

## STUDENT INTERNATIONAL TRAVEL APPROVAL FORM

Overseas travel may only be undertaken with prior approval by the Dean of the Faculty.

This form should be completed at an early stage in planning the overseas trip and submitted at least 12 weeks before the planned outwards travel date. Circumstances and risks change, often quickly, and it is possible that your request to travel may be refused. You are advised not to make any travel arrangements or non-refundable bookings before getting formal approval.

This form is not required for travel to the Isle of Man, Northern Island or the Channel Islands (students are covered by a reciprocal agreement for healthcare, except for repatriation which would be covered by the University Travel Insurance).

**Stage 1** – Outline Travel Plans, to be completed by the student proposing the travel. To be endorsed by the Travel Sponsor.

**Stage 2** - Risk assessment and Approval Form, to be completed by the student and the Travel Sponsor and final approval given by the Dean of Faculty. Students travelling for the purpose of undertaking placement and fieldwork must additionally undertake an **activity** risk assessment.

Note: For Group Travel, forms will normally be completed by the travel sponsor.

Confirmation of the appropriate travel insurance arrangements being in place will be required before final approval by the University.

## STAGE 1 - OUTLINE TRAVEL PLANS

| Student Traveller Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Student Traveller                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                         |
| Student ID Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                         |
| Traveller health – Are there any underlying health conditions?                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes <input type="checkbox"/> No <input type="checkbox"/><br>(if yes, address risks and mitigations in your risk assessment)                                             |
| Programme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                         |
| Programme Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                         |
| Purpose of activity e.g. fieldtrip, placement, data collection                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                         |
| Brief description of activity to be undertaken                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                         |
| Is a separate activity risk assessment required to cover the in-country activity (required for placements and fieldwork activity, some forms of data collection activity)?<br><br>Risk assessments for these can be found in the following H&S policy documents <ul style="list-style-type: none"> <li>• <a href="#">Health and Safety Risk Management Policy</a></li> <li>• <a href="#">Risk Assessment of Student Placement Policy</a></li> <li>• <a href="#">Health and Safety in Fieldwork Policy</a></li> </ul> | Yes <input type="checkbox"/> No <input type="checkbox"/><br><br>NB. You must append the activity risk assessment to this document before submission for final approval. |
| Will any arrangements for reasonable adjustments be required and how will they be managed?                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                         |
| Are you expecting the trip to be covered by the University's travel policy?                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                |

| Proposed Travel Information                                                                                                           |                                                                   |                                                     |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------|
| Destination of Travel<br>(Country and Region)                                                                                         |                                                                   |                                                     |                                   |
| What is the current<br>FCO advice on travel<br>to this region?                                                                        | Note: Approval will not be given where FCO advises against travel |                                                     |                                   |
| Mode of travel                                                                                                                        |                                                                   |                                                     |                                   |
| Indicative costs of<br>travel and any costs<br>whilst overseas                                                                        |                                                                   |                                                     |                                   |
| Host contacts (names<br>and contact details)                                                                                          | Host location has reliable internet access                        | Yes <input type="checkbox"/>                        | No <input type="checkbox"/>       |
|                                                                                                                                       | Host location has reliable mobile phone signal                    | Yes <input type="checkbox"/>                        | No <input type="checkbox"/>       |
|                                                                                                                                       | Host location has a functioning landline<br>telephone             | Yes <input type="checkbox"/>                        | No <input type="checkbox"/>       |
|                                                                                                                                       | Hosts speak fluent English                                        | Yes <input type="checkbox"/>                        | No <input type="checkbox"/>       |
| Nearest in-country<br>airport (name and<br>town)                                                                                      |                                                                   |                                                     |                                   |
| Nearest in-country<br>hospital (name and<br>town)                                                                                     |                                                                   |                                                     |                                   |
| Stage 1 – Planned Itinerary including travel and any transit points or breaks<br>in journey (please add additional rows as necessary) |                                                                   |                                                     |                                   |
| Date:                                                                                                                                 | Location                                                          | Activity                                            | Contacts                          |
| <i>e.g., 20/05/25-<br/>28/05/25</i>                                                                                                   | <i>Sandakan,<br/>Malaysia</i>                                     | <i>Undertake fieldwork for<br/>research project</i> | <i>Mr. Brown,<br/>Headteacher</i> |
|                                                                                                                                       |                                                                   |                                                     |                                   |
|                                                                                                                                       |                                                                   |                                                     |                                   |
| Student Traveller Declaration                                                                                                         |                                                                   |                                                     |                                   |
| I confirm the above information to be accurate:                                                                                       |                                                                   |                                                     |                                   |
| Signature:                                                                                                                            |                                                                   | Date:                                               |                                   |
| Initial endorsement by UoC Travel Sponsor                                                                                             |                                                                   |                                                     |                                   |
| Name:                                                                                                                                 |                                                                   |                                                     |                                   |
| Signature:                                                                                                                            |                                                                   | Date:                                               |                                   |
| Notes:                                                                                                                                |                                                                   |                                                     |                                   |