

 <b>BOND UNIVERSITY</b>	<b>STUDENT TRAVEL POLICY</b>
Contact Officer	Manager, Insurance and Risk
Date First Approved	2 April 2013
Approval Authority	Company Secretary and General Counsel
Date of Next Review	11 October 2025

## 1. PURPOSE AND OBJECTIVES

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

## 2. AUDIENCE AND APPLICATION

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

## 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Manager Insurance & Risk	Review of International Travel Insurance Approval Checklist form and issuance of Chubb Assistance Contact Details – Emergency Assistance anywhere in the world 24 hours, 7 days a week (clause 4.2.8) Under the University's duty of care obligations to students, the Manager, Insurance and Risk, will review the travel insurance application (the International Travel Insurance Approval Checklist form).
Faculty / Office	The Faculty/Office must seek authorisation for the travel. Under the University's duty of care obligations to students, the Faculty or Office authorising the travel will closely monitor the DFAT global warnings and traveller advice regarding health and worldwide civil unrest prior to departure.
Vice Chancellor	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.

### 3.1. Authorisation to Travel

Authorising Officer	Risk Category	Documents Required
Executive Dean or UMC manager	<b>DFAT Travel Advice Level 1</b> Exercise normal safety precautions <b>DFAT Travel Advice Level 2</b> Exercise a high degree of caution	<a href="#">International Travel Insurance Approval Checklist</a>
Executive Dean or UMC manager	<b>DFAT Travel Advice Level 3</b> Reconsider your need to travel	<ul style="list-style-type: none"> <li><a href="#">International Travel Insurance Approval Checklist</a></li> <li><a href="#">International Travel Risk Assessment Form</a></li> </ul>
	<b>DFAT Travel Advice Level 4</b> Do not travel	<b>Not Permitted</b>

## 4. POLICY STATEMENT

### 4.1. Domestic Travel

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

### 4.2. International Travel

Authorisation from Bond University must be obtained before travel.

#### 4.2.1. Decision to Travel

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

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.

#### **4.2.2. Risk Assessment**

If the travel to a DFAT travel advice Level 3 area 'Reconsider Your Need to Travel' is considered to be essential and cannot be deferred, the student must undertake a thorough risk assessment by completing an [International Travel Risk Assessment Form](#), which includes a description of the steps to be taken to mitigate identified risks.

Rural and remote areas in DFAT travel advice level 1 and 2 countries require a risk assessment to ensure safe management of the placement. It is the responsibility of the Faculty/Office to ensure satisfactory provisions for health and safety are made for rural and remote activities approved by them.

The [International Travel Risk Assessment Form](#) must then be reviewed by the Authorising Officer (as per 3.1 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 [DFAT Advice](#) Level 4 area 'do not travel'.

#### **4.2.3. Smart Traveller Requirements**

Students travelling on Bond-approved overseas travel must subscribe to Smart Traveller travel advice. If the subscription is not complete, approval to travel will not be granted.

#### **4.2.4 Travel Warnings**

All students travelling overseas should check the [DFAT](#) website for any warnings that apply to intended destinations. Advice in these warnings should be followed. Travel will not be approved to DFAT advice level 4 'Do not travel'.

#### **4.2.5 Travel Planning for an Organised Group**

The person responsible for organising the class/group travel must:

- a. Prepare a risk management plan
- b. Ensure the planned activities are safe and appropriate to the location
- c. Ensure that the Faculty/Office has a list of all participants
- d. Have a record of the students' planned activities
- e. Clearly advise students of the physical and/or psychological demands involved in the travel activities; and
- f. Seek authorisation of their intended travel plans with their Faculty/Office. The request must then be reviewed by the Authorising Officer (as per 3.1 above), who also must be made aware that the travel is considered high risk (Advice Level 3 area or Remote/Rural area).

#### **4.2.6 Travel Planning for mobility programs (including study abroad, exchange, internships, and clinical placements)**

Students undertaking enrolment-related travel overseas as part of a mobility program must comply with the University's [Work Health and Safety policies](#) and risk assessment.

Students undertaking enrolment-related travel overseas as part of a mobility program must undertake a pre-departure briefing covering health, safety and cultural issues provided by the Faculty/Office authorising the travel.

#### **4.2.7. 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 Manager of Insurance and Risk prior to travel, to receive advice on how to proceed.

#### 4.2.8. International 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 Manager of Insurance and Risk requires all completed and authorised forms at least two (2) weeks prior to departure to assess for insurance approval. Once approved, all student travellers will be provided via email an Emergency Assistance card with contact details in the event of an emergency. Chubb Assistance provides emergency travel services 24 hours a day, 7 days a week, while travelling overseas.

##### 4.2.8.1. Insurance Exclusions

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

## 5. DEFINITIONS, TERMS, ACRONYMS

## 6. RELATED DOCUMENTS

[International Travel Insurance Approval Checklist](#)

[Business Travel Insurance Summary](#)

[International Travel Risk Assessment Form](#)

[Student International Travel Participant Waiver](#)

[Work Health & Safety Policy](#)

## 7. MODIFICATION HISTORY

Date	Sections	Source	Details
11 October 2022	4.2.2 4.2.4, 5 & 6  4.2.8	Manager, Insurance & Risk	Added paragraph on rural and remote areas Added clauses on Travel Warnings, Travel Planning for an Organised Group, & Travel Planning for mobility programs Change from 1 week to weeks for students to get insurance authorised.
27 July 2020			