IAMU Student Forum 2027
Terms and Conditions

1. **Invitation**
   IAMU invites each member university to nominate ONE student for the IAMU Student Forum 2027.

2. **Criteria for Participating students**
   A nominated student should:
   - be enrolled in a maritime-related BSc or MSc programme at the nomination university;
   - if enrolled in a BSc programme, be at least in the third year of study;
   - be able to participate actively in discussions in English; and
   - be available for all official Forum activities.

3. **Nomination Procedure**
   The nomination process consists of two stages:
   - **Stage 1- Intention to Nominate**: Each member university shall indicate whether it intends to nominate one student by the specific deadline.
   - **Stage 2- Formal nomination**: The Nomination Form will be sent to universities that have confirmed their intention to nominate a student. These universities shall submit their formal nomination by the specified deadline.

   Following receipt of the formal nomination, the IAMU Secretariat will contact the nominated student directly to collect additional information required for participation.

4. **Responsibilities of Participating Member Universities**
   Each participating member university is responsible for:
   - nominating a student who meets the criteria specified in Section 2;
   - ensuring that its student understands and complies with these Terms and Conditions, attends all official Forum activities and actively participates in discussions and group work;
   - overseeing the student's travel preparation, including ticket booking, visa or entry documentation and travel insurance;
   - ensuring that the information and documents required for participation are submitted by the specific deadlines; and
   - designating a university staff member to support the student, liaise with the IAMU Secretariat and serve as an emergency contact during the Forum.

5. **Workshop**
   In line with the World Maritime Day Theme 2026-2027, **"From Policy to Practice: Powering Maritime Excellence"** the expected workshop topics are:
   - Innovation in competence development
   - Global Maritime Professionals
   - Greener and clearner shipping
   - Gender equality and diversity
   - Digitalization and AI in maritime
   - Marine resources protection

Notes:

- Participants will be engaged in group discussions and presentations. The Secretariat will assign students to groups taking into account their topic preference and where applicable, specialisations, countries and gender balance.
- Two facilitators for each group will be assigned (one from an IAMU member university and one from a maritime industry organization)

6. Schedule of the Student Forum

12 July Arrival day
13 July Opening ceremony and Workshop at IMO
14 July Workshop and presentation at IMO
15 July Technical tour (Maritime Greenwich)
16 July Departure day
*Note: The above dates are tentative and may be shifted by one day

7. Venue

International Maritime Organization (IMO)
4, Albert Embankment, London, SE1 7SR, United Kingdom

8. Accommodation

Student accommodation at the Imperial College London
The specific residence and its address will be informed once confirmed.

9. What IAMU provides

- Accommodation (incl. Breakfast) for 4 nights. Extension requests will not be accepted.
- Lunches and dinners during the Forum.
- Financial support as specified in Section 10.

10. Financial support

IAMU will provide:

- A fixed amount for airfare to and from London (or train fare for a participant traveling from within the UK), equivalent to 100% of the reference fare determined by IAMU for the participating university. The fixed amount will be paid to the participating university, irrespective of the actual ticket price.
- Fixed-rate funding for airport transfers (to the accommodation in London).
- An allowance to cover the following expenses:
  - Public transportation fare for the forum and technical tour.
  - Dinner and lunches when not arranged.

IAMU will not cover visa application-related costs, travel insurance, or local transportation between the student's home and the airport in the home country.

11. Travel arrangement

11.1 Flight arrangement

Each participating university shall arrange or assist with booking the tickets for its nominated student. The IAMU Secretariat will not arrange or purchase tickets.

11.2 Airport Transportation

IAMU will not arrange airport transportation in London. Participants must make their own arrangements for travel between airport and the accommodation.

12. Visa

Each participating university is responsible for ensuring that its nominated student obtains an appropriate visa or entry document before departure. Universities are strongly advised to begin the necessary procedures well in advance, as processing times may vary.

13. Identification

Valid identification, such as a passport, national identity card or driving license, is required for entry to the IMO building.

14. Designated University Staff Member

Each participating university shall designate a staff member to support the nominated student's travel preparation for the Forum and serve as an emergency contact during the Forum.

15. Insurance

All participants are required to carry travel insurance. Each university is responsible for ensuring that its nominated student has appropriate travel insurance, including medical coverage during participation in the Forum. IAMU cannot provide any insurance and is not liable for any lack of insurance if the nominated student does not have appropriate insurance coverage.

16. Data and Privacy Policy

IAMU will handle participants' personal data in accordance with the IAMU privacy policy (Annex 1)

17. Code of Conduct

Participants must comply with the IAMU Code of Conduct (Annex 2)

18. Withdrawal and Changes

Member universities shall notify the IAMU Secretariat promptly if a student withdraws or a change of nominee is required. Any costs arising from withdrawals or substitutions are the responsibility of the member university unless IAMU expressly agrees otherwise.

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19. Unforeseen events

Events beyond IAMU's control, including war, civil unrest, pandemic or natural disasters, may require modification, postponement, or cancellation of the Forum.

20. Liability

IAMU will not be responsible for loss or damage to property, bodily injury, or death caused by the participants or any third party arising out of or in connection with the Forum, except to the extent prohibited by applicable law.

Issued: 16 October 2026

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Privacy Notice – IAMU Activities

1. Introduction

The International Association of Maritime Universities (IAMU) is committed to protecting personal data and respecting privacy. This Privacy Notice explains how personal data is collected, used, and retained, and safeguarded by IAMU in accordance with applicable data protection laws, including the GDPR. It applies to IAMU-supported activities.

2. Data Controller

The data controller responsible for processing your personal data is:
International Association of Maritime Universities (IAMU) Secretariat
Meiwa Building 8F, 1-15-10 Toranomon, Minato-ku, Tokyo, Japan 105-0001
Email: info@iamu-edu.org
Phone: +81 3 6257 1812

3. Types of Data Collected

When you apply for IAMU-supported activities, we may collect the following information:

- Full name
- Affiliation (university or institution)
- Date of birth
- Email address and other contact details
- Application or supporting materials (e.g., proposal, CV, motivation letter, activity plan, budget, tuition documents or other relevant documents)
- Participation status and outcomes (e.g., selection results, reports, outputs)
- Travel-related documents (e.g., itineraries, booking confirmations, or e-tickets)
- Passport information

Providing this data is voluntary but necessary for your participation in the application process.

4. Purpose of Processing

We use your personal data for the following purposes:

- To manage participation in IAMU activities, including application, selection and coordination process
- To communicate with individuals involved during and after the process
- To report the results of selected participants in official documents (e.g., meeting materials, internal reports)
- To retain records of funded activities as part of IAMU's institutional memory and accountability
- To analyze program outcomes for future improvement

5. Legal Basis for Processing

We rely on the following legal bases under Article 6 of the GDPR:

- Article 6(1)(a): Consent
- Article 6(1)(e): Performance of a task carried out in the public interest
- Article 6(1)(f): Legitimate interests

IAMU will not use your personal data for commercial purposes or unrelated activities.

6. Retention Period

IAMU retains certain core information, such as participants' names, affiliations, and activity type, and funding amount permanently as part of its institutional history and accountability. Other personal data including contact details and application or supporting documents, will be retained only as long as necessary to fulfill administrative, legal, or programmatic purposes, after which they will be securely deleted or anonymized.
Specific retention period for personal data related to a particular activity will be provided upon request by the individual who submitted the data for the activity.

7. Sharing of Data

Your personal data may be shared under strict confidentiality with:

- IAMU's member universities and affiliates, where necessary for the purpose of the program
- Authorized reviewers, evaluators, or committee members involved in the selection process
- IAMU event organizers for logistical arrangements

IAMU may use trusted third-party service providers to collect or process personal data on its behalf, such as through online forms for event participation. These providers are contractually bound to process the data only for the specified purposes, under strict confidentiality and in compliance with applicable data protection laws. IAMU ensures that such third-party platforms provide appropriate technical and organizational measures to safeguard your information.
Where personal data is transferred across national borders, IAMU ensures appropriate safeguards in accordance with applicable data protection laws, which may include adequacy decisions, standard contractual clauses, or equivalent legally recognized mechanisms.
IAMU does not sell or lease personal data and will share information with third parties only with your consent or as required by law.

8. Your Rights

You have the following rights with respect to your personal data:

- Access – to obtain a copy of your personal data.
- Rectification – to have inaccurate personal data corrected.
- Erasure – to have your personal data deleted.
- Restriction – to request the restriction of processing of your personal data under certain circumstances.
- Objection – to object to the processing of your personal data.
- Withdrawal of Consent – to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
- Complaint – to lodge a complaint with a supervisory authority.

To exercise your rights or inquire further, please contact IAMU at info@iamu-edu.org.

9. Communications beyond the scope of the program

IAMU may occasionally use the contact details you have provided to share information about future opportunities, events, or publications related to its activities. If you prefer not to receive such communications, you may opt out at any time by contacting info@iamu-edu.org or by following the opt-out instructions included in the message.

10. Data Security

While no system can be completely secure, IAMU applies appropriate technical and organizational measures, including restricted access, secure storage, encryption, and regular review of security practices, to protect personal data.

11. Photos and Recordings at IAMU Events

IAMU may take photographs and/or video/audio recordings during its events for the purposes of documentation, reporting, or promotion (e.g., website, social media, publications). By attending the event, you acknowledge and consent to the use of such image or recordings by IAMU. Please contact a member of the event team (IAMU Secretariat or local host) if you have any concerns or wish to be exempted from photos or recordings.

Note:

This Privacy Notice may be updated periodically. The most recent version will be provided with each relevant activity.

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October 2025
International Association of Maritime Universities

Code of Conduct to Prevent Harassment at IAMU Events

Purpose

The International Association of Maritime Universities (IAMU) is committed to hosting and facilitating events at which everyone can participate in an inclusive, respectful and safe environment.

IAMU events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all other participants attending or involved with any IAMU event.

Applicability

The Code of Conduct applies to any IAMU event, which shall include Annual General Assemblies, IAMU Conferences, IAMU Student Forums, meetings, scientific and technical events, workshops and any other events organised, hosted, or sponsored in whole or part by IAMU wherever it takes place.

The Code of Conduct applies to all participants at IAMU events, including all persons attending or involved in any capacity.

The IAMU or other entity responsible for an IAMU event commits to implementing the Code of Conduct.

The Code of Conduct is not legal or prescriptive in nature. It supplements, and does not affect, the application of other relevant policies, regulations, rules, and laws, including laws regulating the premises in which the IAMU event takes place and any applicable host country agreements.

Prohibited Conduct

Harassment is any improper or unwelcome conduct that might reasonably be expected or is reasonably perceived to cause offence or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, language, age, religion, or any other reason is prohibited at IAMU events.

Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal, or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.

Examples of sexual harassment include, but are not limited to:

- making derogatory or demeaning comments about someone's sexual orientation or gender identity;
- name-calling or using slurs with a gender/sexual connotation;
- making unwelcomed sexual comments about appearance, clothing, or body parts;
- ranting a person's sexuality;
- repeatedly asking a person for dates or asking for sexual favours;
- unwelcomed touching, including pinching, parting, rubbing, or purposefully brushing up against a person;
- making inappropriate sexual gestures, as well as prolonged, unwelcomed staring;
- sharing unwelcomed offensive anecdotes or jokes;
- sharing or displaying sexually inappropriate images or videos; and
- attempted or actual sexual assault, including rape.

Complaint Process

A participant who feels that they have received or witnessed harassment at an IAMU event may report the matter either to the organizer of the IAMU event or to the relevant security authority. Such reporting shall have no effect on the applicable rules and procedures that may apply to IAMU and its personnel. The organizer of the IAMU event will be expected to take appropriate action in accordance with its applicable policies, regulations, and rules.

Examples of appropriate action may include, but are not limited to:

- undertaking a fact-finding exercise;
- requesting the perpetrator to immediately stop the offending behaviour;

- suspending or termina*ng the perpetrator's access to the IAMU event or refusing registra*on at future IAMU events, or both; and
- conveying the complaint or a report to an appropriate authority.

The vic m of alleged harassment may also seek help from other relevant authori*es, such as the police. A par*cipant should never knowingly make a false or misleading claim about prohibited conduct.

Prohibition of Retaliation

Threats, in*mida*on or any other form of retalia*on against a par*cipant who has made a complaint or provided informa*on in support of a complaint are prohibited. The IAMU or any other en*ty responsible for an IAMU event will take any reasonable and appropriate ac on needed to prevent and respond to retalia*on, in accordance with its applicable policy, regula*ons, and rules.

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November 2023

Interna0onal Associa0on of Mari0me Universi0es