Students Leaving Campus on their Own

Students are able to leave Dilijan on weekends or campus during the weekdays during the stipulated time as below. During the weekdays for emergencies a student can also leave campus with prior permission from the relevant staff member. Students who have classes or CAS activities scheduled during these time slots obviously cannot leave campus until their other obligations are over.

The Guidelines:

Whenever students are not on campus, they are an ambassador of UWC Dilijan – they must remember that and respect the culture of the host country.

Students on unsupervised time off campus must remain within the city limits of Dilijan at any time. We encourage walking to maintain a healthy lifestyle, but local taxis can also be used – remember to wear seat belts at any time! The new mini buses work from 8.00 to 18.00 every half an hour from one side of the city to another.

It is strongly recommended to stay together in groups of 2 or 3, so there is always someone to help them in case you need it. However, it is a requirement to be in groups of 3 after 17.00 even if you are going to the nearest shop or for a short walk.

It is a requirement for leaving campus that you bring a charged, working phone with the Armenian number that is registered in the school database. Save the school emergency number (+374 98 146 098) to always have it.

Please also save the MS and RS duty phone numbers, you should call one of the duty phone numbers if you need assistance for any reason and a TP will answer.
RS duty phone number: +374 94 880734. MS duty phone number: +374 77 880734.

You must also bring your student ID card including the access card you use to access your corridor.

All of the above are mandatory requirements to be able to leave campus.

Permitted time slots for leaving campus: 2023-24

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06.30-08.00	06.30-08.00	06.30-08.00	06.30-08.00	06.30-08.00	06.30-22.00	06.30-20.00

15.00-21.30	16.15-21.30	16.15-21.30	13.30-20.00	16.15-22.00		

Please refer to the [Comprehensive Guide for UWCD Students](#) Traveling in Armenia created primarily by students for good advice on staying safe, behaving responsibly and respectfully towards each other and the host country Armenia and making the most of your time off campus.

Important requirements:

- You must create a correct leave request on REACH following the [guide](#).
- Your leave has to be approved by the relevant leave approver i.e. your parent, Toon Parent, Head of Residential Life/ Deputy Head
- You must always carry a working phone, battery and SIM card charged, with the Armenian phone number registered on REACH.
- You must sign out on REACH so that the staff on duty are aware of your whereabouts in case of emergency.

Unsupervised Overnight weekends 2024-25:

These overnights are granted solely with the understanding that the parents take full responsibility of their children during this time. The following are the terms and conditions parents have to agree to before approving the overnight weekends.

Terms & Conditions For Parents/Guardians Approving Unsupervised Overnight Trips

1. Any overnight unsupervised trip is not authorised by the college and the college is not responsible for the students safety and security. Therefore the approving parent/guardian takes full responsibility for their child during this period.
2. The leave is approved by the parent/guardian at least three days before the date of departure.
3. The parent/guardian has ensured that they are aware of the full location details of where the child is going to stay.
4. The college recommends that students are always in groups of three or more for their safety and security. However, it is the responsibility of the parents/guardians if they go in pairs and alone.

   Note: Students during the first term on campus will not be allowed to go on unsupervised overnights in groups of less than three as a precautionary measure.

5. The parent/guardian has checked that the child has a secure place in the hotel/hostel/Airbnb/apartment for the duration of the leave.
6. The parent/guardian is responsible for any and every expenditure the child will incur during the duration of the leave.
7. The final approval will be done by the Toon Parent on behalf of the college.
8. The college reserves the right to refuse approval of any such trips in case of serious academic or residential issues and in case of discrepancy in information provided by the student while making the leave request.
9. The approving parent/guardian agrees to all the terms and conditions stated above by ticking the appropriate box on REACH.

Dates of Overnight weekends

Term 1

Friday, 27 September, after classes and CASes to Sunday, 29 September 8pm (DP2s only as DP1s need orientation about the country and only after Explore Armenia week they will be allowed off campus unsupervised)
- Monday 23 September - Student leave request deadline
- Wednesday 25 September - Parents approval deadline

Friday, 1 November, after classes and CASes to Sunday, 3 November 8pm
- Monday 28 October - Student leave request deadline
- Wednesday 30 October - Parents approval deadline

Friday, 22 November, after classes and CASes to Sunday, 24 November 8pm
- Monday 18 November - Student leave request deadline
- Wednesday 20 November - Parents approval deadline

Friday, 6 December, after classes and CASes to Sunday, 8 December 8pm
- Monday, 2 December- Student leave request deadline
- Wednesday, 4 December - Parents approval deadline

Term 2

Friday, 7 February, after classes and CASes to Sunday, 9 February 8pm
- Monday, 3 February - Student leave request deadline
- Wednesday, 5 February - Parents approval deadline

Friday 28 February, after classes and CASes to Sunday, 2 March 8pm
- Monday, 24 February - Student leave request deadline
- Wednesday, 26 February - Parents approval deadline

Friday 11 April, after classes and CASes to Sunday, 13 April 8pm
- Monday, 7 April - Student leave request deadline
- Wednesday, 9 April - Parents approval deadline

Friday, 25 April, after classes and CASes to Sunda,y 27 April 8pm only DP1s as DP2s are in exams
- Monday, 21 April - Student leave request deadline
- Wednesday, 23 April - Parents approval deadline

Friday 16 May, after classes and CASes to Sunday 18 May 8pm only DP1s as DP2s are in exams
- Monday, 12 May - Student leave request deadline
- Wednesday, 14 May - Parents approval deadline

REACH advice/issues:

For general advice on using REACH, follow the guidelines below (additionally, signing in and out at the gate with your ID card continues to be a requirement):

Unfortunately, at times the REACH app has shown to be a little bit unstable. In order to ensure your information is correctly registered, make sure to completely stop/restart the app before signing in or out, if your phone keeps it running "in the background", don't just switch back to it when returning to campus. Instead, (stop and then) start the app, wait about 20 seconds until it has "refreshed" as shown below and only then click SISO. It is better to use web browser uwcd.reach.cloud url in case you are struggling with the app as it is much more stable.
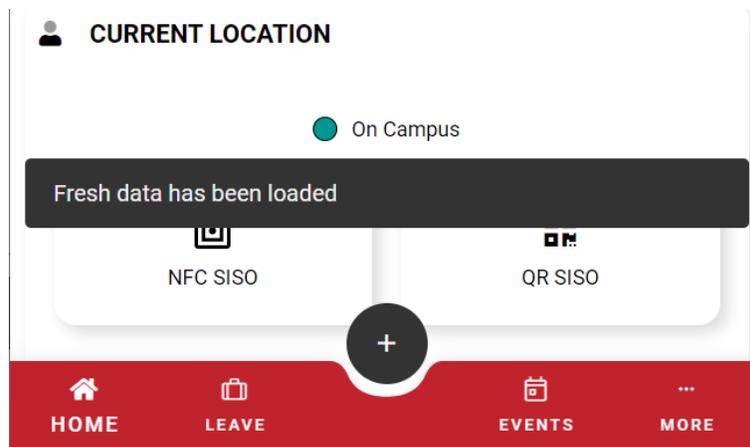
When returning to campus you MUST be connected to the school wifi before clicking "On campus", not on your data plan. If you are not on the wifi, your app will show you that you are back on campus, but it will not be registered properly in the online system and the toon parent on duty will still see you as off campus.

Instead of using the app, it is recommended that you use a browser on your phone and go to material.reach.cloud. This is an online version of the app, it looks and acts the same, but is more reliable.

If you are leaving campus but staying in Dilijan, the procedure remains unchanged. You can only see the "Dilijan - students off campus unsupervised" location during the permitted times to leave, and you can only sign out if you are not gated.

# Leaving Dilijan on a weekend - step by step guide:

In order to leave Dilijan (permitted on weekends during the same time slots as for going into Dilijan - Saturdays 06.30-21.20 and Sundays 06.30-20.00), you must first create a leave request. This can be done any time in advance or immediately before leaving, following the steps outlined below:
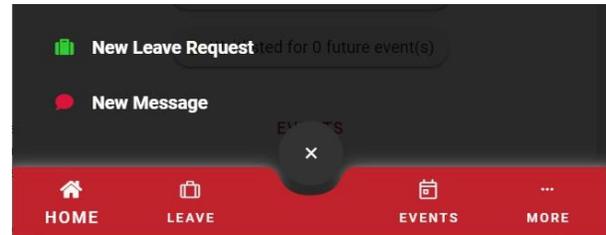

1. Either scroll down to "Activity metrics" and click on "Create leave" or click the black circle with a white Plus sign in the bottom of the screen followed by "New Leave Request".
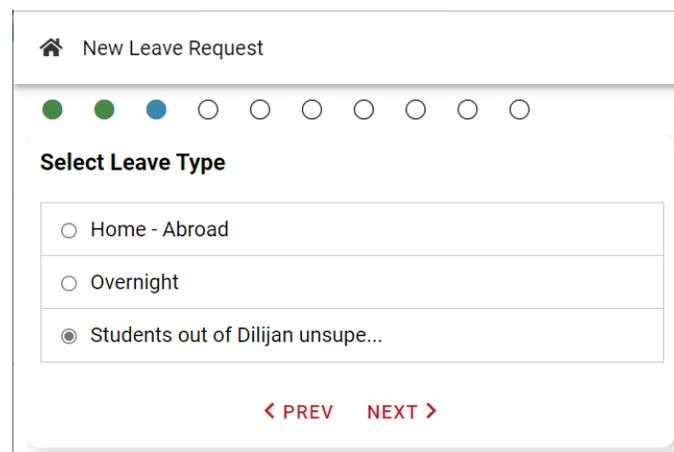

2. Select the "Students out of Dilijan unsupervised" leave type (Home - Abroad is for registering travel around summer/winter breaks, Overnight leaves are still not an option yet).
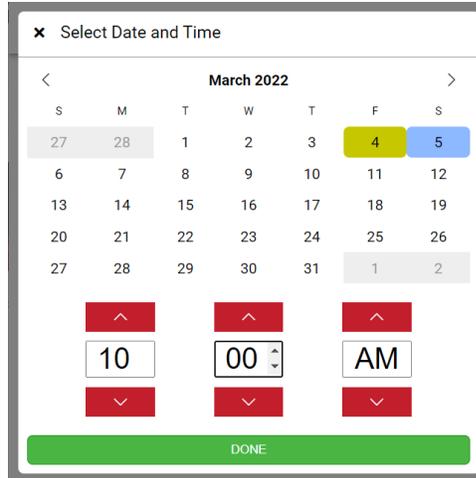
3. Click the date/time to indicate when you plan to leave campus (allowed times are Saturdays between 6.30-21.30, Sundays between 6.30-20.00).
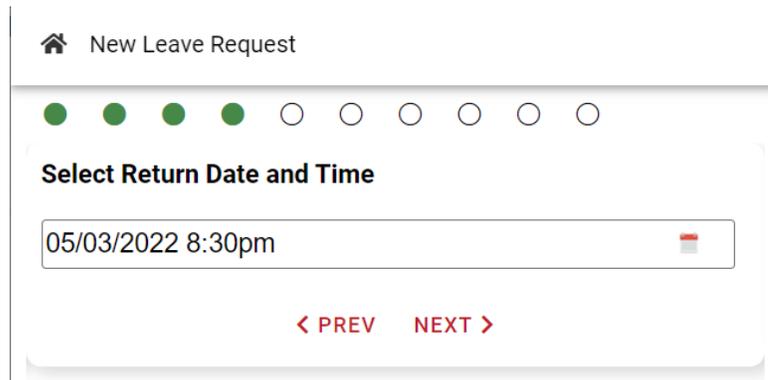
4. Similarly indicate when you plan to be back on campus (before/at the end of the allowed time, obviously).
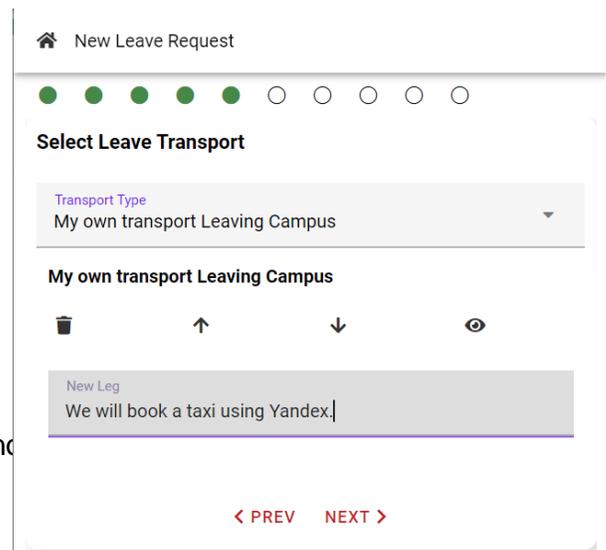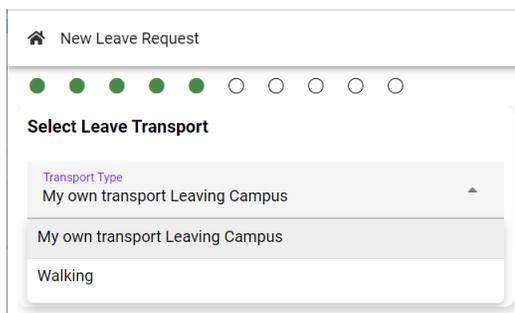
5. Select how you plan to leave campus, add a n[...] with information about your transport.
6. Similarly indicate how you will be returning to campus.

New Leave Request

Select Host

◉ No Host Necessary

‹ PREV   NEXT ›

7. In the "Select Host" field, simply select "No Host Necessary" (this information is not relevant for this type of leave request but always shown by default anyway).

New Leave Request

Enter Destination

Destination
Yerevan, Dalma Garden mall

Enter Notes

I will be going shopping with my friends:
Թեստային ուսանող
Тестовый студент
Estudiante de Prueba
测试学生
Test étudiant

My Armenian phone number is: 093 123 456

‹ PREV   NEXT ›

8. Add a note, indicating who you are traveling with (remember, always minimum 3 people together when leaving Dilijan) and where you are planning to go. Include your working Armenian phone number.

Does this Leave Request repeat?

Repetition Type
This does not repeat at all

‹ PREV   NEXT ›

9. The next field will ask for repeating Leave Requests, this will by default be set to "This does not repeat at all", and you should just leave it as is.

Yerevan, Dalma Garden mall

New Leave Request

Step 1 - Student(s)
Student, Test

Step 2 - Leave Type
Students out of Dilijan unsupervised

Step 3 - Leave Date and Time
Sat 5th Mar @ 10:00

Step 4 - Return Date and Time
Sat 5th Mar @ 20:30

Step 5 - Leave Transport Type

- **My own transport Leaving Campus**
  - **New Leg**
    We will book a taxi using Yandex.

Step 6 - Return Transport Type

- **My own Transport Returning to campus**
  - **New Leg**
    We will return from Yerevan on a GG shuttle.

Step 8b - Notes
I will be going shopping with my friends: Թեսստային ուսանող Тестовый студент Estudiante de Prueba 测试学生 Test étudiant My Armenian phone number is: 093 123 456

Step 9a - Late Meal?
n/a
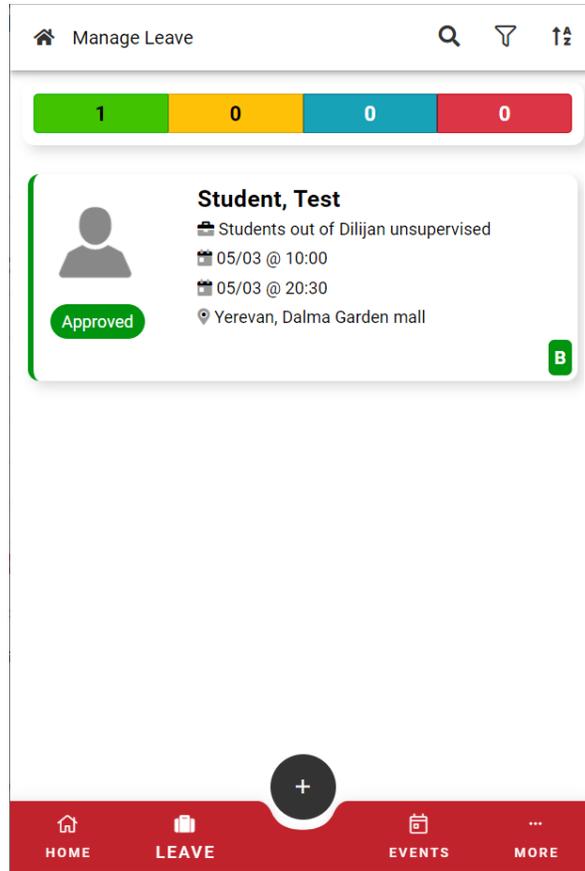
Step 9b - Packed Meal?
n/a

Step 9c - Repeats?
No

Step 9d - How often?
n/a

Step 9e - Which DOW's
n/a

Step 9f - Ending...
n/a

‹ PREV   +   **FINISHED ›**

10. The final page will show you a summary of everything you have entered - double check and verify that it is all correct while you scroll to the bottom to click "Finished".

11. Congratulations! You have now completed your leave request, which will automatically be approved unless you are currently gated. The app moves to the "Leave" tab at the bottom of the screen, and you can see your new Leave request along with any other ones you may have (leave requests for Theatre trips, Outdoor activities etc. that you are enrolled in will also show here).

12. Once the time has come for you to actually leave campus (the Leave time indicated in the request, whether created 1 minute or 3 days before), you need to sign out almost as usual.
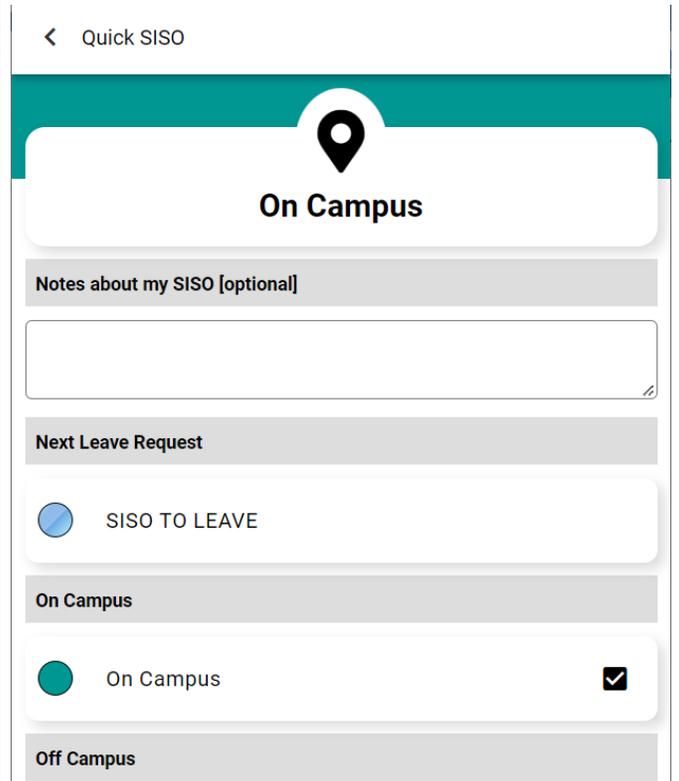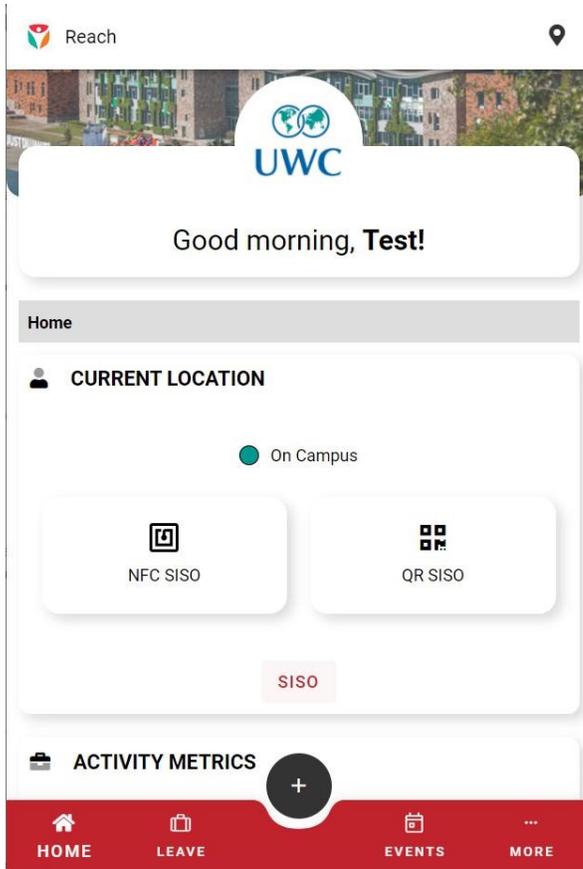
13. From the "Home" tab, scroll down to select "SISO" or click the location marker in the top right corner, this takes you to the "Quick SISO" screen, where your next leave request is waiting for you. Click SISO TO LEAVE. Should there be any (small) changes to your plans since you created the leave request, you can leave a note before signing out.
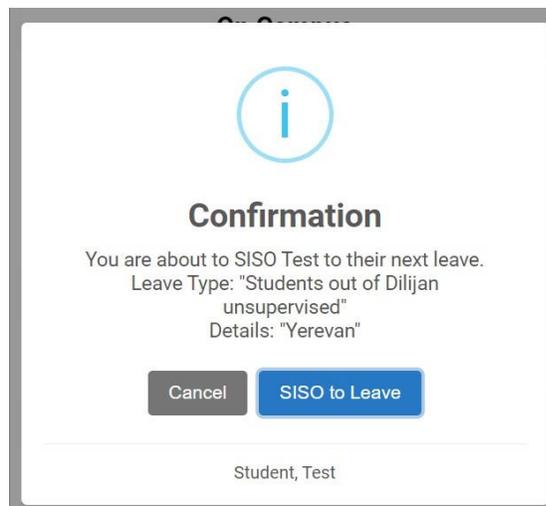

14. In the window that pops up, confirm by clicking the blue SISO to Leave button.
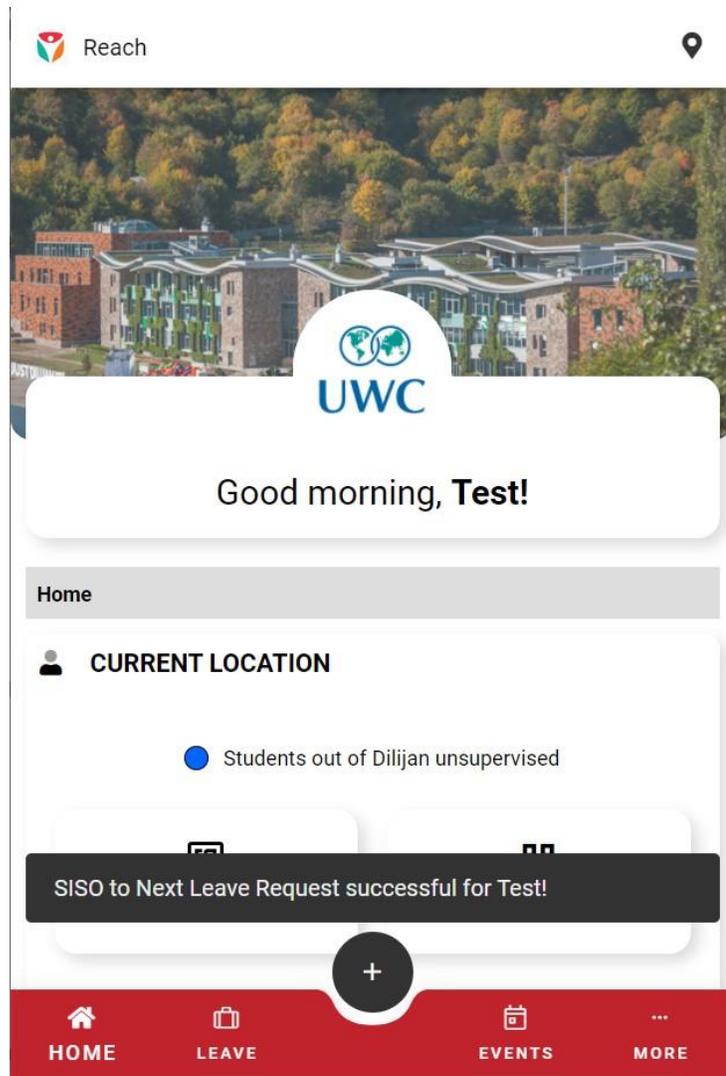
15. Your Current location will update automatically to the "Students out of Dilijan unsupervised" location, and a small pop-up will confirm that you have now signed out.

16. Enjoy your time away from campus - be safe, take good care of yourself and your friends, and make sure to be back on time. Don't forget to bring everything you need in order to stay safe, use the Guide for UWCD students traveling in Armenia as your inspiration.

17. Once you return, check back into campus exactly as you would if you had just been off campus in Dilijan - both by scanning your ID card at the gate and by checking back in on REACH. If you encounter any problems or if something unexpected happens and you discover you will be late, inform the toon parent on duty (using either of the duty phone

numbers) as soon as possible. In case of a serious emergency, the emergency phone number is also an option, but the default is the duty phones.

The procedure you need to follow when you wish to leave campus on your own for unsupervised trips into the city of Dilijan are as follows:
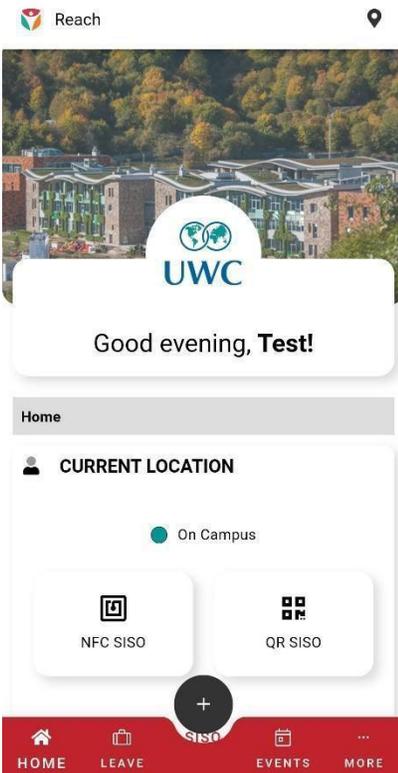

When you open the REACH app on your phone, your current location is shown. In order to leave campus you need to sign out, either by clicking the little location marker in the top right corner of the screen or by scrolling down to click "SISO" (Sign In/Sign Out).
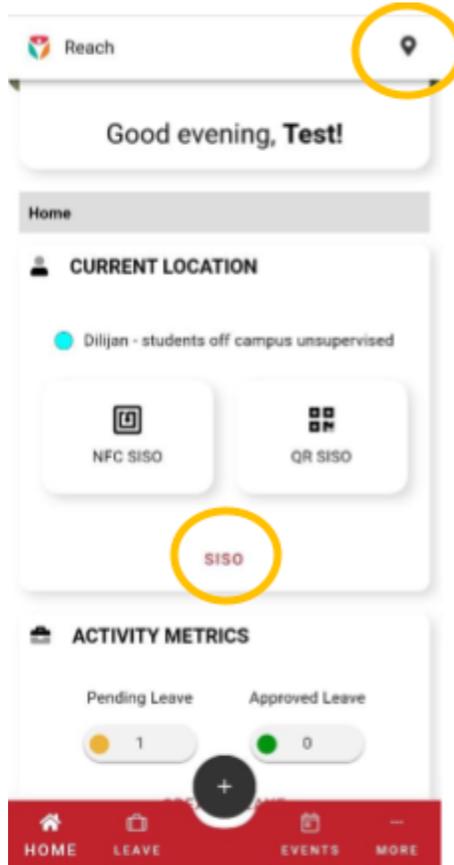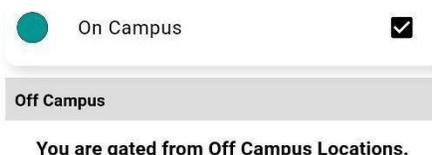
No matter which option you choose, it brings you to the screen that shows your current location and gives you the option of signing out. The Off campus option is only visible during the permitted leave hours.

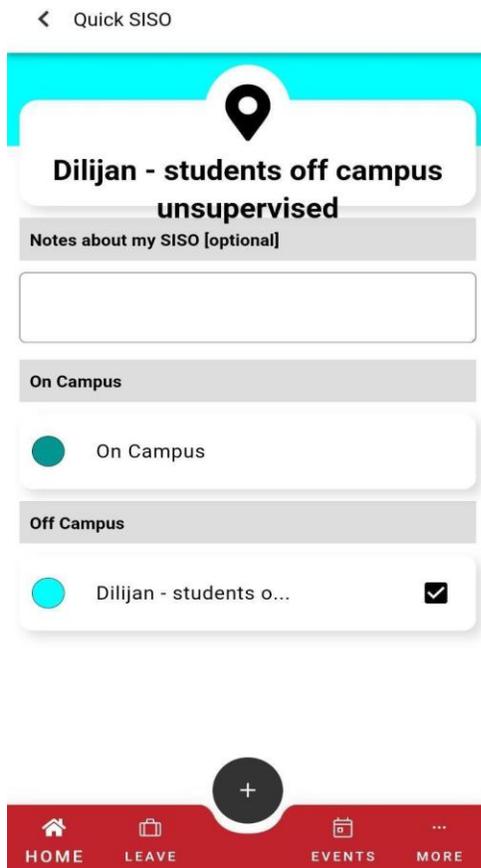Simply click the "Dilijan – students…" option as you pass the gate on your way out.
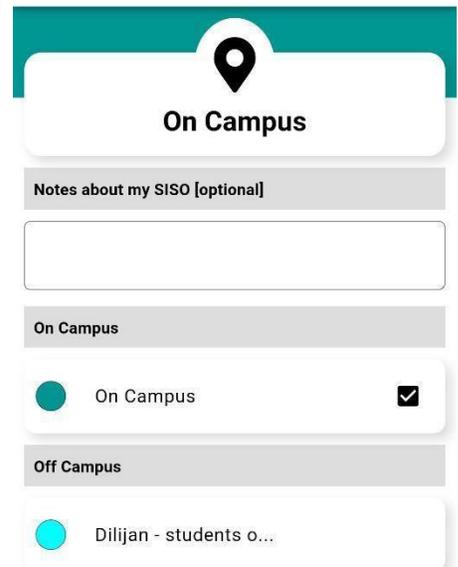
In addition to signing out on REACH, you **must** also scan your student

ID/access card (the card you use to enter your corridor) at the gate.

In the unlikely event that you are not permitted to leave campus, the Quick SISO screen will look as above:

< Quick SISO

Dilijan - students off campus unsupervised

Notes about my SISO [optional]

On Campus

● On Campus

Off Campus

○ Dilijan - students o... ☑

HOME   LEAVE   EVENTS   MORE

When you return to campus (before the end of the permitted hours) you must do two things: SISO back on campus on the REACH app, and scan your ID/access card at the gate. Expect the security personnel at the gate to want to inspect any bags/items you bring back with you, the rules for what can and cannot be brought onto campus remain unchanged.

Please keep in mind that being able to leave campus is a privilege, and you can only have that privilege to the extent that you are able to live up to these simple expectations. If you are in doubt about anything, ask first before acting.

Reckless or irresponsible behavior or a failure to comply with these guidelines puts a significant threat to your health & safety and can and will lead to losing the privileges that follow them.

1. Scan your access card here when leaving campus
2. Scan your access card here when returning to campus