



AUSTRALIAN DEFENCE COLLEGE

CENTRE FOR DEFENCE AND STRATEGIC STUDIES

DEPARTMENT OF DEFENCE, CANBERRA ACT 2600, AUSTRALIA

Tel: (02) 6266 0611 Fax: (02) 6266 0546

File: 2004/24085/1

OVERSEAS COURSE MEMBER JOINING INSTRUCTION

Congratulations on your selection to participate in the 2006 program of the Centre for Defence and Strategic Studies (CDSS) at the Australian Defence College (ADC). Your selection is an indication of the high regard in which you are held by your organisation, and it is our objective to provide you with a stimulating and memorable course which will help you realise your potential.

The purpose of these joining instructions is to provide you with sufficient detail so that you can readily settle into both the Canberra environment and the routine of CDSS. In order to achieve this, I request that you complete, where applicable, the enclosed forms and return them to the Centre by the date indicated.

General Information/Medical Questionnaire

General information about the CDSS, which comprises one element of the ADC, can be found at **Annex A**. This annex outlines various items of personal administration for you and/or your spouse to attend to before your arrival at the ADC campus. At **Annex B** you will find a Medical Questionnaire which should be completed by you and your doctor and returned to the ADC on your arrival or sooner. Information regarding children's education in Canberra can be found at **Annex C**.

Overseas Student Liaison Office (OSLO)

The OSLO provides all overseas course members studying at the ADC with advice and assistance on various personal administration matters, such as language training requirements, housing, education and allowances. The OSLO is also responsible for coordinating a community sponsor program. The purpose of the community sponsor program is to provide the overseas course members with contacts in the wider Canberra community who can offer friendship and social support.

Representatives of the OSLO and/or your Embassy or High Commission and/or your sponsor family will meet you at Canberra airport upon your arrival.

To ensure that these and other arrangements can be made, would you please complete the Personal Particulars Proforma and Direct Credit Authorisation at **Annex D**. Please pay particular attention to the Travel Details section of this proforma. You should also complete the OSLO Accommodation Application at **Annex E**. Completion of these will allow the OSLO staff to prepare for your arrival.

Could I ask that you complete and return the Personal Particulars Proforma (the first part of Annex D) to the ADC **by 1 November 2005**, and the OSLO Accommodation Application (Annex E) by **26 September 2005**. This can be done by mail to:

Overseas Student Liaison Office
Australian Defence College – Weston
Department of Defence
Canberra ACT 2600

or by facsimile to 61 2 6266 0546. Also, an electronic copy of this form is available on the CDSS web site at http://www.defence.gov.au/adc/cdss_home.htm. The completed form should be e-mailed to oslo@defence.adc.edu.au. The staff in the OSLO should be advised of any later changes. They can be contacted by telephone +61 2 6266 0521, or by email to oslo@defence.adc.edu.au.

Please note that the Direct Credit Authorisation (second part of Annex D) need not be completed until your arrival.

Course Biography Booklet

Early in the course, a booklet will be produced, containing a photograph and a personal biography, in prose form, for each course member. A photograph of your spouse/partner will also be included. The booklet will be distributed to all course members and key staff. Its purpose is to help people get to know each other more quickly during the initial stages of the course. Therefore, **you are requested to include, with the completed Personal Particulars Proforma, a personal biography of approximately 200 words and two passport photographs of yourself and your spouse/partner.** An example biography is enclosed at **Annex F**.

Passport/Visas/Health Certificates

All course members are to have in their possession a passport valid until the end of 2007. **You will also require a multiple re-entry 576 student visa for Australia** and an **official record of vaccinations** for use on the overseas study tours. **Course members and all of their family members should be included in the application for the 576 Visa.**

The Centre Orientation Program

The first week of the course, commencing 9 January 2006, comprises an orientation program. Activities during the orientation program are conducted at an easy pace to enable people to settle comfortably and to get to know each other. A short course on the CDSS computer network will be conducted during the orientation program to introduce course members to the software packages installed on the Centre's computer network. This course is designed to meet the varying levels of computer experience among participants.

Your spouse/partner is encouraged to attend the orientation week briefings conducted by the OSLO staff.

Course Dates

The Centre's academic program will extend from 9 January to 6 December 2006. Upon your arrival at the Centre on 9 January you will be met in the foyer by Centre staff. Please aim to arrive by 0845. Appropriate clothing is an open-necked business shirt and slacks.

The Academic Program

The CDSS seeks to enable future leaders in the Asia-Pacific region to share an important academic and professional experience that they will value and sustain for years to come. The Centre aims to give graduates the skills and understanding to deal with the real-world national security issues with which they will be confronted. In so doing, the academic program is designed to be both stimulating and varied. The curriculum has been developed in consultation with some of Australia's leading academics and other centres of knowledge.

Following the orientation program, five thematic blocks will be delivered. These will be interspersed with study tours to different locations in Australia and overseas. The five blocks and the study tours have been arranged so that they form an educational continuum, intended to equip participants with the knowledge and skills required by senior leaders, commanders and managers. The blocks are delivered by experts from business and government and by academics from leading Australian universities. Visiting Fellows - prominent scholars who are present at the Centre for several days - and a distinguished guest program give course members further opportunity to hear from a wide range of experts about issues of defence or strategic interest.

Current planning is to offer a Masters Program through an external university. For those of you who may be interested in pursuing this optional program, please see the details on the English language requirements for attendance at CDSS at **Annex G**. This also includes a documentation checklist for the enrolment in the optional Masters Program.

Summary of What You Need to Provide

- The completed Medical Questionnaire (Annex B) to ADC on your arrival or sooner.
- The completed Personal Particulars Proforma (first part of Annex D) to ADC by **1 November 2005** – include your biography and your passport photos.
- The completed Direct Credit Authorisation (second part of Annex D) after your arrival.
- The completed OSLO Accommodation Application (Annex E) to ADC by **26 September 2005**.
- Consult the details on the English language requirements including the optional Masters Program documentation checklist at Annex G.

Finally, I once again congratulate you on your selection and the staff and I look forward to meeting you and your family, and to working with you in 2006.

Myra Rowling
Principal
Centre for Defence and Strategic Studies

Australian Defence College
Tel: (02) 6266 0601

July 2005

Annexes:

- A. [General Information](#)
- B. [Medical Questionnaire](#)
- C. [Children's Education Information](#)
- D. [Personal Particulars Proforma / Direct Credit Authorisation](#) *(to be completed and returned as soon as possible - to reach the College by 1 Nov 05)*
- E. [OSLO Accommodation Application](#)
- F. [Example of a Personal Biography](#)
- G. [English Language Requirements for Attendance at CDSS/ Documentation Checklist](#) for optional Masters Program