

## STUDENT TRAVEL POLICY

<b>Policy Number:</b>	TLR 3.17
<b>Name of Policy:</b>	Student Travel Policy (Issue Two)
<b>Applicability:</b>	All students
<b>Policy Owner</b>	Company Secretary and General Counsel
<b>Contact Person:</b>	Manager, Insurance and Risk
<b>Policy Status:</b>	Approved Policy
<b>Date of Approval:</b>	2 April 2013
<b>Date Last Amended:</b>	27 July 2020
<b>Date Last Exposed:</b>	18 April 2017
<b>Date Last Reviewed</b>	27 July 2020
<b>Date of Next review:</b>	27 July 2023
<b>Related Policies:</b>	

### 1. OVERVIEW

The purpose of this Policy is to outline Bond University's approach to University-approved student travel. The University recognises the need for students to travel to undertake internships or research as part of their authorised studies. The University has a duty to take reasonable care for the safety and welfare of students when authorising travel for University-approved activities that are part of their enrolment as a Bond University student. This includes providing advice and recommendations; reviewing risks involved; and taking measures to control or minimise any such risks. It is impossible to guarantee the safety of students anywhere in the world, but the University takes the safety of students very seriously and has developed this Policy in accordance with its duty of care obligations and with reference to travel advice provided by the Department of Foreign Affairs and Trade (DFAT).

### 2. THE POLICY

#### 2.1. Scope of the Policy

This Policy applies to students travelling to undertake University-approved activities as a Bond University student.

#### 2.2. Domestic Travel

Authorisation from Bond University must be obtained before students undertake travel related to activities as part of their enrolment and must meet all of the requirements relating to those activities.

#### 2.3. International Travel

##### 2.3.1. Travel Advice

DFAT provides four levels of travel advice which are to be used to determine whether a proposed travel destination is considered high risk.

Risk Category	DFAT Warning
Level 1	Exercise normal safety precautions
Level 2	Exercise a high degree of caution
Level 3	Reconsider your need to travel
Level 4	Do not travel

(Source: <http://smartraveller.gov.au/resources/Pages/travel-advice-explained.aspx>)

The travel advisory that is issued by DFAT takes into consideration the many risks of overseas travel including:

- terrorism;
- civil unrest/political tension;
- crime;

- local travel such as driving conditions;
- airline safety;
- natural disasters, severe weather, and climate;
- local laws; and
- health issues.

### 2.3.2. Decision to Travel

Authorisation from Bond University must be obtained before travel.

#### 2.3.2.1. Authorisation to Travel

Risk Category	Authorising Officer	Documents Required
<b>Level 1 Level 2</b>	University Registrar or delegate	<ul style="list-style-type: none"> <li>▪ <a href="#">Overseas Travel Insurance Approval Checklist</a></li> </ul>
<b>Level 3</b>	Executive Dean or delegate for academic program and Faculty-related activities  University Registrar or delegate for other student activities	<ul style="list-style-type: none"> <li>▪ <a href="#">Overseas Travel Insurance Approval Checklist</a></li> <li>▪ <a href="#">Overseas Travel Risk Assessment Form</a></li> </ul>
<b>Level 4</b>	<b>Not Permitted</b>	

Under the University's duty of care obligations to students, the Office of Insurance and Risk will closely monitor the DFAT global warnings and traveller advice regarding health and worldwide civil unrest. The Vice-Chancellor will have absolute discretion to retain the right to alter, defer and /or cancel any student travel arrangements, either existing or proposed.

### 2.3.3. Risk Assessment

If the travel to a Level 3 area is considered to be essential and cannot be deferred, the student must undertake a thorough risk assessment by completing an [Overseas Travel Risk Assessment Form](#), which includes a description of the steps to be taken to mitigate identified risks. The form must then be reviewed by the Authorising Officer (as per 2.3.2.1 above) who must be made aware that the travel is considered high risk (Level 3 area). If it is to be approved, the Authorising Officer must ensure that the University's duty of care obligations have been met before travel is authorised. If the Authorising Officer is not convinced about the relative safety of the travel proposed, it should not be approved.

Students are not permitted under any circumstances to travel to a Level 4 area.

### 2.3.4. Smart Traveller Requirements

Students travelling on Bond approved overseas travel must be registered with Smart Traveller. If registration with Smart Traveller is not complete, approval to travel will not be granted.

### 2.3.5. Emergency

Students who are overseas on University related purposes are required immediately to comply with any direction given by the Vice-Chancellor or Executive Dean as a result of a change in the assessment of the level of safety of the particular overseas destination. Students are to provide a copy of their itinerary and overseas contact numbers to their Faculty. Students are expected to be contactable at all times on the overseas contact number that was provided to the Faculty prior to travel.

Should there be an emergency during travel; students are expected, as soon as possible, to contact the emergency assistance service number provided, by the Office of Insurance and Risk prior to travel, to receive advice on how to proceed.

### 2.3.6. Overseas Travel Insurance

Bond University travel insurance is designed for Bond University students who are travelling on approved University activities that are part of their enrolment.

To obtain insurance, the Office of Insurance and Risk require all completed and authorised forms at least one week prior to departure to assess for insurance approval. Once approved, all student travellers will be provided with an 'Emergency Assistance - Insurance Overseas Travel Card' which is to be returned following completion of the journey, or an email will be sent to the student with the Emergency Assistance contact details.

#### **2.3.6.1. Insurance Exclusions**

The University's travel insurance coverage and exclusions are detailed in the document entitled Student Business Travel Insurance Summary. This is made available through the Office of Insurance and Risk. All students should read this document prior to travelling.

### **3. RELATED PROCEDURES, GUIDELINES, AND FORMS**

[Overseas Travel Insurance Approval Checklist](#)

[Student Business Travel Insurance Summary](#)

[Overseas Travel Risk Assessment Form](#)

[Travel Guidelines for University Approved Travel](#)