Policy for Undergraduate Student Travel and Outside Study (off-campus and abroad)

This policy and guidance were approved by ULTSEC on 14 May 2015

Context

This Policy outlines the University’s requirements when Undergraduate students are participating in travel and outside study (off-campus and abroad) and also makes reference to relevant insurance implications and guidelines for students and their tutors / advisers.

It should be noted that this policy is of particular relevance to students registered at the Newcastle campus. Nevertheless, the general principles in this policy apply to all students, regardless of their location, course or mode of study. Staff and students should note that there may be particular provisions or different Insurance arrangements at our Newcastle University London or overseas campuses (NuMED, NUIS etc.) and for students studying at a distance or through e-learning. Students based at the University’s London or overseas campus locations should contact the Insurance Office when they are considering travel and outside study, so that their individual situation can be considered. Contact details are: for the Insurance Officer are; ext. 86520 or email insurance@ncl.ac.uk

The details of this Policy refer in the main to University activity and associated travel outside the UK territorial limits.

The University encourages student engagement with diverse opportunities available as part of their programme of study, which can include, for example, off-campus / outside placements, study abroad, field work, and medical electives in various national or international locations. ‘University business’ is defined as an activity which forms part of the overall assessment for the programme, or any other academic activity which has been approved as part of the programme of study. For clarity ‘Off-campus’ is defined as a location away from the student’s registered Campus, which includes all University buildings/farms/laboratories etc.

As a consequence, the University’s Travel Abroad Policy, Insurance and current risk management authorisation protocols should be applied in every case. Policy

a) The University will take all necessary and reasonable measures to protect students whilst they are on University business – this includes active study at the student’s main campus and at any off-campus / outside locations for all fully-registered undergraduate students.

b) Students undertaking University activity off campus within the UK are covered by the University’s public liability insurance. It should be noted that this does not include travel insurance.

c) Overseas Student Travel / Outside Study for activities outside the European Union must be approved in every case by the Head of School or nominee concerned, taking account of the provisions of this policy, and the associated insurance, health and safety and travel abroad policies and risk implications. All advised health and safety protocols must be followed.

d) The relevant Risk Assessment Form must be completed by the student concerned for all Overseas Student Travel / Outside Study. This typically includes a risk assessment for the travel itself, and for the specific activities to be undertaken. The Risk Assessment Form must be considered and
approved by the Head of School or nominee, as part of the approval process for the travel / outside study proposal.

e) No off-campus / outside study will be authorised where the Foreign and Commonwealth Office (FCO) advise against travel or against all but essential travel. There are also some countries where University insurance cover cannot be provided irrespective of FCO advice, and travel on University business to these countries will not normally be authorised.

This Policy does not apply where:

- students voluntarily choose to travel or participate in activities which do not form a pre-approved part of their programme – e.g. student holidays or visits to families or to their home country for purposes other than approved University business.
- students are not fully registered and in active study – e.g. where students have suspended study or are ‘external’ candidates or on leave of absence
- international students have completed their studies and are no longer eligible to remain in the UK (or other university campus).

Insurance

University insurance cover will apply (within the terms of the University’s Insurance Policy) for all overseas pre-authorised ‘University business’, even if the University is not directly funding the off-campus / outside study. Insurance cover is provided according to the Insurance Policy and associated provisions in force at the time of travel. Further information can be found here:

[http://www.ncl.ac.uk/internal/finance/insurance/cover/travel_ug.htm](http://www.ncl.ac.uk/internal/finance/insurance/cover/travel_ug.htm)

The following points of exclusion should be noted:

- Students travelling to some countries are not covered by the University insurance, whatever the purpose. In these cases, students must personally take out their own insurance. Only in cases where the travel is on pre-authorised University business, as defined above, may the costs of insurance be reimbursed by the student’s School. Information about countries not covered by the University’s insurance is available from the University’s Insurance Officer on ext. 86520 or email insurance@ncl.ac.uk.
- The medical costs incurred by students whilst in their home country are not covered, even if the student is travelling on pre-authorised University business. Students travelling to their home country are expected to access the health provisions of their home country in the normal way.
- Family members accompanying the students from Newcastle to another country are not covered by the University’s insurance: families should take out their own travel insurance for this purpose
- Insurance for medical electives will only be covered for approved placements (see Supplementary information, below)

The specific provisions of the University’s insurance Policy for Undergraduate travel (with effect from August 2014) should be read carefully, as the policy includes a number of changes relating to personal effects; money; healthcare; Travel delays; Health and Safety Travel Abroad Policy and the time limit for the submission of claims.

In all instances where the University’s insurance cover is not provided, students must arrange their own travel and or medical insurance cover.
Supplementary Information and Guidance

Undergraduate Students planning travel abroad / outside study, and those who advise them, are strongly recommended to bear in mind the following:

a) Staff and students are encouraged to refer to the University’s detailed policies relating to Travel, Insurance, Health and Safety and Risk assessment protocols, policies and forms, arrangements for elective Programmes for MB BS and BDS students, and the Foreign and Commonwealth Office travel advice

b) Students who choose to travel (for family or personal reasons) to a home country where the FCO advises against all travel or all but essential travel, should take particular care to ensure their personal safety, including ensuring that their own insurance cover is in place. They should also be advised that it may become difficult to return to the UK to resume study if conditions in the country deteriorate.

FCO advice is found at: https://www.gov.uk/foreign-travel-advice

In cases of doubt about the correct procedures and approach, Schools should refer to the detailed information available at http://www.ncl.ac.uk/internal/finance/insurance/cover/index.htm

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