



## IZE Job Experience Program (JEP) - Terms & Conditions

### The role of International Zoo Educators Association (IZE)

IZE provides a platform to connect hosting institutions and IZE members through the Job Experience Program. The hosting institutions communicate directly with the participating members on the arrangements.

IZE does not provide travel agency services. Therefore, Visitors are responsible for arranging their own travels to the destination and all the related expenses.

IZE does not arrange accommodation or offer the advice and recommendations pertaining to travel and housing arrangements.. Visitors are responsible for finding their accommodation during the exchange period or liaising with the Host.

### The role of the host institution

The host institution is fully responsible for all experience offered to the Visitors. IZE assumes no responsibility for any changes in the experience offered by the host institution.

### Visitor's obligations

During the visit - Visitors provide at least 5 photos with captions for IZE to share on social media.

1 week after the visit - Visitors complete the short-term post-program evaluation.

Within 1 month of the visit – Visitors provide a one-page report summarizing their experience and learnings.

6 months after the visit – Visitors complete the long-term post-program evaluation.

Within 1 year of the visit - Visitors will be expected to apply their learnings by either (a) submitting an abstract for an article in the IZE Journal; or (b) submitting an abstract to present at the next IZE Conference. Submitting an abstract does not guarantee acceptance into the Journal or the Conference.

### Passport and visa

The Visitor is responsible for acquiring a passport and a visa as well as paying for the costs. The Visitor must ascertain the documentation that is required for the visa at the host country's embassy. The Visitor must inform IZE immediately if (s)he is required to produce extra documentation that is not usually demanded when applying for a visa.

IZE is not responsible for any damage incurred by the Visitor if his/her travel is delayed or canceled because of insufficient documentation. IZE assumes no responsibility to compensate for any costs incurred by the Visitor if documentation from the host that is required for the visa is not available for reasons independent of IZE.

While staying at the destination, the Visitor has the responsibility to update his/her visa status according to the instructions and rules of the host and the local authorities. It is the Visitor's responsibility to make sure that visa rules are being followed. If the Visitor cancels the Program while at the destination, his/her visa status must be updated according to the purpose of his/her remaining time at the destination.

### **Insurances**

Every Visitor participating in the Program is required to have valid accident and health insurance. Travel insurance for the whole duration of the Program is mandatory. The Visitor is responsible for acquiring insurance prior to departure. The insurance must cover the travel back home in case of illness or physical injury. Acquiring insurances is the applicant's responsibility. The Visitor must inform IZE and the host of the customer number and other specifics of his/her insurance upon request. IZE does not provide insurance for the host nor the Visitor.

### **Vaccinations**

The Visitor is responsible for making sure (s)he has received all the vaccinations required by the destination country and that the vaccinations are valid. The Visitor is advised to ask his/her local health care providers for more information about the required vaccinations.

### **Legislation**

Visitors are responsible for abiding the laws of the host country.

### **Safety**

To avoid possible accidents and injuries, Visitors are encouraged to read instructions and operators manuals when at the field site and request adequate safety instruction. Visitor may also be required to obtain special certification or training in order to participate in the exchange Program if requested by the host institution. Visitor should also comply to the instructions and meet the safety requirements of the host institution.

### **Liability**

IZE assumes no liability for any damage to health, safety or property, or for financial loss of the host and Visitor of the Program. All Visitors are required to read and sign the "JEP Consent Form & Release from Liability" before commencing the Program. It is also recommended for the Host to prepare their institution's release and waiver of liability agreement for the Visitors to sign.

### **Confidentiality**

Regular professional ethics are always to be observed. The IZE exchange Program does not want to violate professional trust.

### **Other conditions**

If a Program is cancelled or discontinued, notice must be given immediately by written notice to the organization offering the Program as well as to IZE.