



## CLASSIC WALLABIES INDIGENOUS EXCHANGE EXPECTATIONS

### As CWIE Leader, you are expected to:

- Respect the rules and obligations in place at Heriot-Watt University - Edinburgh Business School
- Make yourself aware of all the university rules and regulations and your rights and responsibilities as a student.
- Spend the full study period as laid down in the Heriot-Watt University - Edinburgh Business School offer, including undergoing the relevant examinations or other forms of assessment.
- Take full responsibility to obtain any additional insurance over and above that being provided for the time of your stay in Scotland and for any visa and residence procedures required (if applicable)
- Fulfil the compulsory attendance as stated in the respective examination regulations
- Submit to the same course requirements and assessment criteria as the regular students, without expecting preferential treatment. However, be aware that lecturers are not obliged to grant you this and it is entirely their decision.
- Be aware of all requirements set by the professors and lecturers, and raise any questions or concerns with the academic staff in a timely manner.
- Be considered to be an adult and to be responsible for your own actions or failure to act. You are expected to maintain proper standards of study and act in a responsible manner. You must not behave in an inappropriate manner or any manner that might harm the reputation of Heriot-Watt University - Edinburgh Business School / Scotland, Classic Wallabies Indigenous Exchange and sponsors.
- Agree not to engage in academic dishonesty, plagiarism, cheating, or use of unauthorised material, and not to engage in accessing or distributing confidential academic materials. Academic dishonesty is any conduct which involves dishonesty in academic work or which enables a student to obtain an unfair advantage in academic matters.
- Respect the rules and regulations in place at your student residence or rented accommodation. Refrain from causing noise, pollution or damage to the property.
- Be aware of cultural differences and treat fellow students and university staff respectfully.
- Give feedback on your study-abroad period upon your return

### Role and Responsibilities

#### CWIE standards

The CWIE utilizes the ACFID Code of Conduct (the Code) is a voluntary, self-regulatory industry code of good practice. The aim of the Code is to improve the outcomes of international development and increase stakeholder trust by enhancing the transparency and accountability of signatory organisations.

The Code is shaped by and reflects the diversity of ACFID Members. It accommodates their different approaches to aid and development by building on the shared values of accountability; transparency; protecting human rights; respect and engagement with communities; sustainable, fair and equitable solutions; and continuous improvement that underpin their work and inform the Code.

ACFID assists Members to meet their obligations under the Code through facilitating access to resources, providing advice and support and delivering training. ACFID provides assurance to stakeholders through periodically updating the standards in the Code, monitoring and reporting on compliance with the Code and managing an independent complaints handling process. The Code of Conduct (the Code) sets out over 50 Principles and 150 Obligations that are linked to our shared values in three areas of accountability:

- Program Principles – which address good practice for effectiveness in aid and development activities, human rights and working with partner agencies.
- Public Engagement – outlining requirements for members to be ethical and transparent in marketing, fundraising and reporting.
- Organisation – outlining requirements for governance, management, financial controls, treatment of staff and volunteers, complaints handling processes and compliance with legal requirement.





The Code was developed in 1997 and comprehensively revised in 2010. For more information on the development of the Code, we invite you to read its history [Code of Conduct History - Summary](#). The Code is reviewed every five years to ensure it remains relevant and effective. Read more about the [current review of the Code](#).

ACFID has developed a [free online resource](#) and a [Good Practice Toolkit](#) to assist in understanding and implementing the Code.

- Eidos Foundation's CWIE Selection Committee will oversee and coordinate the recruitment, training and mobilisation processes for the CWIE.
- Eidos Foundation's CWIE Selection Committee responsibilities include participation in the CWIE Selection process, conducting first round interviews, organising flights, pre-departure briefing in Australia and debriefing of each participant upon return.
- Eidos Foundation's CWIE Committee will provide return air tickets to and from Scotland for each participating Exchange Leader. The cost of any subsequent changes to air travel arrangements will not be met by Eidos Foundation's CWIE Committee.
- Eidos Foundation's CWIE Committee shall not bear any responsibility or costs in relation to students' duty of care in the United Kingdom

### **Eidos role and responsibilities**

Heriot-Watt University - Edinburgh Business School / Scotland is responsible for:

- Providing access to the academic components of the Exchange
- Providing accommodation for students while in Edinburgh
- Providing required support for students during their time in Edinburgh
- HWU shall not bear any responsibility or costs in relation to the students' duty of care in the United Kingdom outside of the normal obligations as outlined in the student handbook.

Eidos is responsible for:

- Promotion, fundraising for the CWIE;
- Co-ordination of the CWIE Selection Committee activities and communications;
- Co-ordination with its principal partners, the Classic Wallabies' and the participating universities.
- Eidos shall not bear any responsibility or costs in relation to the CWIE including travel to or from destination and duty of care during the exchange.

### **Communication with Participating Exchange Leaders**

Eidos Foundation's CWIE Committee will develop a Communication Agreement, outlining agreed forms and regularity of contact. The Communication Agreement is to be agreed before the Participating Students depart for the United Kingdom.

### **Communication between parties**

Each party will notify the other of any issues arising in relation to the Communication Agreement or student participation in the Community Program with a view to timely resolution of the issues, bearing in mind the interests of Eidos, Heriot-Watt University - Edinburgh Business School / Scotland, the Classic Wallabies and Origin Leadership Fund.

### **Publicity and branding**

- Eidos Foundation will develop an agreed branding for publicity for the CWIE which will:
  - brand the CWIE as the 'Eidos Institute's Classic Wallabies' Indigenous Exchange Program';
  - credit partners of the CWIE
  - convey the Eidos Institute as the administrative body of the CWIE program, along with its principal partner, Classic Wallabies, Heriot-Watt University - Edinburgh Business School / Scotland and project partners.
- Any publicity which refers to one of the parties must be approved by that party prior to publication.

