

Travel Abroad Policy for 2021-22

The University has adopted a risk-based approach to supporting international travel for Study Abroad. Travel permissions are subject to change in line with Foreign, Commonwealth and Development Office (FCDO) advice. There are currently four conditions that need to be met to enable a student to undertake study placements overseas. These are:

1. FCDO advice permits travel (identified as exempt from advice against 'all but essential' travel)
2. The host country is accepting students
3. The host institution/employer is accepting students
4. The University approves travel

As with all permitted travel, please be aware that you must adhere to the rules and regulations of both the country of departure and that of the destination. Travel restrictions and guidance can change with little or no advance notice

FCDO-approved destinations

The University will continue to offer the usual range of support to those of you travelling overseas to FCDO-approved destinations. Please complete the attached Risk Awareness form (RAF) and use the Guidance Notes to help you. Email your **typed (not hand written)** completed form in **Word document format** to outgoingstudyabroad@leeds.ac.uk. Please include your Host Destination Country and Travel date in the subject of your email. We are hoping to confirm approval within **3 weeks** of acknowledgement of your RAF being received, so please make sure you factor this in to allow us to approve your travel before your intended flight date.

Applying for exceptional permission to travel to some destinations

The University's Executive Group have introduced an exceptional permission to travel process. You may choose this process to make an individual case to travel for a study placement to some destinations currently classed by the FCDO as unsuitable for 'all but essential travel'.

If you wish to apply for permission to travel to a destination currently classed by the FCDO as unsuitable for 'all but essential travel', it is important that we consider each case on an individual basis. The Covid-19 pandemic continues to present a high level of risk for travel, so we need to work with you to mitigate the risks as far as possible.

Consequently, we are currently accepting applications for exceptional permission to travel to certain countries only. The following destinations are open for applications: **Canada, Hungary, Italy, Netherlands, Slovenia**. This list of countries will be reviewed on 1st September 2021.

The University will take into consideration the information you submitted, the University's view of the safety of the destination country and the host organisation's ability to support your placement if it is legally permissible and possible. With all permitted travel, students must adhere to the rules and regulations of both the country of departure and that of the destination. We must remind you, once again, to remain informed of changes to travel restrictions and entry requirements.

What does this mean for me?

We will consider individual cases to take up study places overseas (in one of the destination countries listed above). The University's decision on whether to permit travel on an exceptional basis will take account of a number of considerations, including:

- The host country and university's ability to accept study abroad students.
- The destination country being approved by a University travel 'task force', which will assess destination-specific risks. The University retains the right to make its own determination of risk and travel safety.
- Your completed forms covering all aspects of your planned mobility (travel, health, finances, support etc.) We will need to see that you have thought about what you would do if the situation in your destination country were to change at short notice.

If your application for permission to travel is approved, you will receive University travel insurance and, if eligible, an Erasmus+ grant. You must also attend compulsory pre-departure information sessions before you travel.

What's the process to apply for exceptional permission to travel?

Whether you are currently in the UK or overseas (including if you are currently working remotely from a destination classed as unsuitable for 'all but essential travel'), please follow this process:

- Complete and submit the online ['application for permission to travel' form](#).
- Complete your Risk Awareness Form (RAF) covering all aspects of your planned mobility (travel, health, finances, support etc.). The first step is to complete the form as thoroughly as you can – the more detail you provide, the easier it will be for the University to make a decision on your application. We will need to see that you have thought about what you would do if the situation in your destination country were to change at short notice. Please use the attached Guidance Notes to help you complete your form.
- Email your **typed (not hand written)** completed RAF in **Word document format** to outgoingstudyabroad@leeds.ac.uk. Please include your Host Destination Country and Travel date in the subject of your email.

The information you supply will inform the decision on your case by the Executive Dean of your faculty.

You will be notified of the decision. If approved, you will receive University travel insurance and, if eligible, an Erasmus+ grant.

When can I apply for exceptional permission to travel?

We are now accepting applications for exceptional permission to travel. We will prioritise case reviews that have a clear time dependency, such as the provision of face-to-face teaching.

If you wish to apply and you are able to make arrangements promptly for travel, accommodation etc. you should submit your '[application for permission to travel](#)' form and your comprehensive Risk Awareness Form. We are hoping to confirm approval within **3 weeks** of acknowledgement of your RAF being received, so please make sure you factor this in to allow us to approve your travel before your intended flight date.

What happens if my application for exceptional permission to travel is approved?

You will be eligible for cover under the University's travel insurance policy. (Please read [the policy](#) as certain activities cannot be covered, such as costs associated with changes to your travel plans due to Covid-19.)

If eligible, you may also receive an Erasmus+ grant. (Please be aware that you will not be eligible to receive a grant if all your study abroad placement will be undertaken online.)

You must attend compulsory pre-departure information sessions before you travel.