

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

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 up to date with COVID-19 vaccinations as per ATAGI advice as all inbound travellers must declare their vaccination status to enter Australia.
- The level of COVID-19 related restrictions and protocols at your destination.

Process for international travel applications

*From May 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 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.

*From May 2022, International travel to destinations [Department of Foreign Affairs and Trade](#) deem as advice 'Level 3 - Reconsider your need to 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.

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.

- 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).
 - Confirmation from your Principal Supervisor that they understand the obligations of the role of the University's nominated contact person
 - Signed Deed Poll COVID Release (*physically signed and witnessed, then scanned for submission*).
6. Send a copy of the completed Application and supporting documents to the HDR Progression Team in the Office of Graduate Research.
 7. 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	
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, 2, 3 or 4) (via https://www.smartraveller.gov.au/destinations)	
In-Country Address	
In-Country Contact Number	

Passport Number	
Visas required for proposed destination. Names and numbers (if applicable)	
COVID Vaccination Certificate Doc#	
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:
<p>Country Vaccination Rate Provide % and link to official source</p>	
<p>Local COVID Restrictions What local restrictions are currently in place at your destination/s? Masks? Gathering restrictions? Curfews? Etc. Provide link to official source.</p>	
<p>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.</p>	
<p>Local Health resources Where is the closest medical practitioner or COVID-19 equipped hospital?</p>	
<p>Who would be able to provide local support to manage your affairs in the event of illness/isolation/hospitalisation?</p>	

Quarantining/isolating – where will you stay if you are required to quarantine or isolate while you are overseas?	
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University Nominated Contact Person	
<i>Name of the Nominated Contact Person at the University to initiate late return / fail to check in procedures. Normally your Principal Supervisor.</i>	
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	
<i>Name of the College HDR Coordinator to provide back-up to your Principal Supervisor.</i>	
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 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	

<p>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 subject to approval by the Vice-Chancellor.</p> <ul style="list-style-type: none"> <input type="checkbox"/> COVID Vaccination Certificate Documentation <input type="checkbox"/> Proposed itinerary <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"/> Risk Assessment Form (Attachment B) <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	

College HDR Coordinator Declaration			
<input type="checkbox"/> 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	

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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 1 or 2 <input type="checkbox"/> I confirm this travel is for DFAT Level 3 or 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 1 or 2) <input type="checkbox"/> I approve (Level 3 or 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	

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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.