



Postgraduate Travel Overseas Research and Safety Plan

This template is primarily designed to be used as a guide for departments to mitigate risk for students undertaking research overseas in partial fulfillment of a University of Otago qualification. Completion of this form is required when postgraduate students are seeking approval for travel overseas for study. The form should be completed after reading the 'Guidelines for Postgraduate Students Travelling Overseas for Research':

<http://www.otago.ac.nz/administration/policies/otago625880.html>

Student's Name: _____

Student's ID number: _____

Programme: _____

Department: _____

Primary Supervisor: _____

Co-Supervisor (if any): _____

Countries being visited and proposed duration of stay

Brief description of the purpose of travel

Brief overview of fieldwork methods/research activities

Intended start date of travel: _____

Projected end date of travel: _____

Ethics Approval and Compliances

Is research being undertaken overseas? Yes/No

Has the appropriate ethics approval been applied for? Yes/No

Has the ethics application been approved? Yes/No

If no application for ethical approval is being/has been made state why:

Does the research deal with any Māori related issues? Yes/No

If yes, has appropriate consultation with Māori been undertaken? Yes/No

I have a passport that is valid for more than 6 months after I return. Yes/No

I have gained/I will gain all appropriate visas for my travel and research. Yes/No

I have gained/I will gain all appropriate access agreements to land/buildings/spaces for my research. Yes/No

I have informed all relevant authorities that may be impacted by my research of the nature of my studies. Yes/No

I have checked any implications of travel for my scholarship (if applicable) and for my student visa (if applicable). Yes/No

For international PhD students: I have checked any implications of travel for retention of domestic fee status (if applicable). Yes/No

Travel Safety Issues *(to be completed by all students irrespective of the location of their study)*

Please comment on risk identification and categorization (e.g., high, medium, low), including travel advisories, accommodation and food, and steps taken to minimize risk.

If doing fieldwork, please provide details of any safety equipment that will be taken into the field.

Note: Students always retain the right to withdraw from all or part of any fieldwork activity, without question, when they consider their physical, emotional and/or cultural safety may be compromised.

Regular Contact with Supervisors / Department

How often will contact be made? By email, telephone, or face-to-face meetings?

24 hour Emergency Contact Details

Please provide your emergency contact details as well as details for a next of kin.

Your details		Next of kin details	
Name		Name	
Address		Address	
Phone		Phone	
Mobile		Mobile	
Email		Email	

I have the contact details for my Supervisor and Department.

The local support (if any) that I will have while overseas.

Medical Issues

Existing relevant medical conditions (note how these may be affected by travel and/or fieldwork and how this will be managed).

If appropriate the student should consult Student Health or their personal doctor at least two months before travel, regardless of destination, to check on appropriate medications or inoculations. <http://www.otago.ac.nz/studenthealth/services/otago028651.html>

Are Immunisations required for the destination/s? Yes/No

If yes, please list the immunisations that are recommended for your destination:

Have the immunisations above been/will be gained prior to departure to the field? Yes/No

If you have not gained/do not intend to gain an immunisation that is recommended for your destination/s explain why:

Please note that immunisations will not be paid by the Department.

Travel Insurance

It is mandatory for students to use the corporate insurance provider when travelling overseas on University business (including research activities). Where students' activities are covered by a University grant, the grant is to be used to meet the insurance costs. To register for travel insurance, the departmental administrator will need to arrange this via: <https://secure-www.otago.ac.nz/financialservices/travel-insurance/>.

Please assess the level of risk for the travel (security and medical issues) by reading the Healix Travel information available at <https://healix.com> and download the Healix Travel Oracle App from the Apple App store or Google Play store.

According to the Healix Travel Oracle App, the country I am travelling to is:

- Low risk
- Moderate risk
- High risk – provide evidence of PVC approval
- Extreme risk – provide evidence of VC approval

Notes:

- For travel to a high risk country, please apply for permission from the relevant Pro-Vice-Chancellor. The application should include the security advice recommended by Healix, together with an explanation of how those risks will be mitigated.
- For travel to an extreme risk country the approval of the Vice-Chancellor is required.

I have ensured that I am fully insured during my travel.

Student's signature: _____ **Date:** _____

Primary Supervisor (*I agree that the student is ready to conduct research overseas, and that an appropriate application has been/will be submitted for ethical clearance*).

Primary Supervisor's Name: _____

Primary Supervisor's Signature: _____ **Date:** _____

Approved by the Head of Department

Head of Department's Name: _____

HoD Signature: _____ **Date:** _____