



International Placement and Projects Student Travel Checklist and Guidelines

Student Name -

Unit: -Academic Supervisor.....

The opportunity to participate in international placement or project as part of your course of study is a valuable experience. We are keen to continue to support international placements and projects, and to work with academic supervisors and industry partners to ensure that QUT students' experiences are safe, academically rigorous, and positive.

Any placement or project which does not comply with these procedures, QUT Student Overseas Protocol, Department of Foreign Affairs and Trade (DFAT) or unit policies will not be approved or authorised to travel. Faculty officers are happy to support students in completing these basic procedures.

The Unit Coordinator(s) and the Director of Undergraduate Programs require that all placements and projects involving international travel/work complete the following and submit evidence to the resources team:

- Print out, read and fill in and complete the following forms (available from <http://www.das.qut.edu.au/information/ostravel/index.jsp>):
 - Student Overseas Travel Form -
 - Student Overseas Travel Liability Agreement
 - Insurance Consent Form
 - A full daily itinerary of your time away from QUT including addresses and contact phones numbers
 - Print DFAT's travel advice for the country that you plan to travel to

- All forms/documentation are to be emailed to Unit Coordinator for approval of the Dean.

- Ensure that you have obtained any necessary visas required for your placement or project destination country. Every country has different procedures for obtaining a student visa. You should obtain a visa application package from the nearest consulate of your destination country. Collate the documentation required and check how long it takes to process the visa application as this can sometimes be a lengthy process. Ensure that you understand any restrictions of the student visa.

- Register with International SOS www.frp.qut.edu.au/staffonly/isos/isos_link.jsp if you have not purchased your flights with one of QUT's preferred travel providers (STA or Campus Travel). Print International SOS travel card to keep with you.

- Check regularly DFAT Travel Advisories and ISOS Travel Advisories and comply with any advice. ISOS

services such as program guides, country guides and security and medical travel warnings can be accessed via the QUT website on the following link:

<http://www.frp.qut.edu.au/services/travel/index.jsp>

Click on the 'Security and Travel Information for Overseas Travel' link located on the left hand side under 'Travel'. This is a QUT secured site, accessible by staff and students only.

These advisories dictate what QUT representatives may and may not do in the destination country, and what medical precautions and pre-travel medical regimes must be undertaken by travellers to the destination country.

- Ensure that you are covered by QUT's travel insurance well in advance of your trip; this can be done by contacting the resources department who will gain advice from FRP over your coverage. If QUT is not able to cover you appropriate travel insurance must be purchased before departure.
- Provide the Unit Co-ordinator with your industry partner contact details, a clear itinerary of daily activities planned for the placement's international component together with an outline of how the activities are designed as learning opportunities to meet unit objectives, and your individual courses.
- Provide the Unit Co-ordinator with documented evidence of the organisations Occupational Health & Safety policy or an equivalent policy in the relevant country.

On arrival at the overseas destination students must:

- Register with the Australian Embassy or nearest Consulate with contact details whilst in the country. A list of Australian embassies and consulates can be found at the Department of Immigration and Citizenship website.
- Alternatively, students can register on line through the DFAT website.

I hereby confirm that I have undertaken all necessary requirements as per the above protocol and provided any required documentation to the Unit Co-ordinator.

Student Name: _____ Date: _____

Signature: _____ Student ID #: _____