

Students who are intending to travel overseas for any length of time for any type of leave while enrolled in a Higher Degree by Research course at The University of Western Australia, must complete and submit this form online via studentConnect **AT LEAST ONE MONTH PRIOR** to departure. Send or deliver the completed and signed form to the Graduate Research School Office, Hackett Hall, M358)

Students must consult the following policies before booking overseas travel:

- UWA's Travel Policy: <http://www.finserv.uwa.edu.au/travel/policy>
- UWA's Travel Insurance Policy: <http://www.staff.uwa.edu.au/governance/risk/insurance/travel>

Students should contact School/Faculty Finance staff in order to book travel through UWA's Travel Management System, Concur: <http://www.finserv.uwa.edu.au/travel/booking/Concur>. Further information can be found at <http://www.finserv.uwa.edu.au/travel-at-uwa/travel/booking>

PLEASE NOTE: Travelling to countries designated as under the **Australian Autonomous Sanctions** is not prohibited. However, in travelling to one of these countries you may be at risk of breaching the sanctions, depending on the proposed destination, what you plan to take with you, the nature of the activities associated with the travel and with whom you may be working. In order to be approved to travel to a sanctioned country you must confirm that you have made an assessment that you will not breach the Australian Autonomous Sanctions regime. More information about Autonomous Sanctions is available from the Department of Foreign Affairs and Trade (DFAT) at: http://www.dfat.gov.au/un/unsc_sanctions/index.html. Or, contact the Graduate Research School Office at: <http://www.postgraduate.uwa.edu.au/contact>.

1. STUDENT DETAILS

FAMILY NAME: _____

STUDENT ID: _____

GIVEN NAMES: _____

TITLE: Mr, Ms, Mrs, Dr etc. _____

SCHOOL: _____

TELEPHONE NO: _____

DEGREE: _____

DOMESTIC STUDENT

INTERNATIONAL STUDENT : Student Visa expiry date: ___/___/___

If you have held a scholarship in the past 12 months please complete the following:

Name of scholarship/s:	Expiry date of scholarship/s:
1.	
2.	
3.	

2. REQUEST

Overseas Leave

All currently enrolled students must advise the Graduate Research School Office if they intend to travel overseas for the purposes of personal or recreation leave. Students are required to provide emergency contact details to the University for the entire time that they are out of Australia (section 4 of this form).

Departure date of travel: _____

Return date from travel: _____

Overseas Research

Students may travel overseas to undertake research, fieldwork or attend conferences. Students must inform the GRS of any travel overseas as the University must exercise a "duty of care" under the Occupational Safety and Health Act. All students conducting fieldwork should be familiar with the University's Occupational Safety & Health Policy.

Departure date of travel: _____

Return date from travel: _____

Please note: Scholarship holders will still receive their regular payments during periods of approved overseas research. Approval to conduct research outside Australia will only be granted where the research is essential for completion of your degree. If you do not obtain approval, your scholarship may be suspended for the duration of your travel.

Applications for paid overseas leave for recreation or research will not normally be approved within the first six months of candidature or prior to the approval of the Research Proposal.

Please note that all outstanding milestones must be met prior to approval.

Reminder: All Higher Degree by Research students are eligible to apply for a Graduate Research Travel Award of up to \$1,850.00 during the course of their candidature. More information about these Travel Awards is available at: <http://www.postgraduate.uwa.edu.au/studentnet/funding/travel>. To apply for a Travel Award please submit an Application for Graduate Research Student Travel Award (TAA form).

Reason for request for overseas leave /research (to be completed by student) :

Coordinating Supervisor/Graduate Research Coordinator's comment/response:

3. ALTERNATIVE SUPERVISION ARRANGEMENTS

Students must ensure that they have adequate supervision arrangements in place while undertaking research-related travel. For extended periods of absence (MORE THAN 3 MONTHS) a student must provide the Graduate Research School Office with the details of the external supervisor (if any) who is able to supervise their project while overseas along with the [supervision plan](#). For more information about **Internal and External candidature**, students must refer to **Clause 13** under the [Course rules](#).

Full Name & Title:	
Institution /Address:	
Phone & email:	

4. EMERGENCY CONTACT /TRAVEL DETAILS

All students must provide accurate emergency contact information for the period they are overseas. In addition, these details should be updated if they change during the period of overseas leave of absence.

1	Departure location		Destination: accommodation address		From:
	Emergency Phone:				To:
2	Departure location		Destination: accommodation address		From:
	Emergency Phone:				To:
3	Departure location		Destination: accommodation address		From:
	Emergency Phone:				To:

4	Departure location:		Destination; accommodation address		From:
	Emergency Phone:				To:
5	Departure location:		Destination: accommodation address		From:
	Emergency phone:				To:

For further destinations and contact details please attach further documentation to this form.

5. STUDENT AUTHORISATION

- I confirm I have read and will comply with the UWA Travel Policy at: <http://www.finserv.uwa.edu.au/travel/policy>
- I confirm I have read the UWA Travel Insurance Policy: <http://www.staff.uwa.edu.au/governance/risk/insurance/travel>
- I confirm that I have read the [University's Safety & Health Guidelines for Working Overseas](#)
- I confirm I have read and understood the latest Department of Foreign Affairs and Trade ([DFAT](#)) [travel advice](#)
- I confirm that I have booked my research-related travel through UWA's Travel Management System Concur at: <http://www.finserv.uwa.edu.au/travel/booking/Concur>

6. SIGNATURE OF STUDENT

Signature: _____

Date: _____

International Students Only: I am aware of the student visa implications this application may cause and that I'm required to contact the Department of Home Affairs (DHA) for visa related enquiries (Please tick and sign below)

(International Student signature)

(Print name)

Date

7. COORDINATING SUPERVISOR OR PRINCIPAL & COORDINATING SUPERVISOR, AND GRADUATE RESEARCH COORDINATOR - SIGNATURES

Coordinating Supervisor OR Principal & Coordinating Supervisor signature:

Date:

Coordinating Supervisor OR Principal & Coordinating Supervisor name (please print):

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name (please print):

8. JOINT SCHOOL (if applicable):

Coordinating Supervisor signature:

Date:

Coordinating Supervisor name (please print):

Graduate Research Coordinator signature:

Date:

Graduate Research Coordinator name (please print):

9. GRADUATE RESEARCH SCHOOL OFFICE USE ONLY

Research Proposal checked

Previous Travel checked

Approved

Not approved

Authorised Graduate Research School Officer

Date

Waive SSAF for overseas research

Semester 1, 201

Semester 2, 201

Candidature Office Init:

Date:

Scholarships Office Init:

Date:

Finance Office Init:

Date: