

TRAVEL INSURANCE UPDATE

1. In addition to staff, students will now be covered under the University's Travel Insurance Policy but for Medical cover only
 - The policy offers emergency medical assistance and repatriation in the case of a medical emergency
 - A policy document will be available to students to download when they are going overseas as part of their course
 - Our insurers are in the process of developing an app for the students to download to their smart phones
 - The app will be able to pinpoint where the students are in the case of a major incident overseas

PLEASE NOTE – The referral procedure for PHD students remains unchanged, if the students are travelling on behalf of the business they will receive the full benefit of the Staff Travel Policy following confirmation from their budget holder. As per the current process all PHD travel insurance requests should be referred to the Insurance Officer.

2. Eight countries are excluded from the Policy and therefore travel is not permitted **under any circumstance** to:
 - Afghanistan
 - Crimea
 - Cuba
 - Iran
 - Iraq
 - North Korea
 - North Sudan
 - Syria
- Travel will not be able to be booked to any of the above countries by the Travel Management Company.
- Staff will have to complete a [Risk Assessment](#) before travel, as part of this process if the country is deemed as High Risk by the [Foreign and Commonwealth Office](#) or red24 (travel security) the staff member will need to seek authorisation to travel from their PVC Dean or Director.
- Failure to comply with the process may result in action being taken under the University's PRF process.