**Questionnaire for approval student’s request for travelling to risk area(s)**

The travel policy of Wageningen UR states that travelling of staff and students to risk areas\* is only allowed with the approval of Wageningen University & Research.

\* For c*odes risk areas (yellow, orange and red):*  [www.rijksoverheid.nl/onderwerpen/reisadviezen](http://www.rijksoverheid.nl/onderwerpen/reisadviezen) (only in Dutch).

!! Students are never allowed to tavel to or through areas *code red.!!*

**I Student’s personal data**

|  |  |
| --- | --- |
| Surname |  |
| Given name(s) |  |
| Date of birth |  |
| Student’s study programme + course,  set of examination subjecst approved on <> |  |
| Nationality (-ties) |  |
| Passport number |  |
| *Date and place of issue* |  |
| *Date of expiry* |  |
| Phone number 1 |  |
| Phone number 2 |  |
| E-mail address |  |
| Warn in case of emergency (1) |  |
| *Relation to traveller* |  |
| *Address* |  |
| *Phone number 1* |  |
| *Phone number 2* |  |
| Warn in case of emergency (2) |  |
| *Relation to traveller* |  |
| *Address* |  |
| *Phone number 1* |  |
| *Phone number 2* |  |
| In case a staff member or fellow student of Wageningen U&R travels with you, please mention the person’s name, address and contact person. |  |
| Are you well insured during your trip and stay?  Are you aware of Wageningen U&R (additional) insurances? <http://www.wur.nl/nl/Onderwijs-Opleidingen/Huidige-Studenten/Verzekeringen.htm> |  |
| Person(s) for Wageningen U&R to contact in the area in case you are out of reach: |  |
| *Name(s)* |  |
| *Relation to the student* |  |
| *Phone number(s)* |  |

**II Risk assessment**

|  |
| --- |
| 1. Period of your stay |
| 1. Country/ area |
| 1. Type of activities/ brief description of your stay and the research location(s):   what, when, where? |
| Motivation for the specific risk area. Non-risk aeras possible for the research? |
| Describe the importance of the activties for you, for Wageningen U&R and for the counterparts in the area. |
| 1. Are you hosted by an organisation? Contacts formalised? Contact person? Will you get/ are you introduced to the area? How? |
| Describe your travel plan including address(es) accommodation(s) to stay.  Are you being picked up from the airport to go to your first accommodation?  Who is to consult for advice about travelling in the area?  Who may accompany you in the area? |
| Show the travel advice of BuZa <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>  and Foreign Affairs UK  <https://www.gov.uk/foreign-travel-advice> |
| Reflect on what the advice(s) mean for the specific situtaion and activities proposed and discuss additional, specific risks that may derive from the research/ travel plans. For example health risks, terrorism, criminal violence, communal and political violence. |
| 1. Describe what (prevention) measures you took/ will take to mitigate possible risks for research contacts and data. |
| 1. Describe how will you get and kept informed about possible tensions and danger during your stay.  * For Dutch travelers: confirm your awareness of the 24/7 BZ Informatieservice: <https://informatieservice.nederlandwereldwijd.nl/>. * For non-Dutch travelers: confirm that you will contact your ambassy/ consulate as soon as you arrive. |
| 1. Describe your contact with the embassy/ consulate (..): what, where and when? |
| Have you taken course SDC-51306/ ENT-50303/ other? |
| Reflect on personal aspects of being in the risk area: previous experiences, cultural awareness , .. |
| Describe what (prevention) measures you took/ will take to mitigate possible risks for research contacts and data. |
| Describe the health risks mentioned on <http://www.ggdreisvaccinaties.nl/> and the recommended vaccinations\* (if any). Description of other prevention measures you could take. Elaborate on how to avoid health risks during your stay. |
| Describe the possibilities for first AID in the area? Availability of hospitals? Embassy’s information on this? |
| Describe how, how often and when you will contact your Wageningen U&R supervisor for frequent updates. Including a backup plan in case you cannot reach each other on the moments agreed upon. Also for contact outside Wageningen U&R office hours. |
| Describe the measures you take in case of unforeseen financial problems or needs. How do you obtain cash or other access to financial means? |
| Describe a possible evacuation/ emergency plan. Including how you handle collected data, valuables, extra cash and copies of your passport. |

Completed truthfully including the declaration that the traveller took or is going to take the recommended vaccination(s):

Name & signature traveller: Name & signature course supervisor:

Place & date: Place & date:

Name & signature chair holder:

Approved on <date>:

Name & signature director of operations unit *(‘directeur bedrijfsvoering’):*

Approved on <date>:

!! The rest of this form is only applicable for requests concerning *code orange* areas (Disaster Studies)

Representative advisory committee (‘driemanschap’), via [Huub.Loffler@wur.nl](mailto:Huub.Loffler@wur.nl):

Name & signature:

Unanimous advice positive/ negative on <date>:

Name & signature director of operations unit :

Final approval after unanimous positive advice advisory committe on <date>:

Representative Executive Board (only if advice committe was not unanimous):

Name & signature:

EB approved/ disapproved on <date>:

>> To be stored in the director’s archive <<