

Return the completed form to the

Adelaide Graduate Centre  
graduate.centre@adelaide.edu.au



THE UNIVERSITY  
of ADELAIDE

# Guidelines for Study Away Applications

A Study Away application is required if you wish to undertake research related activities such as fieldwork, conference attendance or working with collaborators away from the University for a period(s) of time not normally exceeding 12 months in total. All student travel must comply with the 'Student Travel Risk Policy': [www.adelaide.edu.au/policies/4503](http://www.adelaide.edu.au/policies/4503)

It is important to note that:

## All Students

- Before applying for Study Away, you must normally have completed the Core Component of the Structured Program and have the support of your School for the proposed study activities. If you have not completed the CCSP, your application must contain a supporting statement from your Head of School or Discipline and Principal Supervisor. Study Away applications from students who have not completed the CCSP will be forwarded to the relevant Faculty Higher Degrees Committee for consideration.
- As a part of your application for Study Away to an international destination, you will need to register your proposed travel in the [GLAS Application System](#) and print your GLAS receipt as evidence of registration. Registering in GLAS is a required as it is essential for the University to know when and where you are located if overseas, so that:
  - you will be appropriately insured whilst engaged In University activities away from campus and
  - assistance can be provided in the event of a health or security issue.

Consequently, the Graduate Centre is unable to approve applications for Study Away to an international destination(s), where a GLAS receipt has not been attached to your Study Away application form.

- Students should apply for Study Away at least 10 working days in advance; 15 working days in advance is required for international students;
- For periods of Study Away of one week or less and you are not leaving Australia, a Study Away application is not normally required; however it is the responsibility of the School/Discipline to maintain accurate records of the date(s), purposes(s) and destination(s) of such periods in the local area for insurance purposes.
- Submission of a Study Away application does not constitute approval, the Graduate Centre will notify you of the outcome of your application;
- Period(s) of approved Study Away will not extend your candidature/scholarship expiry date(s) and milestone due dates;
- Scholarship holders will continue to receive payment during any period(s) of approved Study Away;
- To extend your Study Away, you must apply for an extension at least one week prior to your originally approved date of return;
- During any periods of Study Away, you must ensure that your contact details are kept up to date in Access Adelaide and that you continue to read emails sent to your University email address.
- If you will be travelling overseas or interstate, please supply your location & phone contact details.
- If you wish to take Leave of Absence prior to or following a period of Study Away, you must lodge a Study Away and a Leave of Absence application.
- As you remain enrolled in your research program for the duration of the Study Away, notification of your return from Study Away is not required.

## Travel Safety and High Risk Travel

The University has a robust travel safety system in place for all business and study travel which is informed by the Australian government's travel advice web site; 'Smartraveller'

Smartraveller categorises countries into four levels, based on the Australian government's perceived risk:

- Level 1 - Exercise normal safety precautions
- Level 2 - Exercise a high degree of caution
- Level 3 - Reconsider your need to travel
- Level 4 - Do not travel

Authorisation is required from the Pro Vice-Chancellor (International) for any proposed study Away which will involve travel to a high risk destination for which the Smartraveller travel advice is 'reconsider your need to travel' (level 3) or 'do not

travel' (level 4). This process assists the University to monitor, manage and, where appropriate, control travel to areas with increased safety risks.

The current travel alert levels are available on the Smartraveller' website at: [www.smartraveller.gov.au/](http://www.smartraveller.gov.au/) Smartraveller's country advice is regularly updated and it is important that you check the site before submitting your Study Away application. If you are planning to travel to a high risk destination (level 3 or 4), you must additionally complete a '[Request for travel to a high risk destination](#)' form and obtain approval by the University's Pro Vice-Chancellor International before the travel occurs.

In accordance with the University's travel and entertainment policy, all University funded travel should be arranged through the University's preferred travel provider. Further information is available at: [www.adelaide.edu.au/finance/procurement/travel/](http://www.adelaide.edu.au/finance/procurement/travel/) and [www.adelaide.edu.au/policies/2723/](http://www.adelaide.edu.au/policies/2723/)

The University advises that you subscribe to the free service 'smartraveller alerts' to ensure you receive the latest travel advice updates. To register visit the Smartraveller website: [www.smartraveller.gov.au/](http://www.smartraveller.gov.au/)

### Travel Insurance

Postgraduate students are afforded up to 365 days of cover. Incidental private travel is covered within this period provided that the private travel does not exceed 50% of the total trip duration and is less than 28 days. Students may purchase [top-up cover](#) through the University's insurance broker to remain covered under the policy for travel that trip exceeds these limits.

For further information and advice, refer to: [www.adelaide.edu.au/legalandrisk/insurance/travel/](http://www.adelaide.edu.au/legalandrisk/insurance/travel/)

### International Students Only

- The University is required to abide by both The United Nations Sanctions (Regulation 2008) as well as the Australian Autonomous Sanctions Regulation 2011. Accordingly, please note that if you are a [Citizen of a sanctioned country](#), detailed plans of your proposed Study Away must be forwarded to DFAT for consideration. In this event, notification of the decision on your Study Away application may be delayed. The Graduate Centre may contact your principal supervisor for further details of your proposed off-site research activity.
- If you are a Citizen of a sanctioned country, an application for Study Away must always be submitted, even if the planned Study Away activity is for less than one week.

# Application for Study Away

Please read the Study Away guidelines before completing this form.

## Student details

Student Name	
Student ID	
School/Discipline	
Program	
E-mail	
I am a Scholarship holder	<input type="radio"/> Yes <input type="radio"/> No
Scholarship Title	
Scholarship Provider (e.g. CSC)	
I am an International Student	<input type="radio"/> Yes <input type="radio"/> No
Citizenship	

## Study Away

Please provide details of the proposed research activity (including any periodic visits to location(s)/place(s) outside of the primary location.)

I apply for a total period of Study Away from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you completed and submitted the Core Component of the Structured Program (CCSP)?

Yes  No

I will primarily be located at:

Location/Place	City	Country	Telephone (inc country & area code)

I will also attend the follow location(s) or places(s) during the proposed period of Study Away:

Date From/To	Location/Place	City	Country	Telephone(inc country & area code)

I have checked the Smart Traveller website: [www.smartraveller.gov.au/](http://www.smartraveller.gov.au/) and the countries I am visiting are listed as:

- (Level 1) Exercise normal safety precautions, OR (Level 2) Exercise a high degree of caution
- (Level 3) Reconsider your need to travel, OR (Level 4) Do not travel.
- Not applicable - I am not leaving Australia.

If Level 3 or 4 is selected, I have authorisation to travel to a [high-risk destination](#):

Yes  No

Outline the work/activity that will be undertaken during the above period and how it relates to your overall research program:

Will you be conducting this research in collaboration with another organisation/institution?

- Yes                       No

If 'Yes', please name the organisation/institution:

If 'Yes', please provide details of your proposed supervisor at the other organisation/institution (include email address)

Note: you must also submit a 'Change of Supervisor Details' form with this application.

## Certification by Student

I certify that:

- If my Study Away plans include an International destination(s):
  - I have registered my proposed travel in GLAS and attached the corresponding receipt to this application;
  - I am aware that I must upload my approved Study Away form to GLAS to complete my GLAS registration
- I will not commence Study Away until I have received approval from the Adelaide Graduate Centre

\_\_\_\_\_

Student name

\_\_\_\_\_

Signature here

\_\_\_\_\_

Date

## School Support for Study Away

Where the applicant has not completed the Core Component of the Structured Program, please provide a supporting statement for the consideration of the Dean of Graduate Studies (attach additional page(s) if required).

## Endorsement by Principal Supervisor

The School supports this Study Away application and certifies that:

- the research/activity is relevant to the degree;
- the research/activity is consistent with the timeframe for timely degree completion;
- all requirements in relation to visas, travel, medical insurance, risk assessment and OH&S have been considered/approved;
- the research/activity will not involve travel in, or to, regions or destinations that are subject to warnings against travel by the Australian Government, the World Health Organisation, or any similar agency or organisation without appropriate approval: [www.adelaide.edu.au/policies/4503](http://www.adelaide.edu.au/policies/4503);
- where the CCSP has not been completed, a separate statement in support of the Study Away application has been provided;
- where applicable, ethics approval is required for this research and has been obtained (please attach the project's final letter of approval);
- where applicable, approval from the host institution for the visit has been received;
- where applicable, a Change of Supervisor Details form has been completed for the appointment of a supervisor from the host institution;
- where applicable, if this application is for a period exceeding the normal maximum period of 12 months, a supporting statement is attached.

\_\_\_\_\_  
Principal Supervisor Name

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

## Student from a Sanctioned Country?

Yes

No

Where the student is from a sanctioned country, the endorsement of the Postgraduate Coordinator and the Dean of Graduate Studies is required in addition to that of the Principal Supervisor.

\_\_\_\_\_  
Postgraduate Coordinator Name

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

## Dean of Graduate Studies Approval (if student from a Sanctioned Country only)

\_\_\_\_\_  
Dean of Graduate Studies

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

## Adelaide Graduate Centre Approval

\_\_\_\_\_  
Name/Initials of Officer

\_\_\_\_\_  
Signature/stamp here

\_\_\_\_\_  
Date

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

### Further Information

Ph: (08) 8313 5882

Email: [graduatecentre@adelaide.edu.au](mailto:graduatecentre@adelaide.edu.au)