REQUEST TO UTILISE AUSTRALIA AWARDS FIELDWORK TRAVEL FUNDING

ACRONYMS:
AAS: Australia Awards Scholarships – previously known as “AusAID Scholarships”
ISSU: International Sponsored Student Unit

ENTITLEMENT BACKGROUND:
AAS fieldwork travel entitlement is a cost contribution to an awardee’s approved university fieldwork trip. The ISSU administers this fieldwork travel entitlement on behalf of the Australian Government. For the purpose of the AAS entitlement, fieldwork is defined as firsthand observations and data collection needing to be made in the field as opposed to those observed or collected in the controlled university environment.

ELIGIBILITY:
Fieldwork travel entitlement is provided only in respect of awardees who are undertaking a Higher Degree by Research such as PhD or Master of Philosophy OR Masters by coursework which has a research component (where fieldwork is a compulsory component of the course). Fieldwork must not result in the need for an extension to the scholarship.

LOCATION:
Fieldwork must be undertaken in Australia or the awardee’s home country. In exceptional cases, Australia Awards may agree to an awardee undertaking fieldwork in another country within the region.

DURATION:
Under AAS, the maximum period which may be approved for fieldwork is 12 months for both PhD and Master of Philosophy (& a much shorter period for those Masters by coursework students enrolled in project/dissertations).

Note: the maximum trip duration covered under the University Travel Insurance is 6 months for an approved business trip, should planned travel exceed 6 months, the student must obtain Private Travel Insurance for this exceeded period (to cover baggage/additional expenses/cancellation expenses etc) and if travelling to home country, ensure that local health cover is adequate as medical expenses may not be coverable under any Private Travel policies.

FUNDS:
AAS provides funds for the cost of the fieldwork travel only (one return economy class airfare) and does not cover living or general expenses, survey costs or excess baggage. You may undertake fieldwork in more than one location within your home country or Australia – however, covering additional internal airfare costs will depend on the entitlement funding available.

Higher Degree by Research (HDR) students only: for more information on available Curtin funding for HDR students to assist with fieldwork costs, see Research Consumables Allowance (listed under “Essential Facilities for HDR”) at: http://research.curtin.edu.au/postgraduate-research/current-research-students/student-policies-and-procedures/

FAMILY:
Where the student will be undertaking fieldwork overseas, he/she must consult early with DIBP on the current policy relating to either the AAS dependants staying in Australia or travelling with the student.

AAS - ISSU REQUIREMENTS BEFORE BOOKING TRAVEL:

• STEP ONE: before an awardee books their fieldwork travel, you must contact your Fieldwork Supervisors to arrange University fieldwork approval and develop a Fieldwork Risk Assessment. The relevant forms to be completed comprise of the Fieldwork Preliminary Risk Identification (including an attached description of the fieldwork) and the Fieldwork Risk Matrix. The forms can be found on the Work Integrated Learning website under the Fieldwork Forms Tab via the following link: https://ctl.curtin.edu.au/wil/fieldwork-forms/index.cfm

Student queries relating to the Fieldwork Risk Assessment process can be directed to Sonia Ferns in the Work Integrated Learning team on 9266 2435, or via Email at s.ferns@curtin.edu.au Staff queries can be directed to the appropriate Health & Safety Advisor for the Faculty on 9266 4900.

• STEP TWO: this step is for Higher Degree by Research Students only (PhD or Master of Philosophy). You must send an email to the ISSU declaring that the cost of any fieldwork travel to be paid by AAS is not being claimed by you via another funding source (such as your university research consumable funding).
• **STEP THREE:** before booking your travel – you must seek **University Student Travel Approval** by following the instructions shown in the section below under the heading “University Travel Approval and University Insurance” for either “international” or “domestic” travel.

**Important:**
During the below University travel approval process, you will be required to book your travel:

(i) You will need to let your Travel Facilitator know that the ISSU will book and pay for your travel through STA campus branch. **Please let your Travel Facilitator know that the airfare is not funded by Curtin but by an Australian Government scholarship administered by the ISSU.**

**OR**

(ii) You will need to seek prior approval from the ISSU for any arrangements to book your own travel (outside of the STA arrangement) – in this case you would need to pay for the travel and seek reimbursement once you return from your fieldwork trip.

• **STEP FOUR:** Before the ISSU can book your travel, you must send the completed (i) Fieldwork Risk Assessment including an attached description of the fieldwork (ii) University Student Travel Approval form and (iii) email in Step 2 (if applicable) – to the ISSU.

**UNIVERSITY APPROVAL FOR INTERNATIONAL TRAVEL AND UNIVERSITY TRAVEL INSURANCE:**
Overseas Student Health Cover (OSH) does not cover you or your family if you travel outside of Australia, however as a Curtin enrolled student, Comprehensive Travel Insurance Cover will be provided to you and your accompanying Spouse/Partner and Dependent Children should you travel on approved Curtin business (please see the Travel Brochure for further information on coverage under the Corporate Travel Policy held by the University). There is a 180 day (6 month) coverage limit under the Insurance Policy, and there are restrictions with respect to Private Travel, so should your trip exceed this coverage limit or if you plan on undertaking any Private Travel please contact your Travel Facilitator to discuss prior to travelling.

Prior to booking and undertaking travel you **must complete the University Student Travel Approval Form,** which is available via the [http://travel.curtin.edu.au](http://travel.curtin.edu.au) website, you will need to logon to the website utilising your OASIS credentials. Your completed Student Travel Approval Form will then need to be provided to the Travel Facilitator in your Faculty, so that they can arrange for authorisation. **Please let your travel facilitator know that the airfare is not funded by Curtin but by an Australian Government Scholarship administered by the ISSU.** A list of Travel Facilitators is available on the [http://travel.curtin.edu.au](http://travel.curtin.edu.au) website for your reference. Should you not have appropriate authorisation DO NOT TRAVEL as you will be travelling in contravention of the University’s **Student Travel Procedures** and you will be uninsured.

Should you be planning travel to a DFAT 3 (Reconsider your Need to Travel) or DFAT 4 (Do not Travel) destination as rated by the Smartraveller Website, then you must highlight this immediately to your Travel Facilitator. Travellers to DFAT 3 and 4 Category Countries are required to complete a Travel Risk Assessment Form, and higher authorisation and due diligence is required prior to travel being authorised by the University. The University may impose a complete travel ban to certain destinations, and may require Student travellers already in those destinations to alter their travel itinerary or to return home, should the security situation in the country deteriorate. Student travellers must comply with all such plans and directives.

Curtin’s membership with Customer Care is intended to provide you peace of mind when travelling overseas. Customer Care is available 24/7 to provide expert advice and assistance before you travel, whilst abroad or in an emergency. Services include travel assistance, medical assistance and security assistance. Services are generally available in your preferred language.

To contact Customer Care proceed as follows:
1. Reverse Charge +61 (2) 8907 5686
2. Quote Membership No: CC110CUR

**UNIVERSITY APPROVAL FOR DOMESTIC TRAVEL (FIELDTRIPS WITHIN AUSTRALIA):**
Prior to booking and undertaking travel you **must complete the University Student Travel Approval Form,** which is available via the [http://travel.curtin.edu.au](http://travel.curtin.edu.au) website, you will need to logon to the website utilising your OASIS credentials. Your completed Student Travel Approval Form will then need to be provided to the Travel Facilitator in your Faculty, so that they can arrange for authorisation. A list of Travel Facilitators is available on the [http://travel.curtin.edu.au](http://travel.curtin.edu.au) website for your reference. **Please let your travel facilitator know that the airfare is not funded by Curtin but by an Australian Government Scholarship administered by the ISSU.**

Curtin has a Student Personal Accident Policy in place, which covers out of pocket medical expenses for injuries sustained whilst on Fieldwork. You must first seek reimbursement from your Private Health Insurer or OSHC, and any remaining out of pocket expenses, would form the basis of your claim.
FURTHER INFORMATION
ISSU Contact Details:
Curtin International
Building 102
Bentley Campus
Email: issu@curtin.edu.au
Tel: 9266 2437 / 3348 / 4691
Fax: 9266 2605

CHECKLIST FOR THE ISSU:
☐ copy of completed Risk Assessment Form (including an attached description of the fieldwork) on student's file
☐ copy of completed University Student Travel Approval Form on student’s file
☐ copy of fieldwork travel itinerary on student’s file
☐ copy of fieldwork travel itinerary may need to be sent to Faculty Travel Facilitator – to reconfirm arrangements
☐ copy of student’s email (HDR students only) on student’s file – see Step 2 above
☐ details of fieldwork travel on OASIS travel booking list