

APPLICATION PACKAGE 2018

for the *Indonesian Language Short Course (ILSC)*

These guidelines contain information that you need to be aware of prior to applying for the **Indonesian Language Short Course (ILSC)**. Please contact the ACICIS Secretariat if you have any questions.



Application Dates:

1 September: Applications for Australian university summer vacation intakes (November – February, Sessions 1, 2 & 3)

1 April: Applications for Australian university winter vacation intakes (July – August, Sessions 4 & 5)

ACICIS reserves the right to set limits on the number of students participating in the course per intake, to assess applicant suitability for the course, and to cancel an intake of the course if student enrolment numbers are insufficient.

Please send all applications to:

ACICIS Secretariat
The University of Western Australia
(M363) 35 Stirling Highway
Perth, WA 6009
Australia

p +61 8 6488 6675
e enquiries@acicis.edu.au

Costs

Three-week course

AUD\$1,097 tuition fee for member university students.

AUD\$1,426 tuition fee for non-member university students and private participants.

Six-week course

AUD\$1,973 tuition fee for member university students.

AUD\$2,565 tuition fee for non-member university students and private participants.

plus

AUD\$375 administration and orientation fee: all applicants.

The administration fee is payable upon notification of acceptance into the course. The course tuition fee must be paid in full **no less than six weeks prior** to course commencement.

Visa and Travel Requirements

Participants are responsible for arranging their own travel to and from Indonesia. Participants are required to have a passport

valid for at least 12 months beyond the course commencement date.

Participants enter Indonesia on a pre-purchased 60-day Social-Cultural Visa. This is a single entry sponsored visa that is valid if presented within three months from the date of issue. The current fee for a Social-Cultural Visa is \$AUD70. Students may elect to obtain this in Perth with the assistance of the ACICIS Secretariat (recommended) or nominate another Indonesian consular mission following consultation with the Secretariat.

Participants who arrive in Indonesia with a Visa on Arrival (tourist visa) will not be permitted to commence the course.

Academic Approval and Credit Recognition

Applicants are responsible for securing academic approval and/or credit recognition for their participation in the course from an authorised party within their home university, faculty, school, or department. It is strongly recommended that an applicant's home university approves the awarding of academic credit prior to the applicant's participation in the ACICIS **Indonesian Language Short Course**. For applicants from ACICIS member universities, academic credit approval should be acknowledged via the 'University Approval Form' provided on page 6 of this application package.

Withdrawal

Applicants who have been formally accepted into an ACICIS course who subsequently decide to withdraw from, or postpone, their participation in the course should notify the ACICIS Secretariat **in writing** of their intentions as soon as possible. Depending on the timing of withdrawal, different financial and academic penalties may apply.

Pre-course Withdrawal

The administration fee payable upon notification of acceptance into the course is **non-refundable**. Withdrawal from an ACICIS course after the payment of the course tuition fee, and prior to course commencement, will attract a withdrawal fee equivalent to 40% of the course tuition fee, with the balance of the tuition fee being refundable. After commencement of course ori-

entation in Indonesia, no refunds – partial or otherwise – will be possible. Please note that students deferring payment of their ACICIS course tuition fee through HECS-HELP will remain liable for any relevant withdrawal penalties in effect at their home university.

Mid-course Withdrawal

A student's ACICIS course tuition fee is **non-refundable from the date of commencement of course orientation in Indonesia**. Note that this date differs to the normal HECS-HELP census date in effect at students' home universities. Home institutions may elect not to withdraw the HECS-HELP liabilities pertaining to a student's participation in the ACICIS **Indonesian Language Short Course** or, alternatively, may require a student withdrawing after course commencement to repay the course tuition fee paid by the home university to ACICIS. Academic penalties incurred by a student withdrawing from the ACICIS **Indonesian Language Short Course** are determined by the Indonesian host university at which the student is enrolled and by the regulations in force at the student's home university. Student withdrawal from the ACICIS **Indonesian Language Short Course** after course commencement may result in the student being deemed to have failed the course.

Proof of Insurance Cover

Travel insurance cover inclusive of provision for emergency medical repatriation is compulsory for all participants on the ACICIS Indonesian Language Short Course. Prior to departure for Indonesia, participants are required to submit to the ACICIS Secretariat proof of adequate insurance cover - including a copy of the policy wording, policy number, policy type, and insurer's 24-hour emergency contact number.

Home University Responsibility

While undertaking ACICIS Professional Practicums, participants remain bound by the rules and statutes of the home university in which they are enrolled, in accordance with Clause 18 of the ACICIS joint venture agreement to which all ACICIS member universities are party.

ACICIS gratefully acknowledges the financial and in-kind support received from the Commonwealth Department of Education and Training and the Department of Foreign Affairs and Trade through the Australian Government's New Colombo Plan Mobility Program.



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

Australian Consortium for 'In-Country' Indonesian Studies

a ACICIS Secretariat, The University of Western Australia.(M 363), 35 Stirling Highway, Perth WA 6009
t (61-8) 6488 6675 e acicis@acicis.edu.au w www.acicis.edu.au

Indonesian Language Short Course Application Package Checklist

Applicant's name

Applicant's University/Organisation

Submitted DD/MM/YYYY

Completing the Application Pack

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

ACICIS FORMS

1. Personal Details
2. Educational Details.....
3. Course Enrolment Preferences
4. Academic/Professional Evaluation Form (sealed)
5. Language Skills
6. University Approval Form from Faculty/Dean/Authorised Person.....
(Applicable for students from ACICIS member universities only)
7. Statement by Applicant
8. Student Acknowledgement and Waiver.....
9. Media Consent Form.....

SUPPORTING DOCUMENTS:

- Photocopy of first page of passport
+ two passport-sized photos
- Original or Certified Copy of University Academic Transcript

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

- All forms have been **completed, signed and dated**
- Forms are in order as shown on the checklist
- All staples, paperclips and fastening devices have been removed
- Passport expiry date is valid for at least 12 months beyond the program commencement date.

ACICIS will notify all applicants of receipt of their application either by email or phone. Participants will be notified of the outcome of their application within ten working days of the application deadline.

Signature

Date DD/MM/YYYY

Please forward the completed application to:

ACICIS Indonesian Language Short Course
ACICIS Secretariat
THE UNIVERSITY OF WESTERN AUSTRALIA
(M363) 35 Stirling Highway
Perth, WA 6009
AUSTRALIA

Alternatively, a scan of the application can be emailed through to enquiries@acicis.edu.au

1. PERSONAL DETAILS

Please fill in details as presented in your passport:

Title Surname

Given Names

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

Place of Birth

Nationality

Passport Number

Place of Issue/Authority

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

Expiry Date **DD / MM / YYYY**

*Applicants are required to have a passport valid for at least six months beyond the course commencement date.

Contact Details

Contact Phone Numbers (including international/state extensions)

Mobile/Cell

Home

Business

Facsimile

Email

Permanent Home Address

.....

.....

.....

Postal Address As Above

.....

.....

.....

Next of Kin / Emergency Contact

Name

Relationship

Address

.....

.....

Telephone

Mobile

Email

Where would you like your visa issued?

Perth

Singapore

Other (please state) _____

If requesting visa to be issued in a place that is not Perth or Singapore, please contact the ACICIS secretariat to ensure that this is possible.

Do you consent to having your contact details shared amongst fellow ACICIS students in Indonesia?

Yes

No

Do you have any special dietary requirements?

Yes

No

Please detail (eg. vegetarian):

.....

.....

2. EDUCATIONAL DETAILS

University

Faculty/Department

Degree Program/Major

Completion Date/

Expected completion date **MM / YYYY**

*You must attach a copy of your academic record with your application.

Applicant Category

From the list below, which category best describes you?

- Student from an ACICIS member university
- Student from a non-member university
- Private applicant
- Other (please provide details)

For what reason are you enrolling with ACICIS?

- Academic credit towards an undergraduate degree or qualification
- Academic credit towards a postgraduate degree or qualification
- Professional/Business Purposes
- Other Purposes

Where did you first hear about the ACICIS **Indonesian Language Short Course**?

University	Email	In-class presentation	Referral	Social media
<input type="checkbox"/> University international or study abroad office	<input type="checkbox"/> Email from university lecturer or tutor	<input type="checkbox"/> In-class presentation by university lecturer or tutor	<input type="checkbox"/> Word-of-mouth referral from past ACICIS participant	<input type="checkbox"/> Social media: Facebook
<input type="checkbox"/> University website	<input type="checkbox"/> Email from university international or study abroad office	<input type="checkbox"/> In-class presentation by international or study abroad office	<input type="checkbox"/> High school teacher	<input type="checkbox"/> Social media: Twitter
<input type="checkbox"/> Flyer or poster at university	<input type="checkbox"/> Email from university central administration	<input type="checkbox"/> In-class presentation by past ACICIS participants	<input type="checkbox"/> Referral from another organisation	<input type="checkbox"/> Social media: Instagram
<input type="checkbox"/> University careers office		<input type="checkbox"/> In-class presentation by ACICIS staff member or representative		<input type="checkbox"/> Online search
<input type="checkbox"/> University study abroad and student exchange fair		<input type="checkbox"/> Posting on university Moodle or similar Learning Management System (LMS)		

Travel Experience

If you have any had previous travel experience to Indonesia, please note when, where, and for what purpose.

Please outline any other recent travel experience you have had. Please note when, where, and for what purpose.

3. COURSE ENROLMENT PREFERENCES

Session Enrolment

Please indicate the course session(s) you are applying for:

Session 1: Late November - Mid December

Session 4: Late June/ Mid July

Session 2: January

Session 5: Late July/Mid August

Session 3: Late January - Mid February

Please see the ACICIS website for specific session dates:

www.acicis.edu.au/programs/tour/indonesian-language-short-course-ilsc/tour-dates/Placement Type

Language Level Enrolment

Please indicate which course level (s) you are enrolling in:

Level 1: Lower Beginner

Level 2: Beginner

Level 3: Lower Intermediate

Level 4: Intermediate

Level 5: Upper-Intermediate

Level 6: Advanced

Please see the ACICIS website for full descriptions of each level:

<http://www.acicis.edu.au/programs/tour/indonesian-language-short-course-ilsc/>

4. ACADEMIC/PROFESSIONAL EVALUATION FORM

Instructions to applicant: Each applicant is required to submit the following referee report, to be completed by either an academic or professional **whom you have known for more than six months**. Please ensure this is completed by a direct supervisor (eg. a lecturer, Honours supervisor or program coordinator who has taught you; or by a manager or employer who has directly supervised you). Referees may **not** be family members. Please ensure you request this reference from your referee well in advance of the application deadline. Late referee forms and/ or incomplete application forms will not be accepted. It is your responsibility to obtain this completed referee report as part of your application. Evaluations must be posted to the ACICIS Secretariat in a sealed envelope or, alternatively, your referee may email through a scanned PDF to acicis@acicis.edu.au where it will be added to your application.

Instructions to referee: The following applicant has listed you as a referee in applying for the ACICIS Indonesian Language Short Course in Indonesia. ACICIS would be grateful if you could complete the following form regarding the applicant's skills and experience to the best of your knowledge. Please sign, date and include an organisational stamp/ seal where possible. Please either return this form to the applicant in a sealed envelope with your signature across the seal (unless you are willing to allow the applicant to read the evaluation in its entirety). Alternatively you may email through a scanned PDF to acicis@acicis.edu.au.

Name of Applicant:

How long and in what capacity have you known the applicant?

- Less than six months 6-12 months Over 12 months
 Lecturer Employer Other _____

To the best of your knowledge, please indicate the applicant's academic and/or professional capabilities on the following scale. (0 indicates 'unable to judge', 1 indicates 'poor', while 5 indicates 'excellent')

Applicant performance criteria	0	1	2	3	4	5
Demonstrated clear written and oral communication skills						
Strong analytical and problem solving skills						
Demonstrated initiative to work independently as required						
Demonstrated strong cross-cultural awareness and cross-cultural team player behaviours						
Professionalism (demonstrated in punctuality, appropriate office attire/presentation, and respect for campus/workplace regulations)						

Additional comments on the above criteria (Please list any specific achievements in these areas, strengths and weaknesses):

.....

To your knowledge, are there any potential behavioural or other issues which might affect the applicant's participation in this ACICIS course in Indonesia? If yes, please provide details here:

.....

I recommend this applicant for the Indonesian Language Short Course

- without reservation with reservation I do not recommend this applicant

Referee's name and position

University/Tertiary Institution/Company

Email Contact Number

Signature Date DD / MM / YYYY

5. LANGUAGE SKILLS

No previous study of the Indonesian language is required to undertake the ACICIS Indonesian Language Short Course. Indonesian language competency may, however, assist ACICIS in determining an applicant's best-suited course level. Please tick the checkbox next to the statement that best describes your existing Indonesian language skills.

1. No Indonesian language skills.

2. I can speak very basic street level Indonesian. (I can count, direct a taxi driver, order a meal in a restaurant)

3. I speak a moderate degree of Indonesian. (I feel comfortable in simple conversations, and can read the newspaper with the aid of a dictionary.)

4. I have a moderate to advanced degree of Indonesian. (I can conduct conversations about most topics, understand most of a TV/radio news broadcast, and can read a newspaper without the aid of a dictionary.)

5. I have an advanced degree of Indonesian. (I can conduct conversations on specialised topics, understand almost every word of a TV or radio news bulletin, and write in a variety of formal and informal styles.)

6. I am completely fluent/native speaker

If you ticked boxes 3 to 6, please indicate how many years of formal study you have undertaken.

.....

.....

Indicate if you have learnt any other languages and to what level:

.....

.....

6. UNIVERSITY APPROVAL FORM (for students from ACICIS member universities).

Name of Applicant

University

In accordance with the provisions of the ACICIS joint venture agreement to which all ACICIS member universities are party:

1. We acknowledge that, as an incorporated body, our university shall continue to be the institution responsible for its student/s participating in the **Indonesian Language Short Course** and that ACICIS will not be liable for any claims whatsoever resulting from student participation in the ACICIS **Indonesian Language Short Course**.

2. We accept that students will be subject, in the first instance, to all regulations and conditions set by ACICIS, participating Indonesian universities and Indonesian government authorities for the duration of their participation in the **Indonesian Language Short Course**. We understand further that students participating in the ACICIS program will also remain bound by the rules and statutes of the home institution in which they are enrolled.

3. We declare that this applicant **is / is not (delete as applicable)** fully covered by our university's travel insurance policy (*please append details of your university's insurance policy if the applicant is covered by it*).

4. We accept that tuition fees will be levied according to our status as a current financial member of ACICIS.

5. We declare that this student will, for the duration of their ACICIS **Indonesian Language Short Course**:

be enrolled in a HECS-HELP liable course, therefore the university agrees to pay the ACICIS **Indonesian Language Short Course** tuition fee of AUD\$1,097* / AUD\$1,973** on behalf of this student. We guarantee full payment of tuition fees will be made to the ACICIS Secretariat **no less than six weeks prior** to course commencement.

* Tuition fee for three-week course **Tuition fee for six-week course

be enrolled in a non-HECS-HELP liable course, therefore we request that ACICIS invoice the student directly for the ACICIS **Indonesian Language Short Course** tuition fee of AUD\$1,097* / AUD\$1,973**).

6. We accept that the student's withdrawal from the ACICIS **Indonesian Language Short Course** after the payment of the course tuition fee, and prior to course commencement, will attract a withdrawal penalty equivalent to 40% of the course tuition fee, with the balance of the tuition fee being refundable. We accept that no refund – partial or otherwise – of the student's tuition fee will be possible from the date of course commencement in Indonesia and that the procedures governing student withdrawal from, or non-attendance at, the ACICIS **Indonesian Language Short course** after this date will be dealt with by our university's regulations covering this situation.

7. We guarantee to provide assistance and advice for student applicants in determining appropriate health and travel insurance policies, as determined by current regulations and policies in force at our institution.

8. We will guarantee the awarding of academic credit for this participating student, subject to the following requirements and conditions (if any):

.....
.....

9. We acknowledge that ACICIS reserves the right to assess the suitability of all student applicants for acceptance in to the **Indonesian Language Short Course**, to set student quotas with preference to member universities for the course in the event of high demand, and to cancel the course if student numbers are not sufficient.

10. We acknowledge that ACICIS has the right to terminate ACICIS programs in Indonesia if, in its view, the safety and wellbeing of participants may otherwise be at risk.

Please state any other factors which may be relevant in determining the applicant's suitability to undertake the ACICIS Indonesian Language Short Course:

.....
.....

Name

University Position: Dean of Faculty / Head of Department / Authorised Person

Signature Date DD/MM/YYYY

*This University Approval Form should be signed by a university staff member authorised to approve a.) the awarding of academic credit for a student's participation in the ACICIS Indonesian Language Short Course; and b.) student tuition fee payments to ACICIS on their university's behalf (where relevant).

7. STATEMENT BY APPLICANT

- 1) I declare that the information contained in this application is complete and accurate to the best of my knowledge.
- 2) I have read and understood the information provided concerning the ACICIS **Indonesian Language Short Course (ILSC)** and am willing to participate in the course on this basis.
- 3) I acknowledge that I have informed myself of the potential risks involved in participating in an ACICIS program in Indonesia, that I comprehend the nature and extent of the risks, and that I voluntarily accept those risks.
- 4) I acknowledge that, while on an ACICIS program, I am responsible at all times for my own safety and further acknowledge that neither ACICIS nor the University of Western Australia (as the Consortium's lead institution) will be liable for any claims whatsoever resulting from my participation in its ILSC program in Indonesia.
- 5) I accept that ACICIS in no way can accept liability for my holiday travel.
- 6) I accept that academic credit, eligibility for Austudy and liability for HECS-HELP payments will be determined by the relevant Australian authorities as applicable.
- 7) I give my permission for ACICIS to provide to my home university (if applicable) details of my academic program, progress or results.
- 8) I acknowledge that my withdrawal from the ACICIS **Indonesian Language Short Course** after the payment of the course tuition fee, and prior to course commencement, will attract a withdrawal penalty equivalent to 40% of the course tuition fee, with the balance of the tuition fee being refundable. I further acknowledge and accept that no refund – partial or otherwise – of the the ILSC tuition fee will be possible from the date of course commencement in Indonesia, and that the procedures governing withdrawal from, or non-attendance at, the ACICIS **Indonesian Language Short course** after this date will be in accordance with my home university's regulations covering this situation.
- 9) Without affecting clauses herein, I accept that ACICIS (and the Consortium's lead institution, the University of Western Australia) is entitled to terminate the course in Indonesia early if it reasonably determines that it is dangerous for ACICIS students to remain in Indonesia (whether owing to threat of terrorism, civil commotion, war, weather conditions, natural disasters or otherwise), or for any other reasons beyond the control of ACICIS and its constituent universities. I accept that, if the commencement of the ACICIS course is terminated after the Orientation commencement date, no refund of money will be provided for fees and costs incurred.
- 10) I accept that the University of Western Australia (as the lead institution for ACICIS and on behalf of its employees and agents) is expressly excluded from any liability

for any loss or damage suffered or sustained by ACICIS students as a result of or in connection with any negligent act or omission on the part of the University (or its employees or agents) (including without limitation, a decision on the part of the University to suspend or early terminate or not to suspend or early terminate the ACICIS course) and for any loss or damage suffered or sustained by any student resulting from the suspension or early termination of the ACICIS course (including, without limitation, airfares, prepaid rent or other pre-payments, foreign exchange losses, any loss or diminution in Austudy payments or other entitlements or allowances or any HECS-HELP liability incurred), and I release the University from any liability for any loss or damage suffered by the students as a result of the University (or any other consortium member) deciding not to credit the relevant ACICIS student with studies undertaken in Indonesia in the ACICIS course, resulting in any failure or delay in achieving a diploma, degree or other certification.

- 11) Without affecting any other provisions of this document, I accept that if an event of force majeure occurs any obligations which may be otherwise owed to me by the University of Western Australia or any relevant entity in the ACICIS consortium will be suspended for the duration of the event of force majeure or, where the event of force majeure has permanent effect, permanently. For the purposes of this clause, "force majeure" means any event which is beyond the reasonable control of the University of Western Australia and which has the practical effect of preventing performance of any obligation otherwise imposed upon the University of Western Australia or any member of the ACICIS consortium with respect to the ACICIS course.
- 12) I agree to abide by all university and government regulations or special conditions for the duration of my sponsored visa. I understand that failure to comply with the above, as determined by the ACICIS Resident Director, may result in my expulsion from the course and the immediate termination of my sponsored Indonesian visa.
- 13) I acknowledge that sponsorship of my Indonesian visa will no longer apply after the completion of my ACICIS courses and that further study or time in Indonesia will require arrangements for alternative sponsorship for which I am solely responsible.
- 14) I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

Signature of Applicant

Signature of Witness

Name of Applicant

Name of Witness

Position / Occupation

Date DD / MM / YYYY

Date DD / MM / YYYY

8. STUDENT ACKNOWLEDGEMENT AND WAIVER

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

Home University: [print the name of your university]	
Host University:	Satya Wacana Christian University, Salatiga
Student's full name	
Student's address	

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

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

<http://www.smarttraveller.gov.au/zw-cgi/view/Advice/Indonesia>
- To the fullest extent permitted by law, neither the Home University nor any current or future ACICIS member has any liability to me whether under the common law or otherwise (and I release and forever discharge the Home University and current and future ACICIS members from any such liability) for death or any injury, disability, illness, and loss or damage of any kind suffered or sustained by me arising out of or connected with my involvement in the academic studies noted above and/or my presence at any Host University campus, including any death or any injury, disability, illness, and loss or damage caused by an act or omission of any Host University (whether negligent or otherwise).
- The Home University has strongly recommended that I discuss my plans to study in Indonesia, and this acknowledgement and waiver, with my next of kin.
- My acknowledgements as detailed above are conditions precedent to, and will be relied on by, the members of ACICIS for the time being and the Home University in considering and granting my application for acceptance into the course.
- I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

Signature of Applicant.....

Signature of Witness.....

Name of Applicant

Name of Witness.....

Position / Occupation.....

Date DD / MM / YYYY

Date DD / MM / YYYY

9. MEDIA CONSENT FORM

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

NAME OF APPLICANT	
ADDRESS	
EMAIL	
PHONE	

You agree and acknowledge that:

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

Signature of Applicant Signature of Guardian

Name of Applicant Parent/Guardian Name:

Date DD/MM/YYYY

Date DD/MM/YYYY

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