**Risk Awareness Form**

Study Abroad Pre-Departure Planning and Risk Awareness Form

Please return to the Study Abroad Office (outgoingstudyabroad@leeds.ac.uk)

Please update any details if they change while you are abroad

This form is intended for use by all students spending a period abroad studying at a partner institution

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| **Study Abroad/Work Placement Details** | |
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| **Student Name / University ID Number:** |  |
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| **Home Faculty / School:** |  |
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| **Programme of Study and Year:** |  |
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| **Destination country and city** |  |
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| **Student Contact Details abroad:**  Telephone / email / address  Remember to update the Portal for the next academic year with your contact details. |  |
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| **Host University Contact Details:** |  |
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| **Existing key contacts at University**  You may want to include your School Study Abroad Coordinator, Study Abroad Advisor, Academic PT, School Student Support Officer |  |
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| **Travel Dates and Details:**  Outbound and planned return or planned date to leave host institution if intending to travel afterwards. |  |
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| **Use this section to structure your planning/research into what you may encounter while you are away. Record your findings and identify ways of dealing with situations and problems.** | | |
| **Things to think about**  ***(Using the title box and examples carry out background research into what you may encounter)*** |  | **What to do**  ***(Using this column, identify important information and what you need to do or what you need to watch out for e.g. health wise and for personal safety and security).*** |
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| **Travel and Entry Requirements**  *What are the current entry requirements including COVID testing and quarantine?*  *Do you have to provide evidence of entry for essential purposes?*  *Do you have necessary means (incl. financial) to quarantine/isolate on entry if needed?*  *Provide details (links) of the sources of information you can monitor concerning entry requirements in case of changes*  *Have you obtained (or plan to) the necessary visa. Is there a requirement for a period prior to expiry remaining on passport?*  *Are there vaccination requirements for the country and is any proof of vaccination required (non-COVID related as well as COVID)* |  |  |
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| **Travel Planning**  *Provide details of transport to be used to travel to the country from your home country. Consider potential domestic travel restrictions in home country.*  *What precautions will be required to protect yourself and others during travel – international and domestically? What precautions may be needed during any airport or station etc. layover?*  *How will you travel away from the destination airport after arrival?*  *Has your research highlighted anything to be particularly aware of at first arrival (deceptions, fake taxis, visa scams etc.).* |  |  |
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| **Nature of Study Abroad Programme**  *How will you be studying? Lectures/seminars, online or face to face or blended. Laboratory or fieldwork, any time on placement or work-based environment. What precautions or procedures will you need to follow to protect yourself and others during teaching/learning?* |  |  |
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| **Host organisation**  *Has your host University agreed that you will attend in-person? If not, explain why you are travelling.*  *What information have you found out from your host on the health and safety/covid safe precautions while on their site/campus (e.g. asymptomatic testing, face coverings, distancing, hygiene requirements?) – please outline these measures.*  *What induction and safety-related training will you undertake?* |  |  |
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| **Current civil restrictions**  *With the COVID pandemic continuing what are the current restrictions in place and what are the implications of these on your time abroad? What precautions will you need to take when in public places or shops? Are there restrictions on which businesses can open? Are you confident you can obtain essential supplies etc?* |  |  |
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| **Cultural**  *Identify any cultural differences that may affect you and consider consequences of actions within the country e.g. religious differences, differences in laws, differences in food and drink, appropriate clothing, appropriate behaviour, attitudes to gender and sexuality, politically sensitive issues.* |  |  |
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| **New Surroundings**  *What do you need to be particularly aware of while out/about in your destination country? Examples include traffic on different side of the road, different behaviour of drivers towards pedestrians, etiquette. different attitudes to public safety etc.* |  |  |
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| **Accommodation**  *Will you be living in a shared space or alone or accommodation that is University owned/affiliated or run by a private landlord*  *Consider its location with respect to where you are studying and the neighbourhood it is in.*  *How do you feel about returning to your planned accommodation after dark?* |  |  |
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| **Transport and Local Movement**  *How will you move around on a day-to-day basis e.g. public transport. What precautions are required for your safety?*  *If intending to drive a vehicle can you fulfil the licence requirements for the country? How is driving locally different to your home country? Have you got necessary insurance?*  *What additional precautions may be needed outside daylight hours or other specific times (e.g. public/religious holidays)* |  |  |
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| **Climate/ Time difference**  *Consider differences in temperature, humidity, altitude, seasons from your home region. Will you need to take precautions to avoid sunburn? Will any time differences affect you (e.g. communication with home. Will you need to account for jet lag on arrival? Is a period of acclimatisation required prior to needing to start learning/teaching work?* |  |  |
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| **Personal Security**  *What have you learnt from your research about the potential for crime (theft, assault etc.), hostility or physical/ mental violence, scams and deception etc.*  *How do you intend to secure valuables? What payment methods are available to avoid carrying cash?*  *Are there events coming up which could trigger political instability? (Research advice/ previous incidents etc.).* |  |  |
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| **Isolation**  *Do you know how you could be supported should you have to self-isolate during your stay (in addition to on arrival)? Has your host University got arrangements to support students who are isolating? Will you be able to obtain food etc.? Can you access any medication you require if you are isolating?* |  |  |
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| **Planning for Emergencies**  *How do you summon the emergency services or report crime etc? Where will you be able to obtain medical assistance should you need it? Do you need to provide any payment upfront for treatment?*  *What contingencies have you got in case of lost valuables or lost financial means?*  *How can lost travel documents be replaced?*  *Do you have the contact details of the UK (or your home country) embassy in the country you will be residing in? Do you know what services they can offer you if you need them (e.g. assistance with insurance or legal matters).*  *Have you got a contingency plan if you are not allowed to enter the country?* |  |  |
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| **Insurance**  *Appropriate and adequate travel, medical and repatriation insurance for destination is provided by University of Leeds.*  *Are there any limitations on liability from the host University?*  *Consider specific country requirements for additional insurance or areas not covered by University (e.g. driving vehicles).*  *Also, where relevant join your professional* body*.* |  |  |
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| **Individual – Health & Wellbeing**  *Consider any health condition(s) (physical, mental or psychological) or any other disabilities that may require medication or specific arrangements at the destination. (See Health and Disability disclosure form- linked from the Study Abroad Organisation under Get Ready to Go – Health and Learning Support). Where relevant, ensure you have enough medication and support for the time you are abroad. Is your medication legal in your destination country. Do you need a GP letter to prove legitimate medical use?* |  |  |
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| **Returning after Study Abroad Placement**  *Have you considered the implications of there being a sustained period of travel restriction preventing you returning to your home country after your study abroad placement? How would you approach this?*  *Do you have accommodation beyond the end of your placement should you be unable to return when originally planned?*  *University Travel Insurance may not cover COVID-related delays or curtailment of travel – do you have financial means to return?* |  |  |
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| **Finance**  *Do you feel you have the financial means to sustain your placement should you be unable to return? If you were intending to work alongside your studies to sustain yourself have you considered the risk of being unable to find work? Do you have sufficient funds to support your period abroad including flights, accommodation, subsistence etc. Consider the financial implication of leaving your placement – having to repay Erasmus grants, losing deposit from your accommodation etc.* |  |  |
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| **Other Considerations**  *Have you found anything else that is important about living and studying in your destination country? Consider any issues you have found previously when travelling/on holiday e.g. language barrier, electrical adapters, power rating of equipment, data connection/wifi, mobile communication.* |  |  |
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| **Form completed by**  *(student)* | Name: |  |
| Signature: | **Provide a digital e-signature if possible - if not then type your full name** |
| Date: |  |
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| **Staff**  ***Signed by on behalf of the School to confirm the form has been returned and completed by the named student.*** | Name: |  |
| Signature: |  |
| Date: |  |
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| **Comments from Reviewers (e.g. Health and Safety Manager)** |  |