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 visit: 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 Dept of Home Affairs (DoHA) 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/plan 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: http://ctl.curtin.edu.au/wil/fieldwork-forms/index.cfm.

  Student queries relating to the Fieldwork Risk Assessment and process can be directed to the appropriate Health & Safety Advisor for the Faculty on 9266 4900 or email: sonja.jovovic@curtin.edu.au

- **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 approval by following the instructions shown in the section below under the heading “University 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. Follow the instructions highlighted in YELLOW below.

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 (ii) confirmation that you have submitted your online University Approval form and (iii) email in Step 2 (if applicable) – to the ISSU.

UNIVERSITY APPROVAL AND UNIVERSITY INSURANCE – FOR INTERNATIONAL TRAVEL:
Overseas Student Health Cover (OSHC) 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 Insurance 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 consult the Travel Insurance Brochure and/or contact your Travel Facilitator to discuss prior to travelling.

Prior to booking and undertaking travel you must complete the online University Approval Form via the TOP System, which is available on the http://travel.curtin.edu.au website, you will need to logon to the website utilising your OASIS credentials. Your completed TOP application request will then be reviewed/approved by the relevant area, so that they can arrange for authorisation. Please make comment on the form (& let your Travel Facilitator know) that the airfare is not funded by Curtin but by an Australian Government Scholarship administered by the ISSU – by including this text in the “Additional Information” free text box under TRAVEL PLAN tab in TOP.

Travel Facilitator contact is:
traveloperations@curtin.edu.au
Telephone 9266 9000 option 4

Should you not receive approval via the TOP System 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 Reconsider your need to travel or Do not travel destination as rated by the Smartraveller Website, then you must highlight this immediately to your Travel Facilitator. Travellers to Reconsider your need to travel and Do not travel 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 International SOS is intended to provide you peace of mind when travelling overseas. International SOS 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 International SOS proceed as follows:
1. Reverse Charge + (61) (2) 9372 2468
2. Quote Membership No: 12AYCA656047

International SOS Mobile App

Do you want up-to-date travel security advice and medical information in the palm of your hands? Whether you are a regular or infrequent Curtin traveller, both domestically and internationally, you will have the right information and updates at hand and if you need Assistance from International SOS it’s one tap away.

To download the International SOS Assistance App please visit: https://www.internalsos.com/assistance-app

And use the Curtin University Membership No: 12AYCA656047.
Once downloaded, we encourage you to utilise the check-in function when arriving at your location, confirming your whereabouts and contact details, including your email address and where possible your global roaming number. In a crisis, this information can be critical and often needed in a hurry. This also ensures your compliance with the Curtin Travel Procedures.

By downloading the International SOS Assistance App you will have instant access to:

- One-click dialling to the closest International SOS Assistance Centre, for immediate help, where your global roaming is activated (alternatively you may call them on reverse charges +61 2 9372 2468);
- Mobile-friendly medical and travel security information to prepare for trips, with deeper content a further tap away;
- The latest medical and travel security alerts, delivering travel advice before and during trips;
- Favourite country content for fast navigation to travellers’ most used information.

UNIVERSITY APPROVAL AND UNIVERSITY INSURANCE - DOMESTIC TRAVEL (FIELDWORK WITHIN AUSTRALIA):

Prior to booking and undertaking travel you must complete the online University Approval Form, via the TOP System, which is available via the http://travel.curtin.edu.au website, you will need to logon to the website utilising your OASIS credentials. Your completed TOP Application Form will then be reviewed/approved by the relevant area, so that they can arrange for authorisation. See Travel Facilitator contact listed above. Please make comment on the form (& let your Travel Facilitator know) that the airfare is not funded by Curtin but by an Australian Government Scholarship administered by the ISSU – by including this text in the “Additional Information” free text box under TRAVEL PLAN tab in TOP.

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 Medicare (where applicable), your Private Health Insurer or OSHC, and any remaining out of pocket expenses, would form the basis of your claim via the University. Note: any medical expenses that are partly claimable under Medicare, cannot be claimed via Personal Accident as the Insurer is precluded from settling these under the Health Insurance Act.

FURTHER INFORMATION

ISSU Contact Details:
Curtin International
Building 101
Bentley Campus
Email: issu@curtin.edu.au
Tel: 9266 2437 / 1941 / 1192

CHECKLIST FOR THE ISSU:

- copy of completed Fieldwork Plan (including an attached fieldwork description/plan) on student file - Step 1 above
- copy of student’s email (HDR students only) on student file – Step 2 above.
- copy of TOP confirmation that student has submitted the online University approval request via TOP (student to send to ISSU) – Step 3 above
- provide student with travel letter and place a copy on student file
- copy of fieldwork travel itinerary from STA on student file
- copy of fieldwork travel itinerary from STA will need to be sent to Travel Facilitator by the student (for TOP)
- add details of fieldwork travel on OASIS travel booking list