



THE UNIVERSITY OF  
MELBOURNE

## OFF CAMPUS TRAVEL AND WORK EHS Manual

*This checklist is to be used in conjunction with the Environment Health and Safety Manual Procedure 7.1 Off Campus Travel and Work Policy.*

### Considerations for Students Travelling Overseas

- 1.1 Decisions about whether a student should be permitted to travel to, or remain in, an overseas destination for the purpose of off-shore student exchange, work, study abroad or other University purposes must be based on advice from the Department of Foreign Affairs and Trade. The Vice-Principal and Academic Registrar has responsibility for ensuring that decisions are made on this basis.
- 1.2 Except with prior approval of the Academic Registrar students will not be permitted to travel to, or remain in, for offshore work or study conducted under the auspices of the University, any country for which DFAT has issued advice that Australians should *defer all travel* or *defer non-essential travel* to that country.
- 1.3 In the case of a student planning to travel to, or remain in, for offshore work or study conducted under the auspices of the University, any country for which DFAT has issued advice that Australians should *exercise caution* or *exercise extreme caution*, Heads of Departments must ensure that the student takes due note of any DFAT warnings and advice and that an appropriate risk management strategy has been prepared. This strategy should include arrangements to register each student's in-country address and contact details with the nearest Australian diplomatic mission. This will enable Australian officials to provide appropriate advice if warnings are substantially upgraded or evacuation becomes necessary.
- 1.4 The Academic Registrar may approve circumstances for travel for University-related purposes by an International student that is not based on DFAT advice, as follows:
  - a. The travel destination is the student's home country or
  - b. The student has been advised by his/her relevant home-country authority that travel to that destination represents a higher risk for nationals of that country than that indicated by the DFAT advice for Australian nationals.
- 1.5 Heads of Department may approve travel for University-related purposes by an International student under the circumstances outlined in Clause 4.
- 1.6 Faculty General Managers have responsibility for retaining current and accurate information regarding the whereabouts and contact details of students travelling overseas for University-related purposes. This information must be accessible for use by the University at short notice.
- 1.7 Any further queries about travel restrictions and related matters under this policy should be directed to the Vice-Principal and Academic Registrar who will consult with others as required.
- 1.8 Students at overseas destinations in pursuance of University activities must comply immediately with any direction given in the interests of their safety by the Dean, Faculty General Manager, Vice-Principal and Academic Registrar or other senior University Officer.