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In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

## 1. PURPOSE:

- 1.1. To be read in conjunction with the [International Mobility \(for students\) Policy](#).

## 2. SCOPE:

- 2.1. These procedures apply to all students enrolled in entities within the UC Group who are undertaking a portion of their study internationally.

## 3. PROCEDURE:

- 3.1. Faculties and University Research Centres will, where possible, provide students with opportunities to study overseas via student exchange and study abroad programs, intensive units of study in off-shore programs, work integrated learning, field trips, study tours or research.
- 3.2. Students, other than higher degree by research students attached to a UC research centre, must lodge applications for international study with their faculties in the first instance in accordance with relevant faculty procedures.
- 3.3. Higher degree by research students attached to a UC research centre must lodge applications for international study with the research centre.
- 3.4. Students must include a detailed travel itinerary with their applications for international study. Students who are applying for student exchange or study abroad programs must also include copies of course outlines and unit descriptions of their proposed study.
- 3.5. Students applying for student exchange and study abroad programs should seek approval from their faculties before lodging their applications with the Study Abroad and Exchange Office. For further information see: [Study Abroad and Exchange Home : Study Abroad and Exchange Program : University of Canberra](#)

- 3.6. The Study Abroad and Student Exchange Office will assess applications for study abroad and student exchange programs in accordance with the criteria set out in the [International Mobility \(for students\) Policy](#).
- 3.7. Students should check travel warnings issued by the Department of Foreign Affairs (DFAT) at: [Smartraveller: The Australian Government's travel advisory and consular assistance service - Australian Department of Foreign Affairs and Trade](#) Students who wish to travel to countries or regions assessed as Risk Categories 3 or 4 must complete a risk assessment using the template set out in Schedule 1.
- 3.8. Faculties must approve all student requests for international study except where the student is a higher degree by research student attached to a UC research centre. In that case, travel must be approved by the head of the research centre.
- 3.9. Faculties will forward approved student requests for international study abroad and exchange programs to the Study Abroad and Exchange Office.
- 3.10. Students are encouraged to book their travel through the University's travel management company as listed at: [Travel : Financial Services : University of Canberra](#) to ensure they are registered with the University's medical, security and emergency support provider. Students who book travel through other travel companies must arrange for their travel to be registered with the emergency support provider. In an emergency the provider will assist students, advise the University of their whereabouts and discuss assistance measures to be taken.
- 3.11. Students travelling for approved student purposes are generally covered by the University's corporate travel insurance but should check the Insurance website for details of coverage. Extensive periods of private travel and some personal electronic equipment may not be covered.
- 3.12. Staff responsible for approving requests for studying internationally will check DFAT Travel warnings. Requests to study in countries or regions assessed as Risk Category 3 (Reassess your need to travel) should not normally be supported. Exceptions need to be approved by the Deputy Vice-Chancellor and Vice-President Students and Partnerships. Requests to study in countries or regions assessed as Risk Category 4 (Do not travel) may only be supported in extenuating circumstances. The Vice-Chancellor must approve any requests for travel to Risk Category 4 areas.
- 3.13. In considering any student requests to travel to Risk Category 3 countries or regions the Deputy Vice-Chancellor and Vice-President Students and Partnerships and will take into account:
- advice from the Governance and Risk Unit regarding insurance;
  - the nature of the study and whether there are alternatives;
  - the impact on the student academically if travel is refused;
  - whether a research grant, scholarship or other study grant is involved;
  - the student's familiarity with the country or region, including language skills and support networks;
  - any advice from the University's medical, security and emergency support provider.
- 3.14. In considering any student requests to travel to Risk Category 4 countries or regions the Vice-Chancellor and will take into account:
- advice from the Governance and Risk Unit regarding insurance;
  - any advice from the University's medical, security and emergency support provider;
  - the nature of the study and whether there are alternatives;
  - the impact on the student academically if travel is refused;
  - whether a research grant, scholarship or other study grant is involved;
  - the student's familiarity with the country or region, including language skills and support

networks.

- (Faculties may be asked to pay for any special insurance cover for travel to Risk Category 4 countries.)

3.15. Students must register with DFAT and regularly check the Smart Traveller website for information about changes to travel warnings. Non-Australian citizens should register with their respective embassy/country DFAT equivalent.

3.16. Students who are studying in a country or region which is declared Risk Category 4 will normally be required to return to Australia. In such cases, they should follow the advice provided by the University's medical, security and emergency support provider about evacuation arrangements. In extenuating circumstances such as the student having family in the area or region, the Vice-Chancellor may allow the student to remain.

3.17. The Governance and Risk Unit will provide on a website, advice about arrangements for insurance, health, welfare, security and emergency arrangements.

3.18. The Study Abroad and Student Exchange Office will provide comprehensive pre-departure advice to students participating in international student exchange and study abroad programs, including:

- advice about culture, customs and laws in host countries;
- enrolment and payment requirements;
- sources of financial assistance both within the University and externally.

3.19. The Study Abroad and Student Exchange Office will prepare written advice for faculties and research centres to use in pre-departure briefings.

3.20. Faculties and research centres will provide pre-departure advice to students participating in other forms of international study using information prepared by the Study Abroad and Exchange Office. For students undertaking work integrated learning programs the advice will include any requirements for professional indemnity insurance and police checks.

3.21. Students must attend pre departure briefings and complete the check list attached in Schedule 2 to demonstrate their preparedness for international travel.

3.22. Students must keep their contact details up-to date on *Callista* to ensure they can be contacted in an emergency.

3.23. Students must follow the local customs, rules and laws at their host institutions (where applicable) and within the broader community. Students who fail to do so may be recalled to Australia, at their own expense, without completing their studies.

#### 4. ROLES AND RESPONSIBILITIES:

Role	Action
Vice-Chancellor	<ul style="list-style-type: none"><li>• Consider requests for travel to countries or regions for which there is a DFAT Risk Category 4 warning.</li><li>• Consider any student requests to remain in countries or regions where a Risk Category 4 warning has been issued.</li></ul>

Role	Action
Deputy Vice-Chancellor and Vice-President Students and Partnerships	<ul style="list-style-type: none"> <li>• Consider requests for travel to countries or regions for which there is a DFAT Risk Category 3 warning.</li> <li>• Consider any student requests to remain in countries or regions where Risk Category 3 warning has been issued.</li> <li>• Monitor international incidents and require students to return to Australia if remaining in the location is considered dangerous.</li> </ul>
Deans	<ul style="list-style-type: none"> <li>• Ensure that staff comply with these procedures.</li> <li>• Approval proposals for international travel for study other than Study Abroad and Student Exchange.</li> <li>• Ensure that any requests for travel to Risk Category 3 or 4 countries are dealt with in accordance with these procedures.</li> </ul>
Associate Deans International	<ul style="list-style-type: none"> <li>• Investigate opportunities to expand options for domestic students to take a portion of their study internationally.</li> <li>• Brief students prior to departure on international study using information prepared by the Study Abroad and Exchange Office.</li> </ul>
Course Convenors	<ul style="list-style-type: none"> <li>• Approve study programs for students participating in Study Abroad and Student Exchange programs prior to departure.</li> <li>• Where this is not undertaken by the Associate Dean International, brief students prior to departure on international study using information prepared by the Study Abroad and Exchange Office.</li> </ul>
Unit Convenors	Refer requests for international study to their course convenors.
Heads of Research Centres	<ul style="list-style-type: none"> <li>• Ensure any requests for travel to countries or regions for which DFAT Risk categories 3 or 4 have been issued are dealt with according to these procedures.</li> <li>• Brief students prior to departure.</li> </ul>
Chairs of Research Student Supervisory Panels	Ensure that proposals to conduct research in countries or regions for which DFAT Risk Category warnings 3 or 4 have been issued are dealt with in according with these procedures.
Appropriate officer	Enter details of approved student travel into the International SOS database.



This Procedure is governed by:

- [International Mobility \(for students\) Policy](#)

## 6. SUPPORTING INFORMATION:

Documents related to these procedures are:

- [Critical Student Incident Management Policy](#)  
[Critical Student Incident Management Procedures](#)
- [Higher Degrees by Research Policy & Procedures](#)
- [University Business Travel and Entertainment \(when travelling\) Policy](#)
- [University of Canberra Travel Procedures Manual](#)
- information on student exchange and study abroad at <http://www.canberra.edu.au/study-abroad>

### SCHEDULE 1: Travel Risk Assessment

<b>Traveller</b>		<b>Supervisor</b>	
<b>Country/Region of Travel</b>		<b>DFAT Warning category</b>	
<b>Period of Travel</b> <b>From</b>		<b>To:</b>	

<b>Risk category</b>	<b>Identified Risks</b>	<b>Inherent risk rating*</b>	<b>Measures to mitigate risk</b>	<b>Residual risk rating *</b>
<i>Transportation</i>				
<i>Political and other conflict</i>				
<i>Security</i>				

<i>Health and Safety</i>				
<i>Cultural and legal</i>				

\*Risk rating is Extreme, High, Medium, Low – based on probability and consequences – see <http://www.canberra.edu.au/hr/health-safety/ohs-risk-mngt/risk-management>

*Inherent risk* is the rating without any mitigation strategies by the University and/or traveller to reduce the risk (for example DFAT advice on risk in that country; *Residual risk* is the rating on the basis that proposed mitigation measures have been put in place (see examples of mitigation measures below.)

### Travel Risk Assessment Guide

To be used in conjunction with the Travel Risk Assessment form.

<b>Risk category</b>	<b>Identified Risks</b>	<b>Inherent risk rating</b>	<b>Examples of Measures to Mitigate Risk</b>	<b>Residual risk rating</b>
<i>Transportation</i>	Safety of transport from airport Driving standards Road conditions Vehicle roadworthiness and safety (seatbelts etc)		Arrange pickup with hotel or through a reliable local contact Use hotel cars or recommended taxi companies Wear your seat belt even if locals don't If driving yourself make sure you have correct licences and permits, know the local road regulations	
<i>Political and other conflict</i>	Civil unrest, demonstrations, strikes  Upcoming elections  Localised tensions or fighting that could escalate		Avoid large gatherings  Check dates of elections and major events before your visit  Check security updates regularly Have flexibility to change travel plans	

<p><i>Security/Crime</i></p>	<p>Street crime, local scams, theft</p> <p>Hotel security</p> <p>Abduction/kidnap</p> <p>Terrorism Bombings, security alerts, terror attacks</p>		<p>Don't carry large amounts of cash Don't wear expensive jewellery</p> <p>Use hotel room safe and keep the security chain on when you are in the hotel room Inform yourself about local scams and have a strategy if approached Give copies of important travel documents to a colleague at home Ensure you know the numbers required to cancel travellers cheques and credit cards</p> <p>Keep a low profile Do not publicise your itinerary other than to family and colleagues at home Employ a trained driver where possible Be alert to any suspicious behaviour around your hotel</p> <p>Carry your International SOS card and pre-program your mobile phone to the emergency number Be aware of local security situation Follow any recommendations about local transport Stay away from likely targets such as foreign embassies and large hotels nearby</p>	
<p><i>Health/Safety</i></p>	<p>Medical (Illness or injury)</p>		<p>Ensure your vaccinations are current Ensure that you have necessary medical supplies to avoid becoming ill from eating or drinking contaminated food or water eat in busy restaurants or places recommended by local colleagues Drink bottled water only and use it for brushing your teeth Drink sufficient liquids to prevent dehydration If you need medical treatment contact International SOS for advice on nearest treatment centre</p> <p>Ensure your vaccinations are current</p>	



			<p>Seek medical advice prior to travel for advice on Malaria and dengue fever</p> <p>Wear appropriate clothing</p> <p>Use recommended insect repellents</p>
	<p>Mosquitoes: (Malaria, Dengue Fever, Yellow Fever)</p>		<p>Be cautious around animals</p> <p>Avoid live bird and animal markets if bitten by an animal contact International SOS immediately</p>
	<p>Birds, animals, (Bird Flu, Rabies)</p>		<p>Ensure you and other members of your party have had first aid training</p> <p>Carry a first aid kit</p> <p>If allergic carry appropriate medication</p> <p>If you are going to be working in a remote area, carry an emergency beacon or GPS such as SPOT Messenger to enable you to contact International SOS in an emergency</p>
<i>Climate</i>	<p>Venomous snakes and spiders, bee/stings</p>		<p>Be aware of weather forecasts and ensure you have appropriate clothing and other protection</p>
<i>Natural disasters</i>			<p>Be aware of the symptoms of altitude sickness and contact International SOS if you become ill</p>
<i>Technology</i>	<p>Extreme temperatures, storms, altitude</p>		<p>Ensure you are aware of emergency procedures</p> <p>Contact International SOS for advice</p> <p>Check compatibility of equipment being taken</p> <p>Pack torch and batteries, travel plugs</p> <p>Keep your mobile phone charged</p>
	<p>Earthquake, avalanche, typhoon, tornado, tsunamis, fire, flood</p>		
	<p>Compatibility of equipment, voltage, safety standards, power</p>		

	supply cuts		
<i>Cultural and legal</i>	<p>Customs, dress religion, behaviour</p> <p>Local laws and rules</p>		<p>Dress appropriately and show respect for local religious practices</p> <p>Be aware that taking photographs of some local people may cause offence and don't take photos near police or military establishments</p> <p>Be aware of legal differences and do not engage in any illegal activities</p> <p>Some prescription drugs which are legal in Australia may be illegal in other countries; if you are taking prescription drugs, carry a copy of the prescription and a letter from your doctor.</p>

## SCHEDULE 2

### DRAFT

#### INTERNATIONAL TRAVEL/STUDENTS: PRE-DEPARTURE CHECKLIST

<b>Student ID Number</b>	<b>Name</b>	<b>Country of study</b>

*Students undertaking international field work must also complete Section 2*

### 1. General University Requirements

	Item	Yes	No	N/A	If No, Action Required
1	Has your proposed travel been approved as per the <i>International Mobility: Students Procedures</i> ?				Contact your course convenor or research supervisor.
2	Have you arranged your travel through the University's approved travel agent?				If yes, your details will automatically be recorded in the International SOS travel tracking system. If no, you will need to register with International SOS at <a href="http://www.internationalsos.com">www.internationalsos.com</a>

	Item	Yes	No	N/A	If No, Action Required
3	Do you have a valid passport with not less than 6 months validity remaining?				Contact the Department of Foreign Affairs and Trade at: <a href="#">Australian Passport Office</a>
4	Do you have a visa for the country you plan to visit have a visa?				Contact the Embassy or Consulate of the country or countries to be visited
5	Are you aware of the services provided by the University's medical security and emergency support provider, International SOS and of the procedure to follow in an emergency?				Visit <a href="http://www.internationalsos.com">www.internationalsos.com</a> for information UC Membership No:12AYCA000058
6	Have you been issued with an International SOS card?				Go to Student Central and collect a Student Travel Risk Pack.
7	Have you researched your travel destination for general security information?				Check with <a href="#">Smartraveller: The Australian Government's travel advisory and consular assistance service - Australian Department of Foreign Affairs and Trade</a>  <a href="#">International SOS</a> also provides security information
8	Is your travel destination assessed as a Category 3 or 4 risk area?				If yes, you will need to complete a risk assessment. Your request to travel to a Category 3 risk area will need to be approved by the Deputy Vice-Chancellor and Vice-President Students and Partnerships . The Vice-Chancellor must approve all travel to Category 4 risk areas.
9	If travelling to an area where the security risk is high, have you established a daily communication plan?				Set up an agreed plan with your family or a close friend.  Establish a plan to check in daily with your academic supervisor.
10	Have you informed yourself about the cultural, legal and behavioural requirements of the country in which you will be studying?				Visit <a href="http://www.international sos.com">www.international sos.com</a> for information.  Attend a pre-departure briefing.

	Item	Yes	No	N/A	If No, Action Required
11	Have you checked that your travel is covered under the University's travel insurance? If not, have you arranged travel insurance?				Check the student travel website (to be developed)
12	Have you left a full copy of your travel itinerary with your next of kin?				
13	Will telephone contact be possible during your travel via global roaming or other carrier services?				If not, investigate alternative arrangements for contact.
14	Have you developed a procedure for updating your itinerary details and contact numbers as they develop during your travel?				Update contact details with International SOS and with family and other contacts.
15	Have you sought medical advice about vaccinations and other health matters relating to your destination?				Visit <a href="#">International SOS</a> for information  The University's Medical and Counselling Centre provides health advice and vaccinations for travellers.
16	Are you aware of any pre-existing medical condition which may be aggravated by this travel?				Visit your GP.
17	Do you have adequate supplies of any prescription medicines for the duration of your travel? Do you have a copy of your prescription?				Visit your GP and/or pharmacist.
18	Do you possess required licenses, permits or approvals for any of the activities you will be undertaking?				
19	Do you have copies of key documents such as passports, visas, travel itineraries stored in a safe place?				

	Item	Yes	No	N/A	If No, Action Required
20	Have you registered your travel on the Department of Foreign Affairs (DFAT) Smart Traveller website?				<a href="#">Smartraveller: The Australian Government's travel advisory and consular assistance service - Australian Department of Foreign Affairs and Trade</a>

## Section 2 Field Work

	Item	Yes	No	N/A	If No, Action Required
21	Do you have appropriate personal protective equipment for off-site work?				Check with your supervisor.
22	Are there issues with biological safety, quarantine or other heavily regulated areas of work				Check with your supervisor.
23	Have you considered the purchase of GPS, emergency beacons, Spot Messenger etc for remote work?				Check with your supervisor.
24	If you are working alone, have you made arrangements for regular contact with University staff and supervisors?				Check with your supervisor
25	Have you been adequately trained in the use of any equipment or plant to be used in field work?				Check with your supervisor.
26	Do you have a first-aid kit?				

## 7. DEFINITIONS:

Terms	Definitions
Nil	