times wear a mosquito repellent containing DEET and wear long sleeves especially in the early evening.
- The influenza ("the flu") does not have a definitive season in tropical areas. A flu shot is recommended before going, even if you had a flu shot the previous winter.
- Because of risk of ciguatera food poisoning it is recommended you do not eat some species of reef fish, especially snapper, barracuda, and grouper.

Planning for a Healthy Trip

Before you travel abroad, it is worthwhile to take a close look at the many factors that contribute to your physical and emotional wellbeing. A trip abroad may affect your health, because so many factors of your daily health are related to your lifestyle and environment. Conversely, the state of your health will have a significant impact on the success and enjoyment of your trip.

It is recommended that you have a **medical and dental check-up before departure**. A visit to your family physician, gynecologist, and dentist will ensure that you are in good health before you leave and might prevent emergencies abroad. Update your health records, including eyeglass prescriptions and regular medications. If you are taking a prescription medication carry a supply with you sufficient to last the entire trip. If you self-inject prescribed medication, you should carry needles and syringes with you. You'll need a physician's prescription for medication and medical supplies you carry with you in order to pass through customs. Take copies of all medical records, prescriptions in generic form, prescriptions of eyeglasses and contact lenses and pertinent information; carry these with you in a safe place. If you expect to need regular medical care abroad, take a



letter of introduction from your physician at home, providing details of your medical conditions, care and specific needs. Store your local physician's telephone number and contact details in a safe place and carry the number/details with you. Remember to continue to take your medications throughout the entire duration of the program.

A visit to a local **Travel Medicine Clinic** will provide more specific information on the general health risks of travel, risks of contracting infectious diseases related to international travel, and methods of prevention. In addition, they will be able to provide you with any vaccinations or booster shots you may need for the countries you intend to visit. Appointments are generally necessary and program participants are advised to schedule an initial consultation at least 6 weeks prior to departure to allow enough time to receive any necessary vaccinations and/or boosters. Your local healthcare provider will be able to provide you with the name of a local Travel Medicine Clinic if you do not already know of one. The U.S. **Centers for Disease Control and Prevention** (CDC) maintains up-to-date information on health and vaccination requirements for all countries. You can contact their international traveler's hotline (800-CDC-INFO; 800-232-4636), or visit www.cdc.gov/travel for additional information on specific infectious diseases and for more detailed country-specific information on vaccinations you are likely to need. For information about outbreaks of infectious diseases abroad, you may also consult the World Health Organization's website at www.who.int.

We recommend every participant **pack and carry a personal medical kit**. Useful items to pack include: band-aids, antihistamine, anti-diarrhea medication, antibacterial ointment, disinfectant, tweezers, insect repellent, sunscreen lotion, pain reliever, Dramamine (for motion sickness), safety pins, blister pads and a compression (ACE) bandage. Also be sure to pack any regular medications you require (e.g. epi-pens, inhalers, contraceptives etc), and any other routine health and medical products you think you may need. Make sure to take all prescription medicine with you and in prescription packaging as you may encounter trouble with customs if you try to have medicines sent once you are abroad or carry them in non-prescription containers.

If you are concerned about your use of alcohol and other controlled drugs or if you have an emotional health concern, you should address it honestly before making plans to travel. Contrary to many people's expectations, travel does not minimize these problems; it often exacerbates them to a crisis stage while you are away from home. If you have existing alcohol or drug-use issues, contact your health care provider for support and referral and contact AUIP as well as your institution.

Special note on Antarctica

Seasickness is something to consider very, very carefully, well before heading to Antarctica. The waves in the Southern Ocean, especially in the Drake Passage can be rough and you will be quite fortunate if you don't experience seasickness. Even if you opt to take medication, you can often avoid seasickness by staying busy and keeping your mind occupied. Any activity that will keep you above decks and focus your mind on anything other than the swaying environment will help. Staying in fresh air instead of in a stuffy cabin may help. Take deep breaths and drink plenty of water. The worst thing that you can do is go below decks with no land or horizon to look at. Reading or staring at an object will assuredly bring on the effects of seasickness. Keep your senses, particularly your eyes, working flat out interpreting the motion of the boat and the waves. There are several options available including the scopolamine patch (prescription), motion sickness medications (such as Dramamine), ginger (herbal remedy), and pressure point wrist bands (non-pharmaceutical).

Health and Safety Travel Tips

This section contains some tips for staying healthy and safe while abroad. Eating healthy foods, drinking purified water, sleeping properly, and wearing sunscreen and insect repellent will be the best course of action to keep you healthy. In most cases, health and safety conditions in New Zealand and Australia are similar to those in the U.S. Fiji is free of many of the more virulent tropical diseases and pests (e.g. there is no malaria), but preventive measures against insect bites and food and water-borne illnesses are necessary. Protection against water-borne illnesses is also necessary (i.e., don't drink untreated tap water when traveling in countries at risk). In Antarctica, there will be a doctor on board the ship as well as a good supply of healthy food options,



and very few known insects and diseases that pose a threat to humans. The ship's crew will provide a health and safety briefing when on board.

Always be aware of the dangers and responsibilities of travel. Traveling may give you a new sense of freedom and a false sense of how secure your new environment really is. It is therefore important to be aware of your environment and take necessary measures to ensure your safety at all times. You will also be using a variety of public modes of transportation and you may not be aware of local rules (e.g. where it is safe to walk, swim, hike, etc.). Risks associated with areas of high crime, night travel, swimming in oceans, rivers and other waterways, driving motorized vehicles, overindulgence in alcohol and drugs, etc. exist everywhere. Consider storing passports and other essential items in hotel/hostel safe boxes (a money belt is often a good idea). Carry some form of ID with you at all times (including contact information at home and in the foreign country). Be aware that the programs travel to some remote locations, where there is no immediate emergency medical facility available.

Exercise the same precautions you would as a tourist in any U.S. city or town but also be aware that the cues you may typically exercise in places that you are familiar with will likely be very different in unfamiliar places. Be aware of local laws; always remember that you are in a foreign country and that the rules and regulations that exist in the U.S. may not apply. Most incidents resulting in injury or death of students while abroad involve:

- Travel/traffic accidents (vehicles travel on the left-hand side of the road in Australia, Fiji, and New Zealand). **Look both ways (twice) before crossing the street and cross only at designated crosswalks.**
- Use and abuse of alcohol or drugs (according to State department statistics, one-third of Americans arrested abroad each year are imprisoned on drug charges). **Drug penalties abroad may be severe and harsh and often there is very little that the U.S. consulate can do to get you out of jail.**
- Sexual harassment and assault.
- Crime/petty theft.
- Mental health issues/stress.
- Diseases and illnesses that exist in the host country.

Some of the Most Common Ailments

Sun-burn

Burn times in the Southern hemisphere are far, far shorter than in the U.S. (for atmospheric reasons). It is highly recommended you wear sunscreen, reapply it regularly, and wear a hat at all times while in the sun. As with all hot climates, remember to keep hydrated.

Stomach trouble

As you travel from place to place, you will be eating new foods, enjoying meals in many different places, and will often be using public toilets. The health problem you are most likely to encounter is a stomach upset. To reduce this, we recommend the following:

- Wash hands thoroughly and regularly with soap and water.
- Use a hand sanitizer as well as (not instead of) washing with soap and water. The most effective over-the-counter hand sanitizer contains 60-62% alcohol.
- The most at-risk foods include raw foods of animal origins and raw fruits and vegetables. In Fiji there are additional risks with foods. Do not eat fruits or vegetables unless they have been peeled or cooked. Avoid cooked foods that are no longer piping hot. Cooked foods that have been left at room temperature are particularly hazardous. Avoid unpasteurized milk and any products that might have been made from unpasteurized milk, such as ice cream. Avoid food and beverages obtained from street vendors. Do not eat raw or undercooked meat or fish. Some types of fish may contain poisonous biotoxins even when cooked. Barracuda in particular should never be eaten. Other fish that may contain toxins include red snapper, grouper, amberjack, sea bass, and tropical reef fish.
- In Fiji you may hear that it is OK to drink the tap water. However, stomach upsets can wreck a short trip; we therefore recommend that you do not drink tap water unless it has been boiled, filtered, or



chemically disinfected, or use bottled water. Do not have drinks with ice, and do not brush your teeth with untreated tap water.

- Common symptoms of food-borne illness include nausea, vomiting, abdominal cramps, and diarrhea. Usually the best first response is to limit food intake and *focus on oral rehydration with clear liquids*, especially oral rehydration salts, which is often beneficial to replace lost fluids and electrolytes. Most diarrheas do not require antibiotics, but in all cases rehydration is necessary. **Consult a doctor if:**
 - A high fever of 101.5°F or more is involved
 - There is blood in the stool
 - There is prolonged vomiting that prevents keeping down liquids
 - There are signs of dehydration, including decrease in urination, dry mouth and throat, feeling dizzy when standing up, or diarrheal illness that lasts more than three days.

Insect bites, especially mosquitoes

Insect-borne disease is a problem in tropical regions, including Fiji and northern Queensland. In Fiji, the main risk is dengue fever, which is more likely to be contracted in urban areas and from bites during the daytime. To avoid bites, wear long sleeves, long pants, hats and shoes (rather than sandals). Apply insect repellants containing at least 25-35% DEET to clothing and exposed skin (but not to the eyes, mouth, or open wounds). Don't sleep with the window open unless there is a screen. If sleeping outdoors or in accommodations that allow entry of mosquitoes, use a net, preferably impregnated with insect repellent, edges tucked in under the mattress.

Animal bites

Australia, New Zealand, and Fiji are rabies free. If an animal bites or scratches you, clean the wound with lots of soap and water, and get to a clinic as soon as possible.

Snake bites

In Australia and Fiji avoid all snakes. If bitten, pressure-wrap and immobilize the wound. Seek medical treatment as soon as possible. There are no known snakes in New Zealand and Antarctica.

Jet lag

Some helpful ways to counteract jet lag include getting plenty of rest, eating healthy food, drinking plenty of water, avoiding caffeine and alcohol, getting some moderate exercise and wearing loose, comfortable clothing.

Culture shock

Culture shock is a typical phenomenon that happens to all travelers who venture to a new culture and country for an extended period of time. You may experience confusing emotional highs and lows, feel anxious, impatient, bewildered and depressed at times; but, a moderate amount of anxiety and stress is a natural part of intercultural transitions. This stress is nothing to be afraid of and can easily be dealt with by having a positive attitude and taking good care of yourself, both emotionally and physically. Culture shock is normally less of a problem in this program than most because there is plenty of group support and students are rarely isolated.

Safety in the Outdoors

The programs provide opportunities for hiking and water-based activities such as kayaking, glacier hiking, and open-ocean snorkeling. Water and the bush can both be dangerous. In New Zealand and Antarctica, the main dangers in the water are cold causing hypothermia and drowning. In Australia and Fiji, the main issues are dangerous creatures and drowning. In Australia please particularly consider the risks associated with crocodiles, stingers, and other freshwater / saltwater inhabitants. If you are not a competent swimmer, we highly recommend you do not swim in the ocean. Some beaches are patrolled, meaning they have flagged areas safer for swimming and lifeguards on duty. Always swim at a beach patrolled by lifeguards, if available.

At the beach and in the ocean

- Swim between the red and yellow flags on patrolled beaches. Swim with a friend.
- Read and obey safety signs. If you are unsure of conditions, ask a lifesaver or someone in charge of beach activities.
- Don't swim under the influence of alcohol or other drugs. Don't run and dive in the water.



- Check before you enter the water as conditions change regularly.
- If you get into trouble, stay calm, **signal for help by raising your arm**, float and wait for assistance.
- Float with a rip tide. Don't swim against it.
- Never swim against a current, swim diagonally across it.
- Swim along the coast, not away from it.
- At the beach use a high protective factor sunscreen, wear a long-sleeve shirt and broad brimmed hat.
- Do not touch anything washed up in a beach unless you know it is safe! New Zealand water and beaches, by contrast, have few poisonous creatures.

At inland waterholes, springs, or rivers

- Don't run and dive into water; it may be shallow or there may be submerged objects to snag you.
- In hot springs, never put your head underwater.

In areas of suspected crocodilian habitat - Crocodilian Safety

- Keep a look out for crocodiles at all times, and if one is spotted, stay out of, and away from, the water.
- Observe warning signs and only swim in designated areas.
- Be aware that a lack of warning signs does not indicate safe swimming.
- Do not walk at the water's edge, or wade in shallow water.
- Avoid undertaking predictable activities at the water's edge to limit routine.
- Do not lean over the water from boats, overhanging banks, or trees in areas of crocodilian activity.

When snorkeling

- Do not touch or stand or walk or rest on any coral or sea animal. It not only harms them, but in Australia and Fiji many may also harm you – some seriously.
- Snorkeling is a buddy sport. You help your buddy; she helps you. Stick together.
- Never turn your back on the ocean where there are waves.
- Always observe surf, current, wave sets, and surge on reefs/rocks.
- Enter and exit from a sandy beach area.
- Wear a wet suit when the water is cold.

When reef walking

- Wear protective footwear at all times.
- Do not touch anything, or rest on coral at any time. Many toxic animals live on the reef flat or intertidal area, including cone shells, stinging hydroids and corals, and stone fish.
- Wear high protection sunscreen, a wide-brimmed hat, and a long sleeved shirt.

On-board boats

- Know the location of survival rafts, life vests, and life preservers.
- Wear appropriate footwear.
- Alcohol and boats do not mix.
- Pay close attention to all safety instruction.
- If you go for an unexpected swim, remember: Don't panic. Conserve your energy. If possible, use a current to your advantage: angle yourself toward safety and let the water do the work.

When hiking

- Always be with a buddy, and leave information about where you are going and your expected return time with a trusted friend.
- Stay on trails.
- Take a hat, flashlight, map, whistle, compass, a snack and plenty of water.
- Do not wear jeans (once they get wet, they remain wet and then get cold).
- Carry a first aid kit or know where one is.



- Be prepared for dramatic and sudden weather changes. Hypothermia is the main killer in the New Zealand bush – plan accordingly with warm layers and waterproof clothing. Heat is the main killer in the Australian outback. Make sure you have plenty of water and sun protection.

Harassment and Assault

Program participants are encouraged to review and practice safety measures designed to reduce the risk of harassment or prevent assault. This includes the following 4-pronged approach to prevent unwanted advances:

- Alertness (be aware of the facts about rape and other sexual assaults).
- Prevention (making your surroundings more secure against an attack or unwanted advances and use bystander intervention techniques to consider the safety of others in your group).
- Precaution (avoiding an attack or unwanted advances by placing yourself in a less vulnerable circumstance, especially by avoiding alcohol consumption).
- Preparation (how to defend yourself against an attack and what to do if you are attacked).

Please be aware that cultural norms surrounding gender, sexuality, and expectations related to this can differ greatly from the U.S., and behaviors that might be appropriate in one culture may be inappropriate in another. Take time to educate yourself about gender norms, appropriate dress, local laws that relate to sexual harassment and sexual violence, and ways that your behaviour might be interpreted differently. Make informed decisions about where you choose to go and with whom you interact, being sure to observe the customs of local people and how they handle themselves. Modify your behaviour where necessary to demonstrate respect and observance of local custom and culture. It is also important to know your personal boundaries before traveling abroad.

In instances of sexual harassment or assault be clear and direct in your communication (both verbal and non-verbal). If you or another participant experience sexual harassment or assault of any kind, do not hesitate to seek local assistance immediately and other sources of support. Use the contacts provided on your emergency card to reach confidential counseling, speak with your faculty leader, call the emergency contact at your home institution, or reach out to AUIP staff at the earliest possible convenience. The U.S. Consular Services team can also assist American citizens in this type of event. If you are unable to find sufficient support in-country, or for another point of confidential advising, please access help through your home university sexual assault and prevention services staff. Note that your faculty leader and most university staff are obligated to report incidents of sexual harassment or assault under Title IX.

Mental Health

Study abroad is not a vacation for mental (or physical) issues. Indeed, studying abroad can add more stress and exacerbate issues resulting from feelings of loneliness (separation from friends and family), culture shock, travel, long distance relationships, new relationships, and adjusting to a new culture/environment. It is important that you continue taking your regular medications consistently while abroad and that you have sufficient supply for your time away (and know how to get more in case of an emergency). Contact your institution directly for assistance with mental health questions and help in preparing for your study abroad program. Be extremely careful when carrying prescription drugs overseas; what may be legal in the States may be illegal in other countries (and vice-versa). Carry all written prescriptions with you while traveling.

Some Foreseen Hazards and Risks

Be aware of some of the potential and foreseen hazards and risks of traveling abroad. These include traveling alone, remaining in contact with the group at all times, and being comfortable with using equipment and/or participating in outdoor activities. If you are uncomfortable with any activity or use of equipment inform your Faculty Leader. While in the water and/or in boats, you must wear a life jacket or have access to a life jacket at all times. When hiking, be sure to know where you are going and the time and place to meet up afterward. Know the road rules of the country that you are traveling in.



Recommended Reading

Some recommended reading before going abroad include:

- Bennett, M.J. ed. (1998). *Basic Concepts of Intercultural Communication*. Yarmouth, ME: Intercultural Press.
- Storti, C. (2001). *The Art of Crossing Cultures (Second Ed.)*. Boston, MA: Nicholas Brealey Publishing.

During periods of free time (i.e., free days and time before or after the program at the beginning or end of the day) be aware of the dangers and responsibilities of independent travel. The *Let's Go* and *Lonely Planet* series can help you prepare such travel which can be a fun and wonderful opportunity to experience the host nation.

Crisis Management and Emergency Response

There is an Emergency Action Plan for your study abroad program (see below). At the beginning of the program, you will participate in an onsite in-country orientation describing the Emergency Action Plan in detail and what you should do in the event of an emergency (particularly in the event that your faculty member is not able to respond to an emergency situation). At the start of the program you will also receive an Emergency Information Card containing information on who to contact – please keep this card with you at all times and throughout the duration of the program. In study abroad, minor emergencies can often turn into something more difficult to handle because of a less familiar environment.

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events or incidents:

- Physical assault
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Significant accident and/or injury
- Hospitalization for any reason or length of time
- Terrorist threat or attack
- Disappearance, hostage taking, or kidnapping of a student
- Local political, natural or man-made crisis that could affect the students' safety or well-being
- Arrest or questioning by the police or other security forces
- Any legal action (lawsuit, deposition, trial, etc.) involving a student
- Death of a student

You can have a major impact on your own health and safety while abroad through your own day-to-day choices and behaviors. Please familiarize yourself with the information contained in this *Handbook*, as well as review the U.S. State Department's Tips for Students website (available from <http://travel.state.gov/>) which will help keep you safe and healthy while abroad.

Emergency Action Plan

In the event of an emergency or if you get separated from your group while traveling on the program, immediately contact AUIP (call collect in emergencies) and/or your Faculty Leader on the group cell phone (this information will be found on your Emergency Information Card). You can also text us on the cell phone (very useful when phones aren't working due to system overload) or email any member of the AUIP community. Some general guidelines for what to do in the event that your Faculty Leader is not able to respond to an emergency situation include:

1. Assess the situation. Your first priority is to safeguard the safety and well-being of program participants; do whatever is necessary and reasonable to ensure their safety.



2. Call in-country emergency services and obtain medical care for affected participants as soon as possible (refer to this *Handbook* for local health care contact information). Remain as calm as possible. Do your best to diffuse any growing anxieties that may be occurring among participants.
3. Contact a member of (a) AUIP and (b) the sending institution and inform them in a detailed way of the situation. Make every effort to call first then email (as there are many issues to discuss).
 - a. The AUIP staff person will ask you for:
 - i. Your name, location, call-back details (telephone number, time to call-back)
 - ii. Description of incident (when, where, who involved, etc.)
 - b. You will be provided with a plan for dealing with the crisis depending on whether it is a medical emergency or a non-medical emergency.
 - c. When telephone communications are down, use text messaging via cell phone, email, and/or internet.
 - d. Record as much information as possible in written form and start a running log/diary of the emergency situation.
 - e. At an appropriate time/location update the entire group of the situation.
4. If the situation warrants, notify the local U.S. Embassy or Consulate about the emergency (refer to contact details in this *Handbook*). If there is a continued risk to the welfare of program participants (for example, during a terrorist threat), ask the appropriate Embassy or Consulate Officer to advise you on a regular basis about the evolution of the situation and about recommended behaviors for participants.
5. If the situation warrants and/or the Embassy or Consulate believe it is necessary, notify local police. Then follow through with the procedures that the police require of you and/or the participant(s).
6. If the emergency involves a Faculty Leader, in order to maintain adequate faculty to student ratios, please notify AUIP and the sending institution immediately so that back-up faculty/staff can join the program.
7. Gather and share information, including:
 - a. Listen to the affected participant(s) and, if appropriate, take into account their desires when making decisions.
 - b. Seek counseling for the affected participant(s) if desired.
 - c. Seek information from other participants, host families, and local friends of participants.
 - d. Keep program participants updated on the situation (when appropriate).
8. Keep AUIP and the respective institution informed on a regular basis, through telephone and/or email.
9. During a political crisis, social unrest, or some other emergency in which foreigners in general or U.S. citizens in particular may be at risk, instruct participants to avoid demonstrations, confrontations, or situations where they could be in danger; behavior that could call attention to themselves or identify them as Americans (such as speaking loudly in English) and locales where foreigners, Americans, or American military are known to congregate. Instruct them to take down or remove signs, avoid using luggage tags, and wearing clothing that might label them as Americans.
10. In the event that you are unable to reach AUIP and/or the respective institution in the early phases of an emergency, proceed as best you can to secure the safety and well being of participants following the advice of in-country officials and U.S. Embassy or Consular Officers. Please be sure to contact AUIP and/or the respective institution as soon as it is possible to do so.

How Foreign Laws Apply to You

Laws in countries outside of the United States may be very different to what you are used to. You must obey all the laws of your destination country and that of any other countries to which you travel/visit and this requires that you familiarize yourself with those laws before traveling. The U.S. Consular Information Sheets (see Appendix) are a good starting point for information on the legal systems of the program countries. Remember, most study abroad students who break laws do so unintentionally and often this is associated with alcohol misuse and related misbehavior. For many reasons, it is important to remain sober throughout the study abroad program.

Academic Policies



Attendance

Punctual attendance at all scheduled, program–related activities is **required**, including group meetings, discussions, field excursions, as well as lectures and any other scheduled activities. Participation in field activities (such as hiking, snorkeling, swimming, kayaking, etc.) is voluntary and at the discretion of the student; however, should you wish not to participate you must inform the Faculty Leader and an alternate activity or assignment will be provided. An excused absence or decision not to participate in one or any of these field activities will not affect your grade for the course. During the field studies, no student is to leave the group without the consent of the faculty supervisor. Unless an absence is approved by one of the instructors or the program directors, students may lose 10% of their final grade for each day or part-day they fail to participate. Any unexcused absences *or continued late arrival* to program activities may, at the discretion of the program faculty or AUIP, be grounds for dismissal from the program.

Academic Honesty

AUIP expects all students to promote academic honesty and personal integrity by adhering to their own institution's academic policies. Each student is responsible for informing themselves about these policies before performing any academic work.

Ethics for Study Abroad

AUIP asks that all participants in the programs adhere to the following ethical standards, developed by NAFSA for students who are planning to go abroad:

- A responsibility to people whose lives and cultures are studied.
 - Students must do everything in their power to protect the dignity and privacy of the people with whom they conduct field study.
 - The rights, interests, safety, and sensitivities of those who entrust information to students must be safeguarded. The right of those providing information to students either to remain anonymous or to receive recognition is to be respected and defended. It is the responsibility of students to make every effort to determine the preferences of those providing information and to comply with their wishes. It should be made clear to anyone providing information that despite a student's best intentions and efforts anonymity may be compromised or recognition fail to materialize. Students should not reveal the identity of groups or persons whose anonymity is protected through the use of pseudonyms.
 - Students must be candid from the outset in the communities where they work that they are students.
 - Students must acknowledge the help and services they receive, and must recognize their obligation to reciprocate in appropriate ways.
 - To the best of their ability, students have an obligation to assess both the positive and negative consequences of their field study. They should inform individuals and groups likely to be affected of any possible consequences relevant to them that they anticipate.
 - Students must take into account and, where relevant and to the best of their ability, they must make explicit the extent to which their own personal and cultural values affect their field study.
 - Students must not represent as their own work, either in speaking or writing, materials or ideas directly taken from other sources. They must give full credit in speaking or writing to all those who have contributed to their work.
- A responsibility to hosts.
 - Students should be honest and candid in all dealings with their own institutions and with host institutions. They should ascertain that they will not be required to compromise either their responsibilities or ethics as a condition of permission to engage in field study.
- A failure to comply.
 - When a supervising Faculty Leader feels that the student has violated this statement of ethics, the student may be placed on probation. In the case of egregious violations, students can be subject to immediate dismissal under the conditions of their university's dismissal guidelines.



Conduct Policies

Please refer to your university's guidelines on appropriate conduct during study abroad programs. The following AUIP policies are recommended as supplements to your own university's policies.

Disorderly Conduct Policy

- During the field studies, no student is to leave the group without the consent of the faculty supervisor.
- Punctual attendance at all field and on-campus meetings is required.
- Disruption or obstruction of teaching, research, administration, or other AUIP activities is prohibited.
- Students will not engage in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of another person is prohibited and is grounds for dismissal from the program.
- Students who fail to comply with directions of program faculty and AUIP staff or law enforcement officers acting in performance of their duties and/or failure to identify one's self to these persons when requested to do so may be grounds for dismissal from the program.
- No guests or visitors outside of the program are permitted in program accommodations or on chartered program transportation.
- No student shall take, attempt to take, damage or destroy AUIP property; the property of sub-contractors used on the program; or items belonging to other students, faculty, or staff. Students are responsible for any loss or damage to property of others that they cause while on a program, including any damage to accommodations or modes of transport.

Alcohol and Other Drug-Related Policies

AUIP prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. AUIP expects those who choose to use alcohol to do so responsibly. All students under the legal drinking age are prohibited from possession and consumption of alcohol. All students are prohibited from the use and possession of illegal drugs. Non-compliance with any of these conduct regulations shall result in the dismissal of the student from the program. AUIP policy prohibits the following:

- Use, possession, distribution, or sale of alcoholic beverages except as permitted by law.
- Providing or facilitating the use, possession or distribution of alcohol except as permitted by law.
- Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- Use, possession, or distribution of narcotic or other controlled substances.
- Providing or facilitating the use, possession, or distribution of narcotic or other controlled substances.
- Alcohol and other drug related misbehavior at any time. Students must be aware that alcohol can impair judgment and can make one more vulnerable to crime and accidents while in unfamiliar surroundings.
- **No alcohol is permitted on any form of group transport (e.g. bus, train, ferry, boat, or airplane), either in the seating area or in the luggage compartment.**
- **No alcohol or drugs are permitted in rooms or accommodations other than those provided in restaurants or bars of the premises.**
- No alcohol/drugs (including cigarettes) will be consumed until after the last program event of the day, when the Faculty Leader announces that program time is finished and students are now on free time.
- No student shall furnish or cause to be furnished alcohol to any person under the legal drinking age.
- No student shall furnish or cause to be furnished alcohol to any person in a state of noticeable intoxication.
- Students are expected to abide by the legal drinking age in the country(ies) in which they are studying.
- The unlawful possession or the use of drugs and/ or making such drugs available to other persons by students is prohibited.



- Wine-tasting as part of a program event is permissible if the student is of legal drinking age, drinks responsibly, and chooses to do so voluntarily.

Discrimination and Harassment Policies

AUIP believes in creating a fair and respectful environment on all of its programs. Every member of the AUIP community (employees, students, faculty and/or staff) has the right to be free from prohibited discrimination, harassment, and sexual misconduct while on a program. AUIP prohibits discrimination, including harassment, on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, or veteran's status in all its educational programs and activities, and with regard to employment. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal.

Every member of the AUIP community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment. Unwelcome verbal or physical conduct by one member toward another member of the AUIP community may constitute prohibited harassment, depending on the circumstances of each case. Such conduct may constitute prohibited harassment: (1) if the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive work or academic environment; (2) if submission to such conduct is an implicit or explicit condition of employment or academic success; or (3) if submission to or rejection of such conduct is used as the basis for an employment or academic decision. In addition, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal or physical conduct of a sexual nature or on the basis of gender may constitute sexual misconduct, depending upon the circumstances of each case. Forms of sexual misconduct include:

- Sexual harassment, as prohibited harassment is described above;
- Physical assault with sexual intent;
- Sexual contact or intercourse without consent – by means of force, threat, intimidation or incapacity.

Any member of the AUIP community who is concerned about discrimination or harassment should contact the Director, who will assign a case officer to investigate the matter fully. AUIP will treat inquiries and complaints about prohibited discrimination, harassment, or sexual misconduct confidentially to the extent possible.

Housing Policies

Students will remain in program-sponsored accommodations throughout the program and are not permitted to switch rooms without prior approval of faculty or to upgrade/purchase other rooms either in the same accommodations or at a different accommodation. Accommodations will range from business-style hotels to rustic camping, depending on the country and specific location. Refer to program-specific itineraries for accommodation details or contact AUIP directly for more information.

Many AUIP programs have a homestay. Please refer to the "Purpose of Homestay" and the "Fiji Village Homestay Etiquette and Guidelines (for Fiji students only)" information at the rear of this *Handbook*. Also, please pay particular attention to the information in Form 1 ("Waiver of Liability, Covenant Not to Sue, and Indemnity") and Form 2 ("Fiji Village Homestay Waiver and Assumption of Risk") regarding homestays.

Social Media Guidelines

AUIP recognises the relevance and centrality that social media has in enabling communication with universities, students, faculty / staff, and the wider general public. We actively encourage the use of social media to make connections and assist in creating an online community that reflects your experiences while on a study abroad program with AUIP.



As the use of social media has become much more widespread, the risks associated with its use and the responsibilities required have also become more prevalent. In light of this, AUIP requires that all individuals travelling on an AUIP Program comply with the following guidelines. These guidelines apply to members of AUIP's and partnering universities' social media community, including, but not limited to, students, faculty, staff, partners and dependents of faculty / staff, AUIP staff, and members of the wider community when directly or indirectly referencing AUIP and/or any AUIP study abroad program.

Best practices to assist individuals when determining what constitutes appropriate social media use include the following:

1. Remember that everything you post on social media may be publicly available for a long time. Be aware of your privacy settings, but know that even if a post is deleted it may still be visible. Once digital content has been created and shared, you will have limited control over its permanence and audience.
2. Reflect on who your audience is to help inform your content. In particular, remember to consider the diversity of your audience, and while active discussions are typically positive, please be particularly aware of your use of language. Do not in any way bully, intimidate other people with communications or content shared on social media.
3. Please don't use hateful, discriminatory, abusive, or prejudiced language. Similarly, please don't use ethnic or racial slurs, or include nudity or pornography in the content of any of your social media.
4. In the aim of creating a positive and respectful environment for all Program participants, any social media content should refrain from: portraying drinking and/or partying in a glorified manner, disrespecting any individual, group, community or culture, or including any illegal, defamatory, or threatening content.
5. If there is a health or safety emergency/event of any kind (regardless of the severity) remember that social media platforms are not appropriate places to convey this information. If you require assistance or the event requires reporting, please follow the emergency action plans and contact procedures provided by your university and AUIP.
6. Be sure to seek consent from individuals you include in your photographs/video prior to uploading their images to social media. If someone does not give consent to you either taking their photograph and/or using it on social media, please respect their decision.
7. Do not use AUIP's name (or that of its employees and representatives), brand or logo in a manner that may cause damage or injury to AUIP, including without limitation, damage to AUIP's reputation or the reputation of AUIP's employees and representatives. Do not use social media in a way that may compromise the safety of AUIP's employees, representatives or participants of the AUIP study abroad program.
8. You accept responsibility for reading any social media platform's and/or website's privacy policy, and should have a strong understanding of how digital content uploaded to social media platforms is stored, who will have access to this content, and how this content will be used. You are personally responsible for your communications on or through social media.

Final Thoughts

Thank you for taking the time to read this Program Handbook. The AUIP team wishes you all the best for a successful and enriching study abroad experience.



Form 1B: Waiver of Liability, Covenant Not to Sue and Indemnity

I, (print name) _____ an applicant for the study abroad program(s) (hereinafter "Program") being serviced by AUIP, hereby agree as follows:

I agree to the following:

1. I have read and I understand and agree to abide by the policies and procedures contained in the Program Handbook supplied by AUIP, including the drug and alcohol policies, the discrimination and harassment policy, the academic policies and the conduct policies. I understand that I may be dismissed from the Program at any time for failure to comply with such standards with no refund of monies. If I am dismissed before completion of the Program, I agree that I will be responsible for any and all costs and expenses associated with my return home, and that I will also be responsible for my own travel arrangements home. I also understand that if I leave the Program voluntarily for any reason, including illness, I will be responsible for any and all costs and expenses associated with my return home and that there will be no refund of any fees. Furthermore, I understand that I will not necessarily receive the full academic credit for the course, and that this will be at the discretion of my home institution and lead faculty of the Program. In the event that I leave the Program early, whether by reason of dismissal, voluntary withdrawal, or illness, I acknowledge and agree that I shall have no claim whatsoever against AUIP in respect of my early departure from the Program.
2. I understand that I am required to carry the emergency contact card (provided at the Program start), my insurance card, and the medical and accommodation contact details at all times during the Program.
3. I understand that I am responsible for letting a faculty or staff member know if at any time during the Program I feel uncomfortable or unsafe.
4. I acknowledge that my participation in the Program may expose me to risk of property damage and bodily or personal injury, including injury that may prove fatal. I understand that some of the primary risks associated with study abroad programs include, but are not limited to, road accidents, airplane accidents, alcohol and drug-related incidents, hypothermia and hyperthermia, water-related accidents, hiking accidents, illnesses and political unrest. I also acknowledge that I have read the Consular Information Sheet for the country of study, issued by the U.S. Department of State and available at <https://travel.state.gov/content/travel/en.html>. I hereby assume any and all such risks.
5. I understand that free time is unsupervised and I am responsible for my own well-being during any activities in which I choose to participate during free time.
6. I understand that I must stay with the group during all Program activities. I agree that in the event that I become detached from the group due to failure to meet the group at an assigned time, I will bear all responsibility to seek out, contact, and reach the group at its next available destination, and I understand that I will bear all costs involved in contacting and reaching the group.
7. Without limiting any of the above, I acknowledge that AUIP acts solely as a coordinator for all persons taking the programs, and that it does not own, manage, control or operate any transportation, vehicle, accommodation, restaurant, or any other supplier of services (either educational or otherwise). I further acknowledge that all the services are provided subject to the terms and conditions specified by the suppliers thereof and are subject to the laws of the country where the services are provided. I further agree that AUIP only acts as facilitator for the Institution and the contractors, owners, and suppliers of services offered in such programs and that AUIP assumes no responsibility for the loss or damage to property, or for injury, illness, or death, or for any damages or claims howsoever caused arising directly or indirectly from accidents, natural or manmade disasters, loss or damage to persons or property, delays, transport failures, strikes, wars and uprisings, rioting or acts of God, etc. I further understand that if any emergency, weather delay, or other unavoidable situation leads to a delay in my return to the U.S., I am responsible for my living costs for the additional time spent abroad and for



penalties or costs related to changed airline tickets. I understand that while AUIP will use reasonable endeavors to operate all programs as advertised, reasonable changes in the itinerary may be made without notice where deemed necessary or advisable by AUIP and AUIP will have no liability in respect of such changes or otherwise.

8. I acknowledge that AUIP is not able to review the personal background, details and records of each participant of the Program (including students, faculty, staff and spouses) and determine the appropriateness or suitability of any participant for the study abroad program, and AUIP takes no responsibility for the acts or omissions of other participants, nor is AUIP liable in any way to me or any other participant for the acts or omissions of other participants.
9. I acknowledge that AUIP strongly discourages operating motor vehicles while participating in the Program, due to the inherent dangers of driving in a country with different traffic laws, driving habits, and regulations relating to insurance. If I decide to operate a motor vehicle while abroad, however, I recognize that AUIP and its agents and employees assume no financial responsibility for any property damage, bodily injury or personal injury related to my operation of a motor vehicle, including, but not limited to, automobile repairs and medical care if I am involved in an accident.
10. I understand and acknowledge that there are inherent health risks associated with travelling abroad. I agree that I am personally responsible for obtaining all health information, instruction, medical procedures, immunizations and medications appropriate to my intended travel. I recognize that AUIP is not responsible for any of my medical or medication needs and I assume all risk and responsibility for the same. I further agree that if I become incapacitated, AUIP, through its agents and employees, may take whatever action is deemed necessary with respect to my health and safety. I authorize AUIP, its agents and employees to place me, at their discretion and without my further consent, in a hospital or in the care of a local doctor for medical services and treatment. If necessary or desirable, I also authorize them to transport me back to the United States by commercial airline or other transportation as deemed appropriate for medical treatment. I agree that I will be fully responsible for any and all expenses, including transportation costs, associated with or in any way related to my medical care. I understand that I am required to purchase medical insurance that will cover me during the period of the Program for accidents, illnesses, medical evacuation and repatriation of remains. I understand that AUIP strongly recommends that I visit a travel clinic or another appropriate facility to receive additional, country-specific health and travel information. I understand that some jurisdictions, such as New Zealand, exclude court action for personal injury and that my insurance must be sufficient to cover any long term physical or psychological events I may suffer.
11. I understand that all individuals accompanying AUIP's study abroad programs need to be willing to learn about their host cultures and be open to new ideas even though they may be culturally challenging. I am aware that it is both inappropriate and culturally insensitive to use this time to promote religious or political agendas; further, such behaviour can cause offense and potentially place me and other participants at risk of harm or liability. I understand that, while the U.S. respects the right of freedom of expression, this is not a universal right and may not be protected by law in some countries. Consequently, I will demonstrate respect for the host culture even though I may not agree with all aspects of that culture, and I understand that behaviour that is inconsistent with this statement may lead to the revocation of my permission to accompany the Program.
12. I specifically acknowledge that in respect of any program carried out in Fiji, I will stay in Fijian village homestays that are rural and have only very basic services and amenities. I understand that there are certain specific health and safety risks associated with these village homestays and that I will be given specific instructions on how best to protect myself from such risks. I understand that it is my responsibility to review and comply with these instructions and undertake all precautions as advised. I further acknowledge that AUIP is unable to undertake a formal audit of the village homestays and the persons operating them both in regard to the conditions and the people running the village homestays. I will not hold AUIP liable for any loss or injury of any kind whatsoever arising from the Fiji program and I agree that I will advise my faculty member or AUIP of any potentially dangerous conditions encountered in my homestay as soon as possible.



13. I understand that my participation in any program-related field activities (such as hiking, snorkeling, swimming, kayaking, etc.) is voluntary and participation is not required; however, should I wish not to participate I must inform the instructor of my decision. An excused absence or decision not to participate in one or any of these field activities will not affect my grade for the course, but an alternate activity or assignment will be provided. I also understand that the alternate activity may be assigned back at the accommodations or other location and/or at a different time than the program-related field activity occurs.
14. I understand that if this program contains an alcohol-related cultural event, that this event is not compulsory, and that I will be solely responsible for any injuries or property damage arising in relation to my participation in the event.
15. I understand that if I elect not to disclose medical and health information to AUIP, AUIP will not be liable for their decisions and/or actions that impact or result from those medical and health conditions. Notwithstanding the disclosure of specific medical information to AUIP, I acknowledge and agree that I am responsible for assessing the suitability of the Program in relation to my condition(s). I acknowledge and agree that while AUIP will try to make reasonable adaptations (where required) to accommodate needs associated with any medical condition disclosed to AUIP, special requirements cannot be guaranteed and AUIP will under no circumstances be liable for any personal injury, illness or death caused by or resulting from any failure to accommodate or meet the needs of any medical conditions or requirements.
16. I recognise that it is possible that not all Program participants will consent to, or feel comfortable with, photographs of them being taken and/or uploaded onto social media. I will do my utmost to ensure that I have obtained consent from the Program participant(s) prior to taking their photograph, and (if applicable) prior to using this image in any public manner such as uploading it to social media.
17. Before posting or uploading any content to social media, I accept that it is my responsibility to determine the appropriateness of this content in the context of the public domain, being sure to adhere to my institution's and AUIP's Social Media Guidelines (as outlined in the Program Handbook). If any content is found contrary to these aforementioned guidelines I agree to remove this content immediately if asked to do so by AUIP.
18. I acknowledge that AUIP may use any information about me for its business purposes including for alumni related purposes. I acknowledge that I have a right of access to and am permitted to request corrections of any personal information AUIP holds about me.
19. I understand that the acceptance of this Release, Waiver of Liability and Covenant Not to Sue by AUIP shall not constitute a waiver, in whole or in part, of sovereign immunity by said organization, its members, officers, agents, and employees.
20. Without limiting any other provision of this waiver, I agree that I am personally responsible and liable for any damage that I cause to accommodations or other property during the Program. I understand that AUIP will not be liable for such damage or any associated costs.
21. For the sole consideration of AUIP arranging for my participation in the program(s), I hereby release and forever discharge AUIP, its directors individually and its officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation in the Program whether caused by negligence or other tortuous acts or otherwise.
22. I further covenant and agree that for the consideration stated above I will hold forever harmless and will not take any legal action against AUIP, its directors individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in this Program whether caused by negligence or other tortuous acts or otherwise.
23. This document shall be governed by and interpreted, construed, and enforced in accordance with the internal laws of New Zealand law and I agree that the New Zealand Courts shall determine any issues



arising from it. In addition, I agree that should any provision or aspect of this document be found to be unenforceable, all remaining provisions of this agreement will remain in full force and effect.

24. For the consideration stated above, I hereby indemnify AUIP and its officers, employees and agents from any and all liability, loss, cost, expense, claim or damage which may arise or be suffered by AUIP as a result of my acts or omissions as a participant in the Program where those acts or omissions do not comply with or breach my undertakings and agreements in this document and the agreement for participation or elsewhere.
25. I consent to AUIP, without giving further notice, using photographs and films taken during programs, for publication in a brochure or other advertising material. I will not hold AUIP liable for permission or payment or any damage or loss whatsoever resulting from or caused by publication of the photographs or films.
26. I understand that AUIP may request students' email addresses for future correspondence (including for marketing purposes), and all students have the right to withhold this information if they wish.
27. I certify that I am at least 18 years of age, and I have no criminal convictions of any nature.
28. I certify that I have read and understood the above, and I voluntarily agree to all of the provisions herein without coercion, duress, threat or promise of any kind.

Signature of participant

Date

Printed Name of participant

Permanent E-mail Address _____

- Check this box if you would like to opt out of receiving future updates (e.g., alumni newsletters, special offers, invitations to join social networking groups, internship and job offers) from AUIP.

"WITNESS SIGN" - The signature of the individual signing the form must be witnessed by at least one other individual.

Signature of witness

Date

Printed Name



Form 2: Fiji Village Homestay Waiver and Assumption of Risk

Please read carefully and fill in the blanks before signing.

I (print name) _____, agree as follows for the benefit of the
Fijian Village, Reef Explorer, and AUIP.

1. I hereby affirm that I am aware of the risks of staying in a Fijian village with unfamiliar food, customs, different living arrangements and housing standards.
2. I thoroughly understand that the village and activities I participate in may involve exposure to hazards, including hazards that I am unaccustomed to. These may result in possible injuries including, but not limited to, injuries resulting from drowning, slipping or falling, or being cut while walking on uneven ground. I understand that there is limited lighting around the village at night and that it is recommended that I wear shoes at all times outside of the houses.
3. Furthermore, I understand that Fijian lifestyle and local living standards may involve exposure to certain health risks. All due care has been taken to maintain reasonable standards of health and hygiene insofar as is practicable in the circumstances. Guests with prior medical conditions, hereditary ailments, physical disabilities, previous trauma or specific dietary requirements should advise the family they are staying with of this upon arrival, as well as the Faculty Leader prior to departing the U.S. The village accepts no responsibility for providing medical care, although it will use reasonable endeavours to arrange for you to have access to best medical care available. The village **STRONGLY** suggests guests bring and use mosquito repellents.
4. I accept that the village does not provide insurance for personal items, nor accept liability for loss, wear and tear or damage for aforementioned items.
5. I accept that the village also reserves the right to remove any person from the homestay without appeal, who does not abide by the curfew or who does not inform the family of extracurricular activities outside existing schedule. Homestays are reminded that they are guests in a family's home.
6. I further state that I am of a lawful age and legally competent to sign this liability release or that I have obtained the written agreement of my parent or guardian.
7. I further state that I am in good mental and physical condition, such that I can manage the additional demands possibly presented by the village environment and associated with this homestay. I have considered the risks and accept that it is my responsibility to discuss any concerns relating to fitness and wellbeing with my physician prior to departing for the Program. If I disclose any medical conditions I acknowledge that it is my responsibility to ensure that I have sufficient international medical insurance to cover me should an event necessitate this. Furthermore, I agree to disclose this information and present a copy of my travel insurance policy to the Faculty Leader for the Program.
8. I acknowledge that I have read the foregoing paragraphs and fully understand the potential dangers of incidentally engaging in this village homestay. I am fully aware of the legal consequences of signing this instrument and I understand and agree that this document is legally binding.
9. By signing this release, I certify that I am fully aware of and expressly assume all the risks involved in participating in a Homestay in a Fijian Village as arranged by Reef Explorer. I understand and agree that neither the family I am staying with nor the Village community nor Reef Explorer nor AUIP may be held liable or responsible in any way for any occurrence during the homestay which may result in personal injury, property damage, sickness, wrongful death, or any other loss or damage to me that may occur as a result of my participation in this village homestay, whether caused by negligence or other tortuous acts or otherwise.



10. This document shall be governed by and interpreted, construed, and enforced in accordance with the internal laws of New Zealand law and I agree that the New Zealand Courts shall determine any issues arising from it. In addition, I agree that should any provision or aspect of this document be found to be unenforceable, all remaining provisions of this agreement will remain in full force and effect.

Signature of participant

Date

Printed Name of participant

"WITNESS SIGN" - The signature of the individual signing the form must be witnessed by at least one other individual.

Signature of Witness

Date

Printed Name of Witness



Form C: Packing List

The following pages are lists of what to bring on specific programs. Please ensure you are working from the correct list for your destination. These lists are not exhaustive, and there may be other personal items you wish/need to bring. However, the maximum of 1 checked bag and 1 carry-on bag applies to everyone on all programs.

Suggested Packing List for ANTARCTICA

The following list contains items that previous students have recommended to bring with you on our programs. This is not an exhaustive list, and there may be other personal items you wish/need to bring.

Mandatory Items

General

- One (1) large bag (e.g. duffel-bag with wheels, backpack, or suitcase). Maximum weight of 44lbs; two bags will not be permitted.
- Medium-sized day-pack (water-resistant and big enough for an overnight stay but small enough for a day hike) Use this as your carry-on bag.
- Flashlight or headlamp with extra set of batteries (you may only use this a few times)
- Notebook and clipboard for taking notes in class and the field; pens, pencils (be prepared to take notes rain or shine, field or classroom). Students recommend a waterproof enclosed clipboard and a small notepad for quick note-taking.
- Accommodations contact list (it's in the Course Reading Packet). Leave a copy with family, and pack a copy in your carry-on bag.
- Water bottle (Nalgene or similarly tough-type recommended)
- Small first Aid kit (see "staying healthy" section), including Dramamine or similar fix for motion sickness.
- Sun protection (sunscreen, sunglasses, brimmed hat, Chapstick, etc.)
- Travel alarm clock or watch with alarm

Clothing and footwear

Important things to note:

- While you're in Antarctica, the temperature will range from about 25 to 40 F, not counting the wind chill (and it's often windy).
- Cotton clothing (jeans, sweatshirts, sweatpants etc.) is okay for use on board the ship but it's not recommended for use on excursions. Cotton garments are terrible at keeping you warm if they get wet.
- The ship's interior is kept warm and casual attire is the norm. You will likely be comfortable in pants, a shirt and a light sweater.
- On excursions, dressing in layers is highly recommended as it not only keeps you warmer than one big single garment, it also allows you to adjust your clothing as conditions require.
- On excursions, your outer layer (jacket, pants, and footwear) must be waterproof. You can bring your own gear, or you can rent appropriate waterproof jackets, waterproof pants, and rubber boots on board the ship by completing the pre-embarkation order form that will be sent to you prior to your departure from the U.S. You must pre-order if you are planning to rent equipment from the ship.

Items to pack

- Outer jacket – must be waterproof and, especially if uninsulated, must be large enough for you to wear several warm layers underneath.
- Inner jacket – polar fleece or wool or down-filled.
- Waterproof pants / rain pants - very important for keeping you dry in the landing craft as there is often spray or wet seats in the boat. Rain pants should be roomy enough to wear over thermal underwear or regular pants. Think comfortable, practical fit, not fashion.
- Warm trousers (to be worn under your rain pants) – polar fleece or similar. **Not** jeans or cotton sweatpants.

- Long Underwear – top and bottom. lightweight merino wool or polypropylene are recommended.
- Sweater - wool or polar fleece
- Turtleneck shirt or a neck gaiter (good for stopping a draft around your neck. Note that a scarf is not recommended as their length makes them less practical, especially on windy days or in small boats.)
- Warm hat that covers your ears and won't blow off in the wind. (a knitted "ski hat" works well.)
- Gloves – wool or windstopper fleece are recommended. You may also want a thin pair as these can be useful when trying to operate a camera.
- Ski-gloves that are water resistant may also be useful.
- Warm socks (tall wool socks and thin polypropylene (silk also sufficient) socks. Bring a few pairs of each. For heavier pairs, rag wool is an excellent choice. Knee-highs provide extra warmth. Keep in mind that rubber boots do not provide much insulation, so you will rely on the warmth of your socks).
- Rubber Boots (pull-on, unlined, mid-calf or higher with non-skid sole, 14"-16") These specifications are VERY IMPORTANT. You will be stepping into cold water up to 10" deep during wet landings. Moon or leather boots are not appropriate. (Note: Be sure your boots fit with one or two pairs of heavy socks – tight boots will be cold and uncomfortable). Suggested sources for rubber boots: sporting goods, army surplus, farm supply stores, or camping equipment stores in your area. These boots are often referred to as "Wellies" or "Wellington boots." Many good outlets are available online.
- Sweatshirt – can be useful on board the ship, but you can use your fleece instead
- T-shirts and other casual warm weather clothes for layering and aboard the ship (practical cotton, woolen, knit, and permanent press fabrics). You will spend quite a bit of time on board ship where it's warm inside.
- 1-2 nice outfits - if you want to dress up for Christmas dinner or the Captain's Farewell Dinner. This is optional as your regular comfortable clothes will be fine.
- 1 pair of nice shoes (if you're bringing a nice outfit)
- Underwear and socks (7 pairs, enough for 1 week between washes)
- Nightwear (you are sharing a room!)
- Large travel towel (microfiber travel towel is recommended)

Non-clothing Items

- Toiletries
- Hand sanitizer
- A few plastic trashbags (for dirty laundry, hiking shoes, etc.)
- Full supply of all medications in prescribed containers, and copy of prescriptions
- Travel adapter plug, to fit into these types of sockets:



EU (European Union) Plug

Note that a European-style plug (2 round pins) will work on board the ship and in Argentina.

- ATM/Check cards, a credit card is mandatory, insurance cards, student ID card, driver's license, passport
- Photocopies of important documents (i.e., ATM/Check cards, credit cards, insurance cards, student ID card, driver's license, passport, airplane ticket, emergency contact information). Leave one copy of this with your emergency contact person and bring one copy in your carry-on. Alternatively, take and save digital photos of these documents.
- Inventory list of items packed in checked luggage (keep in carry-on luggage)



- Identification tags with your contact details (on outside and inside of checked luggage, and on carry-on luggage)
- The Program Handbook
- If applicable, the Course Reading Packet (not available in-country).

Optional Items

- Bathing suit - if you want to take part in a possible “polar plunge”
- Camera - with battery charger, or extra batteries. (Cold batteries have a shorter lifespan.) Also, sufficient space on memory cards.
- Extra pair of prescription glasses or contact lenses, if applicable.
- Ziploc plastic bags to protect cameras when going ashore.
- Woolite/laundry soap (if you plan to do any hand laundry).
- Walking shoes (a walking/hiking/trail/running/around-town combo shoe will work - go for comfort, support, tread/grip, and water-resistance).
- Rain jacket – this will be useful when in Ushuaia
- Pocket-knife/Swiss Army knife (do **not** pack in your carry-on!)
- Small sewing kit
- Earplugs
- Travel pillow
- A few safety pins
- Combination locks for your luggage (airport TSA compliant for checked luggage)
- Wash cloth (in ziplock bag)
- Journal or diary
- World-wide travel adapter. Electrical current and outlets vary between ships. Check with the AUIP office for information specific to your ship.
- Accommodations contact list (available in the Course Reading Packet) also have this with you when traveling (e.g., customs at airports)
- Inventory list of items packed in checked luggage (keep in carry-on luggage)

Suggested Packing List for FIJI

The following list contains items that previous students have recommended to bring with you on our programs. This is not an exhaustive list, and there may be other personal items you wish/need to bring.

Mandatory Items

General

- One (1) large bag (duffel-bag with wheels, backpack, or suitcase). Maximum weight of 44lbs; Two bags will not be permitted)
- Medium-sized day-pack (water-resistant and big enough for an overnight stay but small enough for a day hike). Use this as your carry-on bag.
- Flashlight or headlamp with extra set of batteries (you may only use this a few times)
- Notebook and clipboard for taking notes in class and the field; pens, pencils (be prepared to take notes rain or shine, field or classroom). Students recommend a waterproof enclosed clipboard and a small notepad for quick note-taking.
- Accommodations contact list (it's in the Course Reading Packet). Leave a copy with family, and pack a copy in your carry-on bag.
- Water bottle (Nalgene or similarly tough-type recommended)

- Small first aid kit (see “staying healthy” section), including Dramamine or similar fix for motion sickness (Note: each program will have a group first aid kit)
- Sun protection (sunscreen, sunglasses, brimmed hat, Chapstick, etc.)
- Insect repellent with DEET

Clothing and footwear

- Walking shoes (a walking/hiking/trail/running/around-town combo shoe will work - go for comfort, support, tread/grip, and water-resistance).
- Rain jacket (must be waterproof)
- 1-2 pairs hiking shorts or pants suitable (zip-off travel pants come highly recommended by former students). Fast-drying fabric recommended since they may get wet. **NOT** jeans.
- 1 pair of nice pants (e.g. jeans or khakis) for city wear (and/or skirts for females)
- Skirt below the knee (for women) for village visits (men may wear long pants but it is recommended that males purchase a local sulu [wrap] to wear over shorts on village visits – costs from about \$5).

Please note: tank tops and spaghetti straps are unacceptable in local villages; ensure you have shirts that cover your shoulders (t-shirts are fine).

- Sweatshirt or polar fleece pullover (for chilly evenings)
- Swimwear
- Underwear and socks (7 pairs, enough for 1 week between laundry opportunities)
- 3-4 shirts (or t-shirts) for field (think layering for colder days) (quick-dry t-shirts for warm climates are recommended)
- Nightwear (you are sharing a room!)
- Large travel towel (microfiber travel towel is recommended)

Non-clothing Items

- Toiletries
- Hand sanitizer
- Plastic ziplock bags (for snacks, etc.)
- A few plastic trash bags (for dirty laundry, hiking shoes, etc.)
- Full supply of all medications in prescribed containers, and copy of prescriptions
- Extra set of eye-glasses/contacts and contact lens solution
- Travel adapter plug, to fit angled sockets like these:



- ATM/Check cards, a credit card, insurance cards, student ID card, driver’s license, passport
- Photocopies of important documents (i.e., ATM/Check cards, credit cards, insurance cards, student ID card, driver’s license, passport, airplane ticket, emergency contact information). Leave one copy of this with your emergency contact person and bring one copy in your carry-on. Alternatively, take and save digital photos of these documents.
- Inventory list of items packed in checked luggage (keep in carry-on luggage)
- Identification tags with your contact details (on outside and inside of checked luggage, and on carry-on luggage).
- Inexpensive gifts for Homestay families (refer to Fiji etiquette and guidelines in the Course Reading Packet for examples).
- The Program Handbook
- If applicable, the Course Reading Packet (not available in-country).



Optional Items

- Camera (perhaps waterproof) and extra batteries/charger/memory cards/USB key drive
- Guidebook
- Pocket-knife/Swiss Army knife (do not pack in your carry-on!)
- Small sewing kit
- Earplugs
- Travel pillow
- A few safety pins
- Combination locks for your luggage (airport TSA-compliant for checked luggage)
- Hiking sandals, preferably nylon/waterproof (e.g., Chacos, Tevas, Keen)
- Flip-flops (for showers and inside wear) – alternatively, use your hiking sandals
- Dive mask (If you wear glasses and have a prescription mask, you may wish to bring it. Otherwise, note that snorkels and non-prescription masks will be provided for group activities.)
- Small purse or bag for city
- Wash cloth (in ziplock bag)
- Small, portable, fold-up umbrella
- Journal or diary

Suggested packing list for NEW ZEALAND

The following list contains items that previous students have recommended to bring with you on our programs. This is not an exhaustive list, and there may be other personal items you wish/need to bring.

Mandatory

General

- One (1) large bag (duffel-bag with wheels, backpack, or suitcase). Maximum weight of 44lbs. Two bags will not be permitted.
- Medium-sized day-pack (water-resistant and big enough for an overnight stay but small enough for a day hike). Use this as your carry-on bag.
- Flashlight or headlamp with extra set of batteries (you may only use this a few times)
- Notebook and clipboard for taking notes in class and the field; pens, pencils (be prepared to take notes rain or shine, field or classroom). Students recommend a waterproof enclosed clipboard and a small notepad for quick note-taking.
- Accommodations contact list (it's in the Course Reading Packet). Leave a copy with family, and pack a copy in your carry-on bag.
- Water bottle (Nalgene or similarly tough-type recommended)
- Small first aid kit (see “staying healthy” section), including Dramamine or similar fix for motion sickness (each program will have group first aid kits)
- Sun protection (sunscreen, sunglasses, brimmed hat, Chapstick, etc.)
- Insect repellent with DEET

Clothing and Footwear

- Walking shoes (a walking/hiking/trail/running/around-town combo shoe will work - go for comfort, support, tread/grip, and water-resistance).
- Rain jacket (must be waterproof)
- 1-2 pairs hiking shorts or pants, suitable for rainy weather (zip-off travel pants come highly recommended by former students). Recommend fast-drying fabrics as they may get wet. **Not** jeans.
- 1-2 pairs of nice pants (jeans or khakis) for city wear (and/or skirts for females)
- 1-2 nice shirts for city wear
- 1 pair of nice shoes for city wear

- Swimwear
- Underwear and socks (7 pairs, enough for 1 week between laundry opportunities)
- 3-4 shirts (or t-shirts) for field (think layering for colder days) (polypro for cool climates and quick-dry t-shirts for warm climates are recommended)
- Warm jacket (such as a polar fleece to go under your rain jacket, which needs to be extra warm in May/June)
- 1-2 pairs of polypropylene or merino long underwear
- Gloves, wool hat, wool hiking socks
- Nightwear (you are sharing a room!) And remember that May is winter in New Zealand, and your rooms may be cold.
- Large travel towel (microfiber travel towel is recommended)

Non-clothing items

- Toiletries
- Hand sanitizer
- Plastic ziplock bags (for snacks, etc.)
- A few plastic trash bags (for dirty laundry, hiking shoes, etc.)
- Full supply of all medications in prescribed containers, and copy of prescriptions
- Extra set of eye-glasses/contacts (solution is available in-country)
- Travel adapter plug, to fit sockets like these:



- ATM/Check cards, a credit card is mandatory, insurance cards, student ID card, driver's license, passport.
- Photocopies of important documents (i.e., ATM/Check cards, credit cards, insurance cards, student ID card, driver's license, passport, airplane ticket, emergency contact information). Leave one copy of this with your emergency contact person and bring one copy in your carry-on bag. Alternatively, take digital photos of these documents and attach the photos to an e-mail you send to yourself. These can then be stored/accessed via your webmail.
- Inventory list of items packed in checked luggage (keep in carry-on luggage)
- Identification tags with your contact details (on outside and inside of checked luggage, and on carry-on luggage)
- The Program Handbook
- If applicable, the Course Reading Packet (not available in-country).

Optional Items

- Camera and extra batteries/charger/memory cards/USB key drive
- Guidebook
- Pocket-knife/Swiss Army knife (do not pack in your carry-on!)
- Small sewing kit
- Earplugs
- Travel pillow
- Combination locks for your luggage (airport TSA-compliant for checked luggage)
- Collapsible walking stick/trekking pole for negotiating uneven ground
- Flip-flops (for showers and inside wear)
- Small purse or bag for city



- Wash cloth (in ziplock bag)
- Small, portable, fold-up umbrella
- Journal or diary

Suggested packing list for NORTH or SOUTH QUEENSLAND

The following list contains items that previous students have recommended to bring with you on our programs. This is not an exhaustive list, and there may be other personal items you wish/need to bring.

Mandatory

General

- One (1) large bag (duffel-bag with wheels, backpack, or suitcase). Maximum weight of 44lbs; Two bags will not be permitted.
- Medium-sized day-pack (water-resistant and big enough for an overnight stay but small enough for a day hike). Use this as your carry-on bag.
- Flashlight or headlamp with extra set of batteries (you may only use this a few times)
- Notebook and clipboard for taking notes in class and the field; pens, pencils (be prepared to take notes rain or shine, field or classroom). Students recommend a waterproof enclosed clipboard and a small notepad for quick note-taking.
- Accommodations contact list (it's in the Course Reading Packet). Leave a copy with family, and pack a copy in your carry-on bag.
- Water bottle (Nalgene or similarly tough-type recommended)
- Small first aid kit (see "staying healthy" section), including Dramamine or similar fix for motion sickness (Note: each program will have a group first aid kit)
- Sun protection (sunscreen, sunglasses, brimmed hat, Chapstick, etc.)
- Insect repellent with DEET
- Travel alarm clock or watch with alarm

Clothing and footwear

- Walking shoes (a walking/hiking/trail/running/around-town combo shoe will work - go for comfort, support, tread/grip, and water-resistance).
- Rain jacket (must be waterproof)
- 1-2 pairs hiking shorts or pants suitable (zip-off travel pants come highly recommended by former students). Fast-drying fabric recommended since they may get wet. **NOT** jeans.
- 1-2 pairs of nice pants (e.g. jeans or khakis) for city wear (and/or skirts for females)
- 1-2 nice shirts for city wear
- 1 pair of nice shoes for city wear
- Sweatshirt or polar fleece pullover (for chilly evenings)
- Swimwear
- Underwear and socks (7 pairs, enough for 1 week between laundry opportunities)
- 3-4 shirts (or t-shirts) for field (think layering for colder days) (quick-dry t-shirts for warm climates are recommended)
- Nightwear (you are sharing a room!)
- Large travel towel (microfiber travel towel is recommended)

Non-clothing Items

- Toiletries
- Hand sanitizer
- Plastic ziplock bags (for snacks, etc.)
- A few plastic trash bags (for dirty laundry, hiking shoes, etc.)
- Full supply of all medications in prescribed containers, and copy of prescriptions
- Extra set of eye-glasses/contacts (solution is available in-country)

- Travel adapter plug, to fit angled sockets like these:



- ATM/Check cards, a credit card, insurance cards, student ID card, driver's license, passport
- Photocopies of important documents (i.e., ATM/Check cards, credit cards, insurance cards, student ID card, driver's license, passport, airplane ticket, emergency contact information). Leave one copy of this with your emergency contact person and bring one copy in your carry-on. Alternatively, take and save digital photos of these documents.
- Inventory list of items packed in checked luggage (keep in carry-on luggage)
- Identification tags with your contact details (on outside and inside of checked luggage, and on carry-on luggage)
- The Program Handbook
- If applicable, the Course Reading Packet (not available in-country).

Optional Items

- Camera and extra batteries/charger/memory cards/USB key drive
- Guidebook
- Pocket-knife/Swiss Army knife (do not pack in your carry-on!)
- Small sewing kit
- Earplugs
- Travel pillow
- A few safety pins
- Combination locks for your luggage (airport TSA-compliant for checked luggage)
- Hiking sandals, preferably nylon/waterproof (e.g., Chacos, Tevas, Keen)
- Flip-flops (for showers and inside wear) – alternatively, use your hiking sandals
- Dive mask (If you wear glasses and have a prescription mask, you may wish to bring it. Otherwise, note that snorkels and non-prescription masks will be provided for group activities.)
- Small purse or bag for city
- Wash cloth (in ziplock bag)
- Small, portable, fold-up umbrella
- Journal or diary

Suggested packing list for SOUTH AUSTRALIA and SYDNEY

The following list contains items that previous students have recommended to bring with you on our programs. This is not an exhaustive list, and there may be other personal items you wish/need to bring.

Mandatory

General

- One (1) large bag (duffel-bag with wheels, backpack, or suitcase). Maximum weight of 44lbs; Two bags will not be permitted.
- Medium-sized day-pack (water-resistant and big enough for an overnight stay but small enough for a day hike). Use this as your carry-on bag.

- Flashlight or headlamp with extra set of batteries (you may only use this a few times)
- Notebook and clipboard for taking notes in class and the field; pens, pencils (be prepared to take notes rain or shine, field or classroom). Students recommend a waterproof enclosed clipboard and a small notepad for quick note-taking.
- Accommodations contact list (it's in the Course Reading Packet). Leave a copy with family, and pack a copy in your carry-on bag.
- Water bottle (Nalgene or similarly tough-type recommended)
- Small first aid kit (see "staying healthy" section), including Dramamine or similar fix for motion sickness (Note: each program will have a group first aid kit)
- Sun protection (sunscreen, sunglasses, brimmed hat, Chapstick, etc.)
- Insect repellent with DEET
- Travel alarm clock or watch with alarm

Clothing and footwear

- Walking shoes (a walking/hiking/trail/running/around-town combo shoe will work - go for comfort, support, tread/grip, and water-resistance).
- Rain jacket (must be waterproof)
- 1-2 pairs hiking shorts or pants suitable (zip-off travel pants come highly recommended by former students). Fast-drying fabric recommended since they may get wet. **NOT** jeans.
- 1-2 pairs of nice pants (e.g. jeans or khakis) for city wear (and/or skirts for females)
- 1-2 nice shirts for city wear
- 1 pair of nice shoes for city wear
- Sweatshirt or polar fleece pullover (for chilly evenings)
- Swimwear
- Underwear and socks (7 pairs, enough for 1 week between laundry opportunities)
- 3-4 shirts (or t-shirts) for field (think layering for colder days) (quick-dry t-shirts for warm climates are recommended)
- Nightwear (you are sharing a room!)
- Large travel towel (microfiber travel towel is recommended)

Non-clothing Items

- Toiletries
- Hand sanitizer
- Plastic ziplock bags (for snacks, etc.)
- A few plastic trash bags (for dirty laundry, hiking shoes, etc.)
- Full supply of all medications in prescribed containers, and copy of prescriptions
- Extra set of eye-glasses/contacts (solution is available in-country)
- Travel adapter plug, to fit angled sockets like these:



- ATM/Check cards, a credit card, insurance cards, student ID card, driver's license, passport
- Photocopies of important documents (i.e., ATM/Check cards, credit cards, insurance cards, student ID card, driver's license, passport, airplane ticket, emergency contact information). Leave one copy of this with your emergency contact person and bring one copy in your carry-on. Alternatively, take and save digital photos of these documents.
- Inventory list of items packed in checked luggage (keep in carry-on luggage)
- Identification tags with your contact details (on outside and inside of checked luggage, and on carry-on luggage)
- The Program Handbook



- If applicable, the Course Reading Packet (not available in-country).

Optional Items

- Camera and extra batteries/charger/memory cards/USB key drive
- Guidebook
- Pocket-knife/Swiss Army knife (do not pack in your carry-on!)
- Small sewing kit
- Earplugs
- Travel pillow
- A few safety pins
- Combination locks for your luggage (airport TSA-compliant for checked luggage)
- Hiking sandals, preferably nylon/waterproof (e.g., Chacos, Tevas, Keen)
- Flip-flops (for showers and inside wear) – alternatively, use your hiking sandals
- Dive mask (If you wear glasses and have a prescription mask, you may wish to bring it. Otherwise, note that snorkels and non-prescription masks will be provided for group activities.)
- Small purse or bag for city
- Wash cloth (in ziplock bag)
- Small, portable, fold-up umbrella
- Journal or diary



Appendix A: Purpose of the Homestay

A homestay allows participants to experience life with a local family. As each family is a microcosm of the culture, it is also a unique cultural and social centre with its own customs and value system. Living as part of a family involves sharing and adjustment at a very deep level. A prospective homestay family may be traditional (mother, father, children) or non-traditional (single parent, widow, widower, unmarried couple) but they have been chosen because of their understanding of the values important to our program and their willingness to open their homes to a new member. They will be as interested in you as you are in them. The role of the faculty during a homestay is to be available to students, monitor student behaviors, and to mediate any situation.

Roles of Each Party in the Homestay Experience

Homestay families normally provide the following for each student:

1. Room and board for the duration of the homestay.
2. General physical welfare.
3. Generally including the student in the daily life and routine of the family, though there are obviously many aspects of the intimate and personal lives of the family in which the student should not expect to share.
4. Time to talk and share ideas and opportunities to learn about life and culture in the country.

The homestay family is not expected to provide:

1. Transportation, except by agreement with the student, the Host Family Coordinator, supervising faculty and/or AUIP staff.
2. Pocket money, loans or financial responsibility of any kind.
3. Counseling or therapeutic attention.
4. Unusual services or treatment such as special diets, telephone time, maid service, clothing, recreation facilities, excursions, etc.

The student, in turn, should be expected to contribute:

1. Visibility, time, and effort to be a family member. S/he should be prepared to pose questions, respond to those asked, and be willing to discuss ideas raised by family members.
2. The effort and attention to maintain his/her self, such as making beds, putting away clothes, being neat, helping with setting the table and cleaning up after meals, some cooking where appropriate, being at meals on time, or informing the family early if not planning to be present.
3. Recognition and acceptance of the particular situation. Note whether the parents are devoted to their children and expect the student to show particular attention to them. Be attentive to the meal times and other routines within the family. Respect the family's preference of TV shows, where available, and kinds of music. Treat any pets appropriately. Receive visitors with respect and discretion. Be attentive to what the family likes and does not like to talk about.
4. Students, at their discretion, may offer a small present to the family to be given at any point during the homestay, such as picture books of the US, a product from the student's hometown or made by the student him/herself, or American souvenirs such as unused T-shirts. Any gift should benefit the entire family rather than just a single member.

General Etiquette Guidelines

- Say *please* when asking for anything & *thank you* when given anything.
- No Internet is provided. Only use the home computer and Internet if these are offered to you.
- No laundry is provided. Only use if it's offered to you.
- No phone is provided. Only use if it's offered to you and please DO NOT make direct international phone calls from a land line (i.e. only use a calling card).
- Please do not unplug anything from the wall outlets. If you need an outlet, then ask your family for an appropriate one.
- If you spill anything, especially on bed and bathroom linens, let your family know immediately.
- Please do not take anything from your family's home (e.g. toilet paper, soap, candles, etc.).



- Leave your room clean and tidy, especially put trash in the trash can.
- Take reasonable length showers (i.e. under 10 minutes). Please remember water is a scarce resource for families without access to town water/public water system.

Homestay Gifts (All Programs)

It is appropriate (though not expected) for students to bring their homestay family a small gift. T-shirts, hats, and pens from your home university are always popular gifts.

Homestay Gifts (Fiji)

As an alternative to suggestions listed above, the villagers themselves have identified the following as being of particular use:

- Inexpensive eye-reading glasses (any prescription strength)
- First aid supplies
- Used clothes/shoes (especially if students intend to dispose of items at end of the program)
- Math sets (rulers, protractors, etc.)
- Solar calculators
- Games for children (every family will have children), e.g. beach ball, football, skipping ropes

Some Other Points to Consider

- Keep the family informed about your plans and movements.
- Wash your clothes and take showers according to family schedules.
- Be especially sensitive about personal use of the family telephone. Pay for any toll calls made from your host family's phone by using your own personal phone cards.
- Remember that if you have younger children in your family, you will be a role model for them as they will look up to you. Therefore, it is vital that you set a good example. You will be expected to behave as a respectful and responsible adult member of the household. Be sensitive and aware of how your presence can contribute something to it, through an active interest in the family, participation in family activities, and through direct and immediate action in some of the above ways. If you are unsure or concerned about anything, talk it over with your family first. If that does not help, then talk with AUIP staff, a faculty supervisor, or the Host Family Coordinator.



Appendix B: Fiji Village Homestay Etiquette and Guidelines

All students participating in the Fiji program should be aware of, and comply with, the following etiquette and guidelines during their village homestay. These guidelines have been prepared by the villagers themselves so do not feel embarrassed to raise any of the issues (or concerns that you may have) with your host family.

1. Most importantly, the village wants you to know that by being accepted into their home (after the sevusevu ceremony) you are considered one of their family members. They wish you to speak up and tell them what you like/dislike (especially with regard to food preferences) and **not to be shy**. This will be difficult for you at first, but please know that your stay is as much a highlight for them as it is for you.
2. Bottled or filtered water only is to be consumed during the homestay. This includes all ceremonies (e.g., kava drinking), at meals (e.g., juice), and when cleaning your teeth. You must not drink or eat anything made of tap water that has not been boiled. The service provider has informed your family hosts of this but please discuss again with your family when you first meet them. Do not feel embarrassed in asking if the water is bottled/filtered before drinking it.
3. Generally, there will be one student per family. However, in some cases, you may be asked to share a room with another student, but every student should always have their own bed. If this is not the case, please inform your Faculty Leader so that the situation can be remedied.
4. No alcohol or non-prescription drugs should be brought into, or consumed in, the village. Alcohol is prohibited in certain villages and it is never polite for students to offer alcohol to villagers.
5. Remove shoes before entering a house. Use the same door that you have been asked to use (the front door is not typically used).
6. When seated, please cross your legs and avoid showing the soles of your feet.
7. Females ensure that your shoulders are covered (no tight, low-cut or sleeveless tops) and everyone should cover their legs to below the knees with a sulu/wrap. Swimwear is acceptable on the beach, but not inside the village. Please remove hats and sunglasses while in the village.
8. Avoid carrying anything on your shoulders (including towels and daypacks), carry these by hand.
9. At meal times, take only small portions of food but feel free to go back for more. Fijians will expect you to eat lots, but it is disrespectful to leave food on your plate. Food is scarce and waste is not tolerated.
10. In some cases, males and guests may be asked to eat first and before others. Your homestay family is not excluding you from meal times, rather this is considered a sign of respect. Typically your family will say grace before each meal.
11. At meal times, utensils may or may not be used and you may have to use your fingers. Sometimes only a spoon is provided.
12. Never walk in front of the kava bowl (tanoa). In social situations, walk behind the group and keep low or stooped. If you do find yourself walking in front of the kava bowl, bow down and touch the tanoa. When offered kava clap your hands once, drink in one gulp and then clap your hands three times.
13. You will be welcomed to the village on your arrival with a sevusevu ceremony. Usually photos are permitted but please be sure to ask first. Students should not be afraid to decline to drink kava if they do not wish to drink it, and it will not be considered rude.
14. Do not eat salads or uncooked fruit and vegetables that cannot be peeled first. Likewise, cooked food



should be eaten while still piping hot, and undercooked/raw meat and fish should always be avoided.

15. Avoid standing while others are seated. The head is the most respected part of the body for Fijians (avoid touching a Fijians' head – including children).
16. Keep your voice down and refrain from shouting or yelling in the village.
17. Bathing and cleanliness is an important and customary part of Fijian life. While you in the village it is expected that you will shower at least twice and preferably three times each day (in the morning, after an activity, and again in the evening). Fijians will consider it disrespectful if you do not bathe.
18. Some houses may or may not have electricity, flush toilets, showers, and/or indoor showers/toilets. There will always be water available (perhaps only from a bucket) and a private area for you to bathe. Contact your Faculty Leader if privacy is a concern.
19. Your group should bring approx 1 kg of high quality root kava (also called 'waka') to the village for the sevusevu (welcome) ceremony. Kava can be purchased by your Faculty Leader (you may need to remind him/her!) at any public market or grog shop.



Appendix C: Top Ten Health and Safety Tips while Studying Abroad

There are inherent risks in any study abroad or traveling experience, and while staff will make all attempts to ensure you have a healthy and safe trip, you are ultimately responsible for ensuring your own health and safety. Below are a few tips for staying safe while traveling (taken and/or adapted from the State University of New York Study Abroad Handbook):

1. Review the U.S. State Department "Students Abroad" website (<http://studentsabroad.state.gov/>) which has excellent information on travel documents, health and safety, emergencies, embassies, smart travel, and news and alerts for students traveling abroad.
2. Be informed about safety issues in the country and city. While traveling, keep yourself and your property safe. Do not display money, wallet, or other valuable items and be aware while handling money (this includes getting proper change). Be aware of all necessary valuables (e.g. passport, wallet, traveler's checks) at all times. Keep them with you (a money belt is often a good idea) or consider storing passports and other essentials in hotel/hostel safe boxes. Never leave any belongings, luggage or bags unattended or with strangers. Buy a lock for your backpack or luggage. Be prepared for field activities; i.e., wear sturdy hiking/walking shoes and bring a raincoat and warm layers for inclement and changeable weather. When going out, lock doors at your accommodation. Ask your local field guides or hostel managers where it is safe to walk and when. Do not walk alone at night *anywhere*. Take a cab or walk with a friend or two.
3. Avoid high-risk activities. All physical activities on the program are voluntary and an alternate assignment/activity can be assigned if you inform your faculty or staff member before participating.
4. Be prepared to respond to an emergency (refer to the section on crisis management in this *Handbook*)
5. Avoid crime and violence, including sexual harassment and assault. Do not put yourself in a situation where you could become a target (e.g., going out late at night, going out alone and/or intoxicated, going out with friends that you have just met while socializing, etc). Pay particular attention when accepting food and drink, upon arrival at the airport, with using nonverbal and verbal communication/body language, and when engaging in political conversations (avoid conversations about contentious political issues with locals). Avoid unwanted attention and confrontation. Don't scream "I'm a tourist" in how you kit yourself out; no hanging cameras, talking loudly, map waving, or smothering yourself in U.S. flags or symbols. Read the "Top Ten Ways to Not Become a Victim of Crime Around the World" article from the Center for Global Education's SAFETI on-line newsletter (http://gloaled.us/safeti/v2n22002ed_top_ten_list.asp). Make sure your mode of transportation is safe. Know where you are going, the distance you are going, and what time you expect to arrive. Ask about the credentials of the driver and the transportation.
6. Avoid alcohol and drugs and know the effects of alcohol and drugs. Although alcohol may be legal at a younger age abroad, its use and abuse is tied to being a victim of crime, violence, accident, and injury. Drug use (at home or abroad) can result in severe consequences – understand that the rules pertaining to drug use may be very different abroad than they are in the United States.
7. Be able to communicate with your group, faculty, and/or staff members at all times. Use the buddy system. The buddy system is a cooperative practice of two (or more) people working together for mutual assistance and/or safety and is to be used for all outdoor activities ranging from being in the water to hiking as well as returning to the coach before departing from a location. The buddy system is not restricted just to program activities, even on free days, your buddy should always know where you are, how to contact you, and when you are expected back. If you leave the group for any reason, inform an AUIP staff member of where you are going and when you can be expected to return. Carry your Emergency Information Card, health insurance information, and some form of ID with contact information for home and in-country with you at all times.



8. Take care of your physical, dental, and mental health. Make sure your university, the AUIP office, and program staff are aware of any medical conditions you have, or any medical treatments or medicines you require regularly. While on the programs, staff have a first aid kit (also available on the coach). Let staff know immediately if you are injured or require first aid treatment. Inform a staff member if you are ill as they can help you seek medical advice. Be aware that medical facilities are not always readily available in remote field locations. If you think you need medical assistance, visit a doctor before you leave the city. All students on prescribed medication are to remain on medication during the duration of the program, unless advised otherwise by a doctor or medical representative. Failure to do so and going off prescribed medication poses a health and safety risk for the individual and may be considered grounds for dismissal.
9. Have adequate health insurance and 24 hour emergency assistance.
10. Lead a healthy lifestyle. Take time to relax and be patient with yourself (allowing yourself time to adapt to the new culture and environment). Be mindful of jetlag: mild exercise and sunlight combined with appropriate water intake and eight hours of sleep a night are effective ways to acclimatize. Maintain good personal hygiene, stay fit and exercise, get plenty of sleep, eat healthy foods and drink water! Stay sober, and pay attention to what is going on around you at all times.