



GLOBAL ONLINE PROGRAM CHECKLIST

Curtin students participating in a Global Online Program are required to complete and submit the following checklist to Go Global goglobal@curtin.edu.au prior to commencing their program.

ENVIRONMENT	YES	NO	NOT APPLICABLE
I have an office space with suitable chair and desk.			
I have ensured all the slip and trip hazards in my work environment have been removed.			
I have checked the electrical cables and multi plug power boards I am using and they are in good condition.			
I have read the Workstation Set Up Guide and understand my obligations to ensure I have a safe environment.			
I will ensure my work area is clean, tidy and enables me to work freely and comfortably for extended periods of time.			
HEALTH AND WELLBEING – BEST WORK PRACTICES			
My emergency contact details are up to date in Student One/Oasis.			
I have a check-in plan with my Curtin Program Supervisor (eg. phone calls, Skype or emails) and agree to maintain contact as arranged.			
I have a plan to manage fatigue if I am engaged in activities in different time zones.			
I have read the Working Remotely Guide – “A Guide for Safe Virtual Fieldwork” .			
I have advised Disability Services and/or my Curtin Program Coordinator of the “reasonable adjustments” required to complete the program due to disability or medical condition(s).			
I am aware that Curtin Counselling Services (08 9266 7850 or 1800 651 878- free call number) can provide support if I have wellbeing issues that affect my program activity.			
Curtin University is committed to providing a safe learning environment on campus, virtually and on industry, community and professional placements. I am aware that Curtin has zero tolerance for: <ul style="list-style-type: none"> • Discrimination of any form; • Sexual harassment and/or sexual assault; • Exploitation, harassment or abuse of others. 			
I am aware of my obligation to promptly report incidents and hazards during my program to Curtin , and have been advised of the procedures to follow in the event of an incident. This also extends to Sexual Exploitation, Abuse and Harassment (SEAH) reporting requirements.			
ACCESS, CONNECTIVITY AND INFORMATION MANAGEMENT			
I have access to the relevant Curtin systems to successfully participate in the program and complete the requirements.			
I have completed a trial of the relevant remote communication technologies required.			
I have reviewed Working Remotely Guide – “A Guide for Safe Virtual Fieldwork” and will ensure I am compliant with Curtin’s Digital & Technology Solutions (DTS) remote working protocols and authorized technology & software requirements.			
I acknowledge I have been advised to ensure appropriate digital security practices are put in place to protect my identity and information.			
I acknowledge I have been advised that it is a requirement that I use my Curtin student email account for registration and communication during the program.			
HOST ORGANISATION			
If participating in a Global Online Internship I have familiarised myself with the host organisation’s core business, unique cultural aspects of the workplace, standard of dress and grooming requirements.			
I will complete orientation programs, preparation or pre-briefings provided by the host university/program provider.			
ATTENDANCE & COMMITMENT REQUIREMENTS			
I have arranged family and personal commitments prior to commencing program and expect to complete all days and hours to enable me to meet the program requirements.			
I am aware that I need to notify my Curtin Supervisor and Host/Program Provider if I expect to be absent from my program.			
I am aware of the assessment and credit requirements associated with my program.			
END OF PROGRAM	YES	NO	NOT APPLICABLE

I agree to thank host or program provider at end of program.			
I will advise my Curtin Supervisor or Go Global Team once I have completed the program.			
I will submit the official program transcript or completion certificate to Go Global Team in a timely manner.			
STUDENT CONDUCT			
As a Curtin student I understand that while participating in a Global Online Program I must abide by and meet Curtin's policies and procedures including but not limited to: <ul style="list-style-type: none"> • Student Charter; • Conduct at Curtin: A guide for students; • Information and Communication Technology Appropriate Use Procedures and Information Security and Information and Communication Technology Appropriate Use Policy. 			
I also acknowledge that I will abide by and meet the standards, policies and regulations of the Host.			
I acknowledge that the Host may notify Curtin if I fail to meet their requirements. If that happens, it will also be a breach of the Curtin standards mentioned above in the Student Conduct clause.			
I have attended a Curtin pre-briefing session.			
I will continue to check OASIS on a weekly basis.			
I have reviewed and understand the Global Online Program Participation Terms & Conditions I consented to with my application.			
NEW COLOMBO PLAN (NCP) PARTICIPANTS ONLY			
As a New Colombo Plan (NCP) grant recipient I acknowledge that I have read and understand my obligations within the following documents: <ul style="list-style-type: none"> • NCP Mobility Media & Publications Guidelines • NCP Student Code of Conduct • NCP Compliance & Consent Form • NCP Student Code of Conduct 			
RESOURCES			
Student IT Essentials Guide Working Remotely – A Guide For Safe Virtual Fieldwork Online Safety Guides Curtin Safer Community Team 24/7 security and support +61 8 9266 4444 Wellbeing Services Staying Safe Online Curtin IT Tools & Guides Notification form for reports of sexual exploitation, abuse or concerns about welfare of children Notification form for reports of sexual exploitation, abuse or concerns about welfare of vulnerable people Access to Global Society Resources & Mini Guides: <ul style="list-style-type: none"> • Making Connections Virtually • Online Meeting Etiquette • Health & Safety on a Virtual Program 			

DECLARATION	
I declare that the information provided is correct and I have sought guidance on any matter that requires clarification.	
NAME:	
STUDENT ID:	
SIGNATURE:	