**INFORMATION SHEET**

**Arrangements for University International Activity**

**The Foreign, Commonwealth & Development Office (FCDO) currently advises British Nationals against all but essential international travel.**

**Based on UK Government guidance and on the range of risks presented in the light of the continuing worldwide COVID-19 pandemic, staff and student international activity for the remainder of the academic year and TB1 of 2021/22 will only be permitted if it is deemed essential. Decisions for TB2 will be made nearer the time and will be based on a risk approach.**

**All essential international activity must be subject to the assessment process outlined in this document.**

**Essential International Activity**

In exceptional cases whereby the overseas element of any fieldwork, placement or research (referred to collectively in this document as international activity) is deemed *essential* as per the University definition and cannot be replicated within a UK setting, a case must be made for approval.

The University defines essential as follows; ***the aims of the international activity cannot be achieved by alternative means within the UK, it cannot reasonably be postponed and there will be a significant and substantial adverse impact on completion of the programme of study or on key research through the international activity not being undertaken.***

As a general rule, the following international activity may be considered essential for travel to green and amber list countries only and an overarching justification has been accepted by the University Learning and Teaching Executive;

* Semester and year abroad undergraduate programmes (study and work)
* Collaborative degrees

**University International Activity**

At the University, the following international travel activities routinely take place and will be affected by this decision:

1. **International fieldwork**

**Fieldwork** is defined as: any practical work carried out by staff or students of the University for the purpose of teaching and/ or research in places that are not under the control of the University but where the University is responsible for the safety of its staff and/ or students and others exposed to their activities.

This definition will therefore include activities as diverse as, attendance at conferences and recruitment fairs, undertaking social science interviews, as well as activities more traditionally associated with the term “fieldwork” such as, survey/ collection work carried out by geologists or biologists.

See further information in the University Field Safety Policy Arrangements and associated appendices:

* Staff - [Fieldwork](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#fieldwork=is-expanded)
* PG Students - [Fieldwork](https://myuni.swansea.ac.uk/media/Field-Safety-Policy-Arrangements.pdf)

1. **International Placements** – these can be both credit and non-credit bearing; examples include;
   1. Electives; GEM electives during the fourth year of study, medical students undertake a placement for 6-12 weeks in a healthcare setting as part of their degree.
   2. Semester and Year abroad (Study and work) Including;
      1. Year in Industry
      2. Erasmus and other university exchanges;
      3. Internships paid or unpaid to gain work experience or satisfy requirements for a degree.
      4. British Council Assistantships, etc.
   3. Placement within an organisation linked to the degree.
   4. Industry facing projects: Projects/ research undertaken at an industry organisation’s premises e.g. Masters of Research, Eng. D Work or research for a project/ dissertation at an organisation/ enterprise premises/ work location.
   5. Summer placements: Volunteering/ working with an organisation.
2. **Combined Degree Programmes**

See further information in the University Work Placement Policy Arrangements and associated appendices:

* Staff - [Work Placements](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#work-placements=is-expanded)
* PG Students - [Work Placements](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/policies-and-procedures/general-health-and-safety/)

**Approval process**

The approval process identified below follows the University existing processes and authorisation for International travel:

* [International Travel](https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/our-services/security-services/policies-plans-guidance/" \l "international-travel-policy=is-expanded)

**Process for Authorising International Activity**

Is the fieldwork/ placement etc. “**essential”** as per the University definition?

Justification report to be developed.

Sent to Faculty/PSU review panel and Exec Dean / Head of Operations/ PSU Director

NO

Application denied

Applicant informed

**FCDO travel status**

FCDO advises **against all but essential travel**.

Justification report is forwarded to Exec Dean/ Head of Operations / PSU Director for decision

**FCDO travel status**

Destination and transits **exempt** from FCDO advice against all but essential travel.

Review Panel to decide

Complete the University risk assessment for international travel

Complete the University risk assessment processes for:

* Fieldwork; or
* Work placements.
* Considerations Document (Students on semester/year abroad and combined degree programmes)

Faculty/ PSU review panel and recommendation

Authorisation for travel and activity (as per procedure) the activity can go ahead but Review prior to and during travel. You can now book your travel and accommodation

**Approval** - Application approved to proceed to RA/ authorisation

(Faculty review panel to inform applicant) Do **not** book travel or accommodation at this stage

Activity does not go ahead

Applicant & Exec Dean/ Head of Operations/ PSU Director informed

**Justification report template to be completed by the applicant** (**note**; completion of overarching justification report forSemester and year abroad undergraduate programmes (study and work) and Collaborative degrees).

|  |  |  |
| --- | --- | --- |
| **Applicant Name:**  **E-mail:** | **Country (including transits):** | **Outward travel date:**  **Return date:** |
| **Requirement/ justification** | **Evidence** | **Exec Dean/ Review panel comments** |
| Why is the trip essential? Give details  Is the activity:   * Semester and year abroad undergraduate programmes (study and work) * Collaborative degree |  |  |
| What is the impact if the international activity does not take place? |  |  |
| Is the activity credit bearing as part of a degree / programme of study?  ***Non-credit bearing placements are not considered essential*** |  |  |
| Can the objective be achieved by other means i.e. by not travelling overseas or by delaying the activity?   * If not, why not? |  |  |
| What is the current FCDO travel status advice for all locations to be visited/ transited? |  |  |
| Any there any particular requirements to travel to that country i.e. quarantine on arrival?   * How would these requirements impact the activity? * What additional arrangements are required by the traveller and the University? |  |  |
| Any there any particular requirements to travel from that country back into UK and Wales (e.g. quarantine requirements on return, etc.?)   * How would these requirements impact the University? * What additional arrangements are required by the traveller and the University? |  |  |
| What are your arrangements for funding for COVID requirements and disruption? Please give details. |  |  |
| How will you monitor the situation during the activity?  Do you have a developed contingency plan in place? |  |  |

**Reviewer Name:** **Decision:** Essential/ Not essential

**Science – forward to** [**cosadmin@swansea.ac.uk**](mailto:cosadmin@swansea.ac.uk)

**Engineering – forward to** [**engcovid-19buildingaccess@swansea.ac.uk**](mailto:engcovid-19buildingaccess@swansea.ac.uk)

**Health and Life Sciences – forward to** [**G.A.Davies@Swansea.ac.uk**](mailto:G.A.Davies@Swansea.ac.uk)

**Humanities and Social Sciences – forward to** [**A.J.Armstrong@Swansea.ac.uk**](mailto:A.J.Armstrong@Swansea.ac.uk) **and** [**E.L.Evans@Swansea.ac.uk**](mailto:E.L.Evans@Swansea.ac.uk)

**Information for Consideration**

Information to consider when making your application or when reviewing an application:

* Students completing semester and year abroad undergraduate programmes (study and work) and collaborative degree programmes must complete the University Considerations document as part of the application.

**Leaving the UK**

Foreign, Commonwealth & Development Office advice (FCDO) currently advises against all but essential travel.

There are additional travel arrangements and significant additional costs associated with travel during the COVID-19 pandemic. Current guidance for all British people travelling abroad during the coronavirus pandemic is available on the [UK Government website](https://www.gov.uk/guidance/travel-advice-novel-coronavirus). Advice includes:

1. Before you travel
2. When you’re abroad
3. Prepare to return to the UK
4. When you arrive in the UK

Where possible, direct flights should be used, to avoid transits in other countries.

Many countries have closed their borders or restricted entry to UK travellers. Look at the country specific [FCDO travel advice](https://www.gov.uk/foreign-travel-advice) for further information on COVID-19 entry restrictions, quarantine requirements and screening on arrival. On arrival, ensure you comply with the COVID-19 restrictions of the country you are entering.

Ensure adequate funding is available to cover all additional COVID-19 costs. Consider how quarantine will affect your travel itinerary, you may need to extend your stay. Be aware that travel advice is changing rapidly; any country may further restrict travel or bring in new rules at short notice.

**Returning to the UK**

Check the [FCDO advice](https://www.gov.uk/guidance/travel-advice-novel-coronavirus) prior to your return. You may be required to take a COVID-19 test prior to departure, complete passenger locator forms and follow quarantine rules (in a managed quarantine hotel for “red list” countries / self-quarantine for “amber” list countries). *The applicable rules will depend on the countries you have visited and transited 10 days prior to arrival.*

Some countries are “[red list travel ban countries](https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19)”. If you have been in or through any of the countries listed, in the previous 10 days prior to arrival, you will be refused entry to the UK. If you are a British or Irish National, or you have residence rights in the UK, you will be able to enter. You must [quarantine in a government approved hotel](https://www.gov.uk/guidance/booking-and-staying-in-a-quarantine-hotel-when-you-arrive-in-england) for 10 days.

**Onward travel to Wales**

Travel requirements in Wales, differ from other parts of the UK, for onward travel into Wales please refer to the [Welsh Government website](https://gov.wales/how-isolate-when-you-travel-wales-coronavirus-covid-19) for the latest information.

**Insurance**

**Our cover does not extend to disruption caused by the pandemic**. The cover provided does not include cancellations caused by COVID-19. Travel will only be allowed if sufficient budget is available to cover any additional unforeseen costs, e.g. for an extended stay due to lockdown, for quarantine, or for an emergency return to the UK. Cover is available for COVID-19 related emergency medical claims overseas.

**Risk Assessments**

Read, understand and comply with the requirements of the following University requirements (as applicable):

* International Travel Policy: [International travel](https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/our-services/security-services/policies-plans-guidance/#international-travel-policy=is-expanded)
* Fieldwork arrangements: Staff - [Fieldwork](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#fieldwork=is-expanded) or PG Students - [Fieldwork](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/policies-and-procedures/general-health-and-safety/)
* Work placements: Staff - [Work Placements](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#work-placements=is-expanded) or PG Students – [Work Placements](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/policies-and-procedures/general-health-and-safety/)

**Do not book any travel or accommodation until your Faculty has approved your travel and activity**. Without this approval the University’s Cover will not be in place.

**Roles and Responsibilities**

**1. The Applicant**

The person making the application to travel must;

* Establish whether international travel is essential as per the University definition.
* Complete the Justification report to provide to the College/ PSU review team. The following information will be required: (**note**; completion of overarching justification report forSemester and year abroad undergraduate programmes (study and work) and Collaborative degrees).
  + A full explanation of why the trip is essential.
  + The impact if the overseas elective or other opportunity did not take place.
  + Why the objective could not be achieved by alternative means, not involving travel to the location(s).
  + The current FCDO travel status advice for all locations to be visited/ transited.
  + What the insurance cover implications are of travelling to the destination.
  + Any particular requirements to travel to that country i.e. quarantine.
  + Any particular requirements to travel from that country back in to UK i.e. quarantine.
  + Details of the arrangements for funding for COVID requirements and disruption.
  + Arrangements in place to monitor and review the situation during the activity and have an appropriate contingency plan.
* If initial approval is granted, you must complete the relevant authorisation process for International travel, fieldwork or placement.
* Students completing semester and year abroad programmes (study and work) and collaborative degrees must also attend the university health and safety training and complete the Considerations document.

Only after receiving approval that your work is essential should you complete your risk assessments. **Do not book any travel or accommodation until your Faculty has authorised your travel** **and activity**. Without this Authorisation University insurance cover will not be in place.

**2. College/ PSU Review Team**

The College/ PSU Review Team must;

* Review the justification report and considerations document (as applicable) against University guidance and Government requirements.
* For applications that are essential and are exempt from FCDO advice against all but essential travel:
  + Approve or decline activity to proceed to the relevant risk assessment/ authorisation process for fieldwork, work placement, international travel and considerations document.
* For all applications that are essential but which the FCDO advises against all but essential travel, work with the Executive Dean of Faculty/ Head of Operations / PSU Director to:
  + Approve or decline activity to proceed to risk assessment/ authorisation stage.
* Provide support and advice as required during the specific risk assessment and approval processes for fieldwork, work placement and international travel.
* Following the risk assessment/ authorisation process, advise on whether or not the activity can be authorised.

**3. Executive Dean of Faculty/ Head of Operations/ PSU Director**

The Exec Dean of Faculty / Head of Operations / PSU Director is required to approve all international activity for which the FCDO advises against all but essential travel.

The Exec Dean of Faculty / Head of Operations / PSU Director must;

* Ensure that appropriate arrangements exist within the Faculty to manage international activity, including a faculty review panel.
* Review the justification report against University guidelines and Government requirements
* Work with the College/ PSU review team to;
  + Provide initial approval for the activity to proceed to the risk assessment/ authorisation process for that activity i.e. fieldwork, placement, international travel and considerations document.
* Be aware of all authorised international travel from their Faculty and be satisfied that due process has been followed in allowing that activity to proceed.