



Introduction

The Global Student (TGS) Student Code of Conduct and Behaviour outlines the principles and policies that define the students expected behaviour in the destination country of their program.

Any participant in any TGS program assumes certain obligations to TGS, their home University, their home and host country, and other program participants. Should the Director at any time determine a participant fails to meet the behavioural expectations or does not abide by the Code of Conduct set out in this document, that participant may be asked to leave the program. **Participants asked to leave under such circumstances will not receive a refund.**

TGS is an equal opportunity organisation and does not discriminate on any basis race, colour, creed, gender or sexuality, ideology, religion, economic status, age or ethnic background.

Program participants, in addition to other program responsibilities, are responsible for:

- Ensuring they are in sufficient good health to undertake the program.
- Acting in an appropriate and respectful manner towards the local people, fellow travellers, other program participants and all staff in accordance with the customs, laws, regulations and ordinances of the destination country.
- Effectively communicating your interests, skills, limitations and needs to host representatives and program providers.
- Understanding that all students who attend a TGS program acknowledge, have read and will comply with the [TGS Preventing Sexual Exploitation, Abuse and Harassment \(PSEAH\) Policy](#) and [Child Protection Policy](#).
- For in-country programs, do not engage in any unpaid work, paid work and/or business enterprise for personal gain and outside of the remit of the internship or program without prior approval. Do not use your position on the program to request advantages or favours.

Code of conduct

The following is the TGS Code of Conduct, including Alcohol and Drug Use Policy, which all participants must agree to.

TGS expects all participants to behave in a lawful manner that is respectful of other people, customs, and property. In addition to the pre-departure information provided by TGS, participants are responsible for researching and understanding issues that relate to a respective host country's laws, as well as the safety, health, political and cultural conditions of the host country.

Violation of this Code may include dismissal from the program.

Behaviour Policy

While in a foreign country, participants are subject to that country's laws and regulations. That country may not afford the protections available under Australian law. Any student convicted of a crime abroad can expect imprisonment and/or fines. TGS will not assist in legal matters caused by a participant's use of alcohol or drugs.

Any of the following are considered a violation of the TGS Code of Conduct:

- Violation of the Alcohol and Drug Use Policy (as below)
- Criminal behaviour or violation of local laws, including theft or vandalism

- Violation of rules or conditions in participant's accommodation
- Violation of rules in effect at the in-country service provider
- Repeated intoxication
- Discrimination of any kind, including against race, ethnicity, gender, sexuality, ideology, religion or other
- Abusive language or behaviour towards TGS staff and representatives or other TGS program participants
- Sexual Exploitation, Abuse and Harassment
- Disorderly, indecent, or obscene conduct
- Violent behaviour
- Falsification of documents or personal records submitted to TGS as part of the application or acceptance process
- failure to disclose anything that may impact on program participation or successful completion of the program during the application or acceptance process
- Any inappropriate conduct, including but not limited to violation of any TGS policies

Alcohol and Drug Use Policy

Participants who choose to drink alcohol are responsible for their actions at all times. Excessive drinking may be grounds for dismissal as it can affect the safety of the group, the community and/or the individual. Intoxicated students will not be allowed to participate on any TGS excursions or activities, and participants will not receive a refund for the missed excursion or activity.

The use, sale, or possession of illegal drugs by TGS participants is strictly prohibited and will result in disciplinary action, up to and including dismissal from the program with no refund applicable.

Any violation of the Alcohol and Drug Policy will be taken seriously by TGS and may be reported to authorities and/or the participant's home University where applicable.

Corrective Action

Please note: If a student engages in violent behaviour towards any TGS staff or representative, host, program provider or other TGS participants, they may be immediately removed from the program.

Other circumstances may result in corrective action. These may include but are not limited to any of the following, and may be included in the weekly reporting to the home institute:

- Verbal warning: a discussion with the Director of TGS
- Notification: TGS may notify the participant's home University of any violation of TGS policies via email and phone
- Compensation: A participant may be required to pay for damages or theft.
- Loss of privileges: A participant may be denied permission to participate in TGS activities, excursions, etc. permanently or for a designated time period. No refund will be given for missed activities.
- Accommodation termination: TGS has the authority to remove any participant from his/her accommodation and/or the program in the case of inappropriate behaviour. If this occurs, the student must then find his/her own alternate accommodation at his/her own expense. No refunds for accommodation payments will be given.
- Dismissal: A participant may be permanently expelled from the TGS program. The dismissed participant will not receive a refund of any kind.

Termination of participation does not diminish or otherwise affect the participant's obligation to make all payments to TGS. The dismissed participant will not receive any summary certification for applicable programs.

Disclosure

All participants must disclose at time of application and/or acceptance any pre-existing or existing medical conditions (including depression, mental health and eating disorders) and disabilities. Any medical conditions arising after application and prior to departure must be disclosed to TGS prior to departure and subsequent program commencement. TGS reserves the right to refuse an application based on these disclosures if deemed necessary and in the safety and best interests of the participant. TGS reserves the right to cancel an application or terminate a placement without refund if false information or lack of disclosure is found to have been supplied. TGS and associated partners are not held responsible for the administration or monitoring of any medication.

Based on our duty of care for every student, TGS reserves the right to share the medical information provided by each student with their home university in Australia. TGS policies in this area are established for *inclusion* and not *exclusion*. Every student should have a positive and well supported experience. To ensure this, any pre-existing medical conditions should be disclosed in order to ensure an appropriate support plan is in partnership with the home University and their expert support services. Should medical information be disclosed by students, TGS will consult with the student's home university in Australia to ensure a medical management form has been approved or to seek approval for the student being declared fit to travel by a qualified medical professional. TGS will not be held financially liable for any expenses occurred relating to medical expenses or services required by students when participating in a TGS program. Should a medical professional deem a student unfit for travel, and after consultation with the individual student and home university in Australia, TGS reserves the right to cancel an application or terminate a placement with the safety and best interests of the participating student as the priority. TGS will provide advice on services and support available in country, to the best of their ability, to assist students, their family and university decide on the suitability of any location, but will not be deemed responsible should any services or support fail to meet the needs of the program participant should they be required.

While TGS makes every effort to establish safety conditions and undertake full risk assessments, participants are advised that the general standards of health, safety and hygiene in many countries visited may not be of comparable standards to Australia, and hence a risk of injury and illness is more probable while abroad and is inherent to any such venture.

Some TGS programs may require a police check / criminal record check or Working with Children check. This check shall be carried out at the participant's expense. Some programs may require proof that participants are clear of certain medical conditions, through the provision of a formal health check and/or certificate and/or wellness forms. A certified / signed health check, if necessary, shall share in full with TGS prior to program commencement.

Complaints

If a participant wishes to lodge a complaint in relation to their program, they shall first bring the complaint to the attention of the TGS Director or Internship manager, who will make reasonable efforts to deal with and, where possible, resolve the complaint within a reasonable time. If the representative is unable to resolve any serious complaint, and the participant chooses to terminate their placement early and depart the project, they shall provide the representative with written notice prior to departure. Compensation cannot be provided for early departure from any program unless extreme circumstances are found, which will be determined at the sole discretion of the Director of TGS. Participants agree that TGS shall not be liable for damages or compensation relating to any claim regarding inconvenience, disappointment, discomfort, or loss of enjoyment.

Supporting Documents

- [TGS Preventing Sexual Exploitation, Abuse and Harassment \(PSEAH\) Policy](#)
- [Child Protection Policy](#).