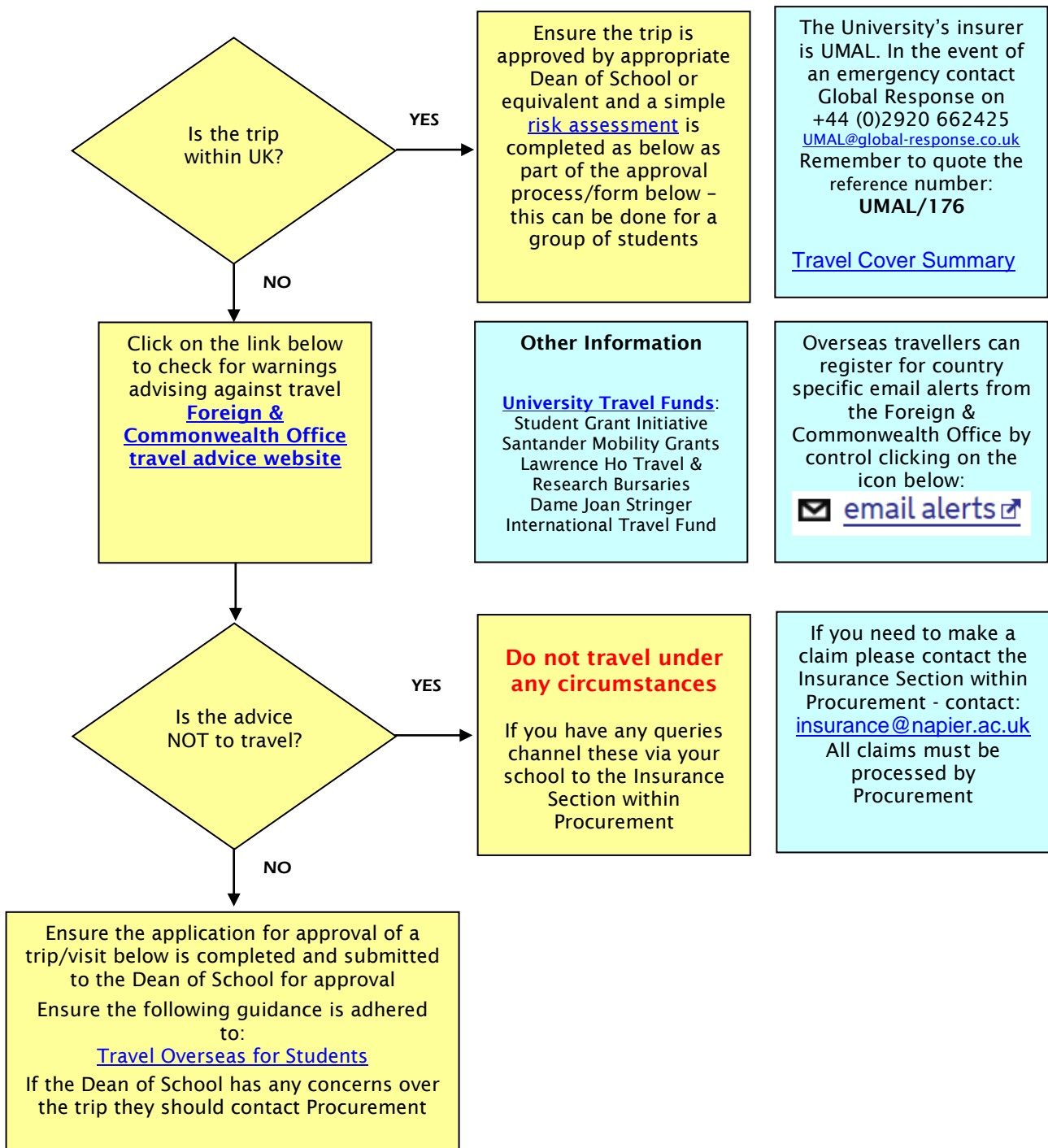


Consulting [detailed guidance](#) and undertaking an appropriate risk assessment is compulsory prior to authorising any student on a University organised trip or on a trip funded in part or in full by the University, the purpose of which is to enhance the learning experience and educational outcomes of the student

Deans of School and other relevant staff have a duty to ensure the health and safety of our students at all times as indeed do the students themselves.

For clarity no student must be approved or undertake travel where the advice from the Foreign & Commonwealth Office is not to travel.



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APPLICATION FOR APPROVAL OF TRIP/VISIT (STUDENTS) Page 1 of 3

Students travelling on a University organised trip or on a trip funded in part or in full by the University, the purpose of which is to enhance the learning experience and educational outcomes of the student are required to obtain their Dean of School or equivalent approval for travel prior to their journey and to make sure their trip complies with the University's insurance conditions, particularly if it is to an area of risk.

Complete Parts A, B and C below then print off and sign the form and obtain your Dean or equivalent signature at Part D.

A: Date of Journey & Contact Details

Student Name and Matriculation Number (or in case of group travel attach a list of students in group)	
School	
Programme of Study	

Date of Departure	
Date of Return	
Purpose of visit/ type of activity to be undertaken	
Country/ Location (including address)	
Means of travelling to location of activity e.g. flight, train etc.	
Contact details whilst away (email & mobile)	
Name and ext. number of staff who hold details of your itinerary	
Contact in case of emergency Name Relationship to student Contact details	

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C: Risk Assessment

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1 Contact Details	
Your full name (the student): <i>(as above- in case of group travel attach list of students in group)</i>	
School or equivalent	

2 Risk Assessment *					
		<i>Likelihood of Occurrence</i>			
Risk/Hazard	n/a	Low	Medium	High	Please detail the steps taken to mitigate medium or high risks
Theft of laptop computer / mobile phone					
Theft of passport					
Theft of cash/ credit and debit cards					
Theft of luggage					
Travelling alone in buses / trains					
Arriving after dark / late night					
Risky / dangerous locations					
Risk of accident / breakdown (i.e. hiring a car)					
Possibility of assault					
Possibility of mugging					

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Risk of sickness from food / drink					
Risk of altitude sickness					
Risk of location-related illness (specify)					
<i>If there are any other specific hazards that are not listed above, please list them below:</i>					
3 Where documentation required always take a copy **					
	Yes	No			
Is a visa required for the country or countries you are visiting?					
Do you have a mobile phone and does it work in the area which you are travelling?					
Do you have a photocopy of your passport?					
Do you have a photocopy of your driving licence?					
Do you have a European Health Insurance Card (EHIC) detailing your medical care entitlement?					
Do you require any vaccinations in order to travel?					

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Notes:

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* Section 2

The purpose of this section is to raise your awareness of potential risks while travelling. Use the list to identify which hazards you may be at risk of when travelling or during your visit. Show how likely these are to occur, as far as you can estimate, by ticking the appropriate box in the right-hand column. Where a risk is considered to be either medium or high, you should also detail briefly the steps taken to mitigate that risk. For example, with regards to location related illnesses you may note the vaccinations and medication that you would intend to take to avoid this. Please note however that this list is not exhaustive and is designed to help you identify and assess the potential risks of your trip. You may find useful information about the country you are visiting on the Foreign Office website (<https://www.gov.uk/foreign-travel-advice>).

If the occurrence of any of these hazards would have a significant effect on your circumstances, then take additional precautions.

If the advice is not to travel **you must follow that advice** since you will not be covered by the University insurance. This is not optional.

** Section 3

Use the checklist to ensure you have all the necessary documentation for your trip and ensure you take copies as evidence of the original documents in case they are lost or stolen. Keep these copies separate from the original documents.

Finally, should you (the student) or your Dean of School have any concerns as to risk and or insurance cover then contact [Procurement](#) to discuss before the Dean of School approves the trip.

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C: By filling in this form, I declare that:

1. I have completed a suitable and sufficient **risk assessment** where relevant in line with the University [Travel Policy and Guidance](#).
2. I have **either**, sought and received appropriate health advice in relation to this overseas visit, **or**, I am travelling regularly to the same area and have ensured that the advice and information which I have is up to date.
3. I have checked whether the area I wish to visit is the subject of advice not to travel on <https://www.gov.uk/foreign-travel-advice>
4. I am physically fit to travel and have no medical condition that may be exacerbated or may endanger me by travelling to the proposed area(s). If you have any concerns contact Procurement
5. I have obtained any vaccinations necessary for the area to which I am travelling. Further information on vaccinations required for travel can be found [here](#)

Signature: _____ (student) **Date:** ____/____/____

Please note the University's Travel Insurance Policy covers students on a University organised trip or on a trip funded in part or in full by the University, the purpose of which is to enhance the learning experience and educational outcomes of the student.

In the event that any risk gives cause for concern, the Dean of School or equivalent must contact [Procurement](#) prior to approving the journey.

D: Dean of School or equivalent must sign to indicate approval for this trip

Do not approve if the advice from the Foreign & Commonwealth Office is Not to Travel

If in any doubt contact the [Head of Procurement](#) (extension 6420). Please note approving a student to travel against Foreign & Commonwealth Office advice exposes the student to unacceptable risk, they will not be covered by the University's insurance cover and may result in the University and you, the Dean of School or equivalent being held personally liable in the event of an accident or injury to the student.

Signature: _____ (Dean of School) **Date:** ____/____/____

This form or a copy should be retained within the school for the duration of the trip or visit and be easily accessible if required.