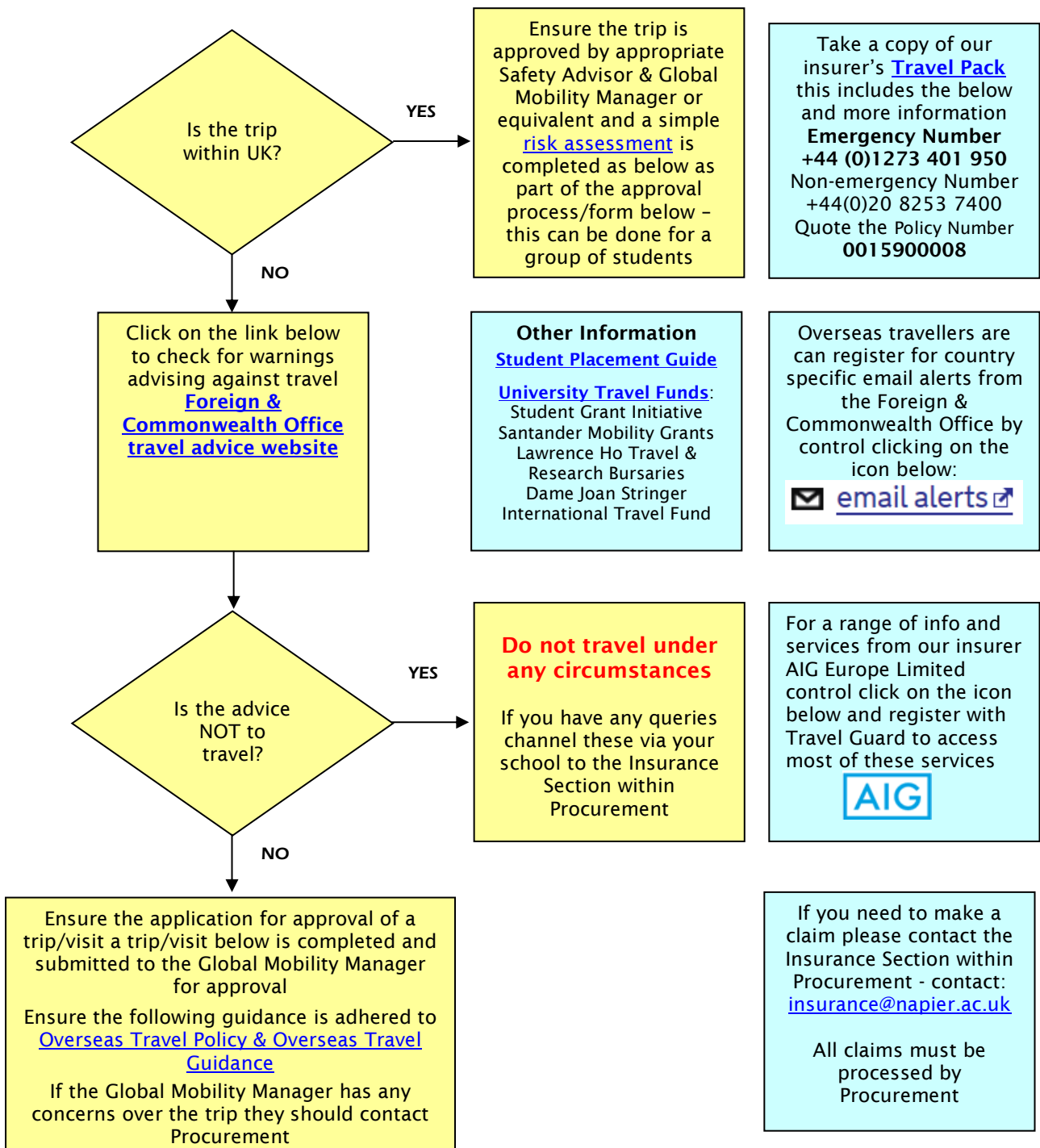


Consulting [detailed guidance](#) and undertaking an appropriate risk assessment is compulsory prior to authorising any student on a University organised trip or on a trip funded in part or in full by the University, the purpose of which is to enhance the learning experience and educational outcomes of the student

Global Mobility Manager and other relevant staff have a duty to ensure the health and safety of our students at all times as indeed do the students themselves.

**For clarity no student must be approved or undertake travel where the advice from the Foreign Office is not to travel.**



# QUICK GUIDE: STUDENT TRAVEL

## APPLICATION FOR APPROVAL OF TRIP/VISIT (STUDENTS) Page 1 of 3

Students travelling on a University organised trip or on a trip funded in part or in full by the University, the purpose of which is to enhance the learning experience and educational outcomes of the student are required to obtain the Global Mobility Manager's approval for travel prior to their journey and to make sure their trip complies with the University's insurance conditions, particularly if it is to an area of risk.

Complete **Parts A, B and C** below then print off, sign the form and submit to the Global Mobility Team (hardcopy to room D8 at Merchiston Campus or scanned version to [studyabroad@napier.ac.uk](mailto:studyabroad@napier.ac.uk)). The Global Mobility Manager will sign **part D** of this form.

### A: By filling in this form, I declare that:

1. I have completed a suitable and sufficient **risk assessment** where relevant in line with the University [Travel Policy and Guidance](#)
2. I have **either**, sought and received appropriate health advice in relation to this overseas visit, **or**, I am travelling regularly to the same area and have ensured that the advice and information which I have is up to date.
3. I have checked whether the area I wish to visit is the subject of advice not to travel on <https://www.gov.uk/foreign-travel-advice>
4. I am physically fit to travel and have no medical condition that may be exacerbated or may endanger me by travelling to the proposed area(s). If you have any concerns contact Procurement ([insurance@napier.ac.uk](mailto:insurance@napier.ac.uk)).

**Signature:** \_\_\_\_\_ **(student)**      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please note the University's Travel policy covers students on a University organised trip or on a trip funded in part or in full by the University, the purpose of which is to enhance the learning experience and educational outcomes of the student.

In the event that any risk gives cause for concern, the Global Mobility Manager or equivalent must contact Procurement prior to approving the journey.

### B: Date of journey and contact details

1	Student Name	
2	School	
3	Approx. date of departure	
4	Approx. date of return	
5	Destination (City/Town, Country)	
6	Contact details while overseas (personal email address and mobile number)	
7	Address when overseas (if known)	
8	Name, address and contact details of next of kin*	
9	Host Institution	

\* The Global Mobility team will only contact your next of kin if they have concerns for your safety when overseas. These details will only be used if the team are unable to make contact with you in the first instance.

## QUICK GUIDE: STUDENT TRAVEL

### C: Risk Assessment

Page 2 of 3

1 Contact Details	
Your full name (the student):	
School or equivalent	

2 Risk Assessment *				
		<i>Likelihood of Occurrence</i>		
Risk/Hazard	n/a	Low	Medium	High
Theft of laptop computer / mobile phone				
Theft of passport				
Theft of travellers cheques				
Theft of luggage				
Travelling alone in buses / trains				
Arriving after dark / late night				
Risky / dangerous locations				
Risk of accident / breakdown (i.e. hiring a car)				
Possibility of assault				
Possibility of mugging				
Risk of sickness from food / drink				
Risk of altitude sickness				
Risk of location-related illness (specify)				
<b><i>If there are any other specific hazards that are not listed above, please list them below:</i></b>				

3 Where documentation required always take a copy **		
	Yes	No
Is a visa required for the country or countries you are visiting?		
Do you have a photocopy or scanned copy of your passport?		
Do you have a photocopy of scanned copy your driving licence?		
Do you have a separate list of your Travellers Cheques?		

## QUICK GUIDE: STUDENT TRAVEL

Do you have a mobile phone and does it work in the area to which you are visiting?		
Do you have a European Health Insurance Card (EHIC) detailing your medical care entitlement?		

Notes:

Page 3 of 3

### \* Section 2

The purpose of this section is to raise your awareness of potential risks while travelling. Use the list to identify which hazards you may be at risk of when travelling or during your visit. Show how likely these are to occur, as far as you can estimate, by ticking the appropriate box in the right-hand column. The list is not exhaustive but is designed to help you assess the potential risks of your trip. You may find useful information about the country you are visiting on the Foreign Office website (<https://www.gov.uk/foreign-travel-advice>).

If the occurrence of any of these hazards would have a significant effect on your circumstances, then take additional precautions.

If the advice is not to travel **you must follow that advice** since you will not be covered by the University insurance. This is not optional.

### \*\* Section 3

Use the checklist to ensure you have all the necessary documentation for your trip and ensure you take copies as evidence of the original documents in case they are lost or stolen. Keep these copies separate from the original documents.

Travellers Cheques can only be replaced if you have a list of their numbers. Keep these numbers separate from the original cheques.

Finally as mentioned in section A above should you (the student) or the Global Mobility Manager have any concerns as to risk and or insurance cover then contact Procurement (contact email below) to discuss before the trip is approved (by the Global Mobility Manager or equivalent).

Primary email address: [insurance@napier.ac.uk](mailto:insurance@napier.ac.uk) or

Kate Murray: [k.murray2@napier.ac.uk](mailto:k.murray2@napier.ac.uk) 0044 (0) 131 455 6414

Andrew Foulner: [a.foulner@napier.ac.uk](mailto:a.foulner@napier.ac.uk) 0044 (0) 131 455 6420

**D:** Global Mobility Manager or equivalent must sign to indicate approval for this trip

Do not approve if the advice from the Foreign & Commonwealth Office is Not to Travel

If in any doubt contact the Head of Procurement (extension 6420). Please note approving a student to travel against Foreign & Commonwealth Office advice exposes the student to risk, they will not be covered by the University's insurance cover and may result in the University and you, the head of school or equivalent being held personally liable in the event of an accident or injury to the student.

**The Global Mobility team will obtain the following signature:**

Signature: \_\_\_\_\_ (Global Mobility Manager) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This form or a copy should be retained by the Global Mobility Team for the duration of the trip or visit and be easily accessible if required.