# Reintroduction of University-related travel for staff and students

All information and dates referenced align with Victoria’s Roadmap: Delivering the National Plan. This information is subject to state and federal borders opening and reopening of borders with host state and/or countries. The safety of the travel being requested is the number one consideration for essential travel. All international requests must be endorsed by managing area (Dean/Director) and have a security risk assessment (Director, Global Security) which supports a recommendation to travel to the final approver listed below.

## National Plan: Phase B

**70% + of 16+ fully vaccinated**

<table>
<thead>
<tr>
<th>EFFECTIVE</th>
<th>11.59pm 21 OCTOBER, 2021</th>
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<tbody>
<tr>
<td><strong>NO PERMITTED TRAVEL</strong></td>
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<tr>
<td>DOMESTIC</td>
<td>University-related domestic travel to be avoided unless it is absolutely essential for the performance of the traveller’s work or study and must be formally approved on that basis by the traveller’s Portfolio Head or Dean, prior to booking. The traveller must check and ensure compliance with all relevant and current state and territory travel restrictions.</td>
</tr>
<tr>
<td>INTERNATIONAL</td>
<td>Staff are not permitted to book any University-related international travel. For students, all curricular and co-curricular overseas programs have been suspended. Approval from the Vice-Chancellor is required for any exceptional circumstances.</td>
</tr>
</tbody>
</table>

### CURRENT SETTINGS

**STAFF AND HDR COHORTS**

**INTERNATIONAL**

Staff are not permitted to book any University-related international travel. For students, all curricular and co-curricular overseas programs have been suspended.

Approval from the Vice-Chancellor is required for any exceptional circumstances.

**DOMESTIC**

Essential University-related domestic travel may resume as required to states that have open borders to Victoria.

Approval needed from Dean/Portfolio Head (VCG).

### STUDENT COHORTS (NOT INCLUDING HDR)

**INTERNATIONAL**

As long as borders are restricted, travel is only permitted when:

- Travel is essential to course progression; and
- Meets conditions set by Risk Assessment Panel via Student Petition Request (including safety of the destination, activities, COVID-19 risks, individual health etc)

Approval needed from DVC Education.

**DOMESTIC**

As long as borders are restricted, travel is only permitted when:

- Independent travel to be limited and require enhanced approval.
- Essential group-led travel to states with open borders only.

Approval needed from Dean/Director.

## National Plan: Phase C

**80% + of 16+ fully vaccinated**

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<thead>
<tr>
<th>EFFECTIVE</th>
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<td><strong>CURRENT SETTINGS</strong></td>
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### STAFF AND HDR COHORTS**

**INTERNATIONAL**

Consideration of requests based on:

- Whether travel is essential to the business of the University - aligning to advancement of strategic and operational goals;
- Outcomes cannot be achieved without travel; and
- Safety of the destination, any associated event settings and travelling staff member(s) (including COVID-19 risks, individual health etc).

Approval needed from Vice-Chancellor if operationally-funded or Portfolio Head (VCG) if externally-funded.

**DOMESTIC**

In line with open borders, University-approved domestic travel may resume as required for necessary work-related travel.

Approval is required from Dean/Portfolio Head (VCG).

### STUDENT COHORTS (NOT INCLUDING HDR)

**INTERNATIONAL**

From 1 December, pilot return of international students is anticipated.

- Travel is in conjunction with a pre-approved program that meets the conditions of the Risk Assessment Panel;
- Travel is in conjunction with a Student Petition that meets conditions set by Risk Assessment Panel.

Approval needed from DVC Education.

**DOMESTIC**

Independent travel to resume in line with student travel and OHS.

Group-led domestic travel can resume.

Approval needed from Dean/Director.

## National Plan: Phase D

**90% + of 12+ fully vaccinated**

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<thead>
<tr>
<th>EFFECTIVE</th>
<th>11.59pm 18 NOVEMBER, 2021</th>
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<tbody>
<tr>
<td><strong>FUTURE SETTINGS POST-JANUARY 2022</strong></td>
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<tr>
<td><strong>STAFF AND HDR STUDENTS</strong></td>
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<td>Enhanced approval requirements will continue into 2022.</td>
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<tr>
<td><strong>STUDENTS</strong></td>
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<tr>
<td>As border restrictions and quarantine ease, we will continue to monitor student travel, with a view to restarting approved programs as soon as practical in 2022.</td>
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### CONDITIONS ON ALL TRAVEL:

All travel is subject to the following conditions:

- All travellers must ensure they access and have coverage under the University’s travel insurance policy.
- All travellers must be fully vaccinated (inclusive of any “booster” doses required by Government) before embarking on domestic or international travel.
- All travellers must comply with the quarantine requirements of the travel destination.

### QUARANTINE SUPPORT:

**STAFF AND HDR STUDENTS**

- Travel which involves a period of hotel quarantine should only be approved in exceptional circumstances.
- Where it is approved Monash University will cover the costs of this as part of the approved University-related travel, this will not include situations where personal leave is taken before or after work travel.
- We will support working from home during quarantine periods.

**STUDENTS**

- Typically Monash-led group programs will not cover/include any required hotel quarantine period.
- Typically Monash-endorsed individual programs will not include financial support for hotel quarantine. Financial support may be considered by exception for unexpected hotel quarantine on return home (Monash University Australia and Monash University Malaysia).