

## Requesting the University's Approval to travel overseas

Students who wish to undertake fieldwork travel to a country where a DFAT warning is in effect must seek the University approval from the Academic Registrar's Office.

The **following table is an EXAMPLE** of the information you need to consider and incorporate into your request to travel. Once you have completed your request to travel (as below) you should forward this to your supervisor who will then contact the Academic Registrar's Office on your behalf.

### SAMPLE RESPONSES

<p><b>1. Your details</b></p>	<p><b>Jane G Student</b>  <b>STUDENT NUMBER: 1234567</b>  <b>Apartment 123/456 St Kilda Road</b>  <b>Melbourne VIC 3001</b></p> <p><b>Mobile 0411 011 011</b>  <b>Home 9945 4599</b>  <b>Email <a href="mailto:jane.student@pg.unimelb.edu.au">jane.student@pg.unimelb.edu.au</a></b></p> <p><b>Destination: Jakarta, Indonesia</b>  <b>Proposed Departure: 15 October 2006</b>  <b>Proposed Return: 15 December 2006</b></p>
<p><b>2. Outline your <i>reason</i> for the need to travel:</b></p> <ul style="list-style-type: none"> <li>• Are you traveling to complete fieldwork research?</li> <li>• How will this fieldwork further your academic and research goals?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fieldwork - my candidature status has been confirmed since 24 February 2006 and since then I have finished the first draft of the first two chapters on theoretical analysis.</b></li> <li>• <b>This is an opportune time to do my fieldwork, since the most critical data for my thesis needs to be directly gathered from the field through interviews, participant observations and other means of collecting data.</b></li> </ul>

<p>3. Outline your <b>knowledge</b> of the area to be visited:</p> <ul style="list-style-type: none"> <li>• Do you speak the language?</li> <li>• Do you know the local customs?</li> <li>• How have you acquired this knowledge (e.g. you are a national of the country to be visited; you have a network of family, friends, colleagues in the country/area to be visited; you have studied the language/culture for x years)</li> <li>• Do you have friends/contacts in the area that you plan to travel to?</li> </ul>	<p><b>For the past 3 years, I have studied Indonesian with Melbourne University's Asia Institute. Prior to that I studied Indonesian at VCE level. Additionally I have traveled in Indonesia many times and have a network of friends and contacts in Indonesia. Therefore I am confident in traveling to Indonesia and my knowledge of the language, culture and customs will enable my to have a successful fieldwork experience.</b></p>
<p><b>4. Risk Aversion Strategy</b></p> <p>Draw up an emergency/disaster plan to use if needed:</p> <ul style="list-style-type: none"> <li>• Note the DFAT warning status currently in effect for the country you wish to visit – where did you find this information (e.g. DFAT website)</li> <li>• Is this warning specific to the area that you wish to conduct your fieldwork or relevant to another area in the country</li> </ul>	<p>I have checked the DFAT website <a href="http://www.smartraveller.gov.au/index.html">http://www.smartraveller.gov.au/index.html</a> The current DFAT warning does not directly apply to the area that I will be conducting my fieldwork.</p> <p>I plan to conduct fieldwork in XYZ and the DFAT travel alert is specific to area ABC. I have no plans to travel to area ABC.</p>

<ul style="list-style-type: none"> <li>• Illustrate your awareness of potential difficult situations/locations (e.g. tourist spots; nightclubs; etc) and how you would avoid these areas</li>   <li>• Illustrate steps that you would/could take in the event of an emergency: <ul style="list-style-type: none"> <li>- register with the Australian Embassy upon arrival</li> <li>- keep the Embassy advised of your location(s) if you are moving around</li> <li>- keep in touch with the Asia Institute (via email) if possible on a regular basis</li> <li>- provide the contact details for the Australian Embassy in country</li> <li>- provide details of your travel insurance policy</li>   <li>- provide details of medical inoculations you have received (or plan to receive)</li> </ul> </li> </ul>	<p>However, I am also aware that caution needs to be taken when traveling to any destination. To further assure my safety and ensure risk aversion, I will not be frequenting those areas that could be considered 'high threat' for example, Western hotels, bars and tourist areas.</p> <p>In the event of an emergency, I am prepared by having already sourced the following emergency contacts:</p> <ul style="list-style-type: none"> <li>• Australian Embassy in Jakarta (021-2550 5555) I will register with the Australian Embassy immediately upon arrival</li> <li>• Police station (0411-31 6666)</li> <li>• Hospital (0411-58 3333 or 58 7676)</li> <li>• Transport – ABC Taxi (0411-454545), DEF Taxi (0411-587676)</li> <li>• Airport – 7896 5678</li> <li>• Asia Institute, University of Melbourne (supervisor and reception areas)</li> </ul> <p>I am traveling with both a mobile phone (number above) and a lap top computer (email address above) and will be in contact with the Asia Institute, friends and family.</p> <p>I have purchased Travel Insurance from the University's preferred supplier and my policy number is 1234567AD</p> <p>I have an appointment scheduled with the University Medical Clinic (Cardigan Street) and will be receiving inoculations as per the information given to me at my appointment. Details can be supplied once the inoculations have been received.</p>
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<p>- what would you do in the event of an emergency</p>	<p>In the event of an emergency I would:</p> <ul style="list-style-type: none"><li>• Immediately contact the Australian Embassy to advise them of my location and to seek their guidance and advice if necessary.</li><li>• I would contact my family and the Asia Institute to let them know that I am safe and my immediate location.</li><li>• I would follow the advice of the Australian Embassy</li></ul>
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