



# Student Travel Risk Policy

- OVERVIEW
- SCOPE AND APPLICATION
- POLICY PRINCIPLES
- RESPONSIBILITIES
- AUTHORITIES
- PROCEDURES
- DEFINITIONS

## OVERVIEW

The University acknowledges that travel may pose a risk to student safety and is committed to supporting students in managing their travel safely and effectively. This policy is designed to ensure that the University:

- Outlines the support, and conditions, for university-related travel;
- Empowers students to manage travel risk effectively, efficiently, and conveniently;
- Manages student travel risk to meet the University's duty of care obligations; and
- Maintains accurate records for all approved student travel undertaken as part of the student's University experience or activities.

## SCOPE AND APPLICATION

This policy applies to all University students who undertake intrastate, interstate or international travel on behalf of the University of Adelaide, as part of official University business or in connection with official University activities, or in relation to their enrolment at the University of Adelaide. It applies regardless of duration of travel or the source of funds, including the use of consulting or external funds. This policy also applies to University of Adelaide staff who are authorised to approve student travel, as identified in the Authorities table.

Student travel may include:

- Field trips
- Placements
- Volunteering
- Internships
- Work experience
- Exchanges
- Study abroad
- Study tours
- International Summer or Winter School programs
- Conference and/or research related travel
- Study leave
- Third-party provider programs

## POLICY PRINCIPLES

1. The University aims to protect the safety of all students travelling on University approved travel.
2. The University will provide insurance cover and support to students travelling with the approval of the University.

3. Student travellers must comply with relevant University and host organisation policies and procedures, directions given by the University on conduct and requirements for that travel, and any special conditions imposed by a scholarship or other funding body.
4. Student travel to High Risk Destinations requires specific approval, and must be in accordance with advice provided by the Australian Government for travel destinations.

## RESPONSIBILITIES

1. The University reserves the right to not approve a student's travel if their responsibilities under this policy have not been fulfilled.
2. The responsibility for managing and monitoring travel risk across the University is as follows:

All Student Travellers	<ul style="list-style-type: none"> <li>• Obtain approval for travel.</li> <li>• Know and record emergency contact numbers relevant for their travel destination.</li> <li>• Consent to the University and/or its risk management provider contacting nominated next-of-kin in cases of emergency or imminent danger to the student where attempts to contact the student have not been successful.</li> <li>• Arrange any support they may need whilst traveling with regard to managing any pre-existing health or medical conditions in a timely manner.</li> <li>• Familiarise themselves with the <a href="#">Student Travel Insurance Guide</a>.</li> </ul>
All Student Travellers undertaking international travel	<ul style="list-style-type: none"> <li>• Obtain approval for travel and register their travel with the University, prior to commencing travel.</li> <li>• Complete a Risk Assessment for travel, including planned University-related activities undertaken during student travel, which may include consultation with their course/subject coordinator or research supervisors.</li> <li>• Register their travel with the University using the <a href="#">Global Learning Application System</a> (GLAS), and follow the directions in their application.</li> <li>• Ensure that their contact details and emergency contact details are up to date in Access Adelaide.</li> <li>• Familiarise themselves with and comply with DFAT travel advice for international destinations and register their local address, contact details and next of kin on the relevant DFAT website.</li> <li>• Complete and submit a <a href="#">Request for Approval to Travel to High Risk Destinations</a> form for approval by the Pro Vice-Chancellor (International) if seeking to travel to destinations with a DFAT warning of 'do not travel' or 'reconsider your need to travel' or otherwise considered to be high risk.</li> <li>• Complete and submit an <a href="#">Application for Study Leave</a> if undertaking University-related travel for the purpose of a Research Higher Degree.</li> <li>• Be aware of visa implications for leaving and returning to Australia and any impact studying internationally may have on any future visa application or requirements within Australia.</li> <li>• Comply with the Civil Aviation Safety Authority's Safe Flying Guidelines.</li> <li>• Comply with local laws of the country or countries in which they are travelling.</li> <li>• Be aware that some Australian laws will apply even when traveling in other countries, such as anti-bribery, sanctions, defence trade controls, human trafficking laws.</li> </ul>
University	<ul style="list-style-type: none"> <li>• Provide a timely process for assessment and approval of student travel requests.</li> <li>• Provide assistance and support with formal risk assessment to students undertaking travel.</li> <li>• Provide student travellers with access to counselling services.</li> <li>• Provide assistance and support for students to access available travel insurance and make travel insurance claims.</li> </ul>

	<ul style="list-style-type: none"> <li>Notify students of possible implications on their visa if their conformation of enrolment is altered due to travel.</li> <li>Maintain records of student travel.</li> <li>For those students registered with GLAS and the risk management provider, provide assistance and support to students when high risk events occur in their region.</li> </ul>
Delegated Authority	<ul style="list-style-type: none"> <li>Consider travel requests in a timely manner and record approval.</li> <li>Consider the safety and security of the potential traveller, particularly for travel to countries for which an elevated travel warning is in force and ensure the necessary documentation.</li> <li>Give reason if approval for student travel is denied or withdrawn.</li> </ul>

## AUTHORITIES

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Student Travel	Approval of student travel to destinations with a DFAT warning of 'do not travel' or 'reconsider your need to travel' or otherwise considered to be high risk.	Pro-Vice Chancellor (International) (or delegate)	
Academic	Student Travel	Approval of student travel.	Executive Deans (or delegate)	Students enrolled in Coursework Programs
Academic	Student Travel	Approval of student travel.	Deputy Vice Chancellor and Vice President (Research) (or delegate)	Students enrolled in Higher Degrees by Research

## PROCEDURES

This policy is to be read in conjunction with the Student International Travel Risk Management Procedure, [Travel and Entertainment Policy and Procedures](#), [Student Critical Incident Policy](#), [Student International Travel Risk Management Procedure](#), and the [International Travel Safety](#) and [Off Campus Safety Management \(Including Field Work\)](#) chapters of the HSW Handbook and Research Student Handbook.

## DEFINITIONS

**Delegated Authority**- those persons with the authority to approve student travel, as per the Authorities table in this policy.

**Risk Assessment** – an evaluation of potential risks that may be involved with student travel.

**Student Traveller** – someone who is active in a University course or program undertaking University-related Travel.

**University-Related Travel** - travel undertaken by students which is approved by the University.

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<b>Policy Custodian</b>	Deputy Vice-Chancellor and Vice-President (Academic)
<b>Responsible policy officer</b>	Executive Director, Division of Academic and Student Engagement
<b>Endorsed by</b>	Vice Chancellor's Executive on 10 April 2019
<b>Approved by</b>	Vice-Chancellor and President <<DATE>>
<b>Related Documents and Policies</b>	<a href="#">Student International Travel Risk Management Procedure</a> <a href="#">Travel and Entertainment Policy and Procedures</a>

	<a href="#">Student Critical Incidents Policy and Procedure</a> <a href="#">Student Travel Insurance Guide</a> <a href="#">Student Behaviour and Conduct Procedure</a> <a href="#">Student Misconduct Policy</a> <a href="#">Student Charter</a> <a href="#">Request for Approval to Travel to High Risk Destinations</a> <a href="#">Guidelines for Study Leave Applications</a> <a href="#">HSW Handbook – Emergency Management</a> <a href="#">University Risk Policy</a> <a href="#">University Risk Matrix</a> <a href="#">University Risk Management Framework Summary</a> <a href="#">Risk Management Handbook</a> <a href="#">Work Experience and Community Placement Guide</a> <a href="#">Voluntary Placement Guide</a>
<b>Related Legislation</b>	<i>Education Services for Overseas Students Act 2000 (Cth)</i> <i>Migration Act 1958 (Cth)</i>
<b>Superseded Policies</b>	
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<b>Contact for queries about the policy</b>	Global Engagement, tel 8313 5229 or email <a href="mailto:global.engagement@adelaide.edu.au">global.engagement@adelaide.edu.au</a>