

Guidance for Law Student Placements and International Experiences

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Why these guidelines?

A placement¹ or international opportunity² will be one of the most rewarding aspects of your time at the ANU College of Law. They are as exciting as they are varied. In any given year, over 1000 students from the ANU College of Law participate in an off-campus experience including LPE placements, international internships, Global Exchange, offshore mooted competitions, clinical placements, interstate internships, college-led courses and independently arranged study abroad each year. Generally, they pass without incident.

Aside from having a productive and rewarding experience, it is important to the College that you have a safe one. As such, we require you to read this document carefully and confirm that you are aware of some of the risks you might face and what you can do to stay safe.

Not everything in this document will be applicable to your trip, nor will everything applicable to your trip be in this document.

If, for reasons outside of your control, you are unable to complete a placement, we will endeavor to ensure that your academic progress is disrupted as little as possible.

Checklist of things to consider, regardless of your destination

It is important that you are aware of specific issues relating to your experience, location and nature of your placement or overseas experience. However, there are some things to consider that apply regardless of your destination.

DOMESTIC TRAVEL (outside ACT)

- Complete the ANU Travel Approval Form
 - Refer to the [‘How to complete the ANU Travel Approval Form’](#) for instructions on how to complete the form.

- Be aware of your surroundings both in an immediate and general sense.
 - Monitor local media to be aware of anything that may affect your safety.
 - Talk to your host about the local area and anything you should be aware of.
 - Some countries, and most jurisdictions around Australia, have applications that alert you of nearby emergencies, such as bushfires or extreme weather. If one is available for your destination, download it.

¹ For the sake of consistency “placement” is a catch all term referring to internship, legal practice experience, clinical placement etc.

² International opportunity includes study abroad, College-led course or overseas internship etc

- Ensure that you or other members of your trip (if applicable) remain contactable at all times, by the ANU and by one another.
 - Remember that in emergency situations certain means of communication may be unavailable. Consider alternative means of communication, not simply phone numbers, but ANU email or social media as well.
 - We strongly recommend using web-based applications such as WhatsApp (linked to your mobile number, known by ANU) to send and receive calls and messages.
 - Do not rely on being able to purchase a local SIM card at your destination. It is extremely easy to either forget, continually put off or simply be unable to purchase or activate a SIM. In either case the ANU will not know your new number immediately and will not be able to call you in an emergency.
 - If you are uncomfortable sharing personal contact information with other trip members, please discuss this with the course convenor as soon as possible.

INTERNATIONAL TRAVEL

- Register with [Smartraveller³](#) and familiarise yourself with your destination.
 - If your destination is rated other than "Exercise normal safety precautions" you must contact your Course Convenor or [College Student Administration Services](#) in advance. Smartraveller also provides useful generic advice on a variety of topics [here](#) for all travelers that you should consult prior to your trip.
- Ensure you have your ANU Corporate Travel Insurance details handy.
 - You will have access to [WorldAware⁴](#), a travel safety update service provided by the ANU Corporate Travel Insurance Provider – CHUBB. To register an account, you will need to provide the policy number - 01PP528643.
 - If overseas remember to familiarise yourself with the local emergency contact number. This can normally be found on the relevant Smartraveller page under "Where to get help."
- Familiarise yourself with the procedures to dial Australia if you are overseas.
 - A useful guide can be found [here⁵](#).

³ <https://smartraveller.gov.au/>

⁴ <https://my.worldaware.com/affiliates/chubbau/>

⁵ <https://www.howtocallabroad.com/>

□ Know how to dial emergency services from your destination country⁶.

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| Australia – 000 |
| Brazil – 190 for police, 192 for ambulance, 193 for fire |
| Canada – 911 |
| China – 110 for police, 120 for ambulance, 119 for fire |
| Europe – 112 |
| Hong Kong – 999 |
| India – 112 |
| Indonesia - 110 for police, 118 or 119 for ambulance, 113 for fire |
| Japan – 110 for police, 119 for ambulance and fire |
| Malaysia – 999 for police and ambulance, 994 for fire |
| New Zealand – 111 |
| Singapore – 999 for police, 995 for ambulance and fire |
| Thailand – 191 or 991 for ambulance, 1669 for police, 199 for fire |
| UK – 999 or 55 |
| USA – 911 |

Insurance

Prior to departure, you will need to complete an ANU Travel Approval Form ([link](#))

"All staff/students {on approved travel} are covered by the University's corporate travel insurance policy. This policy covers domestic travel up to 180 days per trip and overseas travel up to 365 days per trip."

If your placement exceeds these travel thresholds, or your trip includes a private travel component, you must check with the ANU Insurance Office regarding your level of coverage. You may need to 'top up' our corporate travel insurance policy with a private policy at your own expense.

Incidental (private) travel that does not exceed 60% of the approved trip or placement will be covered by the ANU Corporate Travel insurance policy. *E.g. if you depart Australia on 1 March and return on 17 March then up to 10 days of the 16 day trip can be for private travel.*

It is also strongly recommended that you read the travel insurance policy wording closely and note the terms and exclusion under their travel – for example, loss of electronic equipment will result in a \$350 excess, should a claim be made. Not all medical expenses may be covered.

Please review the [ANU Insurance and Travel Policy](#) thoroughly so you know what is covered. You must be on approved travel - that which is approved by the delegate in your College - in order to be covered by ANU Insurance. For example, if you wish to study abroad at Kings College in London over the Winter/Summer, the course must be approved to be credited towards your degree, prior to departure.

⁶ https://en.wikipedia.org/wiki/List_of_emergency_telephone_numbers

Please look at the following documents

- [Travel policy \(PDF, 100.96 KB\)](#)
- [Travel information kit \(PDF, 568.68 KB\)](#) (print and keep with passport)
- [Travel policy wording \(PDF, 754.32 KB\)](#)
- [How to use your CHUBB Assistance Card \(PDF, 989.57 KB\)](#) (print and keep with passport)

Individual Medical Issues

If you have any relevant medical conditions that may become apparent in stressful contexts on placement, you should ensure that you seek medical advice prior to undertaking a placement. If you have a potentially serious condition (anaphylaxis, insulin dependent diabetes, epilepsy etc.) you must obtain a medical plan signed by your doctor. We recommend that you advise your host of any medical issues that may arise and what to do if it does.

Region Specific Medical Issues

If your placement is based overseas you must consult the country specific page of [Smartraveller](#) to obtain an overview of the current health risks in that country. You should consult with your GP about what precautions or immunisations may be necessary. You should also familiarise yourself with the legality of bringing certain medications with you to your destination country.

Although your placement may not be overseas there may be particular health concerns specific to certain parts of Australia. For example - some areas of Northern Queensland experience periodic outbreaks of dengue fever. If you have concerns, contact your GP.

In any remote/rural location you will likely be further from emergency medical assistance than you would be within an urban area. In addition to the above Domestic & Overseas guidelines you should check with your local host for any advice regarding medical availability in that area.

Natural Disasters

Some areas will be more susceptible to natural disasters than others will. For domestic destinations, particularly rural and regional areas, please consider the time of year of your placement and relevant climatic conditions.

For international destinations, the relevant [Smartraveller](#) page will include reference to any items of concern along with guidance on what to do. You should also discuss these with your host to ensure you understand the proper procedures in the event of a disaster.

Political Emergencies

Some areas will be more susceptible to political instability than others. For international destinations, the relevant [Smartraveller](#) page will include reference to any items of particular concern along with guidance on what to do. However, like natural disasters, these emergencies can strike with little to no warning. If your destination is rated other than "Exercise normal safety precautions" you must discuss your placement with your convenor.

Crime

Crime is a possibility anywhere in the world. Like other risks it is impossible to eliminate entirely, however, there are steps you can take to minimise the worst risks.

- When possible avoid travelling alone – especially at night or in unfamiliar areas. Let someone else know where you're going and when you expect to return.
- Be vigilant about your personal security and possessions in public places and take sensible precautions, like keeping money and valuables out of sight and avoiding unnecessary displays of wealth.
- Never leave your drink or food unattended or in the care of a stranger.

Consult the relevant Smartraveller [page](#) for more tips.

Behaviour of Others

Most placements pass without incident however, in certain scenarios, you may feel uncomfortable either with a work colleague's behaviour or the roles you are being asked to perform. In the first instance, if you are able, you should raise these concerns directly with your host. It is a normal part of professional workplace to discuss issues of concern and seek amicable resolution.

The ANU College of Law does not expect you to endure inappropriate situations for the sake of completing your placement. If at any stage during your placement you feel uncomfortable and this is unable to be resolved by your host - contact your Course Convenor or [College Student Administration Services](#) immediately.

Student Behaviour

Please ensure you are aware of and adhere to the following:

- [ANU Law Guide to Appropriate Student Behaviour](#)
- [ANU Discipline Rule 2018](#)
- [Guideline: Social media participation by ANU students](#)

at all times whilst travelling as a student of the ANU.

On Your Return

The nature of legal placements means that often you will encounter confronting material. In certain circumstances you may be interacting with clients accused, or convicted, of serious offences. You may be exposed to case materials that contain distressing images or content.

The University Counselling Centre is a free, confidential service available to all currently enrolled ANU students. No referral or Mental Health Treatment Plan from a General Practitioner is required to attend appointments. You can reach out to the centre at any time on 02 6125 2442.

If you did experience something during your placement, even if you did not report it at the time to your convenor, we would still like to hear from you. Please reach out and discuss any items of concern with your convenor or any of the [College Student Administration Services](#) team.

Helpful Phone Numbers

In an emergency contact local emergency services first.

ANU Insurance Travel Emergency Number

Phone: (+61) 02 8907 5995

This is the ANU Corporate Travel Insurance Emergency number provided by CHUBB. Quote our policy number 01PP528643 when contacting them. This number operates 24 hours a day.

Australian Consular Assistance

Phone: (+61) 02 6261 3305

(SMS): (+61) 04 2126 9080

ANU Counselling Centre ([link](#))

Phone: (+61) 02 6125 2442

Email: counselling.centre@anu.edu.au

The University Counselling Centre is a free, confidential service available to all currently enrolled ANU students. No referral or Mental Health Treatment Plan from a General Practitioner is required to attend appointments.

ANU Crisis Line

Phone (voice calls only): 1300 050 327

SMS Text message service: 0488 884 170

Operated by University Crisis Line, a business unit of Lifeline Direct, the ANU Crisis Line operates outside standard ANU Counselling Service hours for ANU students to speak to someone.

In most countries, 1300 numbers can't be dialled internationally. If the University's Counselling Service is closed at the time and you need support unable to dial through on the 1300 number, send an SMS text message to the crisis line text message service 0488 884 170 and a crisis line member of staff will contact you. Please note that this service is only available after hours EST in Australia. During business hours, the ANU counselling service can be contacted at counselling.centre@anu.edu.au or +61 2 6125 2442.

ANU Health Services ([link](#))

Phone: (+61) 02 6125 3598

Email: health.reception@anu.edu.au

ANU has a fully accredited primary health care facility to provide you with comprehensive health services. Both male and female General Practitioners and Registered Nurses are available for health advice and assistance.

Lifeline Australia ([link](#))

Phone: 13 11 14

Lifeline is a national charity providing all Australians experiencing a personal crisis with access to 24 hour crisis support and suicide prevention services.

1800 RESPECT

Phone: 1800 737 732

Open 24 hours to support people impacted by sexual assault, domestic or family violence and abuse.

ANU Insurance Office ([link](#))

Phone: (+61) 02 6125 8734

Email: insurance.office@anu.edu.au

ANUSA ([link](#))

Phone: (+61) 02 6125 4093

Email: sa.assistance@anu.edu.au

Receive free and confidential information, advice and advocacy from one of our lawyers at ANU Students Association (ANUSA) for undergraduate students.

PARSA ([link](#))

Phone: +61 (02) 6125 4187

Email: parsa@anu.edu.au

PARSA offer a range of support services to suit the needs of the ANU postgraduate student community. These include legal services and student assistance.

ANU Dean of Students

Phone: (+61) 6125 4184

Email: dean.students@anu.edu.au

Provides confidential, impartial advice and assistance. Advice on formal grievance resolution procedures.