



Risk Awareness Form

Study Abroad Pre-Departure Planning and Risk Awareness Form

Please return to your Study Abroad Coordinator

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

This is a controlled document whilst viewed at www.leeds.ac.uk/safety Once downloaded or printed it becomes an uncontrolled copy. Please check the website to ensure you are using the latest version.

Study Abroad/Work Placement Details

UNLESS THIS PAGE IS COMPLETED IN FULL, WE WILL NOT BE ABLE TO PROCESS YOUR RAF

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| Student Name / University ID Number: | Make sure you include your full name and student ID number here |
| Home Faculty / School: | Include your School name and the faculty name |
| Programme of Study and Year: | Your programme of study |
| Destination country and city | Name of host country and the city where you will be on placement |
| Student Contact Details abroad: Telephone / email / address Remember to update the Portal for the next academic year with your contact details. | If you have secured accommodation – include the full address, telephone and email address here You may not have this information yet, if you have temporary accommodation then include it here (with dates of stay) |
| Host University Contact Details: | We need you to include the name, address, telephone number and email address of your host university here |
| Existing key contacts at University You may want to include your School Study Abroad Coordinator, Study Abroad Advisor, Academic PT, School Student Support Officer | Please include: Name and email address of your School Study Abroad Coordinator (here in Leeds) The Study Abroad Office email address Your Personal Tutor name and email address |
| Travel Dates and Details: Outbound and planned return or planned date to leave host institution if intending to travel afterwards. | Please provide as much information as possible with outbound travel dates, and return dates to the UK (include any travel plans after your placement ends) |



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).

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)

EXAMPLE - the text below is taken from an example of a student's RAF and will help give you an idea of the amount of research required

I am keeping up to date with the (country) guidelines and checklists for those travelling into the (country) from the UK. Details can be found here: (include links) Currently, the UK is placed on the very-high risk list on the (Country) Government website. This means that anyone entering the (Country) must self-quarantine for 10 days. After 5 days, a negative covid test may allow the self-quarantine to come to an end. A quarantine declaration must be presented. This applies even with full vaccination.

I have rented a flat which comes furnished, with the ability to order food from the restaurant downstairs to the flat. So, I will be able to comfortably quarantine on arrival. I also have an uncle who have confirmed they are able to help me out when I get there if I need anything dropping off from the shops etc.

My visa and residence permit have now been accepted by the IND, so I have a valid residence permit to reside in the (country) as a student. I have attached proof of acceptance in the email.

There is no requirement for a period prior to expiry remaining on my passport. My passport is valid until December 2025 and so will remain valid throughout my time in (Country).

I have now had both of my covid vaccines and can provide proof of this. There are no other vaccinations required to enter the (Country).

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.).

EXAMPLE

Flights from the UK to the (Country) are currently going ahead. However, there have been a few cancellations with easyJet. Flights with KLM have been going ahead as normal, so it appears the safer option to fly with KLM.

I have planned to go the (Country) 3 weeks before the uni course starts, so this allows time for the potential cancellation of flights. The flight I have booked is with KLM and a customer service advisor assured me that it is highly unlikely KLM would cancel a flight into the (COUNTRY), as they are a (Country)



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| | <p>company. I am also entitled to a refund or rearrangement of flight should my original flight be cancelled. There are multiple flights a day from Manchester to (Country) so if my original flight were to be cancelled; I should have plenty of options.</p> <p>If travel restrictions were to tighten in the (Country) and leave me unable to travel back to the UK, I have had email confirmation that I would be able to extend my flat rental on a month by month basis. I have also got support from my family - they will be able to help me in any situation should I need it. Although, I have no plans to return to the UK until summer 2022.</p> <p>I will travel by train to my flat, as the train goes directly from (Country) to (Country), which is a 5 minute walk from my flat. This is allowed with my certificate of a negative covid test which I will have received within 72 hours before my arrival time in the (Country).</p> <p>The precautions I will take to protect myself and others whilst travelling to and around (Country) remain the same as in the UK. I will wear a mask at all times and maintain social distancing where possible. There have not been any concerns in my research regarding issues such as taxi scams or deception, in fact, quite the opposite. The (Country) and (Country) taxi drivers are praised for being a very friendly and accommodating nation. Of course, I will remain vigilant, but there doesn't appear to be any reported major issues concerning expats being scammed or in danger in the (Country).</p> |
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| <p>Nature of Study Abroad Programme <i>How will you be studying? Lectures/seminars, o(Country)ine 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?</i></p> | <p>EXAMPLE Studying at [(Country) Uni.] consists of lectures and seminars, though I have been made aware that class sizes tend to be a lot smaller than in the UK, and what we know as a 'seminar' is how 'lectures' are run at [(Country) Uni.]. Seminars are in even smaller groups. [(Country) Uni] have confirmed that teaching will be hybrid, so both in-person and online. They aim to return to full in-person teaching by semester 2 but it is not yet confirmed.</p> <p>The apartment I am living in provides high-speed Internet and wifi, so I will be able to learn remotely when required. I have also mapped the journey from my flat to [(Country) Uni], which in total takes 30 minutes. I have visited (Country) 5 times now and I am completely comfortable with getting around and I am familiar with the route to [(Country) uni], so I am confident that I will be able to settle into my studies absolutely fine.</p> <p>The precautions I will take to protect myself and others during my time at [(Country) Uni] remain the same as above. I will wear a mask when I am travelling to and around campus and I will continue to socially distance. I will ensure I carry hand sanitiser on me and remain extra careful about coming into contact with others.</p> |
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| <p>Host organisation</p> <p><i>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?</i></p> | <p>EXAMPLE</p> <p>The advice regarding coronavirus is constantly changing, and [(Country) Uni] are closely following the (Country) Government guidelines in order to comply with their advice.</p> <p>What is stated on the [(Country) Uni] website regarding safety is similar to that in the UK. Uni are encouraging all students and staff to social distance, wash hands frequently, work and study from home where possible etc.</p> <p>[(Country) Uni]'s advice on coronavirus can be found here: https://www.[link provided]</p> <p>[(Country) Uni] have also provided an information sheet for students during the self-quarantine period: [Link to pdf from uni provided]</p> <p>[(Country) Uni] also have a document that includes all information on healthcare and safety, and how to register with a doctor and seek medical help should it be required which can be found under the 'Student Wellbeing - Healthcare and Insurance' section here: https://www[link provided]</p> <p>I am confident that I am prepared with how to seek medical advice in the (Country) and I feel reassured with the safety provisions that are encouraged by [Uni].</p> <p>Uni have confirmed that teaching will be hybrid, so both in-person and online. They aim to return to full in-person teaching by semester 2, but this has not yet been confirmed.</p> |
| <p>Current civil restrictions</p> <p><i>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?</i></p> | <p>EXAMPLE</p> <p>The (Country) are in a similar position as the UK with regards to the easing of restrictions, though most places, including nightclubs, are now open in the (Country), subject to some restrictions.</p> <p>The plan for returning to normality in the (Country) can be found here: (Please provide a link to sources of information to refer to in case of changes or updates.)</p> <p>The (Country) Government have confirmed that everybody who wants to receive a vaccine will have received at least their first dose by mid-July, with many having received both. All establishments have been open since 26th June, including bars, restaurants, museums and clubs etc. There is still a 1.5 social distancing rule in place, but even those venues where this is not possible are allowed to open with covid testing restrictions.</p> <p>The (Country) Government plan to announce in mid-August whether or not all restrictions can be released and life can completely return to normal. Hopefully, life in the (Country) will be back to normal by the time my study abroad year begins.</p> |



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| | <p>The precautions I will take in public places will remain the same as above. I will wear a mask and socially distance to maximise safety. If the (Country) Government go ahead with their easing of restrictions plan, life will be back to normal with no restrictions by the end of August, but I will remain vigilant and hygienic.</p> |
| <p>Cultural <i>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.</i></p> | <p>EXAMPLE There isn't much difference between (Country) and British culture, however, I have started to self-teach (Country) using a 3-month course so that I can attempt basic language in shops etc. I am really looking forward to exploring the history of the country! I am also aware that one of the main laws tourists forget in the (COUNTRY) is that you cannot ride a bike if you have had a few drinks, the same as driving. Biking in the UK is more informal whereas it is the main mode of transport in the (COUNTRY), so I must treat that as if I were driving. Aside from that, my research has not found any major differences between life in the UK and in the (Country).</p> |
| <p>New Surroundings <i>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.</i></p> | <p>EXAMPLE The main difference in the (Country) is that they drive on the other side of the road to us in the UK. However, when I have visited the (Country) in the past (and other European countries) I have both ridden a bike and drove on the other side of the road, so it is not something completely new to me. I am confident that I will quickly pick up riding a bike on the other side of the road.</p> <p>The (Country) only other thing that my research has really pointed out is that the 'customer is always right' attitude found in the UK is not so much in the (Country). The (Country) tend to focus on respect on both sides. I don't imagine this is really very relevant for my year abroad as I won't be working in any customer service environments but I am excited to immerse myself in (Country) culture.</p> |
| <p>Accommodation <i>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?</i></p> | <p>EXAMPLE I have confirmed the flat that I will be living in in (Country). The apartment is in (Place), which is a 5 minute cycle to the central station and a 30 minute cycle to [(Country) uni]. I have walked the route on previous trips to (Country) so I am completely confident that it is doable and easy. It comes furnished and there are multiple social events throughout the year. It has been rated one of the best properties for expats so we are happy that it will be the perfect place for me to complete my year abroad.</p> <p>I feel absolutely fine returning to my apartment after dark. I am familiar with (City) and the whole of (Country) in general.</p> |



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| <p>Transport and Local Movement <i>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)</i></p> | <p>EXAMPLE The accommodation where I am living comes with a bike, so I will already have a bike waiting for me when I arrive in the (COUNTRY). This will be my main mode of transport. I will also get an XCard (which is like an oyster card) that allows me to travel on public transport, such as trams and trains. I have been to (Country) 5 times now so I am comfortable with getting myself around the city.</p> <p>Public transport in (Country) continues throughout the night, particularly the trams, which operate 24/7 at most major stops. As most people bike around (Country), public holiday closures should not be an issue, as I plan to use bike as my main mode of transport anyway. Uni to my apartment is an hours walk, so if all else fails I can just walk around the city. I feel completely comfortable doing so.</p> <p>I will also ensure I always wear a helmet to maximise safety when riding a bike.</p> |
| <p>Climate/ Time difference <i>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?</i></p> | <p>EXAMPLE The (Country) are 1 hour ahead and the climate is pretty much the same as the UK, so no jet lag or major climate change!</p> |
| <p>Personal Security <i>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.).</i></p> | <p>EXAMPLE (Country) is deemed one of the safest cities in Europe. I have visited 5 times and I know my way around the city nearly as well as Leeds. I have emergency contacts in my phone. The (Country) advice really given regarding safety and crime in (Country) is that bikes are often stolen, so I must always lock both the body of the bike and its wheels to prevent this from happening.</p> <p>The apartment I will be living in provides a safe, so I will keep any important documents, such as my passport etc, in the safe in the apartment.</p> <p>I have a FairFX Currency card which acts as an 'international bank card' that I will use but I also plan to set up a (Country) bank account which is possible as soon as I have registered at the municipality. This can all be sorted after my period of self-quarantine ends.</p> |



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| | I have not found in upcoming events that may trigger political instability in my research. (Country) culture and politics appear healthy! |
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| <p>Isolation <i>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?</i></p> | <p>EXAMPLE As given above, Uni have provided multiple documents of support for students who will need to isolate. I will have access to food and help should I need it. I am prepared for the self-quarantine and have no particular concerns.</p> <p>The apartment I am moving into has a restaurant downstairs that caters for breakfast, lunch and dinner. They offer a room delivery service which can be ordered through the phone to the concierge.</p> <p>The 3 main supermarkets in (Country) also do home delivery (Albert Heijn, Jumbo, Picnic) which take 1-3 days. I will most likely order food from the restaurant for my first few days of isolation and order a food shop as soon as I get there, so I am covered for the isolation period. There are also many take away apps that work like Deliveroo etc.</p> <p>I will have access to all my medication [details provided] as I carry them with me at all times and I will have a large supply of them in my suitcase as well as a daily supply in my hand luggage.</p> <p>I will inform both the Uni of Leeds and [Host Uni] that I am self-isolating upon arrival in the (Country).</p> |
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| <p>Planning for Emergencies <i>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?</i></p> | <p>EXAMPLE The contact number for the British Embassy in (Country) is They can assist should I lose any important travel documents such as my passport.</p> <p>In case of an emergency that required the police, ambulance or fire service, the (Country) equivalent to '999' isit is also possible to report crimes online in the (Country).</p> <p>I have applied for my GHIC card, which will ensure I can receive medical attention at hospital if required. As soon as I have finished my self-isolation period, I will register at the municipality which will allow me to then register at a doctors. Upfront payment is not required for residents in the (Country) and so I will not have to pay for any medical treatment. Medical check-ups and standard prescriptions are also free for residents in the (Country).</p> <p>My parent is acting as a guarantor for any lost or stolen valuables and financial means. The valuables I will be taking are</p> |
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| | <p>my phone and my laptop, which are both insured under my family insurance.</p> <p>My residence permit has been confirmed and my travel all sorted, so it is unlikely that I won't be allowed to enter the country. If I'm not though, there are 3 flights back to Manchester on the day that I arrive that should be possible to book onto last minute if I need to return to the UK. I have discussed this with the KLM customer adviser and they assured it is highly unlikely I will be rejected from entering the (Country) if I have a valid student residence permit.</p> |
| <p>Insurance <i>Appropriate and adequate travel, medical and repatriation insurance for destination is provided by University of Leeds.</i> <i>Are there any limitations on liability from the host University?</i> <i>Consider specific country requirements for additional insurance or areas not covered by University (e.g. driving vehicles).</i> <i>Also, where relevant join your professional body.</i></p> | <p>EXAMPLE I know that I am insured by the Uni of Leeds and the majority of my health insurance, including access to prescribed medication whilst abroad (which is all I usually need) is covered in my family package. I have been advised that if you need frequent medical attention, it is best to invest in a (Country) health insurance package, comparisons of which can be found: https://insurance.expatsfocus.com/(Country)/ - I am still considering this possibility and I have an upcoming appointment with my doctor to ask for his advice. I don't need frequent medical attention though, so I will see what my doctor advises and continue to research whether or not this is necessary.</p> |
| <p>Individual – Health & Wellbeing <i>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?</i></p> | <p>EXAMPLE I have asthma and a severe nut allergy. As above. I have a repeat prescription for my medication [details provided] and it will be possible for me to be prescribed at least 6 months' worth of this medication, though my doctor has advised that 12 months' worth is likely to be fine. I already carry a letter with me everywhere that validates my medication on flights and public transport. My medication are both legal in the (Country). I do not have any mental illnesses or disabilities.</p> |
| <p>Returning after Study Abroad year <i>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 year? How would you approach this?</i> <i>Do you have accommodation beyond the end of your placement should you be unable to return when originally planned?</i> <i>University Travel Insurance may not cover COVID-related delays or curtailment of travel – do you have financial means to return?</i></p> | <p>EXAMPLE My visa and residence permit application has all been approved by IND so long as I am studying in the (Country). It is also possible to extent my residence permit for up to 12 months after completion of study, on the basis that I am looking for work in the (Country). This may be an option if travel back to the UK is restricted after summer 2022.</p> <p>My passport does not expire until 2025 and the apartment we are staying in has offered the ability to extend the contract up to</p> |



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| | <p>a further 12 months, so I will be able to live in the same place past the original end date should I need to.</p> <p>Luckily, a flight from (Country) to Manchester won't really exceed £150, so I am confident I will always have the financial means to return.</p> |
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| <p>Finance</p> <p><i>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.</i></p> | <p>EXAMPLE</p> <p>I am confident that I will be financially secure whilst doing my year abroad. The budget plan that I worked out a few months ago still stands, and it estimates around a €150 surplus for each term. If I cannot return to the UK I may have to find a job in the (COUNTRY). But I am aware of this possibility and my guarantor (parent) has agreed to financially support me if absolutely necessary. [details of contingency savings also mentioned]</p> |
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| <p>Other Considerations</p> <p><i>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.</i></p> | <p>EXAMPLE</p> <p>Living in the (Country) is really similar to living in the UK. 95% of the population in the (Country) speak English, with English being the preferred language in (Country).</p> <p>My apartment comes included with all utilities and internet. I also have multiple adapter cables to take over and will buy any more that I do need at the airport so that I have access to power during my self-quarantine period.</p> |
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| <p>Form completed by, (student) <i>I have considered all the factors discussed and wish to remain at my placement</i></p> | Name: | Provide your full name here |
| | Signature: | Provide a digital e-signature if possible - if not then type your full name |
| | Date: | |

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| <p>Staff <i>Signed by on behalf of the School to confirm the form has been returned and completed by the named student.</i></p> | Name: | |
| | Signature: | |
| | Date: | |



**Comments from Reviewers
(e.g. Health and Safety
Manager)**