

This document has been prepared to provide advice to undergraduate and postgraduate students travelling internationally, whether that be to or from New Zealand. It provides information about safe travel practices and travel insurance. If you have any questions, please contact a member of UC's Risk and Assurance team at [travelinsurance@canterbury.ac.nz](mailto:travelinsurance@canterbury.ac.nz)

## Extramural Study Application

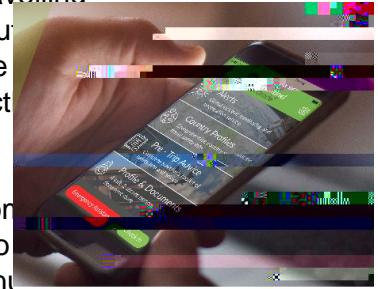
If you are a doctoral student wanting to study or conduct research outside of Christchurch then you must complete an [Application for Extramural Study](#). When completing the application, you will be asked to consider potential travel risks such as human induced risks (e.g., civil unrest or war), natural hazards or risks relating to any high-risk activities you may engage in whilst away from Christchurch. If you will be



When on University business, up to two personal/leisure days may be included as part of the corporate travel insurance booking, at no cost to you if the trip is no more than 1000 miles from your home.

## Healix Travel Oracle App

UC travellers are encouraged to use the Healix Travel Oracle app, when travelling internationally, so you can access real time alerts and detailed information about your international destination(s). Travellers who register for the free service access dedicated support via telephone, email, and emergency assistance direct from the Healix Travel Oracle App.



The Healix Travel Oracle App can be downloaded onto a smart phone from the Apple App store or Google Play store. For further information about how to register to use the Healix Travel Oracle App and to access UC's policy notes, please contact the [Risk and Assurance Team](#).

## Preparing to travel overseas

UC has prepared a 'University Preparation Guide for Travel Overseas 2023' which you can find at appendix B. The purpose of the guide is to help you prepare for international travel. It considers matters such as obtaining visas, arranging travel insurance, and considering any vaccination requirements.

We strongly recommend that you book your flights with a travel agent. Where UC is paying for the cost of your flight, travel must be arranged with UC's travel management partner, Orbit Travel.



Whilst booking flights directly with an airline or an online travel site may result in a cheaper flight, this does not always have a positive outcome. Cheaper flights often have shorter transit times, which can result in flight connections being missed, your luggage failing to make it to connecting flights, require you to clear security and retrieve your luggage before checking in again and in the event of flight cancellations you may be left on hold to airlines for hours to rebook your flights (which depending on your ticket type may come at an extra cost). Ideally you should have a minimum transit time of 2 hours...if not more.

Booking through a travel agent means you have direct contact to a trained professional who can assist you in the event of any issues such as flight cancellations or missed flights, can advise you on the best routes to take and recommend transit times, provide advice about visas and any pandemic requirements of the destination(s) you are travelling to, and help with multi-layer bookings. We strongly advise that you do not book flights to your destination on separate/multiple airlines as this may result in significant issues if any part of your journey is delayed or cancelled. Airlines have no obligation to make sure you get to your final destination only the destination you have on your ticket if you have made separate bookings.

If you are travelling overseas as part of a study tour or on exchange you may be invited to attend a Travel Risk Briefing which is a presentation delivered by the Risk and Assurance Team. If you have any travel risk or travel insurance related questions, please contact the team who will be happy to help you.

## Risk and Assurance Team

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Appendix B:

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