



This policy details the responsibilities of students who complete their MD Research Project research project at an institution interstate or overseas.

POLICY

All students who undertake their MD Research Project interstate or overseas are required to complete the *MD Research Project Travel Declaration*. This form must be completed and returned to the MD Research Project Subject Coordinator at least six weeks prior to departure. Students travelling overseas are also required to submit a travel itinerary, travel insurance details and emergency contact numbers prior to departure.

In addition to paying for all associated (living) costs, students undertaking interstate or overseas placements need to ensure that they:

- arrange their own accommodation
- have adequate personal travel insurance
- where travelling overseas:
 - » are eligible for the relevant visa
 - » have all of the necessary medical requirements/ immunisations
 - » have researched the political stability/safety of the destination (information can be found on the Department of Foreign Affairs website: www.dfat.gov.au)

Enrolment

No matter where students undertake MD Research Project, they will still be enrolled as a University of Melbourne student and should not, therefore, be formally enrolled (ie paying tuition fees) at their host institution.

Visas

Students travelling overseas are responsible for obtaining appropriate visa or entry documents prior to departure.

Funding

The University of Melbourne will not provide any funds to assist with the payment of any expenses associated with a MD Research Project placement.

Disclosure of personal information

The University of Melbourne may forward personal details about a student, including their academic records under the following circumstances:

- it believes the disclosure would assist a potential host organization to establish an independent research project on behalf of a student;
- it believes the disclosure would assist in satisfying immigration or visa requirements during the MD Research Project program or otherwise facilitate student travel;
- it believes the disclosure is required to enable or assist a student obtain funds to assist with travel or conduct of the project;
- any other circumstance in which it believes the disclosure of the personal information is warranted.

Insurance

University Insurance

All students enrolled at The University of Melbourne are entitled to the following insurance cover:

- personal accident insurance
- public and professional indemnity insurance

To be eligible for this cover, students must be on official university business, and MD Research Project-related activities are considered as such.

Students are not covered for travel insurance by the University, unless students apply for the limited travel insurance policy. Copies of the certificates and the link to apply for limited travel insurance, as well as other advice and the contact details for the Insurance Office available from the website: <http://www.fpg.unimelb.edu.au/io/index.html>

It is recommended that students travelling more than 50km outside of Melbourne take out travel insurance. Therefore students travelling interstate or overseas need to take out adequate travel insurance. Those students travelling to Canada or the United States of America may also wish to consider additional coverage, especially in terms of professional indemnity if there is likely to be clinical contact.

Personal Travel Insurance

It is a student's responsibility to ensure they arrange their own travel insurance and meet any requirements their host institution and/or country has for student's health insurance.

Expenses

Students are required to pay all expenses associated with a MD Research Project placement including, but not limited to:

- University of Melbourne HECS or tuition fees, including the Amenities and Services fee;
- the cost of text books and educational supplies required by the host organisation;
- all travel, visa, accommodation and living expenses associated with participation in the MD Research Project program;
- all health insurance costs and medical and pharmaceutical expenses incurred during the MD Research Project placement;
- all costs resulting from the modification or termination of participation in the MD Research Project program.

Medical

All MD Research Project students are required to complete and submit a Contact and Medical Information form prior to departure. This form asks for details of any current medications, known medical or physical problems or any other problems of which student's supervisors should be aware. Where a potential problem is identified, project supervisors will be provided with necessary information.

The Law

Students need to be aware that laws vary between countries, and that behaviour that is perfectly legal in Australia may be a punishable offence elsewhere. Ignorance of such laws is no excuse, and considerable problems may therefore result from students' failure to observe, for example, the legal drinking age in the United States of America (21) or from lack of knowledge of basic road rules.

Political Issues

The MD Research Project Subject Coordinator reserve the right to withdraw approval for overseas travel if the country concerned becomes politically unstable, or another situation arises in which there is a threat to student safety, even if a student has already bought their ticket.

Students who propose to undertake their research project in a country where there is a risk of such a situation arising are advised to have an alternative project in mind. Where approval is withdrawn, students are required to provide the MD Research Project Subject Coordinator with a list of five alternative projects in preferential order, who will then attempt to place the student in their next available preference.

Students who are already in a country where a political crisis is developing are advised to refer to the Department of Foreign Affairs website regularly and to follow government instructions in the interest of their own safety.

The MD Research Project Subject Coordinator may instruct a student to leave any country where sufficient risk exists to warrant such action. If so instructed, students are required to leave with all possible haste without further compromising their safety.

Rules and Regulations

Students are subject to the rules and regulations of both The University of Melbourne and the host institution. Failing to abide by these could result in the immediate termination of participation in the MD Research Project program and instigation of a Fitness to Practice Committee.

Ambassadorship

Whilst on a MD Research Project placement, students are a representative of The University of Melbourne and Australia and must conduct themselves in a manner that will not offend either the laws of the host country or the cultural norms or behaviour pattern of the people of the host country.

Ongoing Obligations

It is a student's responsibility to ensure they inform the MD Research Project Subject Coordinator of any changes to their contact details whilst overseas as well as their travel itinerary, especially leaving and return dates.