

## PROCEDURES FOR COURSE RELATED STUDENT TRAVEL OVERSEAS

<b>Section</b>	Academic
<b>Contact</b>	APRU
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<b>Approval</b>	SLT 13/12/284

### Purpose:

To ensure that course related travel by University students to overseas locations is undertaken in a manner that minimises foreseeable risks to the student and the University.

### Scope:

These procedures apply to course related activities requiring students to travel overseas and where such activities are not specifically covered by other procedures (e.g., Fieldwork Safety).

Although the procedures cannot be enforced in cases where students elect to travel overseas for study related purposes, and make their own arrangements for such travel, students and staff are strongly encouraged to observe the procedures.

### Definitions:

**Course related activities:** Include any activity required for the successful completion of the learning outcomes for a University paper or qualification.

**MFAT Safe Travel website:** New Zealand Ministry of Trade and Foreign Affairs Safe Travel website ([www.safetravel.govt.nz](http://www.safetravel.govt.nz))

### Restrictions:

Overseas travel cannot normally be funded through Student Component funding. If overseas travel is required as part of a paper or qualification, it must comply with the requirements outlined in the Policy for Course Related Student Travel Overseas.

### Procedures:

University staff, together with their students, are required to consider and manage the risks associated with undertaking course related activities involving travel overseas. In determining whether the overseas travel is likely to be of low or high risk to students or the University, consideration should be given in the first instance to any risk rating, and information provided on the MFAT Safe Travel website in regard to the travel destination.

Determination of the level of risk should also include a subjective assessment of the following factors:

- **Methods of travel.** Any risks associated with the means of travel to or from the destination. For example, when travelling to international destinations, considerations may include the need for a stop-over.
- **Risks associated with the travel location.** Including but not limited to: remoteness of the location and distance to assistance; terrain to be covered and how it will be travelled; climate including altitude, daylight allowance and season; geopolitical climate and potential civil unrest; security and safety provisions; emergency and first aid needs; and communication requirements such as mobile phones.
- **Risks associated with the course related activity.** This may include but is not limited to research activities, and associated field work. Please note: students are **not** covered by University Liability Insurance Cover and accordingly risks which create any potential liability for the University must be clearly identified in the approval process and all steps taken to mitigate these risks. Where these risks cannot be mitigated, advice should be sought from the Risk Manager in the first instance.
- **Fitness for travel and participation.** Any conditions that may affect the ability of staff or students to travel or participate in the course related activity should be discussed prior to departure with appropriate departmental staff or a health professional. Particular consideration should be given to vaccinations that may be required for travel overseas.

### Approval of overseas travel:

#### Accordingly all travel must be;

- for legitimate University approved purposes
- endorsed by the supervisor when the travel is research related
- documented and approved prior to departure
- booked through the designated University travel agent.
- arranged in such a way as to optimise the safety of the travelling student
- covered by travel insurance
- not incur uninsurable professional or public liability risks for the University.

All Course Related Student Travel Overseas must be approved by the relevant PVC or their nominee(s), in line with the following requirements.

Travel may be approved to countries identified on the MFAT Safe Travel website as being **some risk** at the time of travel approval application, provided that the application meets all other requirements for approval.

Travel may be considered to countries identified on the MFAT Safe Travel website as being **high risk** at the time of approval application provided that:

- The security advice is appended to the application, and risks are identified and mitigated
- Travel to countries, or regions of countries, identified as high risk is considered essential for University business and is unable to be deferred.

Approval for travel to high risk countries must be recommended by the PVC, and approved by the Chair of the Leave and Ancillary Appointments Committee who may approve circumstances for travel for course related activities which are to the student's home country, or the student has been advised by his/her relevant home-country authority that travel to that destination represents a lower risk for nationals of that country than that indicated by the risk advice for New Zealanders.

Travel will not be approved to countries identified on the MFAT Safe Travel website as being **extreme risk**

The Vice-Chancellor reserves the right to decline Course Related Student travel to any country for any reason.

Responsibilities of Heads of Departments, Institutes and Schools:

1. Ensure that appropriate approvals and procedures are in place for the authorisation of all course related activities involving overseas travel.
2. Ensure that appropriate risk identification assessment and control measures have been undertaken such as student requirements for travel and medical insurance.
3. Ensure that current and accurate information regarding the whereabouts and contact details of students travelling overseas for course related activities are retained by the department for at least six months after the student returns. This information must be accessible for use by the University at short notice.

Supervisory Staff, Paper Coordinators and/or Supervisors of Research Students:

1. Must provide an itinerary that includes a complete list of participating staff and students, travel intentions and contact details for each leg of the trip (where relevant) to appropriate persons (such as the departmental administrator or department head) in the Department, Institute or School.
2. Consult the University's Health and Safety procedures and abide by the Field Trip Safety Guidelines.

Students:

1. Must comply with all departmental and University policies and procedures relating to health, safety, and travel during completion of the course related activities, and must comply immediately with any direction given in the interests of their safety by the Head of Department, Institute or School or other senior University Officer.
2. Are required to provide an itinerary of their course related activities to their supervisor or paper coordinator, including information regarding their whereabouts and contact details, prior to departure.
3. Are responsible for securing any visas or work permits required for completion of the course related activity.
4. Are responsible for securing appropriate travel and medical insurance for their course related activities and to cover equipment being taken off campus. Students are recommended to seek advice from the designated University travel agent in regard to travel and medical insurance for overseas destinations.
5. Must ensure they are fit to participate in the course related activity. This may include seeking medical advice regarding fitness for participation and/or obtaining appropriate vaccinations or other medical treatment before departing.

**Audience:**

All staff and students.

**Relevant Legislation:**

Health and Safety in Employment Act 1992

**Legal Compliance:**

Health and Safety in Employment Act 1992 requires that all practicable steps must be taken to protect the health and safety of staff, and students when undertaking university approved activities.

**Related Procedures/Documents:**

[Health & Safety Policies & Procedures](#)  
[Fieldwork Safety](#)  
[Insurance Policy](#)  
[Travel Policy and Procedures](#)  
[Study Abroad Programme Policy and Procedures](#)

**Document Management Control:**

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