

STUDENT INTERNATIONAL TRAVEL POLICY AND PROCEDURE

2026/27 – 2028/29

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Related Guidelines, Procedures, Codes of Practice etc.	Health and Safety Risk Management Policy Risk Assessment of Student Placement Policy Health and Safety in Fieldwork Policy Safeguarding Policy Health and Safety Policy NMC; HCPC and any other professional body guidance and requirements for supervision and assessment of practice learning

1. Introduction

- 1.1 Students may, as part of their programme, have the opportunity to travel internationally, for example for placement activity (including the Turing Scheme), international conferences, or for research and data collection purposes. Whilst acknowledging the expense, environmental sustainability and impact, and risks associated with international travel, it is recognised that opportunities for international travel can enrich the student experience. Whenever a student is travelling internationally as part of their programme of study, the University of Cumbria has a duty of care to that student.
- 1.2 In some cases, international travel can form a compulsory part of the planned curriculum (e.g. compulsory fieldtrip, planned sandwich placement year) and where this is the case it must be approved as part of the validation process. Any costs of a compulsory activity must be set out clearly to applicants and students as Additional Course Costs, in line with Competition and Markets Authority Guidance. Where international travel is an optional/enrichment activity, the costs must also be made clear to prospective applicants and students.
- 1.3 Timely engagement in and approval of the travel authorisation process will ensure that itineraries can be planned and that essential safeguards are in place to minimise any personal risk to individuals travelling.

2. Purpose

- 2.1 The aim of these procedures is to consider the health and safety of student international travellers and to put in place procedures which control the risks associated with international travel for programme-related activity.
- 2.2 These procedures set out measures to support the university in effectively discharging its duty of care towards students and to ensure that those who travel in the course of their study do so safely.
- 2.3 The risk assessment of the specific activities being undertaken whilst out of the country are managed through the following separate policies/codes of practice:
 - Health and Safety Risk Management Policy
 - Risk Management of Student Placement Policy
 - Health and Safety in Fieldwork Policy

This policy is concerned with the procedures for the approval of the international travel element, including risks associated with the travel, but not the activities themselves.

3. Scope

- 3.1 This policy applies to all students registered on a University of Cumbria award delivered by the University, both taught and research students. It does not apply to students studying under collaborative provision partnerships arrangements (the partner's equivalent policies would be considered at the point of the collaborative partnership agreement, as required).
- 3.2 It applies to students who, as part of their programme of study, are either required to, or have the opportunity to travel outside the United Kingdom, for example for placement(s), conferences, fieldwork or research/data collection purposes. It does not apply to travel to the Isle of Man, Northern Island or the Channel Islands.
- 3.3 These procedures do not extend to any personal international travel, including personal travel undertaken before, after or during a period of approved university travel.

4. Policy

- 4.1 In line with the University's Scheme of Delegation, Deans of Faculty are responsible for approving any international student travel.
- 4.2 Each international travel activity will have a named "Travel Sponsor" appointed by the University. This will normally be the Placement Co-ordinator/Tutor, the Programme Leader (for Turing mobility scheme), the Module Tutors (normally for fieldwork) or the supervisor.

Faculties may designate a named lead who will act as Travel Sponsor for all student international travel.

4.3 This policy places certain obligations on the University. The University will:

- a) Ensure that requests from students to undertake international travel as part of their programme of study are properly risk assessed.
- b) Through its approval processes, provide assurance that the student traveller has the appropriate travel documents, including an up-to-date valid passport, and any visas required.
- c) Keep a record of the travel plans and contact information for students travelling internationally at any given time.
- d) Maintain contact with students whilst overseas, in line with agreed protocols.
- e) Provide travel insurance cover through the University's insurance policy for students whose travel is approved.

4.4 This policy places certain obligations on the student traveller. The student traveller will:

- a) Follow the procedures set out in this document and seek approval of any international travel in good time for arrangements to be made, normally at least 12 weeks before the planned date of travel.
- b) Be responsible for obtaining all appropriate travel documents, including an up-to-date valid passport, and any visas required.
- c) Be responsible for ensuring that appropriate additional insurance is in place for any specific activities to be undertaken whilst studying or working overseas.
- d) Update the University of travel plans and any changes, before and during travel periods.
- e) Maintain regular contact with the University through the agreed arrangements.

4.3 Students intending to travel overseas on University-related activity must obtain approval for this prior to making any related arrangements or commitments. Failure to obtain approval prior to travelling internationally is a breach of the policy and will be addressed under Student Disciplinary Procedures. It will also result in the student not being covered by the University's Travel Insurance cover.

5. The Approvals Process

5.1 The approval process comprises two stages (see Annex 1 for the Student International Travel Approval Form):

Stage 1 Outline Consideration of Travel and Activity (completed by the student traveller and submitted to the UoC Travel Sponsor for endorsement at the preliminary stage).

Stage 2 Risk Assessment and Approval to Travel (risk assessment completed by the student in discussion with the Travel Sponsor, final approval from the Dean of Faculty).

5.2 If undertaking group travel (e.g. for an in-module fieldtrip) the stages above may be undertaken by the module tutor on behalf of the group. Students will be informed if this is the case.

5.3 Once approved by the Dean, the Travel Sponsor should save a copy of the Risk Assessment in the Risk Assessment Sharepoint area and share a link with:

- The Placements Team (for placements)

- The Payroll Manager for:
 - retaining the central log of student international travel
 - retaining records of students covered by the University's travel insurance
 - retaining records of other insurance in place for any individuals (e.g. third party or students own)
- The Ordering Team in Finance (for booking travel arrangements)
- The Programme Administration Manager

6. Risk Management

- 6.1 A written risk assessment for international travel must be completed as part of the approval of the international travel. This forms part of the travel approvals process (see Appendix 1).
- 6.2 The risk assessment should be populated with, and be based on, previous knowledge, information from the Foreign Commonwealth and Development Office (FCDO), travel agents and contacts in the area being visited. The University of Cumbria cannot endorse or insure any travel to any country designated as unsafe by the FCDO, where their advice is against 'all travel' or 'all but essential travel'.
- 6.3 Risk assessments should be reviewed by the student on arrival at the destination and take into account local hazards or issues that were not apparent during the initial stages of planning of the trip.
- 6.4 In the case of fieldtrips and group travel, a group risk assessment and outline travel information may be provided by the fieldtrip/group organiser, whilst ensuring that individual student details and requirements are captured and considered.

7. Insurance

Travel Insurance

- 7.1 The Insurance Team in the University's Finance Department has responsibility for dealing with travel insurance matters. Information and guidance on the University's travel insurance can be found on the website and MyCumbria. The insurance team can be contacted via email at insurance@cumbria.ac.uk.
- 7.2 In general terms, students undertaking international travel as part of their formal programme of study will be covered by the University's travel insurance provided that:
 - The student is **not** travelling to a country that the Foreign Commonwealth and Development Office (FCDO) advises against travel to
 - The student has **not** been advised against travel by their GP and/or Occupational Health
- 7.3 Where a student attends the country early and/or extends for personal circumstances, they are responsible for taking out their own insurance for the extended period, which will not be covered by the University insurance.
- 7.4 The University's travel insurance does not cover extraordinary activities and activities deemed to be dangerous. If University insurance does not cover this travel and the student cannot provide adequate cover themselves then the travel should not be approved. Students must not travel without having appropriate insurance in place.
- 7.5 In the case that any incidents occur that require a claim through the University insurance, students should refer to their travel insurance information provided by the University, and ensure that the relevant insurer is contacted immediately (where possible) and that the Insurance Team at Cumbria are made aware of any claim (email insurance@cumbria.ac.uk).

Other Insurance

- 7.6 Students travelling overseas for the purpose of placement or fieldwork must have this activity approved separately through the University's Risk Assessment of Student Placement Policy and Health and Safety in Fieldwork Policy. These processes include consideration of other insurance that may require to be in place for example public liability, professional and personal indemnity.

8. Health Matters

- 8.1 The University must be satisfied that the student is medically fit for travel, complies with any health standards laid down for entry, has had any required vaccinations and inoculations and that any required reasonable adjustments can be put in place.
- 8.3 Any student who wishes to undertake international travel as part of their programme of study, or through an approved student mobility scheme, should **not** do so if their GP or Occupational Health (OH) has advised against this and this would void the University's travel insurance policy. Any student who is concerned about their ability to travel should seek their GP or OH advice before applying to travel internationally.
- 8.4 Some diseases acquired overseas become apparent only after travellers return to the UK. It is important for students to see their GP to have investigations into any feverish or diarrhoeal illnesses that develop for up to three months after a trip.

9. Personal safety

- 9.1 It is the duty of every individual student proposing to travel abroad to give serious consideration to their own health and safety and to that of others they may affect by their actions. Student travelers have a responsibility to conduct themselves in a proper manner and, where necessary, in accordance with the local conditions they will encounter.

10. Roles and Responsibilities

10.1 Travel Sponsor

The Travel Sponsor will ensure that:

- The student traveller is aware of, has read and understood this guidance;
- An adequate assessment of risks involved in the travel has been made and a safe operational plan has been devised;
- Sufficient organisational arrangements have been put in place;
- Regular contact with the traveller is maintained whilst they are overseas, in line with agreed arrangements;
- Supply the Academic Registry and University Insurance Team with a copy of the student's passport.

For Group travel they will additionally ensure:

- That a Group Risk Assessment has been completed;
- Sufficient organisational group arrangements have been put in place;
- That proper group communication arrangements are in place.

10.2 Student Traveller

The student who is travelling internationally as part of their programme, or as part of an approved student mobility scheme must:

- Read, understand and follow the guidance given in this document;
- Complete the Risk Assessment and Travel Approval Form in good time for necessary approvals to be made (normally 12 weeks minimum);
- Submit itinerary, travel details, copy of passport and contact telephone details to the Travel Sponsor;
- Ensure their contact details whilst travelling are updated via Icon or InPlace;
- Understand the levels of risk at their destination and the mitigation measures identified through the risk assessment, and utilise available alert systems for their continued safety and security during the trip, including reporting changes to/additional risks whilst overseas;
- Understand the necessary health precautions and to consult with their local physician before departure, during the trip or upon return if they have any concerns;
- Obtain advice from Occupational Health and/or their own GP on any medical requirements, including immunisations and vaccinations, for travel to the areas to be visited;
- Check the Foreign Commonwealth and Development Office Website (www.gov.uk/foreign-travel-advice/) prior to booking and the day before travel to ensure there are no warnings/restrictions on travel;
- Behave responsibly and with regard for local laws and customs. In this respect, all student travellers must take full responsibility for their own actions and behaviour
- Understand the emergency escalation process which they should adopt if required;

- Report any incidents, accidents and concerns to the Travel Sponsor as soon as possible; ,
- Take care of their own health and safety whilst travelling abroad;
- Contact their Travel Sponsor on arrival and check in through agreed protocols (at least weekly);
- Ensure that appropriate insurance is in place.

10.3 The Dean of Faculty

The Dean of Faculty:

- Consider for approval all requests for international student travel.

10.4 The University Finance Team

The University Finance Team will:

- Ensure that the University's travel insurance is in place, where the international travel has been approved through these processes
- Communicate to individuals any changes to the University's insurance cover as required
- Provide support to student travellers and / or travel sponsors in regards to any insurance queries and / or claims.

11. Related Policies and Procedures

Risk Management of Student Placement Policy.

Health and Safety in Fieldwork Policy

Health and Safety Risk Management Policy

12. Publication, Implementation & Review

This Policy will be published on the Policy HUB on StaffHUB, be published on MyCumbria (student hub), and links will be embedded from student placements information.

A new section of MyCumbria will be developed to house FAQs for students and to provide links to information and guidance on insurance matters (from Finance) and to other University processes which consider and approve any placement/fieldwork activity being undertaken (see Section 11).

The Policy will be reviewed every 3 years and considered via Business Assurance Board.

13. Appendices

Appendix 1 Travel Approval Forms (including Travel Risk Assessment)

Appendix 2 Student Travel Checklist

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 / No (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)? You must append the activity risk assessment to this document before submission for final approval.	Yes / no
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 / no

Proposed Travel Information	
Destination of Travel (Country and Region)	
What is the current FCO advice on travel to this region?	Note: Approval will not be given where FCO advises against travel
Mode of travel	
Indicative costs of travel and any costs whilst overseas	
Host contacts (names and contact details)	Host location has reliable internet access ☐ yes ☐ no Host location has reliable mobile phone signal ☐ yes ☐ no Host location has a functioning landline telephone ☐ yes ☐ no Hosts speak fluent English ☐ yes ☐ no
Nearest in-country airport (name and town)	
Nearest in-country hospital (name and town)	

Stage 1 – Planned Itinerary including travel and any transit points or breaks in journey
(please add additional rows as necessary)

Date:	Location	Activity	Contacts
<i>e.g., 20/05/25- 28/05/25</i>	<i>Sandakan, Malaysia</i>	<i>Undertake fieldwork for research project</i>	<i>Mr. Brown, Headteacher</i>

Student Traveller Declaration

I declare the above information to be accurate:

Signature:

Date:

Initial endorsement by UoC Travel Sponsor

Name:

Signature:

Date:

Notes:

STAGE 2 - RISK ASSESSMENT AND FORMAL APPROVAL

Students should complete this in partnership with their Travel Sponsor. Prior to undertaking this risk assessment, please read the advice on your country of destination:

- Insurance Advice Website: www.mylifeline.co.uk (policy number 0010628140)
- Foreign & Commonwealth Office: <https://www.gov.uk/foreign-travel-advice>

The risk assessment should reflect the nature and complexity of any specific risks involved in the travel being undertaken. It should be commensurate with the actual risk that the identified hazards pose in the particular circumstances. There must be emergency contact details in place for the student to contact 24/7, this will normally be the reception/campus security of the student's home campus.

In cases of **group** trips/fieldwork trips, the designated member of staff leading the trip will complete the travel risk assessment for the student group, ensuring that specific traveller information is provided for each individual student traveller.

Student Name:	
Destination:	
Ref:	
Assessment Undertaken by:	
Name:	
Date:	
Travel Sponsor Name:	

List of possible hazards (please tick those which are significant, using the checklist in Appendix B to inform discussions and planning)			
Personal Safety	☐	Travel documents/legal entry	☐
Environment (weather)	☐	Prevalent diseases for which vaccination is required	☐
Crime	☒	Local dangers (road/rail travel, insects, animals,	☐
Effects of long-haul flights	☐	Accommodation and Transport	☐
Earthquakes and Natural disasters	☐	Accident / Injury / Illness / Poor Health	☐
Political situations, laws and culture	☐	Sexual harassment and misconduct	☐
Other	☐		

List significant hazards here:	List groups of people who are at risk:	List existing controls, or refer to safety procedures etc.	Current level of risk	For risks, which are not adequately controlled, (i.e., as low as possible) list the action needed.	Remaining level of risk: high, med or low (aim for low)
INSERT ROWS AND ANY CONTROLS FOR ANY IDENTIFIED RISKS					
EXAMPLE: Crime – esp pickpocketing / bag snatching	All	There is a low rate of serious crime in XXX. However, protect belongings. Take sensible precautions to avoid mugging, bag snatching and pickpocketing. Be particularly vigilant at airports, railway stations and crowded public gatherings. Do not leave your valuables unattended. If a victim of crime, inform the local police and get a police report.	Low	Remain vigilant In the event of an incident, follow advice given by police and/or local authorities.	Low
EXAMP CHECLE: Other - Acts of terrorism	All	Follow advice given by UK Foreign Office website and https://www.counterterrorism.police.uk/safetyadvice/ . If you hear gunshots, follow UK advice of Run, Hide, Tell. Keep away from any demonstrations.	Low	Remain vigilant, esp whilst outside hotel or College premises. In the event of an incident, follow advice given by police and/or local authorities.	Low

STUDENT DECLARATION			TRAVEL SPONSOR DECLARATION		
I confirm that: • I undertake to put in place the mitigations identified on the risk assessment and to notify the University if I cannot do this, so the risk assessment can be revised appropriately. • I will review the risks again, immediately prior to departure, and discuss with my Travel Sponsor. • I have the details of Aon Protect Assistance www.aonprotectassistance.com. • I will leave a copy of my passport, detailed itinerary and next of kin details with my Travel Sponsor. • I understand that permission to travel will be kept under review by the University. • I have appended the separate relevant Activity Risk Assessment where this is required.			I confirm that: • I have discussed with the student the risks of travel and of how to mitigate those risks. • The University's Insurance Team has confirmed that University Travel Insurance is in place		
Name:			Name:		
Signature:		Date:	Signature:		Date:
Dean's Approval of Travel					
In signing this declaration, I confirm that I have reviewed the information provided, that the identified hazards have been addressed and reduced as far as reasonably practicable, and the appropriate travel insurance arrangements are confirmed to allow the travel to take place.					
A separate activity risk assessment has been provided					
Yes / No					
Name:					
Signature:			Date:		

Appendix B

STUDENT INTERNATIONAL TRAVEL CHECKLIST				
	Yes	No	N/a	NOTES/ACTIONS
Personal Safety and Security				
I have consulted Foreign Commonwealth and Development Office (FCDO) travel advice and will adhere to this at all times.				Summarise the FCDO advice here.
I will carry appropriate first aid supplies with me				
Are there any significant events (e.g. civil unrest, strikes, riots, political demonstrations, upcoming elections, etc) due/expected/likely to take place during the period of travel abroad?				Provide any details and if travelling for an extended period, information on how you will stay up to date on developments whilst away.
I understand that I need to be aware of crowded areas, opportunistic theft and cultural sensitivity, and if confronted by aggressor, I will hand over items requested and report the incident to local Police				
I will ensure that in making travel arrangements I will consider, identify, manage and reduce the conditions that may make sexual harassment more likely to occur e.g. avoid travelling alone or staying in accommodation alone.				
Travel Documents / Legal Entry				
My passport is valid (including being valid for at least 6 months beyond the completion of the trip if required)				
I have checked visa requirements and will obtain a visa if necessary				
I have checked work permit requirements and will obtain a work permit if necessary				

I will ensure that I have contact details for British Embassy / High Commission / Consulate for country(ies) to be visited (if needed to arrange replacement passport or other assistance as required)				
I will keep copies of travel documentation and ensure these are kept separate from originals				
Insurance				
I have contacted the University's Insurance Team and consulted the University Travel Cover Policy, and I am happy that it provides an acceptable level of cover				
I will arrange additional private Travel Cover if required e.g. if extended trip to include period of personal travel, or if undertaking activities deemed dangerous e.g. diving				
Accident / Injury / Illness / Poor Health				
Do you have known or pre-existing medical conditions which have the potential to affect or impact your ability and fitness to travel?				Provide the details and explain how these will be managed whilst away.
I confirm that I am fit to travel and that I am not travelling against medical or GP advice Note: <i>This will invalidate University Travel Cover</i>				
I am not travelling against Occupational Health advice				
I have reviewed guidance on required vaccinations/medications sought and where required will obtain these prior to travel (e.g. anti-malarial medication)				List any diseases, epidemics, etc which are identified as high risk for the destination(s). List vaccinations/medications required:
I have a valid UK European Health Insurance Card, or UK Global Health Insurance Card				
I will be aware of hygiene standards such as cleanliness of drinking				

water and food vendors and take appropriate actions (e.g. only drink bottled water)				
I will ensure that any medication I need to travel with can be carried into the country and that documentation e.g. GP letter is available where needed, as determined by the country's entry requirements				
I will ensure I have adequate supply of essential prescription and other medication to be carried				
Emergency Communication				
My next of kin/emergency contact details are up to date (student to check ICON details)				
I will share my next of kin/emergency contact details with the host/placement provider/organisation				
My full travel itinerary is provided on this form.				If any changes are necessary before departure and/or return, you must notify your travel sponsor immediately
I will ensure that my mobile phone has saved emergency contact numbers and addresses to be used during the trip				
I know who I will keep in touch with from the University, how, and how often and I agree to maintain the agreed arrangements.				Set out what agreements have been arranged
I know who (from the Faculty) to contact, and how in the case of an emergency, or if assistance is required whilst overseas.				
Laws and Culture				
I understand the legal variances and cultural norms and I will accommodate these				List the legal and cultural variances:

I will consider reasonable steps, such as travelling with a trusted person, to maintain personal safety, including against sexual harassment.	☐	☐	☐	
I agree to exercise caution when taking photographs, videos or using binoculars, to avoid such actions being misunderstood in a social or professional setting	☐	☐	☐	
I am aware of Customs/Entry requirements for the country I propose to visit.	☐	☐	☐	
Lack of Money				
I will ensure that I have sufficient local currency for duration of stay and allow for contingencies	☐	☐	☐	
I have checked that a credit card can be accepted in the country/region and that cash can be obtained via ATM's	☐	☐	☐	
Weather				
Where there are conditions likely to lead to medical or other emergency e.g. extreme cold or heat, I will take appropriate precautions.	☐	☐	☐	
I will ensure that I take appropriate luggage including clothing, footwear, sunscreen etc.	☐	☐	☐	
Accommodation				
The planned residential accommodation is reputable / the planned homestay has been organised by a reputable host organisation or agent	☐	☐	☐	Provide a summary of the type of accommodation and precautionary measures to ensure legitimacy and safety
I will ensure that I am familiar with evacuation procedures in accommodation, including nearest exit routes and ways of raising the	☐	☐	☐	

alarm				
Doors will be locked at night and when away during the day, and I will remain vigilant when arriving, leaving and answering doors				
I will use secure storage facilities for valuables				
I will obtain suitable electrical adapter for local voltage/plug type and use equipment as intended				
Transport				
The availability and standards of transportation are acceptable (i.e. equivalent to UK standards) and I will not use any perceived unsafe transport methods				
If hiring / driving a car/other vehicle, I will ensure that I have appropriate documentation as required in-country (e.g. UK driving licence)				
I will only drive vehicles where there is appropriate insurance cover, either through personal insurance or insurance via a third party				

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