



OPTiMA

ARC TRAINING CENTRE IN
OPTIMISATION TECHNOLOGIES
INTEGRATED METHODOLOGIES
AND APPLICATIONS

Code of Conduct for Outgoing Exchange Students at OPTiMA International Partner Organisations

Professional Conduct

- Maintain respectful and professional interactions with researchers, staff, and members of the host institution at all times.
- Abide by the host organisation's and university's rules, including those relating to academic integrity, workplace behaviour, safety, and security.
- Harassment, discrimination, or offensive behaviour will not be tolerated under any circumstances.

Academic and Exchange Responsibilities

- Your primary focus must be on your research activities and PhD objectives throughout the duration of your exchange.
- You are expected to be physically present at the host organisation, attend as agreed, and actively engage in your academic program.
- This exchange is not a holiday — it is a formal research placement. Take your work seriously and contribute meaningfully to the host organisation.
- Submit a written report (500–800 words) within four weeks of your return, detailing your activities, achievements, and how the exchange benefited your PhD research. This report is required for final reimbursement.

Cultural and Legal Considerations

- Be mindful of cultural differences, local customs, and laws of the host country. Approach cultural diversity with curiosity and respect.
- You are representing OPTiMA, your home university, and your country. Conduct yourself accordingly and professionally at all times.

Financial Responsibilities and Travel Conditions

- You must adhere to all OPTIMA travel and funding rules. This includes:
 - All travel arrangements must be booked via the OPTIMA Business Manager; self-booked travel will not be reimbursed.
 - Reimbursement for expenses is capped and based on reasonable costs (up to \$12,500). Premium expenses may be queried or rejected.
 - The final \$500 of reimbursement is withheld until the required exchange report is submitted.
 - Travel insurance is provided by your university; ensure you apply for it prior to departure.
 - Food and transport costs will be reimbursed within specified daily allowances and only with valid receipts.
- OPTIMA will not cover personal travel, alcohol, or non-essential expenses.

Respect for Property and Facilities

- Respect the property and infrastructure of the host organisation.
- Do not engage in activities that may damage or deface property, or pose safety risks to yourself or others.

Consequences of Misconduct

- Any breach of this Code may result in early termination of your exchange. You may be required to return immediately and cover any costs incurred from changes to flights or accommodation.
- OPTIMA will not be liable for any personal or financial losses resulting from misconduct or policy violations.

Support and Communication

- If you encounter any issues during your exchange, notify your OPTIMA supervisor or the OPTIMA Business Manager promptly.
- We are here to support your success and ensure the exchange is a valuable experience.

Declaration of Agreement

I have read, understood, and agree to abide by the Code of Conduct for Outgoing Exchange Students at the OPTIMA International Partner Organisation.

Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____