

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

Process for international travel applications

*From October 2022, 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).

Please complete this form and submit it to your Principal Supervisor for approval before returning it to HDR.Progression@flinders.edu.au with the required supporting documents.

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 for Level 1 and Level 2 Destinations* 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 submits request to their Principal Supervisor including the following:
 - HDR International Travel Application Level 1 and Level 2 form
 - Covid-Safe Travel Plan (Attachment A)
 - Evidence of up-to-date COVID-19 vaccinations - if relevant for the country or countries of travel
 - Evidence of completion of Confirmation of Candidature and have any required ethics approval(s) if travel is for data collection
6. Send a copy of the completed Application and supporting documents to the HDR Progression Team in the Office of Graduate Research HDR.Progression@flinders.edu.au.
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. Register for Student Travel Insurance via <https://students.flinders.edu.au/finances-and-admin/student-travel-insurance>

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)	' Level 1 - Exercise normal safety precautions' ' 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)	
COVID Vaccination Certificate Doc# (if relevant for the 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?	

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	

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). Finalised Flight details to be emailed to HDR.progression@flinders.edu.au when booked.
<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			
<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			

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			
<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> <ul style="list-style-type: none"> <input type="checkbox"/> COVID Vaccination Certificate Documentation (if relevant for the country or countries of travel) <input type="checkbox"/> Evidence of completion of Confirmation of Candidature and have any required ethics approval(s) <input type="checkbox"/> COVID-Safe travel plan (Attachment A) <input type="checkbox"/> Deed Poll Release (if flights/dates are not yet confirmed this will be provided after approval) 			
Name of Principal Supervisor			
Principal Supervisor 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.