



## OVERSEAS TRAVEL NOTICE FOR UNE STUDENTS

The University is concerned about the health and safety of its students who travel overseas for **UNE-endorsed study purposes**. UNE is particularly concerned that the rapidly changing level of threat from place to place and from time to time may place students in unexpected danger while they are overseas or under an unexpected health threat.

With this in mind, all students who:

- plan to travel overseas for UNE-endorsed study purposes OR
- are at any time overseas when circumstances change unexpectedly for the worse,

are now required by the University to:

1. Regularly **access the latest travel warnings** from the Department of Foreign Affairs & Trade (DFAT) website at <http://www.dfat.gov.au>

The DFAT home page has a link to the latest travel advice by time of update and country and also has a subscription service which enables the latest travel warnings to be automatically emailed to a person.

The DFAT website, under "Travel Advice" also lists the contact details of all Australian missions and a 24 hour emergency number (+61 2 6261 3305). If the student is travelling beyond a capital city, they should call the local mission to receive the latest local advice.

2. **Register their presence in a country with the appropriate Australian mission overseas.** The registration can be found under the Travel Advice link on the DFAT website.
3. Obtain and comply with medical advice before departure regarding transit and travel medical risks (including transit risks like airborne diseases and Deep Vein Thrombosis).
4. Access the UNE website for special travel warnings prior to departure and to comply with any special purpose travel requirements or prohibitions which may be required from time to time in respect of special circumstances of travel risk. A prohibition on travel will only be made where serious circumstances of risk are perceived.
5. At all times ensure that UNE Finance Directorate has accurate and accessible contact details (at least the address and phone number of the student and host and preferably fax and email of both as well).
6. **Comply fully with the University documentary requirements for travel approval as follows:**
  - (a) The compulsory travel application for both students and staff ("A8 Form") must be authorised by Finance Directorate before travel documents can be issued.
  - (b) Finance Directorate will not authorise the A8 Form unless the applicant has completed all requirements of the travel check list.
  - (c) The travel check list can be obtained from the International Marketing & Pathways website. When special travel risks related to such risks as security and health epidemics necessitate a prohibition on travel to particular places at particular times, Finance Directorate will advise applicants on request or in any case on receipt of their A8 Form.

All questions about this clause 6 should be addressed to the Director of Finance.

**To be signed by the applicant and handed to Finance Directorate as part of Clause 6(b) check list**

Applicant: \_\_\_\_\_

Signature

Print Name

**NOTE: All students** who are to travel overseas for University-endorsed study purposes, must also sign a **Deed of Indemnity and Release** before they depart. It is the student's responsibility to sign two copies of the deed and deliver one to the Finance Directorate as part of the Clause 6 (b) check list.