

POSTGRADUATE RESEARCH STUDENT TRAVEL POLICY

Category	Research
Policy Owner	Deputy Vice-Chancellor Research
Last review	November 2024
Next review	November 2029
Approved by	Vice Chancellor
Effective date	29 November 2024

1. PURPOSE

This policy is designed to ensure that the University fulfils its duty of care obligations to postgraduate research students who travel for Approved Research Related Activities, fosters sustainable travel behaviour, and maintains accurate records for all travel approval and travel-related expenditure.

2. POLICY

Postgraduate research students who travel for approved research related activities will do so in compliance with the travel conditions set out in the conditions in Section 3.

The University aims to support student health and safety during travel for approved activities. As part of this, students must register their travel via the Notification of Research Related Travel Form, irrespective of the source of funding for the research related travel. All travel must be booked via AUT's travel provider, regardless of the source of funding for the travel.

Students will normally be provided with AUT travel insurance cover for approved research related travel. This insurance excludes personal/leisure travel.

University funds may be available for some travel for Research Related Activities, and this is required to be stated and approved within the student's Postgraduate Research Proposal, for Master's and Bachelor with Honours students, or the Confirmation of Candidature Form for doctoral students. Specific details regarding funding sources should normally be provided.

2.1. Personal/Leisure Travel

Students may undertake personal/leisure travel within reasonable limits in conjunction with research related travel provided there is no additional cost to the University and the personal travel is incidental to the research related travel.

Personal/leisure travel ceases to be incidental to research related travel if it is, or if it is perceived to be the primary reason for the travel. In such cases a contribution to the airfare is to be made. The contribution will be based on the 50/50 rule whereby the student must pay 50% of the airfare costs if more than 50% of the total travel period is classified as personal/leisure time. All other costs incurred during the personal/leisure portion of the total trip must be paid from the student's personal funds.

2.2 Conditions

- Students travelling on Approved Research Related Activities must comply with:
 - all University policies and procedures;
 - all host organisation policies and procedures (where applicable);
 - all directions from the University on health and safety matters; and
 - all local laws and local research protocols (such as holding the appropriate visa) of the countries which they are travelling to.
- Student travel must be supported by their primary supervisor and approved by the Faculty Postgraduate Committee or nominee, and registered with up-to-date contact details and next-of-kin details in Arion.
- Student travellers must obtain all appropriate travel documents, such as visas, prior to travel.

- Student travellers must have their travel booked via AUT's travel provider, regardless of the source of funding.
- To obtain insurance coverage for any personal/leisure portion of the trip, student travellers must go to the [Leisure Travel Insurance Payment Portal](#)
- Student travellers must declare the risk level of the country (or countries) they intend to travel to on the *Notification of Research Related Travel Form*, as noted on the [SafeTavel](#) website, prior to booking travel. If the country is listed as 'Avoid non-essential travel' or 'Do not travel', approval is required from the University Postgraduate Research Board by application.
- Domestic students should register international travel on the Ministry of Foreign Affairs and Trade [SafeTravel](#) website and international students on their equivalent home country website.
- For group travel, each student is required to complete the *Notification of Research Related Travel Form*.
- Students, in consultation with their primary supervisor, are required to complete a *Postgraduate Research Hazards and Risks Assessment*.
- All travellers must be over 18 years old when travelling.
- This policy applies to AUT postgraduate research students only, and not to the student's family members or traveling companions.

3. DEFINITIONS

Approved Research Related Activities: This policy refers to (but is not limited to) such activities as: pilot studies, investigations, field-work, data collection, experiments and trials, data analysis, collaborations and presentations of research or attendance at research and/or scholarly events (e.g. symposiums, conferences, workshops).

Hazards and Risks Assessment: An evaluation of potential risks that may occur when travelling and the associated Research Related Activities and the steps that would be taken to reduce the likelihood that risk would occur.

4. SCOPE

This policy applies to all postgraduate research students at the University travelling for Approved Research Related Activities. This policy does not apply to undergraduate students, or postgraduate students undertaking the coursework component of their degree or students undertaking travel within the Auckland region, or students who are also staff members of the University and travelling in their capacity as staff (please refer to the staff Travel Policy).

5. RELATED PROCEDURES/DOCUMENTS

Notification of Research Related Travel Form
[Postgraduate Research Hazards and Risks Assessment Template](#)
[Code of Conduct for Research](#)
[Health and Safety Policy](#)
[Ministry of Foreign Affairs and Trade SafeTravel Website](#)
[Notification of Research Related Travel Form](#)

Policies can be found on [Policy Hub](#).

6. DOCUMENT MANAGEMENT AND CONTROL

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