

HDR Student Application for International Travel Pre-Approval, COVID-Safe Travel Plan and Risk Assessment Level 3 and Level 4 Destinations

There continues to be a risk of exposure to COVID-19 during travel. Countries and territories continue to experience sudden outbreaks of disease. New variants may pose an added risk.

It is possible that international travel could result in considerable costs for medical treatment if students fall ill overseas. Flights are still being cancelled at short notice and unexpected changes to local COVID-19 restrictions and protocols risk disruption and additional costs.

Your rights to return may also change whilst you are travelling.

The thresholds for international travel to be approved will include the following considerations:

- Can the travel be delayed/rescheduled?
- How does the travel benefit your HDR study?
- Destination country reciprocal medical coverage availability.
- [Smartraveller](#) advice level of your destination*.
- Assess personal travel/leave component.
- HDR Students are aware travellers may be required to provide evidence of vaccination status to enter some countries or when returning to Australia (see [DFAT International Travel](#) and [Smartraveller International border requirements and travel disruptions](#))
- The level of COVID-19 related restrictions and protocols at your destination.

Process for international travel applications

*From October 2022, International travel to destinations [Department of Foreign Affairs and Trade](#) deem as advice 'Level 3 - Reconsider your need to travel' or 'Level 4 - Do not travel' require Principal Supervisor, College HDR Coordinator and College Vice-President and Executive Dean (VPED) approval. Level 4 also requires approval by the Vice-Chancellor. Requests to the Vice-Chancellor's Office must be submitted via a Senior Executive Team member (VPED of the College).

It is unlikely that requests to travel to 'Level 4 - Do not travel' destinations will be approved.

If your travel is to a Level 3 or Level 4 destination, please complete this form, seek Principal Supervisor and College Higher Degrees Coordinator approval before sending the full application and attachments to your VPED/Portfolio head. Level 4 destinations will be sent by a SET member (VPED of the College) to the Vice Chancellor for consideration.

The process for HDR students who wish to undertake international travel for research purposes:

1. Assess DFAT's [Smartraveller destination travel advisory](#) for the proposed country.
2. Discuss the proposal with your Principal Supervisor.
3. Download the *HDR International Travel Application & COVID Plan and Risk Assessment* form from the [HDR COVID-19 website](#).
4. Register your intent to travel and seek approval with the Office of Graduate Research, HDR Progression Team by email HDR.Progression@flinders.edu.au with the subject line: **Student Name (Student ID): International Travel request**
5. HDR student submit request to the relevant approver (based on DFAT level) on *HDR International Travel Application & COVID Plan and Risk Assessment* form including the following:

- HDR International Travel Application & COVID Plan and Risk Assessment
 - Evidence of up-to-date COVID-19 vaccinations (if relevant for your country or countries of travel).
 - Evidence from Principal Supervisor that the travel is essential for the success of the research and candidature.
 - Evidence of completion of Confirmation of Candidature and have any required ethics approval(s) if the travel is for data collection.
 - Confirmation from your Principal Supervisor that they understand the obligations of the role of the University's nominated contact person
6. Send a copy of the completed Application and supporting documents to the HDR Progression Team in the Office of Graduate Research.
 7. After approval is granted and flights are booked, flight details must be emailed to HDR.Progression@flinders.edu.au and then the Deed Poll COVID Release will be drafted. Student must physically sign with a witness, scan, and return to HDR Progression to finalise your application.
 8. For questions, contact the HDR Progression Team (HDR.Progression@flinders.edu.au)

International Travel Application

Please complete this form electronically and submit by email.

Student Information	
Full Name (as it appears on Passport)	
Student ID	
Degree / Topic Code (ie PhD / MMED9999)	
College	
Thesis Title	
Flinders Email	
Principal Supervisor	
Associate Supervisor(s)	
Adjunct Supervisor (if applicable)	
AU Mobile number	
AU Semester Residential Address	
AU Home Address (if different to semester)	
Emergency Contact Details Are these up to date under the 'My Details' tab in the Student System ?	Name: Relationship: Phone: Email:
Proposed Destination (City, State, Country)	
Overall Australian Government advice level for your destination (Level 3 or 4) (via https://www.smartraveller.gov.au/destinations)	' Level 3 - Reconsider your need to travel' ' Level 4 - Do not travel'

In-Country Address (if known)	
In-Country Contact Number (if known)	
Passport Number	
Visas required for proposed destination. Names and numbers (if applicable)	
COVID Vaccination Certificate Doc# (if required for your country or countries of travel)	
Proposed Travel/Medical Insurance Provider	
Proposed Travel/Medical Insurance Policy Number	
Does your insurance cover medical treatment if you contract COVID whilst overseas?	
Does your insurance cover self-isolation or self- quarantine expenses?	
Does your insurance cover COVID related travel expenses such as cancelled or delayed flights, border closures, etc?	
Australian Embassy / Commission / Consulate details	
Proposed accommodation whilst travelling, provide details	

Proposed Reason for Travel

Include the nature of the activity and how the activity is essential for the success of the research and candidature.

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Proposed Dates

Departure date, time and location	
Return date, time and location	

Evidence of Confirmation of Candidature and Ethics for data collection

Confirmation of Candidature completed in Inspire on date	
Ethics approval received on date, include ethics confirmation letter	

Research Details (as applicable)	
Institution Name	
Campus Location	
Other Research Locations	
– Labs	
– Field Trips	
– Other	
In-Country Supervisor	
– Phone	
– Email	
In-Country Research Start Date	
In-Country Research End Date	

* Provide an overview here. The risks will be addressed within the **Risk Assessment** at Attachment B.

In-Country COVID Information	Date Sourced:
Country Vaccination Rate Provide % and link to official source	
Local COVID Restrictions What local restrictions are currently in place at your destination/s? Masks? Gathering restrictions? Curfews? Etc. Provide link to official source.	
Local Health Protocols How will you be notified as a potential contact? What are the positive case or close contact protocols? What is the process if you return a positive COVID test (is it different if you are well vs unwell)? Provide link to official source.	
Local Health resources Where is the closest medical practitioner or COVID-19 equipped hospital?	
Who would be able to provide local support to manage your affairs in the event of illness/isolation/hospitalisation?	
Quarantining/isolating – where will you stay if you are required to quarantine or isolate while you are overseas?	

University Nominated Contact Person

Name of the Nominated Contact Person at the University to initiate late return / fail to check in procedures.
Normally your Principal Supervisor.

Full Name	
Mobile number	
Flinders Email	
Agreed contact method and time	

Check-in Method

Date/Time check in to occur	Contact method used, eg phone, text, Teams, Skype, Zoom	Checked in	Any likely changes? Record any required changes in check-in or itinerary
Immediately upon arrival			

College HDR Coordinator

Name of the College HDR Coordinator to provide back-up to your Principal Supervisor.

Full Name	
Mobile number	
Flinders Email	

Travel Itinerary

Travel Itinerary (list each flight individually, including all stopovers and connecting flights)

**If flights cannot be booked until after approval, please enter 'TBC' below and email though copies of your flight details to HDR.Progression@flinders.edu.au to finalise your application file.

FLIGHT 1	
F1 Departure Date	
F1 Departure City	
F1 Airline COVID Requirements	
F1 Departure Time (local)	
F1 Flight Number	

F1 Arrival City/Airport	
F1 Arrival Time (local)	
F1 Arrival Airport COVID Requirements	
Final Destination? Duration of transit?	
FLIGHT 2	
F2 Departure Date	
F2 Departure City	
F2 Airline COVID Requirements	
F2 Departure Time (local)	
F2 Flight Number	
F2 Arrival City/Airport	
F2 Arrival Time (local)	
F2 Arrival Airport COVID Requirements	
Final Destination? Duration of transit?	
FLIGHT 3	
F3 Departure Date	
F3 Departure City	
F3 Airline COVID Requirements	
F3 Departure Time (local)	
F3 Flight Number	
F3 Arrival City/Airport	
F3 Arrival Time (local)	
F3 Arrival Airport COVID Requirements	

Final Destination? Duration of transit?	
FLIGHT 4	
F4 Departure Date	
F4 Departure City	
F4 Airline COVID Requirements	
F4 Departure Time (local)	
F4 Flight Number	
F4 Arrival City/Airport	
F4 Arrival Time (local)	
F4 Arrival Airport COVID Requirements	
Final Destination? Duration of transit?	
<input type="checkbox"/> Additional flight details can be found in Attachment C	
Travel Funding	Self-Funded University Funded Account Number:
Additional funding and finance information and account details	

Next-of-Kin Details			
Full Name			
Relationship to you			
Home Address			
Phone	Country Code +		Land Line
			Mobile
Email			

I give my authority for staff, acting in their capacity as representatives of Flinders University, to contact my next-of-kin in the event there is concern for my safety or wellbeing. I give authority for both parties to share flight and travel details, medical information, contact details, and any other information deemed necessary or helpful in ensuring my wellbeing and safety.

Student Name	
Student ID	
Signature	
Date	

NOTE: There will also be a Deed Poll COVID Release for you to sign stating that you accept full financial liability for expenses not covered under insurance.

Recommendation and Approvals

Principal Supervisor Recommendation

Provide justification/evidence that the travel is essential for the success of the research and candidature.

I agree to be the Nominated University Contact person and am aware of my responsibilities

I have reviewed the documentation below and recommend that the travel be considered by the College Vice President and Executive Dean and Senior Executive team (SET) member (and for Level 4 is subject to approval by the Vice-Chancellor).

- COVID Vaccination Certificate Documentation (if relevant for the country or countries of travel)
- Proposed itinerary
- Evidence of completion of Confirmation of Candidature and have any required ethics approval(s)
- COVID-Safe travel plan (Attachment A)
- Risk Assessment Form (Attachment B)
- Deed Poll Release (if flights/dates are not yet confirmed this will be provided after approval)

Name of Principal Supervisor			
Principal Supervisor signature		Date	

College HDR Coordinator Declaration

I agree to provide back-up to your Nominated University Contact person and am aware of my responsibilities

Name of the HDR Coordinator			
HDR Coordinator signature		Date	

Please note: From October 2022, International travel to destinations [Department of Foreign Affairs and Trade](#) deem as advice 'Level 3 - Reconsider your need to travel' can be approved through the most senior College/Portfolio leader, who is a Senior Executive Team (SET) member.

Please complete this form and return to your VPED/Portfolio head**

Vice President and Executive Dean (SET Member) Approval			
<input type="checkbox"/> I confirm this travel is for DFAT Level 3 or 4 (Level 4 must be submitted to the Vice-Chancellor for approval) <input type="checkbox"/> I confirm that the Office of Graduate Research will organise for documents to be kept for at least 8 years. <input type="checkbox"/> I am satisfied the risk control measures reduce the risk as low as reasonably practicable.			
<input type="checkbox"/> I approve (Level 3) <input type="checkbox"/> I approve (Level 4) and recommend travel to the Vice-Chancellor <input type="checkbox"/> I do not approve			
Comments 			
Name of VP and Executive Dean			
VP and Executive Dean signature		Date	

From October 2022, International travel to destinations [Department of Foreign Affairs and Trade](#) deem as advice 'Level 4 - Do not travel' requires approval by the Vice-Chancellor. Requests to the Vice-Chancellor's office must be via a Senior Executive Team member.

It is unlikely that requests to travel to 'Level 4 - Do not travel' destinations will be approved.

Vice-Chancellor Approval (Level 3 or 4 travel)			
<input type="checkbox"/> I approve <input type="checkbox"/> I do not approve			
Comments 			
Vice-Chancellor signature		Date	

Please send a copy of the completed Application and supporting documents to the HDR Progression Team (hdr.progression@flinders.edu.au) in the Office of Graduate Research to retain the records.