

FIELDWORK TRAVEL EVALUATION FORM

To be completed at least 3 weeks before travel (even if the Graduate Institute Insurance is not being used)

Personal Information

Full Name: _____ Date of Birth: _____

Study Programme & Year: _____ Supervisor: _____

Nationality: _____ Country of Residence: _____

Passport N°: _____

Health Insurance Provider: _____ Policy N°: _____

Proposed Research Activity: _____

Travel Itinerary

Dates: _____ Country: _____ City: _____ Accommodation: _____ Flights: _____

Contact Information

Contactable via Graduate Institute email: _____

Alternative Email: _____

Mobile Number: _____

Emergency Contact (Name & Relationship): _____

Overseas Contact (Research Location): _____

Insurance Information

Do you have travel insurance? YES NO

Name of insurance: _____

Policy N°: _____

Risk Assessment:

- Prior to travel, students must carefully evaluate their travel plans, including the nature of the activities to be undertaken and their location, to determine whether these present any risks to personal health and safety, or to that of others. Both the likelihood of such risks materialising and the severity of their potential consequences must be considered.
- Students are required to consult the Federal Department of Foreign Affairs (FDFA) website and/or the Foreign Ministry website of their country of origin (e.g., the UK Foreign, Commonwealth & Development Office) to ascertain whether any travel advisories or warnings have been issued in respect of the destination country. Upon arrival in the host country, students must immediately register their presence with the Embassy or Consulate of their country of origin.

Please complete one of the following:**Low Risk:**

I consider the health and safety risks associated with my field work and the country/ies that I am visiting to be low. I will adopt sensible travel precautions and the advice in the Risk Assessment form (checking-in once a month, etc).

Medium Risk:

I consider there to be some risks associated with my field work and/or the country/ies that I am visiting. *(Fieldwork checklist & declaration to be signed)*

High Risk:

I have checked the FDFA (or other website) advice and there are warnings associated with the country/ies or areas where I am visiting. *(Fieldwork checklist & declaration to be signed)*

Declaration

All fieldwork is undertaken under the student's own responsibility.

Applicant's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Submission Instructions

Return the completed and signed form to directionetudes@graduateinstitute.ch at least 3 weeks before departure. The document will be kept in your student record and may be shared with Human Resources in case of emergency.