Faculty of Veterinary Science

Application To Study Overseas/Away

Only Master of Veterinary Science students seeking leave to study away from the University should complete and submit this form to the Faculty Office (Parkville). Candidates remain enrolled and no change is made to their course completion dates. Candidates who will be away during the re-enrolment period should make appropriate arrangement for re-enrolment before they leave. .Any alterations to leave dates must be reported by completing an additional form.

Please ensure your application complies with all regulations relating to your degree. Information regarding each degree can be found in the handbook which is accessible from the School of Graduate Research web site at http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phdhbk/candidature/away.html

The University's privacy statement can be viewed at http://www.unimelb.edu.au/unisec/privacy/studentinfo.html, or a copy can be requested from the Faculty General Office.

TITLE	**FAMILY NAME**	**STUDENT NO.**	
GIVEN NAME(S)		**DEGREE**	
DEPARTMENT		**SCHOLARSHIP**	
ADDRESS			
POST CODE		**CONTACT PHONE NO**	
EMAIL ADDRESS			

CONTACT ADDRESS FOR CORRESPONDENCE IF DIFFERENT FROM ABOVE:

Note: Re- enrolment papers will be sent to this address.

I wish to apply for permission to study abroad/away from the University:

☐ **Whilst holding a scholarship/award** ☐ **Whilst not holding a scholarship/award**

For the period of _____ to _____

I have the necessary funds to cover travel expenses and incidental costs. I wish to study abroad/away for the following reasons, and at the following location:

All applications for leave to study away **MUST** be accompanied by a completed *Guideline Form For Off Campus Travel And Work Policy* and if a potential hazardous or unique risk is identified either while travelling or in the activities you will be engaged in whilst away then you must also complete and submit a 2D or 3D risk assessment form. All these forms are available for download from http://www.unimelb.edu.au/ehsm/A.html and should be completed in conjunction with your supervisor who must authorise these forms. **Your application for leave to study away will NOT be processed at SGS unless the Authorisation Form For Off Campus Travel And Work Policy form and if applicable a 2D or 3D risk assessment form is attached to this application.**

Using travel advice issued by DFAT the University's Risk Management Office (RMO) has rated the level of risk involved in travelling to particular destinations. Students will not be permitted to travel to, or remain in countries with a risk rating of level one for offshore work or study conducted under the auspices of the University.

In considering study away leave it is important that you,

1. Ensure that you are not planning study leave in a destination with a level one risk rating using the most up to date information available from the RMO website at http://www.unimelb.edu.au/rmo/travel/
   If you seek exemption from this requirement because of special circumstances you must also attach documentation indicating the approval of the Head of your Department and the Academic Registrar.
2. Advise your department of your contact details while overseas and itinerary before departing from Australia.
3. Are aware that your leave to study away will be considered **cancelled** should the country you are travelling to be reclassified with a level one risk rating.

Students applying for leave to study away from campus should read the Off Campus Guidelines in Section 7.1 of the Environment Health and Safety Manual. This information can be viewed online at http://www.unimelb.edu.au/ehsm/7.html . Information regarding Travel Insurance may also be found online at http://www.unimelb.edu.au/rmo/Insurance/Travel_Students.html . Students should ensure they have adequate travel insurance.

STUDENT'S SIGNATURE _____ **DATE** _____

FOR COMPLETION BY THE SUPERVISOR AND HEAD OF DEPARTMENT

We approve the above request and confirm that appropriate arrangements have been made for the candidate's work to be supervised.

We certify that the work is a necessary and integral part of the candidate's research program, that the student is required to continue enrolment at the University, and the work is to be credited towards his/her higher degree candidature.

Leave is for: ☐ 3 months or less

☐ more than 3 months (or consecutive periods totalling more than 3 months)

If leave is for more than 3 months, an associate supervisor has been appointed and has agreed to act.

NAME OF NOMINATED EXTERNAL SUPERVISOR:

INSTITUTION:

SUPERVISOR'S COMMENTS:

The *Guideline Form For Off Campus Travel And Work Policy* and if applicable a 2D or 3D risk assessment form have been completed in consultation with the student, authorised by the supervisor and attached to this application.

Yes ☐ **Please note: SGS cannot process this request unless this paperwork is also attached.**

SUPERVISOR'S NAME: **SIGNATURE:** **DATE:**

HEAD OF DEPARTMENT'S COMMENTS:

HEAD'S NAME: **SIGNATURE:** **DATE:**

FACULTY COMMITTEE'S SIGNATURE (For Master's candidates only)

DATE

OFFICE USE ONLY

SCHOLARSHIPS APPROVAL: **DATE:**

FACULTY APPROVAL: **DATE:**

MERLIN UPDATED:

GUIDELINE FORM FOR OFF CAMPUS TRAVEL AND WORK POLICY

EHS Manual

This guideline form is to be used in conjunction with the Environment Health and Safety Manual Section 7.1. Off Campus Travel and Work Policy.

The University is committed to ensuring the safe travel of staff and students. The person traveling shall complete this form. The form shall be submitted and signed to the Supervisor or Head of Department. Information collected on this form will be stored securely and only used or released in accordance with the University's privacy policy (refer to www.unimelb.edu.au/unisec/privacypolicy.htm)

Personal Details

Name: _____ Employee / Student Number: _____

Course & Department: _____

Phone: _____ Mobile: _____

Travel Dates: Departure: _____ Return: _____

Review

All Staff and Students undertaking Off Campus Travel and Work (including overseas travel) are required to read section 7.1. Off Campus Travel and Work Policy in the Environment Health and Safety Manual, http://www.unimelb.edu.au/ehsm/7.html#7.1. Risks should be reviewed in the four key areas outlined below.

1. Assess your fitness for Travel and Participation - Consider your fitness for travel and participation in the activity including vaccinations

Complete the Medical Questionnaire for Off Campus Activities
http://www.unimelb.edu.au/ehsm/Medical_OffCampus.pdf

Complete the Overseas Travel Vaccination Guidelines (if applicable) http://www.unimelb.edu.au/ehsm/Travel_form.pdf

***2. Mode of Transport** – Assess the risks associated with all travel

Risk Assessment attached (if required) ❑ Yes ❑ N/A

***3. Assess the Location -** Assess the risks of the location that you are traveling to

Risk Management Office – Travel Risk Management
http://www.unimelb.edu.au/rmo/travel/risk.htm

Risk Assessment attached (if required) ❑ Yes ❑ N/A

***4. Assess and Control Risks of the Activity** - Assess the risks of the activity

Risk Assessment attached (if required) ❑ Yes ❑ N/A

*****A formal risk assessment is only required if risks arising from 2, 3 and 4 are hazardous or unique. If so, you are required to complete a Risk Assessment Form –
2D model http://www.unimelb.edu.au/ehsm/EHS_riskform2.pdf or
3D model http://www.unimelb.edu.au/ehsm/EHS_riskform3D.pdf.

Consent

I have read section 7.1. Off Campus Travel and Work Policy in the Environment Health and Safety Manual and attached a completed risk assessment if required.

Signature of person traveling: _____ Date: _____

Signature of Supervisor/Head of Department: _____ Date: _____