



DANAU GIRANG FIELD CENTRE

GUIDELINE FOR STUDENTS AND VOLUNTEERS

January 2014

Dear Prospective Student, Volunteer,

Thank you for your interest in Danau Girang Field Centre.

Please read this guideline carefully, as it contains all the information you will need about the field centre to make your stay safe, comfortable and enjoyable.

If you still have any further questions, please do not hesitate to contact us at goossensbr@cardiff.ac.uk , or <project leader's email>

Dr Benoit Goossens
Director
DANAU GIRANG FIELD CENTRE

TRAVEL INFORMATION

VISA REQUIREMENTS

Most countries are offered a 90-day tourist visa on arrival in Malaysia. A visa may be necessary for visitors from some countries. Please visit the Malaysian Embassy (<http://malaysia.embassyhomepage.com>) for further information. You must ensure that your passport will be valid for at least 6 months after your departure date from Malaysia.

If your stay in Malaysia is longer than 90 days, you will have to go on a visa run, which will be on your own expense. Please note that your accommodation costs are calculated from the day you arrive until the day you depart (inclusive). If you must leave the field centre for a visa run or want to leave for a vacation, these days will not be deducted from your fees, i.e. there will be no refunds or recalculation of paid days-of-stay at the field centre.

INSURANCE

You must arrange comprehensive travel and medical insurance cover for the entire duration of your stay at DGFC. You must ensure that your insurers are aware of the type of travel and work to be undertaken at DGFC. It is strongly recommended that you take out a travel health insurance policy as all expenses related to any health problem or accident will be your own responsibility. DGFC will not be liable for injury, damage or loss to person or property.

TRAVEL

There are 2 major airports in Sabah (Kota Kinabalu and Sandakan Airports), and you have 2 options for travelling to DGFC:

Fly to Sandakan Airport (connecting from Kuala Lumpur or Kota Kinabalu):

- If you arrive before 3pm at Sandakan airport, we will arrange to pick you up directly from the airport
- If you arrive after 3pm at Sandakan airport, you will have to book a room in a hostel/hotel and we will arrange to pick you up from the hostel/hotel the following morning.

Fly to Kota Kinabalu:

- Take a morning bus (~7AM or 8AM) from Inanam Bus Terminal (6 hour journey) heading toward Lahad Datu/Semporna/Tawau. Ask the driver to drop you at the Kinabatangan Bridge, at Batu Puteh. They will drop you at a small intersection with a road heading downhill. Follow the road (<5 minutes walking) to a parking lot to the KOPEL centre (there is a large parking lot with a volleyball net), where we will meet you.

MONEY

The currency in Malaysia is Ringgit Malaysia (RM). There are currently NO money changing facilities either for cash or travellers cheques in Batu Puteh (where our boats will pick you up to bring you to DGFC), so make sure you have converted your money in Kota Kinabalu or Sandakan before heading to DGFC. In Kota Kinabalu and Sandakan, ATM machines are widespread and accept cards bearing the Maestro, Cirrus or Visa marks, as well as other internationally recognised marks, your bank may charge you for these transactions. It is not possible to check bank balance this way but can be by setting up internet banking before you leave.

CLOTHING

All field clothes should be in forest colours (greens/browns), as bright and colourful colours disturb wildlife. The best field clothes are long trousers (three pairs) and loose long sleeved shirts, often natural material which are cool and quick-drying such as cotton are suitable. Waterproofs should be in forest colours. Don't buy expensive field clothes as these typically become stained or frayed, army surplus shops are a good source of cheap clothing. **Malaysia is a predominantly Muslim country, therefore women are required to dress modestly. Shoulders, stomach and legs must be covered, especially when in Batu Puteh and at the field centre (most of our staff are Muslim). We take this very seriously, you will be told to change your clothes if this requirement is not met.**

FOOTWEAR

We recommend rubber/rain/gum-boots, as the surrounding forest is often muddy or flooded. If you prefer hiking boots, we recommend lightweight (Season 2) hiking boots/shoes, which will give you sufficient support and protection. Don't buy expensive or leather boots (too hot). Please ensure you have worn in your boots BEFORE you come to camp and that they are comfortable. To extend the life of your hiking boots, before you come prepare

and protect your boots by using a protective spray or shielding wax such as NIKWAX.

ELECTRICAL EQUIPMENT

Malaysia has a 230/240 Volts system. If your electrical appliance uses 110/120 volts, you will need to use a transformer/converter, as failing to do so will damage your electrical appliances. Malaysia uses the British Standard BS 1363 domestic AC power plugs and sockets. Between the hours of 1100 to 1400 and 1700 to 2300, a generator provides electricity for all areas of camp so there is plenty of time to charge phones and digital cameras. We recommend that you take care if you decide to bring any expensive electrical items/computers as the humidity and conditions are not suitable for them. We do recommend that you obtain some Silica Gel packets available from any good photography shops to keep with your cameras and other electrical items to help against the humidity.

GLASSES OR CONTACT LENS WEARERS

If you wear contact lens normally there should be no reason why you shouldn't continue to do so during your stay, as long as your practice normal high levels of hygiene. However, we suggest it is a good idea to bring a pair of glasses in case your contacts trap any dirt during a field day or when you change them, so if needed you can give your eyes a rest. We recommend your glasses have plastic lens and if you wear glasses bring a spare pair along as well.

BEHAVIOUR and HOUSE RULES AT DGFC

- Your time at DGFC aims to obtain vital information to assist in the preservation of the natural environment under observation during your time at DGFC. Therefore, the student/volunteer is expected to work under the supervision of the Project Leaders in a conscientious manner in order to assist in the compilation of this information. You must agree to abide by the authority of the Project Leaders and follow reasonable instructions at all times.
- Once briefed, you will be asked to sign a Hazard Awareness Form and a Risk Release Form before commencing work in the forest.
- If anyone commits any act deemed illegal by Malaysian Law whilst at DGFC (including the time spent outside of DGFC during the duration of your stay), or if in the opinion of the Manager/Project Leaders, one's behaviour is detrimental to the aims of DGFC or the safety or welfare of others at DGFC, he/she may require the offender to leave DGFC within 24 hours notice, without any compensation, and no liability on the part of DGFC shall arise whatsoever.
- If anyone damages, destroys or loses any item of equipment owned by DGFC, he/she will be held liable for any costs not recovered through DGFC's insurance, and the related costs for repair and/or replacement.
- Pictures taken at the field centre and its vicinity cannot be posted freely on Facebook or any other social network (personal blog, etc) before getting approval from DGFC director and/or project leaders. You will be briefed on this by the project leader on arrival.
- There are 3 major rules at DGFC that are zero-tolerance, and if violated, are grounds for immediate expulsion from DGFC:
 1. No Swimming
 2. No Alcohol
 3. No Climbing the Canopy Platform without approval, supervision and proper safety equipment

Outdoor Activities

- It is mandatory to wear a life jacket at all times on DGFC boats.
- It is strictly forbidden to swim in the main river, tributaries and oxbow lakes. Anyone who will not abide by this rule will be asked to leave the Centre.
- It is strictly forbidden to climb any trees within the centre, unless required for field work purposes, and under supervision.
- It is strictly forbidden to give any food to wildlife and to catch/touch wildlife (insects, reptiles, amphibians, etc), except for scientific purposes previously agreed by the project leaders.
- It is strictly forbidden to litter in the Sanctuary and around the field centre.

- It is forbidden to go alone into the forest. You will need to bring a compass, a whistle and water at all times when going into the forest, either in a group or accompanied by your project leader/senior field staff/authorised personnel.
- You are required to inform your Project Leader/Manager/centre staff if you suffer from any bites, rashes, fever or any other such conditions no matter how minor, while/after being outdoors. This is as a precautionary measure to ensure that you are given immediate medical attention if necessary.
- Smoking is not allowed within the facilities, on boats and in the forest. Smoking is only allowed just outside the main building, where ashtrays are provided.

House Rules

Accommodation

- Accommodation will be in a dormitory with shared bathroom facilities in a long-house style building or in double-sharing studios. Please be respectful and exercise common courtesy with fellow sharers.
- A washing machine is available on site for long-term visitors, please check with field centre staff on laundry arrangements.
- Cleaning of shoes, boots, rain jackets, bags and other such items are the responsibility of the owner.
- The generator will be switched off at 2300 hrs daily. For your safety, please remain indoors after this hour, except if your project requires it (nocturnal work).
- Please dispose of rubbish thoughtfully in bins provided and make sure the lids are secure.
- Any (dry) personal food items are to be stored in a secure container to prevent insects and other pests in the main building. Personal food is not allowed in the accommodation. Do not leave food or food wastes lying around as these will attract such pests.
- If you come across any damage in the room or in the building that needs attention, please report to the Centre Manager immediately.

Meals

- Meals are served in the dining area in the main building at these times: breakfast from 7:00 to 10:00 am, lunch at 12:00 pm and dinner at 7:00 pm.
- Coffee, tea and drinking water are available at all times. You can refill your water bottle here.
- The kitchen and its supplies are off-limits, unless authorised.
- Please do not bring any food or eating utensils out from the dining area or main building.

Library / Computer Room / Laboratory / Common Area

- When using the library, please return the books to the same shelves and keep the area clean and in order.
- Usage of the computer room is mainly for work. If you wish to watch a movie or be on Skype, please use a headphone/earphone so as not to disturb others.
- Log out of your account(s) and unplug gadgets when not using the internet.
- Please switch off lights, fans, computers, laptops, gadgets etc and unplug cables when not in use. Do not leave cables or extensions lying around haphazardly.
- No food and drinks are allowed in the library, computer room and laboratory.
- The laboratory is off-limits at all times unless authorised and supervised.
- Please keep the common area clean and in order at all times.

Transportation Needs

- There will be a schedule on display for daily movements requiring the use of boats and cars (arranged and approved in advance).
- If you wish to get into town on your rest-day, please put in your request to the Manager in advance, any last-minute requests will be at the absolute discretion of the Manager.
- Usage of the Field Centre's vehicles by authorised drivers (advance approval must be obtained from the Director) must be logged in the record book provided.

Emergency Contact

- In case of urgent matters outside of daytime or waking hours, please take note of the Duty Manager's contact details and location (refer to notice board in main building).

FURTHER INFORMATION

FIELD STATION AND AREA (to insert map showing DG location)

The Malaysian state of Sabah is located on the northern portion of Borneo, the world's third largest island. Sabah covers an area of about 76,000km² and shares the island with the Malaysian state of Sarawak, the State of Brunei Darussalam and the Indonesian provinces of Kalimantan. The base camp, Danau Girang Field Centre (DGFC), is located in eastern Sabah, in the Lower Kinabatangan Wildlife Sanctuary. The Sanctuary lies along the Kinabatangan River, the longest river in Sabah, at 560 km. The Kinabatangan River is a widely meandering river, and now has about 30 oxbow lakes scattered along it. Due to its high levels of biodiversity, these wetlands are one of the most important and productive in Malaysia.

The Lower Kinabatangan Wildlife Sanctuary (LKWS) consists of 10 forest blocks along the Kinabatangan River, totalling about 26,000 ha, and creates a link between the forest reserves already along the river (approximately 15,000 ha) and state and privately owned land (approximately 10,000 ha). The forest types represented include lowland dipterocarp forest, forest over limestone, seasonal and tidal swamps, permanent freshwater swamp, and mangroves. These forest types are located within a landscape with significant human impact, including villages, small scale agriculture and oil palm plantations. This matrix landscape is ideal for investigating the influence and interaction of human encroachment on the diversity, behaviour and abundance of the local wildlife.

DGFC is well equipped with hostel building for Students/Volunteers, complete with a seating area. The hostel is equipped with multiple toilet and shower facilities. The main administration building has a fully equipped laboratory, library, computer room (with internet access), and dining area. Meals are prepared by experienced cooks.



WILDLIFE PRESENT

The mixture of lowland dipterocarp forest types of the Kinabatangan Floodplain makes this an area of high importance, supporting high levels of biodiversity for mammals, birds, and herpteofauna, many of which are endemic to Borneo. Mammals present include Bornean elephant, Sunda clouded leopard, leopard cat, civets, bearded pig, sambar deer, otter and sun bear.



There are 10 primate species observed in the area, including the proboscis monkey, Bornean orang-utan, Muller's gibbon, long-tailed macaque, pig-tailed macaque, silver langur, maroon langur, and two nocturnal primates, the Western tarsier, and the Bornean slow loris.

Over 300 bird species can be found along the Kinabatangan River, including all 8 species of hornbill found in Borneo, the Endangered Storm's stork and the Oriental darter.

ENVIRONMENT

A moderate level of fitness will be required for forest trekking to be carried out through sometimes boggy and swampy terrain. In general the terrain is flat, but there are many dips with numerous obstructions to negotiate included fallen trees, the mosquitoes, thorny plants and humidity causing discomfort from time-to-time. Tree stilt roots are a tripping hazard, so care must be taken when walking in the forest. Two species of understory plants, pandan and rattan, are widespread and both of these have very sharp cutting thorns.



CLIMATE

Sabah enjoys an equatorial climate; daytime shade temperatures typically reach 32°C and drop to around 23°C at night. It experiences very high humidity and the forests of the Sanctuary are wet in places. This tropical climate consists of a wet and dry season.

HEALTH GUIDELINES

As far in advance as possible before departure, (ideally 6 months), it is strongly recommended that you consult with a travel health specialist regarding what immunisations and medications you should consider for your trip. **We strongly recommend that you are vaccinated against typhoid, poliomyelitis, tetanus, diphtheria and hepatitis A.**

The Field Centre Manager (permanently based at the centre) and senior members of staff are trained in first aid. The centre is also in direct contact with a local company Fieldskills, which provides forest safety courses.

Reliable doctors are available in the nearby village if you are not feeling well during your stay. Please ensure you bring sufficient quantities of any medication you routinely use (e.g. inhalers for asthma or that you may need in an emergency). You may wish to bring your own medicines for common ailments such as diarrhoea, colds etc. In case of emergency, the student/staff will be transported by boat to the nearest village where a car (4x4) is available for transportation. The nearest hospital is about 20 minutes drive (Kota Kinabatangan) for minor intervention. For major intervention, the nearest hospital is in Sandakan, about 1h30m by car. A risk assessment is provided to all long-term visitors and signed by them at the start of their stay.

Sun and high temperatures, humidity

As we are near the equator, the sun is harsher than you would be used to, so you must avoid prolonged exposure to the sun. Apply high protection factor (SPF) sunscreen to exposed skin and wear a hat, and if necessary protect the neck with a scarf or bandana. Heat rash/prickly heat can also be a common problem.

Dehydration

Fluid intake - make sure you drink plenty of clean fluids (at least 3 litres a day). To prevent dehydration, use rehydration solutions (e.g. Dioralyte) which can be bought in easy-to-use sachets containing a mixture of salts and glucose, and should be brought with you.

Malaria

Mosquitoes abound all year round and insect repellent is strongly recommended along with appropriate clothing to wear at dusk and dawn when mosquitoes are the most active. Please consult your GP or travel clinic to choose the appropriate prophylactic tablets. If you are particularly sensitive to insect bites, please bring your own antihistamine cream and tablets

Malaria is caused by a parasite transmitted between victims by mosquito bites. If you are bitten it can take from 5 days up to a year for the symptoms to develop. Anti-malarial drugs do not immediately kill the parasite: they suppress multiplication in the liver, which is why it is essential they are taken even after leaving a malarial area. Symptoms include fever with chills, shivering or sweating, headache and feeling unwell, the most common error is to mistake malaria for flu. If you develop flu-like symptoms, even some time after returning from the tropics, you should consult your doctor or contact Interhealth for a medical check-up.

Avoiding mosquito and other insect bites

The floodplain forest has a large population of mosquitoes, although only a few are potentially malarial. This risk does increase in populated areas, so precautions need to be taken to avoid being bitten, especially in the evenings. Prophylactic anti-malarial tablets do not provide total protection against malaria; avoiding mosquito bites is a more important strategy. As well as malaria, mosquitoes can transmit other diseases, including dengue fever and chikungunya fever. The best prevention is to avoid being bitten. If you react badly to mosquito bites, ensure you have a good supply of anti-histamine tablets and cream.

- Repellents – Chemical repellents are best. Most contain diethyltoluamide (commonly known as DEET).
Warning: DEET is harmful to some hard plastics and paint, and should also not be applied near the eye or mouth. Apply repellent on exposed skin. Clothes can also be impregnated. Anklets and armbands soaked in DEET are also effective. DEET makes mosquitoes fly away, it does not kill them. Keep a bottle of repellent with you at all times. There may be some benefits from taking brewer's yeast tablets (vitamin B12) or eating foods rich in vitamin B12 (e.g. marmite).
- Clothing – Wear long sleeve shirts and long trousers in the forest, and in the evening.
- Mosquito netting – All the doors and windows at DGFC are covered in mosquito netting. If the doors/windows are kept closed at all times, there is normally no need for a mosquito net for your bed. However, if you wish to use one, you must bring one with you as they can be difficult to find in Sabah.
- Mosquito coils can be used at night to keep mosquitoes away. These are widely available in Sabah, but please exercise caution when leaving it burning. Electronic buzzers don't work as power is limited and annoy others.

Rabies and animal-borne diseases

Do not approach any animal, domestic or wild. The rabies vaccination is a prophylaxis not a preventative, it will only allow you further time to seek treatment so you will need to receive immediate treatment, if you have been bitten by a rabid animal.

Feet

Never walk barefoot outdoors, and always wear closed-toed shoes when in the forest.

Cuts and Grazes etc

Apply an anti-bacterial treatment (e.g. one containing centrimide, such as Savlon) immediately and cover with a plaster or dressing. A good supply of plasters should be brought with you but these can be readily bought in towns, we recommend fabric plasters as they stick better in the heat.

Diarrhoea

How to avoid: Do not drink or eat food that has a high risk of contamination (see further on for details), and ensure hands and cutlery are clean before eating.

Most cases of traveller's diarrhoea are caused by micro-organisms and clear up within 48-72 hours without any treatment, but preventing dehydration is the most important part of any treatment. If the symptoms do persist, a course of antibiotics such as Flagyl or Ciprofloxin is effective and safe treatment for most forms of diarrhoeal illness. Anti-diarrhoeal agents may give some measure of relief; these include diphenoxylate with atropine (Lomotil) and loperamide hydrochloride (Imodium), though we do not recommend using these unless a situation requires it such as travelling on a long bus journey.

Alcohol

Please note that no alcohol is to be consumed at DGFC, and there is a zero-tolerance policy for alcohol. If outside of DGFC, remember that a high alcohol intake increases the incidence of both infectious diseases and diarrhea, and more importantly dehydration and accidents.

Food and Drink hazards: It is best to avoid the following or take precautions, particularly if you have a sensitive stomach:-

1. Shellfish / sea food – even if well cooked
2. Salad and fresh fruit prepared by others outside of DGFC; unpeeled fruit e.g. grapes
3. Food on which flies have settled or any exposed food
4. Rare/raw meat or fish
5. Food left out in warm temperatures
6. Cooked food that has been stored, then re-heated

7. Exposed milk/dairy products including ice cream
8. Fruit juices from street vendors (water used in preparation may be contaminated)
9. Ice (again, may be contaminated)
10. Tap water. Always use bottled water

A simple rule to follow is if in doubt, do not drink or eat it – even in Kota Kinabalu or Sandakan.

The following are usually safe:

1. Freshly cooked food and served hot
2. Fruit you can peel easily e.g. bananas, oranges
3. Freshly baked bread, in sealed packaging
4. Food in sealed packaging or canned items (wash the cans first)
5. Boiled water, tea or coffee
6. Bottled water (check seal on top is not broken)
7. Canned or bottled coca-cola etc. (however use a straw)

Bottled water is cheap and on sale everywhere. If bottled water is not available, use boiled water or water purification tablets, or iodine (4 drops to every 1 litre of water). Treated water should be left to stand for 20-30 minutes before being consumed.

Running water supply at the Field Centre is obtained by a pump from the river. The water is treated, and is therefore clean and usable for brushing your teeth with, but we have mineral water available in a dispenser to everyone for drink.

Vegetarians/Vegans – whilst we make every effort to accommodate these dietary preferences at DG, this will be more difficult in town especially for Vegans, therefore we ask that you bear that in mind and may wish to bring further food supplements with you.

If you are concerned about your vitamin intake, then bring a supply of general purpose multivitamin tablets.

EQUIPMENT KIT LIST

- Raincoat
 - Hat
 - Small backpack (about 15-20 liters) for the field
 - Binoculars (waterproof if possible)
 - Compass
 - Whistle
 - Water bottle
 - Pair of walking boots/Wellington rubber boots (the latter is recommended)
 - Good torch light (i.e. maglite) + batteries
 - Head torch (with red filter if possible)
 - Waterproof watch
 - Waterproof bag for your camera
 - Personal note book (waterproof) and pens
 - Penknife (i.e. Victorinox)
 - Pair of sandals/flip flops
 - Good sunglasses
 - Sun cream
 - Mosquito repellent
 - Needle and sewing cotton
 - Ecological toilet articles (soap, shampoo, toothpaste, talc, etc) and tampons
 - Personal medicine and first aid kit (see below)
 - at least three pairs of long field trousers (cotton/quick-dry if possible; dark colours, khaki)
 - tee-shirts and long sleeves shirts (cotton/quick-dry if possible; dark colours, khaki)
 - a couple of tee-shirts and comfy trousers/cargo shorts for the evenings
 - Cotton socks
 - Cotton underwear, sleepwear
 - Leech socks (optional)
 - Personal mosquito net (optional)
 - Batteries for camera, torches, chargers etc
 - Your papers (passport, vaccination book, insurance, etc)
 - A couple of books (that you can leave at the library)
 - a USB stick/pen drive (that will allow you to copy pictures, data, etc)
 - do not forget to bring "town/non-jungle clothes" for when you go on visa run or go to town
- We will provide:** sheets, pillow and pillow cases, blanket and towels.

PERSONAL FIRST AID KIT

- Painkillers (aspirin/paracetamol/ibuprofen)
- Antihistamine creams/tablets for treatment of insect bites.
- Fungicidal cream/antifungal dusting powder.
- Plasters (band-aids).
- Eye drops.
- Antiseptic wipes, cream or spray; or hand sanitisers.
- Anti-malarial tablets.
- Anti-diarrhoeal tablets.
- Sachets of rehydration powders, such as Dioralyte (essential for replacing lost minerals from excessive perspiration).
- Insect repellents.
- General broad spectrum antibiotic.
- Talcum powder recommended for sweat rash.
- Sun cream; after sun lotion and lip protection cream.
- Support bandage - if you have had any previous ankle/knee injuries
- 'Epi Pen' for those with strong allergies to stings/bites/nuts etc. please consult with your GP.
- Any personal medication that you normally bring e.g. Asthma inhaler. Please bring spares.

CONTACT ADDRESS

Post

To receive mail while you are at DGFC, please use this address:-

<Your Name> / Dr Benoit Goossens
Danau Girang Field Centre
c/o Sabah Wildlife Department
5th Floor, Block B, Wisma MUIS,
88100 Kota Kinabalu, Sabah, Malaysia.

It takes approximately 4 weeks for post to arrive, and is relatively cheap to send letters from the post office in Sandakan.

Telephone and Fax

There are no telephone or fax facilities in the Field Centre, Kinabatangan.

Office Phone (Kota Kinabalu) : +6088 341527
Office Fax (Kota Kinabalu) : +6088 341528

For any emergency, contact:

Dr Benoit Goossens : +6012-836 4005
Miss Audrey Adella Umbol : +6019-821 8872

Mobile / Handphone

It is recommended to purchase a local SIM card as an extra safety precaution for when in the forest, as it is possible to send text messages from most places within the forest in case of emergency (with limited network for making calls as well). It is possible to purchase a SIM card for your mobile phone for approximately RM10, which allows you to send texts (SMS) at a very reasonable rate. It works as pay as you go tariff. You can purchase a SIM card when you arrive in Malaysia. Before you leave, please check with your home country provider, if your mobile phone is locked or not, providers such as Orange lock their phones and it can take up to 2 weeks to unlock a phone. It is also possible to purchase basic phones for approximately RM100 in Sandakan or Kota Kinabalu.

DGFC STANDARD TERMS AND CONDITIONS dated 01 January 2014

The following are the **Standard Terms and Conditions** relating to DGFC.

1. DEFINITIONS

In these Standard Terms and Conditions, the following expressions shall have the meanings set out below:

- (a) "DGFC" shall mean the Danau Girang Field Centre
- (b) "Student/Volunteer" shall mean the person who has signed the Application Form and received written confirmation that they have been accepted at DGFC
- (c) "Attachment" shall mean the time spent at DGFC at which the Student/Volunteer has been accepted to travel and participate;
- (d) "Project Leaders" shall mean the Leaders of the Attachment appointed by DGFC and who represent DGFC during the duration of the Attachment;
- (e) "Payment" shall mean the total sum payable by the Student/Volunteer to participate as a Student/Volunteer at DGFC as specified.

2. ACKNOWLEDGEMENT OF NATURE OF ATTACHMENT

- (a) The Student/Volunteer acknowledges and accepts that the Attachment is designed to be primarily of scientific and educational benefit to the host country and do not have clearly defined timetables, itineraries and arrangements. Flexibility of timetables, itineraries and arrangements should not only be anticipated but expected. In agreeing to join and participate in the Attachment, the Student/Volunteer agrees to accept this flexibility and to be prepared for variation which may arise with little or no prior notice, and acknowledges the right of DGFC to make alterations and variations.
- (b) The Student/Volunteer hereby acknowledges and accepts that there is a significant element of personal risk and potential hazard involved in undertaking an Attachment of the nature organised by DGFC and whilst DGFC aims to safeguard the Student/Volunteer's safety, it cannot be held responsible for damage or injury caused by risks of hazards beyond its control.

3. FORCE MAJEURE

DGFC will incur no liability for any loss which a Student/Volunteer may suffer through cancellation or variation of an Attachment or a flight or flights due to fire, Acts of God, war, riot or civil commotion, strikes, quarantine, government or other official intervention or due to any reason whatsoever outside the control of DGFC. Students/Volunteers will be required to read and sign a Hazards Awareness form after safety training once they arrive in the field centre.

4. PAYMENT

- (a) The deposit fee shall be paid to DGFC, to be returned or refunded if the

the dates specified in the application pack. (c) Failure to pay the Deposit and/or the balance of the Payment by the due date(s) entitles DGFC to cancel the participation of the Student/Volunteer. (d) After the commencement of the Attachment there can be no refund of the Payment or of any sums paid for services provided during the Attachment but not included in the Payment.

5. CANCELLATION BY STUDENT/VOLUNTEER

Cancellation of a booking must be in writing. The date of cancellation for the purposes of the cancellation provisions below shall be the date of the receipt of the letter. Refunds of the Attachment fee will be made as specified in the application pack.

6. CANCELLATION BY DGFC

- (a) DGFC reserves the right to cancel the Attachment and agrees to inform the Student/Volunteer in writing to the address supplied on the Application Form. If such cancellation is due to circumstances totally within the control of DGFC, DGFC agrees to refund the Student/Volunteer all monies already paid by the Student/Volunteer towards his/her payment only, and the Student/Volunteer agrees to accept such refund as being in full and final settlement of all and any of DGFC's liability to the Student/Volunteer.
- (b) The Student/Volunteer acknowledges that certain medical and/or mental health conditions as declared by the Student/Volunteer on all medical forms submitted to DGFC by the Student/Volunteer may be contra-indicatory to safe participation at DGFC by the Student/Volunteer, and DGFC reserves the right to cancel his/her Attachment based upon the medical advice. If DGFC cancels a Student's/Volunteer's Course based upon medical advice received by the DGFC Medical Advisor(s), DGFC agrees to refund all monies paid by the Student/Volunteer towards his/her Payment only and the Student/Volunteer agrees to accept such refund as being in full and final settlement of all and any of DGFC's liability to the Student/Volunteer.
- (c) Once the Attachment has commenced, if the Student/Volunteer is found to have a pre-existing medical condition not declared on the submitted medical form, which is deemed by the Leader(s) to pose a risk to the Student/Volunteer, and/or the running of the Attachment and its remit, DGFC reserves the right to suspend the Student's/Volunteer's participation in the Attachment and if necessary asked to leave. There will be no payment, or any part of, refunded in this instance.

7. BEHAVIOUR ON ATTACHMENT

- (a) The Student/Volunteer acknowledges that the duration of the Attachment aims to obtain useful information to assist the preservation of the natural environment under observation

follow all of their reasonable instructions. (c) If the Student/Volunteer commits any illegal act during the Attachment at DGFC or if in the opinion of the Project Leaders the Student's/Volunteer's behaviour is detrimental to the aims of DGFC or the safety or welfare of the other Students/Volunteers, he/she may require the Student/Volunteer to leave the DGFC within 24 hours notice and no liability on the part of DGFC shall arise whatsoever. (d) If the Student/Volunteer damages, destroys or loses any item of equipment owned by DGFC the Student/Volunteer will be held liable for any costs not recovered through DGFC's insurance.

8. COMPLIANCE WITH LEGAL REQUIREMENTS

- a) The Student/Volunteer will comply with all legislation, visa, immigration, customs and foreign exchange regulations of the countries visited through the duration of the Attachment and travel within Sabah and Malaysia. In the event of a contravention by a Student/Volunteer of the laws of Malaysia, the Leaders shall have the right to require the Student/Volunteer to leave DGFC and no liability on the part of DGFC shall arise whatsoever.

9. COMPLAINTS

If a Student/Volunteer wishes to make a complaint and/or claim in relation to DGFC, the Student/Volunteer agrees to abide by the following procedure: (i) The Student/Volunteer will ensure that the matter has first been brought to the attention of the Project Leaders at the field centre, who will seek to resolve the claim. The Student/Volunteer will give DGFC a reasonable time within which to resolve the claim before proceeding further. (ii) If due to an unresolved serious complaint the Student/Volunteer decides to leave DGFC before its completion the Student/Volunteer agrees to provide written evidence of the extent of the complaint to the Project Leaders before departure from the field centre. (iii) In the event of a claim for compensation the Student/Volunteer agrees to lodge such a claim with the Project Leaders before the attachment's scheduled completion date and to provide written evidence of the extent of the complaint to the Project Leaders. (iv) The Student/Volunteer agrees that under no circumstances shall DGFC be liable for damages or compensation arising from that part of any claim related to the individual's assessment of inconvenience, discomfort, disappointment or loss of enjoyment.

10. INSURANCE

- (a) The Student/Volunteer agrees to affect personal travel and medical insurance and agrees to be responsible for ensuring that such insurance cover fully meets their personal requirements and the minimum requirements as specified by DGFC. (b) The Student/Volunteer acknowledges the importance of insurance provision in respect

Student/Volunteer is not accepted by DGFC. (b) The Student/Volunteer agrees to pay the balance of the Payment by

during the Attachment, and that therefore he/she expected to work under the supervision of the Project Leaders in a conscientious manner in order to assist in the compilation of this information. (b) The Student/Volunteer agrees to abide by the authority of the Project Leaders and to

of their spouse, dependent children and/or relatives and accepts responsibility for assessing their own personal circumstances and arranging

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additional insurance cover that they personally deem to be necessary. (c) The Student/Volunteer further agrees to ensure that their insurers are aware of the type of travel and work to be undertaken during the Attachment and accepts the insurance proposal upon such basis. (d) The Student/Volunteer acknowledges and accepts that there is a significant element of personal risk and potential hazard involved in the use of watercraft during the Attachment and accepts that should they be placed in charge of a watercraft during the attachment they do so voluntarily and entirely at their own discretion. Furthermore, the Student/Volunteer agrees to waive all rights of action against DGFC and the Project Leaders thereof in the event of death and/or personal injury and/or property damage caused to them or by them and arising out of the use of watercraft, and agrees to indemnify DGFC and the Leaders thereof in relation to any claim which may be made against them arising out of any act or omission by the Student/Volunteer.

11. WAIVER

No person save with the express authority in writing of two or more administrators of

DGFC has authority or is empowered to waive or vary any of these conditions.

12. INFORMATION

All the information contained in any information published by DGFC relating to the Attachment is as far as DGFC is aware true and accurate at the time of writing. If any material alterations have to be made or in DGFC's view need to be made before departure in order to maintain the quality of the Attachment, the Student/Volunteer will be informed.

13. PASSPORT, VISAS, VACCINATIONS, ETC.

The Student/Volunteer must be in possession of a valid passport and all visas, permits and certificates required for the entire duration of the Attachment and must also arrange to obtain whatever vaccinations are normally recommended for the countries through which the Attachment is scheduled to travel. Any information given by DGFC about healthcare, vaccinations, visas, climate, clothing, baggage, special equipment and other matters is given in good faith, but without responsibility on the part of DGFC.

14. INTELLECTUAL PROPERTY

(a) All scientific data collected during the Attachment remains the property of DGFC and may be analysed, published and otherwise distributed by DGFC with no prior consultation with the Student/Volunteer. DGFC agrees to acknowledge the contribution by the Student/Volunteer in the collection of scientific data and subsequent analysis if appropriate.

(b) The Student/Volunteer agrees to provide DGFC with copies of photos, reports, articles or other written material arising from the Attachment and produced by them. No information, reports or other materials whether written or photographic may be published or otherwise distributed, including on Facebook and other social networks, without prior consultation with and consent of DGFC. The Student/Volunteer shall retain intellectual copyright over any report or article written by them but must acknowledge the role of DGFC in producing such material.

(c) Pictures taken during the Attachment cannot be posted on Facebook or any other social media (personal blog, etc) without prior consultation with and consent of DGFC.

15. DEFAMATION

The Student/Volunteer agrees not to defame the Project Leaders or any other members of DGFC by any means, whether in print or verbally.