



Covid-19 Response- Risk Assessment: Stage 2

This form is only to be completed by students eligible to travel abroad in 2021/22, who have:

- already had their stage 1 risk assessment approved by SWAY
- been given explicit authorisation by SWAY to book travel/accommodation

Contents

1. Personal Details:	2
2. Evidence of Accommodation:	3
3. Evidence of Travel	5

1. Personal Details:

Name:		
Student number:		
Degree programme:		
Departure Country:		
Country to be visited:		
Type of activity to be undertaken:		Choose an item.
Is your activity a mandatory or optional part of your degree programme?		Choose an item.
Name of host institution/organisation:		
City/town of host institution/organisation:		
Dates of activity (dd/mm/yyyy format): <i>You must provide accurate dates</i>		From: To:
Confirmed Travel dates (dd/mm/yyyy format): <i>You should travel to and from your host country as close to your activity start and end date as possible. The University's travel insurance provides cover for your travel tickets, and general cover whilst your University-approved activity occurs. The insurers can cover you in your host country two weeks maximum either side of your activity start and end date, to allow you to adjust to your host country. Any personal time you take before or after your activity will not be covered by insurance if this is longer than the two-week adjustment period. In this case, students would be advised to get personal travel insurance for this time.</i>		From: To:

2. Evidence of Accommodation:

In order to gain approval to travel in 2021/22, you must provide evidence that you have arranged suitable accommodation for the duration of your placement (i.e. not a short-term hotel, hostel or holiday rental).

The evidence you provide should be in the form of a contract/lease/booking confirmation/email from a friend or family member.

Please read the following guidance on finding suitable accommodation:

If you are doing a study exchange, we advise you to book into accommodation offered by the host university where possible

- if your host institution has advised alternative private accommodation options, please follow this guidance:
 - Conduct your search using the official recommendations and advice from the host institution
 - Ask to see the property and the owner/agent virtually before committing (e.g. via video call)
 - Ensure you know the financial and legal implications of ending your lease early before committing to anything
 - **If in any doubt as to the legitimacy of the accommodation, do not transfer any money or sign a contract**
 - Remember - if something looks too good to be true, it probably is
- In all cases, please opt for a private room (as opposed to a shared room or dorm) wherever possible
- You may also stay with friends and family

If you are doing a work or research placement / traineeship / British Council Language Assistantship, you must only seek accommodation with friends and family, or accommodation that has been approved by your host organisation.

Please note, approval for travel will not be granted until you have provided your evidence of accommodation **for the entire duration of your activity**, and this has been approved by the SWAY team.

<p>If you are doing a study exchange, please tick to confirm the following:</p>	<ul style="list-style-type: none">• I will be staying at the host institution's accommodation <input type="checkbox"/>• I will be staying in private accommodation recommended by the host institution <input type="checkbox"/>	<ul style="list-style-type: none">• I will be staying with friends and/or family <input type="checkbox"/>
<p>Please copy and paste a screenshot of an email from your accommodation provider confirming that you have accommodation for the full duration of your placement here:</p>		

If you are unable to provide evidence, please state why:	

3. Evidence of Travel

In order to gain approval to travel in 2021/22, you must provide evidence that you have booked both your outbound and inbound ticket. The outbound ticket is the flight to your host country and your return ticket is your inbound flight.

Please note, that UoE travel insurance does not cover you for buying a flight home in an emergency situation in cases where you do not already have an inbound flight booked (a return ticket).

The evidence you provide should be in the form of a flight confirmation email stating you as the passenger.

Please note, approval for travel will not be granted until you have uploaded your evidence of return travel and this has been approved by SWAY.

Please copy and paste a screenshot of an email from your travel provider confirming your outbound and inbound tickets:

If you have provided evidence of outbound travel only, please tick to confirm the following:

I will provide evidence of my inbound ticket/ return journey as soon as possible. I understand that as I have bought my inbound/return ticket separately, this ticket will not be covered by University insurance