## Student TravelHigh risk student travel request formEdited March 2024

Student travellers must use this form if they are intending to travel to destinations where a ‘reconsider your need to travel’ or ‘do not travel’ alert is in place on [smartraveller.gov.au](https://protect-au.mimecast.com/s/Ksv_CgZ04GsJKjR1T2Ikby?domain=smartraveller.gov.au). These destinations are considered high risk and will require additional approval from the University.

Travel insurance is available for enrolled University of Adelaide students while undertaking approved University travel. Restrictions may apply if you are travelling to a high-risk destination.

### **Please note, this form must be completed by self-reporting students and any student planning personal travel to high-risk destinations.**

### **There are 4 pages on this form which must be completed by the student prior to travel.**

**Page 1 & 2** – Travel information and approval

Student travellers will be responsible for obtaining all signatories prior to uploading the completed form to the SMART application.

### Student travellers must seek approval from Head of School, Risk Services, Executive Dean, and Deputy Vice-Chancellor and Vice-President (External Engagement) prior to booking travel to:

### destinations designated by [smartraveller.gov.au](http://smartraveller.gov.au/Pages/default.aspx?gclid=EAIaIQobChMI__D50-fW2QIVhgoqCh3GsgQfEAAYASAAEgKURvD_BwE) as ‘[reconsider your need to travel](http://smartraveller.gov.au/resources/pages/travel-advice-explained.aspx#level3)’ or ‘[do not travel](http://smartraveller.gov.au/resources/pages/travel-advice-explained.aspx#level4)’

### sanctioned countries under regimes implemented by [Australia](https://www.dfat.gov.au/international-relations/security/sanctions/sanctions-regimes), [UN](https://www.sanctionsmap.eu/#/main), [EU](https://www.sanctionsmap.eu/#/main) and [US](https://www.treasury.gov/resource-center/sanctions/programs/pages/programs.aspx)

### countries which contain [exclusions](https://www.adelaide.edu.au/legalandrisk/insurance/travel-insurance?check_logged_in=1#travel-to-high-risk-destinations) under the University’s insurance policy.

**Page 3 & 4** – Risk Assessment

Student travellers must complete a risk assessment for destinations defined as “high risk” destination.

Incomplete forms will be returned to sender.

**Step 1 – Student to complete**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Details**Student ID a **\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please select: [ ]  Undergraduate student [ ]  Postgraduate student**Check list**

|  |  |
| --- | --- |
| [ ] [ ]  [ ]  | I confirm I have reviewed the destinations designated by smart travellerhave reviewed the list of countries on the University’s [exclusions list](https://www.adelaide.edu.au/legalandrisk/insurance/travel-insurance?check_logged_in=1#travel-to-high-risk-destinations)I confirm the travel destination is not a sanctioned country. |
| [ ]  | I have completed the risk assessment and signed at the bottom of Page 4  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please complete and sign the risk assessment (page 3 & 4) before proceeding with Step 2. |
| **Travel Details****From** Click to enter departure date **to** Click to enter return date **Travel destination**: City(s), Country(s)**Country of departure:** Country**Please describe your purpose of travel:** Please provide trip activities/details |
| **-Current travel advice from** [smartraveller.gov.au](http://smartraveller.gov.au/Pages/default.aspx?gclid=EAIaIQobChMI__D50-fW2QIVhgoqCh3GsgQfEAAYASAAEgKURvD_BwE)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Extreme (Level 4 – do not travel) | [ ]  | High (Level 3 – reconsider your need to travel) |

Date of advice:  |
| **Pre-existing medical condition** Do you have any pre-existing medical condition?No [ ]  Yes [ ]  If yes, please detail:Add detailDo you have any condition that would prevent your doctor from agreeing to your travel? No [ ]  Yes [ ]  If yes, please detail:Add detail |
| **Comments:** Add comments |

**Step 2 – Head of School (please email to your Head of School)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| [ ]  | I have reviewed risk assessment and approve the travel in principle agreement subject to the confirmation of insurance from Risk Services.  |
| [ ]   | I do not approve the travel. Please refer comments.  |

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Once this form has been signed and returned by your Head of School, please email to insurance@adelaide.edu.au  |
| **Step 3 - Risk Services** |
| [ ] Insurance cover is available for this travel[ ]  Insurance cover is not available for this travel Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **Notes to Traveller**Please note, this is an in-principle agreement, risk assessment and confirmation of insurance cover only.Once this form has been signed and returned by Risk Services, please email the form to your Faculty Executive Dean.Faculty of Arts, Business, Law and Economics: execdean.able@adelaide.edu.au Faculty of Science, Engineering and Technology: execdean.set@adelaide.edu.au Faculty of Health and Medical Sciences: fhmsoffice@adelaide.edu.au |
| **Step 4 – Executive Dean** |
| [ ] I endorse the travel[ ]  I do not endorse the travel Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Once this form has been signed and returned by the Executive Dean, please email the form to dvcee@adelaide.edu.au  |
| **Step 5 – Deputy Vice-Chancellor (External Engagement)** |
| [ ] I approve the travel[ ]  I do not approve the travel Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Once this form has been signed, please return to student. |
| **Step 6 – Upload the completed form to SMART Application** |
| Once this form has been completed (including all signatories), students are required to upload the completed form to SMART application. |

**Risk assessment – high risk destinations**

Anyone intending to travel to destinations defined as “high risk” must complete a risk assessment. If this travel includes undertaking hazardous tasks/activities, travellers must also complete a risk assessment as they would for [off campus activities](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/off-campus-activity-handbook-chapter).

Travellers should rely on the competent advice provided by government agencies such as [smartraveller.gov.au](http://smartraveller.gov.au/Pages/default.aspx?gclid=EAIaIQobChMI__D50-fW2QIVhgoqCh3GsgQfEAAYASAAEgKURvD_BwE) and seek assistance completing this form from local HSW staff if required.

**Step 1: Hazards identified by** [**DFAT**](https://www.smartraveller.gov.au/?gclid=EAIaIQobChMI__D50-fW2QIVhgoqCh3GsgQfEAAYASAAEgKURvD_BwE) **for the destination(tick as applicable)**

[ ]  Risk of kidnapping in this city/region [ ]  Health risks from insect borne disease

[ ]  Current civil unrest/political tension [ ]  Health risks from water borne disease

[ ]  Violent crime [ ]  Health risks from other infectious disease

[ ]  Threat of attack from bordering nations [ ]  Threat of assault and sexual assault

[ ]  Threat of regional disputes spreading [ ]  Travel by some roads restricted due to risks

[ ]  Region affected by natural disaster [ ]  Risk of violence or discrimination based on gender or LGBTIQ+ identity

[ ]  Heightened risk terrorist attacks can occur [ ]  Unpredictable and potentially volatile security situation

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: After reviewing the hazards identified by government agencies, tick the highest risk rating assessed for the hazards identified, without controls in place (note it cannot be lower than that suggested by the government agency – “reconsider your need to travel” = High, “Do not Travel” = Very High).**

|  |  |
| --- | --- |
| **Likelihood** | **Consequences – level of seriousness of the injury following exposure to the hazard(s)** |
| **of exposure** | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost certain** | [ ]  | **Medium** | [ ]  | **High** | [ ]  | **Very High** | [ ]  | **Very High** | [ ]  | **Very High** |
| **Likely** | [ ]  | **Medium** | [ ]  | **Medium** | [ ]  | **High** | [ ]  | **Very High** | [ ]  | **Very High** |
| **Possible** | [ ]   | **Low** | [ ]   | **Medium** | [ ]   | **High** | [ ]  | **High** | [ ]   | **Very High** |
| **Unlikely** | [ ]  | **Low** | [ ]  | **Low** | [ ]  | **Medium** | [ ]  | **Medium** | [ ]  | **High** |
| **Rare** | [ ]  | **Low** | [ ]  | **Low** | [ ]  | **Low** | [ ]  | **Medium** | [ ]  | **Medium** |

**Step 3: Manage the risk by selecting the appropriate level(s) of control, tick and highlight as applicable.**

**Action(s) required to minimise the risk -**

[ ]  Have a strong understanding of the political and security situation at the destination; gather information from a variety of sources before booking and make sure any travelling companions understand the risks.

[ ]  Register for SMS / email travel alerts with [smartraveller](http://smartraveller.gov.au/Pages/default.aspx) and / or download the AlertTraveller App.

[ ]  Communication protocol to be documented with scheduled regular contact with a nominated person at the University.

[ ]  Traveller will need to seek independent, professional security advice which may include hiring personal protection.

[ ]  Reduce duration of stay to absolute minimum.

[ ]  Eliminate all unnecessary activities in the city/region.

[ ]  Measures to protect against insect borne disease is to be taken.

[ ]  Vaccination status needs to be reviewed by a health professional.

[ ]  Ensure traveller has flexible arrangement to depart the region/city at a moment’s notice.

[ ]  Select hotel accommodation that can provide tailored security arrangements.

[ ]  Traveller will liaise with local hosts or accommodation for all required transport.

[ ]  Traveller will not enter identified no-go zones.

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 4: Calculate the residual risk rating after the abovementioned control measures are in place.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | **Very high**  | [ ]  | **High** | [x]  | Medium | [ ]  | **Low** |

Note: Travellers should not expect that the use of controls will reduce the risk determined by government agencies but should demonstrate that all reasonably practicable steps have been taken, given the risk they are being exposed to.

**Step 5: Sign off by traveller**

This risk assessment has been completed based on advice provided by government agencies.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_