

HDR Student Application for International Travel Approval Level 1 and 2 Destinations

Process for international travel applications

International travel to destinations [Department of Foreign Affairs and Trade](#) deem as advice 'Level 1 - Exercise normal safety precautions' or 'Level 2 - Exercise a high degree of caution' can be approved by the student's Principal Supervisor (or Associate Supervisor if the Principal is unavailable).

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 relevant application forms
 - [HDR International Travel Application for Level 1 and Level 2](#)
 - [Additional Flight Details](#) (as required).
4. Submit a travel request to their Principal Supervisor for approval, including the following:
 - HDR International Travel Application
 - Evidence of completion of Confirmation of Candidature and any required ethics approval(s) if travel is for data collection
 - Other supporting documents
5. After approval is granted by the Principal Supervisor, flights are to be booked either through the [university approved travel management company](#) (if fully funded by the university) OR through the desired travel booking method.
6. Register for [Student Overseas Travel Insurance](#).
7. Both the approving supervisor and the student should retain a copy of the approved form throughout the student's candidature.
8. For questions, please visit the [Ask Flinders HDR Portal](#) or contact your college email.

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 1 or Level 2) (via https://www.smartraveller.gov.au/destinations)	<input type="checkbox"/> 'Level 1 Exercise normal safety precautions' <input type="checkbox"/> 'Level 2 - Exercise a high degree of caution'
In-Country Address (if known)	
In-Country Contact Number (if known)	
Passport Number	
Visas required for proposed destination. Names and numbers (if applicable)	
Proposed Travel/Medical Insurance Provider	
Proposed Travel/Medical Insurance Policy Number	

Proposed Reason for Travel

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

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	

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

Flight Details Proposed Date & Time	Departure City, Arrival City, Flight number (if known).
<input type="checkbox"/> Additional flight details can be found in Attachment C	
Travel Funding	<input type="checkbox"/> Self-Funded <input type="checkbox"/> 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			
<p><i>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.</i></p>			
Student Name			
Student ID			
Signature			
Date			

Recommendation and Approvals

Principal Supervisor Recommendation			
<p><i>Provide justification/evidence that the travel is essential for the success of the research and candidature.</i></p>			
<input type="checkbox"/> I agree to be the Nominated University Contact person and am aware of my responsibilities			
<p>I have reviewed the documentation listed below and approve the HDR travel application.</p> <p> <input type="checkbox"/> Evidence of completion of Confirmation of Candidature <input type="checkbox"/> Any ethics approval(s) if travel is for data collection </p>			
Name of Principal Supervisor			
Principal Supervisor signature		Date	

Note: Both the approving supervisor and the student should retain a copy of the approved form throughout the student's candidature.