Step-by-Step Guide for Applying to Study Away for GR Candidates

1. Talk to your supervisor(s) ➔ Ask for advice on travel and travel funding, and OHS matters.

2. Check if you should apply for Study Away
   - Working on your research or thesis away from Melbourne.
   - Study Away less than one month in Australia ➔ Except if you are applying for travel funding
   - Travel destination has a DFAT [www.smartraveller.gov.au](http://www.smartraveller.gov.au) warning of “Do Not Travel” or “Reconsider Your Need to Travel”. Note if the travel advisory changes once you are already away contact the University Immediately
   - Shorter than 12 months ➔ Even if you are going to your home country for a short period to study. i.e. not leave of absence or recreation leave.
   - The maximum Study Away period you can apply for is 12 months. For more information refer [www.gradresearch.unimelb.edu.au/current/](http://www.gradresearch.unimelb.edu.au/current/)
   - You still need to apply for travel insurance if you need covered for your travels. See step 6. for details on how to apply.
   - If your research requires you to travel to a country with these warning you need apply for special consideration from the Academic Registrar, even if the high risk warning is for your home country. Refer to MSGR’s Guide of Study Away on the [www.gradresearch.unimelb.edu.au/current/study_away](http://www.gradresearch.unimelb.edu.au/current/study_away)

3. Plan your finances and insurance
   i. Am I eligible for any travel funding? Check with:
      - Your department, school or faculty
   ii. Decide how much money you will need to cover your travel and allow for unforeseen expenses
   iii. Apply for Travel Insurance. You must submit a separate application at least one week before you depart if you wish to be covered by the University Travel Policy. ➔ Check any funding application deadlines
      ➔ Any ethics applications must be approved before carrying out research
      Note you will need to enter your portal user name and password and download the application form from [www.fpg.unimelb.edu.au/io/unimelb/docs/forms-allstud-travel-reg.doc](http://www.fpg.unimelb.edu.au/io/unimelb/docs/forms-allstud-travel-reg.doc)

4. Complete forms that MUST be attached to your online application
   i. Risk Assessment Form (if necessary).
   ii. Academic Registrar Approval if required (see step 2.)
   ➔ Risks include geopolitical and/or civil unrest, remote locations, and lab hazards for example.

   You MUST provide the following information.
   i. Departure and Return Dates
   ii. Reason for travel, i.e. Research Overseas, Conference
   iii. Detailed Travel itinerary that includes
      - Dates you will be at each location
      - Location name, address and contact telephone number
      - Supervision arrangement
      - If any locations have DFAT travel warnings refer to steps 2. – 3.
   ➔ You must submit a complete Study Away application 10 working days before your planned departure date.
   ➔ If you are planning to be away from more than three months you need to arrange for an external supervisor whilst away. Or a detailed plan on how you will supervision will be maintained including method of communication and frequency.
   If you are panning on taking any periods of recreation or leave of absence during you Study Away period please include these details in your itinerary.

Need help? Please refer [www.gradresearch.unimelb.edu.au/current/study_away](http://www.gradresearch.unimelb.edu.au/current/study_away) for more information or talk to your GR Specialist in your student centre.

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