Student Travel and Transport Policy

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Why a new policy?

Student travel used to be included in previous policies/procedures:
• Overseas Travel to High Risk Destinations and the Travel
• Off-Campus Risk Management

However these were re-written as part of the 2011 policy review project and the new travel policy/procedure apply to staff only.

Some issues apply to students only so it makes sense to have separate documents

A few issues remain unresolved but the policy and procedure will be updated as and when more resources are developed.
Which forms need to be filled in?

Who has to approve which types of travel?

Where should students register their travel plans?

How do we assess and manage risk?

What insurance cover is available?
Some useful definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Enrolment-related travel</td>
<td>Travel which is • fully or party paid for by the University, and/or • undertaken by students for the purpose of gaining credit towards their course of study, and/or • undertaken by students where they are a participant in group travel organised by the University.</td>
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<tr>
<td>Independently-arranged travel</td>
<td>Enrolment-related travel that is organised and undertaken by an individual or small group of University of Melbourne students.</td>
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<tr>
<td>Organised group travel</td>
<td>Enrolment-related travel / excursion that is organised by (or on behalf of) the University and led by a staff member or approved provider.</td>
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</table>
Approval to *Study Away* is needed for:

- all international travel
- domestic travel > one month duration
- for a travel scholarship

Includes:

- time spent at the partner university for jointly enrolled PhD
- when an enrolled student has gone home to write up

Supervision arrangements must be in place for absences of three or more months
High risk travel

• Students should not travel to countries with a high-risk rating from the DFAT.

• The Academic Registrar may grant permission for enrolment-related travel to a high risk country in certain circumstances, for example the travel is deemed to be essential or the student is a citizen/permanent resident of the county in question.

• Risk assessments are needed for Field Work, trips to high-risk destinations and any independently arranged travel.

• Risk Management Plans are needed where the following factors are medium/high risk:
  ➢ the student’s fitness for travel and participation in the activity
  ➢ the safety of the methods of travel
  ➢ type of the activities that will be undertaken during travel.
<table>
<thead>
<tr>
<th>Group</th>
<th>Registration mechanism</th>
<th>Insurance office?</th>
<th>Risk assessment (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global mobility students: study abroad, exchange, University of Melbourne overseas subjects (UMOS)</td>
<td>Global Mobility online registration form</td>
<td>Need to register</td>
<td>Undertaken by University, students may have to provide supporting documentation</td>
</tr>
<tr>
<td>Graduate research students (if travelling overseas, funded by the University and/or going away for over a month).</td>
<td>‘Study Away’ form in Portal</td>
<td>Need to register</td>
<td>Undertaken by student in consultation with supervisor</td>
</tr>
<tr>
<td>Coursework students undertaking enrolment-related travel which falls outside Group 1 above</td>
<td>Advise teaching department of travel plans in writing</td>
<td>Need to register</td>
<td>Undertaken by student in consultation with course/subject coordinator or delegate.</td>
</tr>
</tbody>
</table>
The documents provide an important first step and fill a policy gap. However, we recognise there is more work to do in this area. In particular:

- Single registration mechanism for all students
- Single database so we can contact students quickly in case of emergencies
- Risk assessment checklist/tool to help students and staff with this aspect of the policy.