

## HDR Student Application for International Travel Pre – Approval and Risk Assessment Level 3 and Level 4 Destinations

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.

### Process for international travel applications

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 relevant application forms
  - [HDR International Travel Application for Level 3 and Level 4](#)
  - [Risk Assessment](#)
4. Submit request to the relevant approver (based on DFAT level) including the following:
  - HDR International Travel Application for Level 3 and Level 4
  - Risk Assessment
  - 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.
5. After approval is granted, 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 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.

# 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 <a href="https://www.smartraveller.gov.au/destinations">https://www.smartraveller.gov.au/destinations</a> )	<input type="checkbox"/> 'Level 3 - Reconsider your need to travel' <input type="checkbox"/> '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)	
Proposed Travel/Medical Insurance Provider	
Proposed Travel/Medical Insurance Policy Number	
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.

### 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.

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

F1 Arrival City/Airport	
F1 Arrival Time (local)	
Final Destination? Duration of transit?	
FLIGHT 2	
F2 Departure Date	
F2 Departure City	
F2 Departure Time (local)	
F2 Flight Number	
F2 Arrival City/Airport	
F2 Arrival Time (local)	
Final Destination? Duration of transit?	
FLIGHT 3	
F3 Departure Date	
F3 Departure City	
F3 Departure Time (local)	
F3 Flight Number	
F3 Arrival City/Airport	
F3 Arrival Time (local)	
Final Destination? Duration of transit?	
FLIGHT 4	
F4 Departure Date	
F4 Departure City	
F4 Departure Time (local)	
F4 Flight Number	
F4 Arrival City/Airport	
F4 Arrival Time (local)	
Final Destination? Duration of transit?	

<input type="checkbox"/> <b>Additional flight details can be found in Attachment C</b>	
<b>Travel Funding</b> <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				
<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>				
Student Name				
Student ID				
Signature				
Date				

## Recommendation and Approvals

Principal Supervisor Recommendation
<i>Provide justification/evidence that the travel is essential for the success of the research and candidature.</i>
<input type="checkbox"/> 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).

- ☐ Risk Assessment Form
- ☐ Proposed itinerary
- ☐ Evidence of completion of Confirmation of Candidature and have any required ethics approval(s)

Duration of travel:

- ☐ 0-3 months
- ☐ 3-6 months
- ☐ 6-12 months
- ☐ 12+ months

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

College HDR Coordinator			
College 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 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			
<b>Comments</b>      			
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			
<b>Comments</b>      			
Vice-Chancellor signature		Date	