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## International travel policy Vrije Universiteit Amsterdam

*International travel policy frameworks:*

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# 1 Introduction

The VU Amsterdam international travel policy has been reviewed over the past year to better respond to changing risks and responsibilities associated with international travel. This document provides an up-to-date and coherent framework that supports both staff and students in travelling safely and responsibly. It discusses the responsibilities of both VU Amsterdam as employer, of staff and students in identifying and mitigating risks when travelling abroad. This is also known as *Travel Risk Management*: anticipating, preventing and responding to (unplanned) risks that persons travelling may encounter when travelling.

This document serves as a comprehensive reference guide for all stakeholders and provides practical guidelines, protocols and resources for international travel.

## 1.1 Definition

The term '**travel**' in this document encompasses all aspects related to international travel, such as travelling to the destination abroad, the stay abroad and the return travel.

The terms '**person travelling**' and '**traveller**' in this document refers to both staff and students who travel abroad as part of their work or study programme at VU Amsterdam.

## 1.2 Target groups

The VU Amsterdam travel policy applies to all staff and students who travel abroad as part of their work or study at VU Amsterdam. Below are the definitions of the target groups:

### **Staff**

Those who have an employment contract with VU Amsterdam and travel abroad for work purposes.

*Note: Individuals who are not employed by VU Amsterdam, such as self-employed persons, researchers affiliated with VU Amsterdam on a visiting basis and other external parties, are treated as staff members for the purposes of this policy - unless explicitly stated otherwise in this policy - provided that the following three criteria are met:*

- *Their health and safety depend fully or in part on VU Amsterdam.*
- *The work performed by them is in fact part of VU Amsterdam's day-to-day operations.*
- *They travel under the auspices of or at the instruction of VU Amsterdam.*

### **Students**

All students who are registered at VU Amsterdam and travel abroad as part of their study programme. This includes activities such as exchanges, work placements, participation in teaching programmes, research projects, conferences or fieldwork that are supported or organized by or on behalf of VU Amsterdam.

*Note: This definition also includes students who undertake extracurricular exchange or summer school placements at a partner institution via VU Amsterdam, facilitated by the International Office.*

## 2 Principles of the VU Amsterdam travel policy

Staff and students at VU Amsterdam may travel abroad to carry out their work or as part of their study programmes. Travelling abroad entails risks, depending on the destination, length of stay and type of activities. The general principles for the VU Amsterdam travel policy are:

1. VU Amsterdam's responsibility for **safe travel** stems from VU Amsterdam's **duty of care**. This is detailed in this document in the four phases of Travel Risk Management.
2. In **assessing health and safety travel risks**, VU Amsterdam relies on the Dutch Ministry of Foreign Affairs **travel advice**. In addition to these aspects, **personal and contextual** factors may also play a role in the assessment of risks.
3. To ensure the health and safety of persons travelling, there are **clear roles and responsibilities** for VU Amsterdam, managers, staff and students.
4. VU Amsterdam wants to **promote sustainable travel** and contribute to conscious and responsible choices regarding travel behaviour.

### 2.1 Travelling safely, duty of care and Travel Risk Management

The conditions for safe travel are based on the ISO standard 31030 for Travel Risk Management. This describes VU Amsterdam's duty of care in all four travel phases. This begins with VU Amsterdam's policy and strategy with respect to travel, which is reflected in clearly defined guidelines and procedures for travel and continues into the subsequent phases: the preparation, monitoring and evaluation of staff and student travel. The aim is to minimise risks, promote a culture of safety and fulfil our social and institutional responsibilities.

The four phases, each of which plays a crucial role in managing travel risks and ensuring traveller safety, form the core of the ISO standard for Travel Risk Management:

1. Policy and strategy  
Establishing policy, responsibilities and risk management processes within the organisation. Anticipating potential health and safety risks that VU Amsterdam staff and students may face during international travel and taking measures to manage these risks as effectively as possible, such as establishing guidelines and procedures and providing information about safe travel, health guidelines, information security and knowledge security. In addition, this involves practical travel procedures for booking, registration and insurance.
2. Travel preparation  
Minimising health and safety risks by informing and training staff, carrying out risk assessments and implementing preventive measures.
3. Travel monitoring  
Following persons travelling, providing support and being able to respond quickly to incidents.
4. Post-return travel assessment  
Assessing emergencies or incidents during travel, gathering feedback and, where necessary, improving policies and procedures.

These four phases are explained in more detail in the separate chapters for **staff** in [Chapter 3](#) and for **students** in [Chapter 4](#).

## 2.2 Travel Risk Assessment

### 2.2.1 Dutch Ministry of Foreign Affairs Travel Advice

VU Amsterdam follows the Dutch Ministry of Foreign Affairs [travel advice](#). Below is an overview of this travel advice and the VU Amsterdam policy.

**a. Destinations with a green-coded travel advice: no particular safety risks**

Travel is possible without significant risks. The level of security risks is comparable to that in the Netherlands. Persons travelling must, however, always remain alert and ensure that they stay informed of the latest news and events.

- Travel for work or study purposes is permitted.

**b. Destinations with a yellow-coded travel advice: security risks**

There are security risks in this country or region. Circumstances differ from those in the Netherlands. Persons travelling must prepare accordingly and exercise special caution (political, medical, etc.). Persons travelling must also ensure they are aware of any access restrictions and discuss the potential risks with their line manager or supervisor.

- Travelling for the purpose of study, work or research is permitted but any risks must be discussed with the line manager (staff member) or supervisor (students).

**c. Destinations with an orange-coded travel advice: travel only if necessary**

There are security risks in this country or region, and daily life may be disrupted. Circumstances may be dangerous. The Dutch Embassy is often unable to provide assistance in this situation and advises persons travelling to visit this destination only if absolutely necessary.

- Travelling for the purpose of study, work or research is not considered essential and is therefore **not** permitted.
- Transit through an orange-coded area is not permitted.
- If the travel advice changes to code orange during travel abroad, the person travelling must also leave the area immediately.
- See [Appendix 2](#) for exceptions to the travel advice for staff members, including when the travel advice changes to code orange during the international travel.
- No exceptions can be made for students; they are **not permitted** to travel to a country with an orange colour code.

**d. Destinations with a red-coded travel advice: do not travel**

There are serious safety risks in this region, i.e. in the event of war, political unrest, natural disasters, with life-threatening conditions. Traveller safety cannot be guaranteed, which is why the Dutch Ministry of Foreign Affairs advises against travelling to this destination. Staff and students of VU Amsterdam are therefore not permitted to travel to red-coded destinations.

- Travelling for the purpose of study, work or research is **not** permitted; no exceptions can be made.
- If the travel advice changes to code red whilst the person travelling is abroad, they must leave the area immediately.
- Travelling through a red-coded area is not permitted.

|                                                                                    |
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| Please note: Different colour codes may be used within a single country or region. |
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## 2.2.2 Risk assessment in addition to the travel advice

VU Amsterdam has a duty of care towards staff and students when they travel abroad, regardless of whether the destination is considered 'safe' according to a green-coded travel advice issued by the Dutch Ministry of Foreign Affairs. The risk associated with travel is determined not only by the security situation in the country, but also by other personal and contextual factors that require extra vigilance. Consider for example:

- The nature of the stay, such as travelling to remote areas or limited access to medical care.
- The type of work or research activities, for example fieldwork in challenging conditions or sensitive research projects.
- Personal circumstances, such as health needs, access to medication, or socio-cultural factors that may increase risks.
- Natural hazards, such as earthquakes, wildfires or floods.

### Risk analysis for safe areas

When travelling to areas with a green-coded travel advice, such as Belgium or Germany, the risks will generally be limited to standard travel risks such as lost luggage, health problems or road accidents. Although such travel may seem less complex, it remains important to carry out a basic risk assessment and be prepared for unexpected changes in circumstances.

### Dynamic risk management

It is important to continue monitoring health and safety levels not only before departure, but also while travelling. If personal circumstances change or the situation in a previously safe area changes, action must be taken immediately. Guidelines and procedures as described in [Chapter 3](#) (staff) and [Chapter 4](#) (students) apply in such cases.

### Flexibility in the risk assessment

The steps in the travel policy, as described in the following chapters, remain applicable to all types of travel. For safe destinations, these steps can often be completed more quickly. However, for more complex travel plans – regardless of the destination's colour code – extra attention must be paid to specific risk factors and appropriate preparations.

## 2.3 Clear roles and responsibilities with respect to the travel policy

The Executive Board has ultimate responsibility for the international travel policy and is responsible for allocating the budget to enforce the policy. Various bodies within faculties and services are responsible for day-to-day implementation, such as the faculty boards, service departments' management teams, the International Office, line managers, supervisors and the persons travelling. For an overview of all roles and responsibilities before, during and after international travel, see [Appendix 1](#): 'Roles and responsibilities'.

## 2.4 Sustainable travel policy

VU Amsterdam is committed to conscious and responsible travel behaviour among both staff and students, with an emphasis on limiting unnecessary travel and opting for sustainable alternatives. For staff, this means carefully considering whether travel is necessary, exploring options for virtual participation in meetings or events, and, where possible, using more sustainable modes of transport such as public transport or electric car-sharing schemes. Further information on staff policy and practical tools, such as an interactive decision tree and additional guidelines, can be found on [VU.nl](#). Students are encouraged to travel sustainably through the provision of information and financial support, such as the Erasmus+ grant top-up. More information on this subject for students can be found on [VU.nl](#).



## 3 Implementation of the staff travel policy

### 3.1 Duty of care and Travel Risk Management

Higher education institutions have a responsibility towards staff who travel abroad on behalf of the institution. In employment law terms, we refer to a **duty of care** as laid down in **Section 7:658 of the Dutch Civil Code**, which states that employers are required to take reasonable measures to ensure a safe working environment – including during international travel on behalf of VU Amsterdam. For persons who are not employed by VU Amsterdam but who, for the purposes of this policy, are treated as equivalent to staff, a derived duty of care applies; VU Amsterdam is also responsible for the health and safety of this group of travellers, and this target group must also comply with the travel policy.

The four phases of **Travel Risk Management** provide the practical implementation of this duty of care. It encompasses policy, procedures and measures to identify, minimise and effectively manage travel risks. This structured process ensures that VU Amsterdam complies with its duty of care and staff can travel safely and responsibly. Sections 3.2 to 3.5 provide a description of these four phases.

#### 3.1.1 Scope and limitations of the duty of care

VU Amsterdam has a duty of care towards staff travelling abroad for work-related purposes. This means that VU Amsterdam is responsible for providing appropriate precautions and support during official travel. However, there are clear limits to this responsibility.

- VU Amsterdam staff also have a personal responsibility to comply with policy and (local) instructions.
- VU Amsterdam's duty of care relates only to the work-related part of travel. Holidays taken before, during or after the work-related travel scheme are not included here; however, the outbound and return travel arrangements are included. Staff must agree this holiday period with their line manager in advance.
- VU Amsterdam bears no responsibility for staff members who are, by their own choice, in an area to which they have not been sent by the institution, regardless of whether VU Amsterdam is active in that area.
- VU Amsterdam is not responsible for the health or safety of any accompanying family members.
- Staff are expected to comply with the prescribed safety and conduct rules of both [VU Amsterdam](#) and [the Dutch government](#) as well as local laws and regulations, whilst travelling abroad.

### 3.2 Phase 1 Travel Risk Management: policy and strategy

VU Amsterdam has a responsibility to anticipate, as effectively as possible, any potential health and safety risks to which VU Amsterdam staff may be exposed when travelling abroad. That is why VU Amsterdam has drawn up a number of guidelines and procedures to minimise these risks at every travel stage. The VU Amsterdam policy stipulates that staff must always obtain permission from their supervisor before travelling abroad. This permission must be based on guidelines and procedures described in Sections 3.2.1 to 3.2.5 below.

These guidelines and procedures help VU Amsterdam fulfil its duty of care towards staff and maintain a safe working environment, including during international travel.

### 3.2.1 Travelling safely

#### **3.2.1.1 Compliance with the travel advice – Following and applying the official travel advice**

VU Amsterdam follows the [Dutch Ministry of Foreign Affairs](#) Travel Advice, see also [Section 2.2.1](#). The following applies to staff:

- Travelling to or via green-coded and yellow-coded destinations is permitted.
- Travelling to or via **orange-coded and red-coded destinations is not permitted**.
- In exceptional cases, travelling to or via orange-coded destinations is permitted, subject to authorization from the faculty board or the service department's management team. The application procedure is explained in [Appendix 2](#).
- The application form for an exemption from the travel policy must be submitted **eight weeks** prior to the travelling start date to allow for a thorough assessment.
- In the event that the Dutch Ministry of Foreign Affairs [travel advice](#) changes to code orange during travel, the same procedure as explained in [Appendix 2](#) must be followed if there are reasons to continue in the relevant area despite the negative travel advice. See also the information in [Section 3.4.1](#) for changes to the travel advice while travelling abroad.

#### **3.2.1.2 Risk assessment in addition to the travel advice – Managing other risks**

Travel risk is not solely determined by the country's safety situation, but also by other personal and contextual factors, see also [Section 2.2.2](#). Depending on staff members' personal situation, local circumstances and the nature of the work, it is essential to take appropriate precautions to minimise risks.

In this context, both the health advice ([Appendix 3](#)) and the risk assessment of the workstation abroad ([Appendix 4](#)) are important, as are the guidelines regarding information security and knowledge security. ([3.2.5](#))

#### **3.2.1.3 Fieldwork and faculty guidelines**

Specific guidelines and regulations have been drawn up by the Faculty of Science and the Faculty of Social and Behavioural Sciences for staff supervising students undertaking fieldwork. These provisions are in accordance with the general guidelines of VU Amsterdam mentioned above but are more comprehensive and modified to suit the specific characteristics that fieldwork entails, see information on the faculty websites. Staff are expected to be aware of this and to comply with this policy.

#### **3.2.1.4 Safety training**

VU Amsterdam offers external safety training courses to ensure staff are well prepared for their international travel. Depending on the destination, the nature of the activities and the specific risks, additional training may be recommended. Consider topics such as knowledge security, personal safety or cultural preparation. These training courses are designed to help staff be aware of potential risks and to provide them with practical guidance on how to deal with unexpected situations during their stay abroad.

It is the staff member's responsibility to discuss with their supervisor which training courses are relevant:

- Staff travelling to an orange-coded country with permission are required to complete the [Basic HEAT](#) training course (Hostile Environment Awareness Training), which is offered by the [Centre for Safety](#), amongst others.
-

Costs are borne by the faculty/service department. The training course is valid for five years; after five years it can be extended for a further two years if a [Refresher course](#) is completed. The training courses are offered regularly; to apply, click on [this link](#). The certificate must be attached to the application form for travel to areas classified as 'orange-coded' destinations.

- Staff travelling to a remote green-coded or yellow-coded area, or to areas where LGBTIQ+ issues may be a factor, are strongly advised to complete the [Safe Travel Course](#). This training course is specifically aimed at areas with low/medium safety risks, where staff may also encounter unexpected circumstances. This training course is also offered by the Centre for Safety; the costs are borne by the faculty/service department.
- Specifically for female staff, the Centre for Safety offers the training course: [Safety for female travellers](#). Completing this training course is strongly recommended for female staff members who travel in a group or alone to areas with different cultural norms and values.

### 3.2.2 Sustainable travel – Guidelines for environmentally friendly and responsible travel options

VU Amsterdam strives towards conscious and responsible travel behaviour among both staff and students, with an emphasis on limiting unnecessary travel and opting for sustainable alternatives. Staff members and line managers make a conscious decision regarding VU Amsterdam's policy on sustainable travel, see [Section 2.4](#).

### 3.2.3 Practical procedures

#### **3.2.3.1 Budget approval**

Approval is subject to a travel plan setting out the travel details and an approved budget. Any holidays or leisure time before or after the intended travel must also be described.

VU Amsterdam staff can only be reimbursed for travel and accommodation expenses incurred during official travel abroad if a travel request – including any advance – has been approved beforehand based on a budget agreed by the line manager. For more information specifically on official travel, travelling abroad and advance payment requests, see the document: [Reimbursements, provisions and expense claims](#).

#### **3.2.3.2 Travel registration**

To be able to locate and support staff who are travelling in the event of emergencies, it is essential to register the travel plans in advance. The following procedures apply:

##### Submitting the travel plan to the line manager

All staff members travelling abroad for work-related reasons must submit their travel plans to their line manager. This enables the manager to monitor the staff member and, if necessary, provide support in the event of an emergency, in cooperation with any host institution or host organisation. The travel plan must include the following information: travel dates, transport and accommodation, name, address and location of any host organisation.

##### Updating emergency contact details

All staff members are required to enter or update an emergency contact person in their [staff profile](#). This information is used exclusively for emergencies and in accordance with applicable privacy legislation. VU Amsterdam will initially contact the staff member directly. Only if it is not possible to contact the member of staff directly should the designated contact person be contacted.

#### Registration with local authorities

All staff members travelling abroad must register with the Dutch Ministry of Foreign Affairs' [24/7 Information Service](#). International staff should do this at the embassy or consulate of their home country.

#### **3.2.3.3 Booking travel arrangements via contracted travel agent and travel documents**

VU Amsterdam has entered into a contract with [travel agent ATP!](#). International travel should preferably be booked via this organisation. In addition, the following guidelines apply:

- Depending on the destination, staff members must have a valid passport or ID card.
- Staff members are personally responsible for applying for a visa or an eTA/ESTA. (Electronic travel authorization)
- Staff are expected to make a conscious choice regarding sustainable travel, see [Section 2.4](#).
- You may not fly with airlines listed on the '[black-listed-airlines](#)'.

#### **3.2.3.4 Insurance**

VU Amsterdam has taken out insurance for staff travelling abroad on behalf of VU Amsterdam; this covers travel and luggage insurance, including cancellation cover and business liability insurance. Employees must arrange their own personal insurance for any non-work related part of a trip. All information regarding private insurance and VU Amsterdam insurance policies for staff that is relevant to international travel can be found in [Appendix 5](#).

### **3.2.4 Health and working conditions**

#### **3.2.4.1 Health guidelines**

Travelling abroad can pose health risks, both physical and mental. This depends on the destination, the travel duration and the staff member's personal health situation. Before permission for international travel is granted, the line manager and staff member will identify possible health risks. It is important that the staff member takes the necessary preventive measures to limit those risks as much as possible when travelling. See [Appendix 3](#) for an overview of general health advice.

#### **3.2.4.2 Vaccinations**

For staff members, excluding external parties, vaccination costs may be claimed from VU Amsterdam if they are not covered by their own health insurance.

Staff must ensure they are informed, or have someone inform them, about which [vaccinations](#) are compulsory and which are recommended for the area they are travelling to. If necessary, vaccinations can also be administered at the [Amsterdam UMC Tropical Centre](#). It is important to take your medical (GGD) passport with you when travelling, as it lists these vaccinations.

#### **3.2.4.3 Working conditions abroad**

All travel abroad must be screened in advance by the staff members and their line manager regarding all aspects of health and safety in relation to the work to be carried out, including working conditions. VU Amsterdam also has a duty of care regarding its staff's working conditions abroad, where this can reasonably be expected. This means that the premises, equipment and tools in which or with which staff members are to carry out their work must be as well-equipped and maintained as possible to prevent the staff members from coming to any harm. The staff member and the manager will, as far as possible, gather the necessary information about the staff member's working conditions abroad and take appropriate steps to mitigate any identified risks. The staff member will comply with instructions given regarding health and safety measures by a competent person. Any necessary costs associated with the health and safety measures to be taken, such as personal

protective equipment or protective clothing, footwear, materials, etc., are to be borne by the relevant faculty or service department. This may vary for external parties, depending on the arrangements. For more information, visit [VU.nl](https://vu.nl).

[Appendix 4](#) contains a checklist for the risk assessment of workplace safety abroad, which can be used by the line manager and staff member where there are indications of health or safety risks, such as working in the tropics, working under less favourable or primitive conditions, or working in areas where there are significant risks with regard to crime, infectious diseases etc.

### 3.2.5 Information security, knowledge security and other national and international regulations

#### **3.2.5.1 Information security and knowledge security**

In addition to the general travel policy based on the colour codes of the Dutch Ministry of Foreign Affairs, staff are subject to an additional travel protocol aimed at knowledge security and information security. This is laid down in a separate protocol by the Knowledge Security and Information Security departments, which are also responsible for the substantive frameworks and measures.

This protocol provides guidelines for the secure handling of business equipment and (sensitive) information during international travel. Based on a separate risk assessment for knowledge security, additional measures may apply, such as the use of special travel equipment or additional precautions.

Staff are asked to consult the travel protocol before travelling abroad and to contact the knowledge security contact persons within their own unit and/or the central information security officers if they have any questions or concerns. They assist in assessing risks and determining appropriate measures.

More information about this policy, instructions and the protocol for staff can be found on [VU.nl](https://vu.nl).

#### **3.2.5.2 Other national and international regulations**

Some international guidelines and protocols play an important role in international research and travel; see for example the guidelines below. Staff who deal with this abroad must inform themselves about the following regulations.

##### Nagoya Protocol

This protocol concerns regulations relating to biodiversity, specifically the conservation and responsible use of genetic resources, such as plants, animals and microorganisms. When importing or exporting these resources, staff must comply with certain obligations, which may vary from country to country. Further information can be found on [VU.nl](https://vu.nl) and on the following website: [Convention on Biological Diversity](https://www.cbd.int/nagoya).

##### Other guidelines

In addition, other national and international guidelines or laws and regulations may apply, such as:

- Trade in endangered species, [CITES](#)
- Privacy legislation (such as the [GDPR](#))
- [Sanctions legislation](#) of the United Nations and European Union

### 3.3 Phase 2 Travel Risk Management: travel preparations

In phase 2, the focus is on practical preparation, based on the guidelines and procedures as described in [Section 3.2](#). Managers are expected to guide and brief staff on the guidelines and

procedures during the preparation phase. Staff members are expected to familiarise themselves with the possible health and safety risks associated with the destination and to limit these risks as much as possible by preparing thoroughly for international travel. It is therefore important to start preparations in good time. The approval process and all the practical arrangements take quite some time.

### 3.3.1 Following guidelines and procedures: step-by-step plan

[Section 3.2](#) sets out all VU Amsterdam's guidelines and procedures for international travel by staff members. In this phase, the focus is on practical implementation: all actions that staff members and line managers must take to minimise travel risks as much as possible. A step-by-step plan is available to be able to follow all procedures and guidelines. This can be found in [Appendix 7](#).

### 3.3.2 Arranging Support and Guidance Before Departure

#### **Social safety net**

Staff members must discuss with their line managers how a social safety net can be created by making specific arrangements with the host organisation - where applicable - or by scheduling regular check-ins with their line manager. This safety net is essential in the event of an emergency, but also to prevent social isolation.

#### **Host organisation**

It is important to be clear about the reliability and expectations of the host organisation. It is important that the staff member and the line manager check whether the host organisation has a policy on safety & security, emergency measures and procedures. Staff members familiarise themselves with these procedures and comply with them. In addition, cooperation with the host institution is important. Agreements must be made in advance regarding roles and responsibilities with respect to the supervision of the staff member. In the event of social isolation, emergencies or requests for help, it must be clear who the staff member can turn to.

#### **Important documents**

It is important to make copies of key documents: passport, driving licence, tickets, bank cards, insurance policies/health insurance card, proof of vaccination, medical statements, address and telephone number of the Dutch Embassy in the host country. Information on the secure digital storage of these documents can be found on the [Dutch Ministry of Defence's website](#).

#### **Useful emergency numbers**

Advice to staff to save the following numbers in their mobile phone:

- Their own In Case of Emergency (ICE) contact person, who can be contacted by local emergency services via the ICE contacts on the staff member's telephone (accessible without a phone lock).
- In the event of an emergency, the staff member must first call the national emergency number of the host country. For EU countries, for example, this is number 112; for other areas this number can be found [here](#).
- Dutch Ministry of Foreign Affairs: +31 247 247 247 (available 24/7).

#### **Useful travel apps**

- SOS Travel app: this gives staff access to all relevant emergency numbers, their own insurance details and emergency numbers in over 200 countries.
- Download the Dutch Ministry of Foreign Affairs' [travel app](#) for updates on changes to travel advice.
- International SOS Assistance App: information on medical assistance and safety.

## 3.4 Phase 3 Travel Risk Management: travel monitoring

VU Amsterdam has the responsibility to monitor possible health and safety risks, also for staff members travelling abroad. Staff members may encounter emergencies when travelling abroad that result in changes to the travel advice, or they may face personal emergencies.

General advice for all staff members:

- In the event of an emergency, staff members must first call the national emergency number of the host country. For EU countries, for example, this is 112; for other regions, the number can be found [here](#).
- Subsequently, staff members must let their family and their line manager know as soon as possible that they are safe.

### 3.4.1 Changes in the travel advice

The safety level in a particular area may deteriorate during the time spent there that increased security risk results; code yellow, orange or red of the Dutch Ministry of Foreign Affairs [travel advice](#). It is the staff member's responsibility to keep up to date with this information. This can be done via the MFA Information Service, for example via [platform X](#), by telephone via +31 247 247 247 or by email by registering with the [24/7 Information Service](#).

If a staff member is in an area that changes to code orange or code red, they must leave the area as soon as possible. The procedure is as follows:

- Check the Dutch Ministry of Foreign Affairs [general advice](#) in the event of a crisis situation.
- Staff must follow advice of reliable local authorities.
- Staff must check for themselves whether flights or other transport options are available to leave the area. As long as transport options are available, the Dutch government does not organize evacuations.
- If the staff member is affiliated with a host institution, it is important to follow their advice.
- If a staff member wishes to stay in the area despite a change to a code-orange travel advice, they must follow the procedure for requesting an exemption from the travel policy, as set out in [Appendix 2](#).

### 3.4.2 Personal emergencies while travelling

If a staff member is faced with personal emergencies such as illness, an accident, etc., the following guidelines apply:

- If expert assistance is needed with respect to insurance, for example in serious emergencies, contact can be made 24/7 with VU Amsterdam's insurance agent Hienfeld. Contact with Hienfeld is via the ANWB Emergency Centre, which can be reached on: +31 70 314 50 09. Please quote policy number DL 201638. The Emergency Centre will then consult with the insurer about next steps. See also the information on [VU.nl](#).
- The staff member contacts their line manager to discuss whether the travel plans can continue.
- The staff member will contact the Dutch Embassy or the embassy of the staff member's home country if necessary.
- VU Amsterdam will contact those at home if necessary or requested.
- If there is a personal emergency in the Netherlands (or in another home country) while travelling, it is important to weigh up whether return is desirable/necessary.
- It is important for the staff member to contact their business and/or personal travel insurance or trip cancellation insurance provider about whether to cut short the travel plans, to avoid unexpected costs. For more information on insurance, see [Appendix 5](#).



### 3.4.3 Locating and monitoring staff by VU Amsterdam

If an emergency occurs in an area, it is also VU Amsterdam's responsibility to proactively contact the staff member to ensure and monitor their safety. It is the manager's task to continue monitoring the travel plans against the current travel advice. In the event of safety incidents or personal emergencies, the line manager and the staff member must make contact as soon as possible to discuss the situation, consider the available options and, if necessary, make arrangements for a return to the Netherlands.

### 3.4.4 Social safety while travelling

In the event of an incident or if they experience inappropriate conduct, staff members can contact their line manager or local guide/host organisation for support and advice.

More information on inappropriate conduct can be found on [VU.nl](https://vu.nl).

## 3.5 Phase 4 Travel Risk Management: post-travel assessment

In the event of any incidents while travelling, it is important to review this upon your return.

The aim of the post-travel assessment is, on the one hand, to provide support to staff who have experienced emergencies or incidents. On the other hand, analyzing experiences and incidents provides insight into the risks for future travel.

In terms of staff, the line manager is responsible for evaluation in the event of emergencies.

Feedback from staff can be sent to [Internationaltravelpolicy@vu.nl](mailto:Internationaltravelpolicy@vu.nl). This can be used to improve information provision or, if necessary, adjust the travel policy.

The most important topics are as follows:

- Any need for staff support, for example health problems or support from VU Amsterdam's occupational health physician/occupational social worker. More information can be found on [VU.nl](https://vu.nl).
- In the event of work-related accidents or incidents abroad, staff can report these while travelling or afterwards via one of the [internal safety reporting channels](#)
- Collecting and evaluating feedback on the emergency. This may relate to the experience of travel preparation, communication during the actual travel period and the extent to which the staff member felt safe and supported.
- Comparing the risks experienced during travel with the risks identified beforehand: were the precautions taken insufficient or not effective enough in managing the risks; which precautions would in hindsight have been desirable?



## 4 Implementation of the student travel policy

### 4.1 Duty of care and Travel Risk Management

Higher education institutions have a duty of care towards students when they are travelling as part of their programme of study.

The four phases of **Travel Risk Management** provide the practical implementation of this duty of care. It sets out policies, procedures and measures to identify, minimise and effectively manage travel risks. This structured process ensures that VU Amsterdam complies with its duty of care and students can travel safely and responsibly. Sections 4.2 to 4.5 provide a description of these four phases.

#### 4.1.1 Scope and limitations of the duty of care

- Permission from the study programme is required for work placements and research, as supervision from the faculty is necessary. The programme's permission covers not only the student's travel plans but also the content of the assignment and the agreed method of supervision. If permission is granted, the student will be awarded credits on condition that the work placement or research is successfully completed. Without this permission, the work performed by the student is not part of the study programme and no credits can be awarded. In that case, the international travel is considered a private matter for which VU Amsterdam has no duty of care.
- VU Amsterdam's duty of care applies only to the study-related part of the travel plans. Holidays taken before, during or after the international travel are not included here; however, the outbound and return travel are included.
- VU Amsterdam bears no responsibility for students who are, by their own choice, in an area to which they have not been sent by the institution, regardless of whether VU Amsterdam is active in that area.
- Students are expected to comply with the prescribed safety and conduct rules of [VU Amsterdam](#), the [Dutch government](#) and local laws and regulations while travelling abroad.

### 4.2 Phase 1 Travel Risk Management: policy and strategy

VU Amsterdam has a responsibility to anticipate, as best it can, any health and safety risks faced by VU Amsterdam students when travelling abroad. For this reason, VU Amsterdam has established a number of guidelines and procedures to minimise these risks in every travel phase. VU Amsterdam's policy is that students must always obtain permission before travelling abroad.

To study abroad within the study programme, approval is required from the Examination Board. If the Examination Board has not given its approval and the student decides to travel abroad anyway, that student will not be covered by the VU Amsterdam's travel policy. An exception to this are students who go on exchange to a partner institution on an extracurricular basis, facilitated by the International Office (IO).

In addition to approval from the Examination Board for the recognition of credits, students always require prior approval from their supervisor/International Office to travel abroad for study or work placement purposes. Before permission is granted, the supervisor or International Office and the student will identify any health and safety risks (partly on the basis of the travel advice issued by the Dutch Ministry of Foreign Affairs) and agree on measures to minimise these risks.

This permission must be based on guidelines and procedures described in the sections below.

## 4.2.1 Travelling safely

### 4.2.1.1 Compliance with the travel advice – Following and applying official travel advice

VU Amsterdam follows the Dutch Ministry of Foreign Affairs [travel advice](#). See also [Section 2.2.1](#) For students the following applies:

- Travelling to or via green-coded and yellow-coded destinations is permitted.
- Travelling to or via orange-coded and red-coded destinations is not permitted, **no exceptions are possible.**

### 4.2.1.2 Risk assessment beyond the travel advice – Managing other risks

Travel risk is not solely determined by the country's safety situation, but also by other factors, see also [Section 2.2.2](#). Depending on the student's personal situation, local conditions and, where applicable, the nature of the work placement or research, it is essential to take appropriate precautions and minimise risks.

The health advice set out in [Appendix 3](#) is relevant here.

### 4.2.1.3 Fieldwork and faculty guidelines

For students undertaking fieldwork, specific guidelines and requirements have been established by the Faculty of Science and Faculty of Social and Behavioural Sciences. These requirements comply with the general VU Amsterdam guidelines mentioned above but are more comprehensive and adapted to the specific characteristics of fieldwork; see information on the faculty websites. Students are expected to be aware of this and to comply with this policy.

### 4.2.1.4 Safety training courses

VU Amsterdam provides safety training courses to students to help them prepare properly for their international travels. Depending on the destination, the nature of the activities and specific risks, additional training courses may be recommended. Consider topics such as knowledge security, personal safety or cultural preparation. These training sessions are designed to help students be aware of potential risks and to provide them with practical guidance on how to deal with unexpected situations while they are abroad.

- Exchange students travelling to a green-coded or yellow-coded destination are required to attend a one-hour 'Safety awareness' session, offered by the International Office.

## 4.2.2 Sustainable travel – Guidelines for environmentally friendly and responsible travel options

Students are encouraged to travel sustainably through the provision of information and financial support, such as the Erasmus+ grant top-up. More information on this subject for students can be found on [VU.nl](#), see also [Section 2.4](#).

## 4.2.3 Practical procedures

### 4.2.3.1 Finances

- For some travel plans it is possible to apply for a grant, see [grants for work placements](#) and [grants for study](#).
- Students may also receive a grant for living expenses when temporarily staying abroad. Information about this is available at [DUO](#).
- In some cases, students may receive a reimbursement during the international travel for the public transport student card. Information about this is available at [DUO](#).

#### **4.2.3.2 Travel registration**

##### Exchange education

Students participating in exchange programmes must register with the International Office. This department maintains an overview of the exchange periods and partner locations of these students. Registration is automatically processed via the application and selection process in Mobility Online.

##### Work placements, BIP<sup>1</sup> – students and fieldwork

Students going on work placements or fieldwork, and BIP students, must register their travel plans via their personal [VU dashboard](#). The International Office has access to these registrations in the event of emergencies. It is the responsibility of the student supervisors to ensure that the students actually register. After registration, the supervisor receives a notification.

#### **Updating the emergency contact person (In case of emergency (ICE) contact details)**

- All students travelling abroad for study purposes or work placement/fieldwork must fill in or update an emergency contact person (ICE contact details) in their student file.
- For students going on an exchange via the [Outgoing Exchange Team](#), the compulsory travel registration takes place automatically. ICE contact information and exact travel dates are filled in later in the Mobility Online workflow.
- ICE contact details are used exclusively for emergencies and in accordance with applicable data protection legislation. VU Amsterdam will initially contact the student themselves. Only if it is not possible to contact the student directly should the designated contact person be contacted.

#### **Registration with local authorities**

Students must register with the [24/7 Dutch Ministry of Foreign Affairs Information Service](#). International students should do this at the embassy or consulate of their home country.

#### **4.2.3.3 Booking arrangements, travel documents**

- Students arrange their own travel bookings.
- Group travel is sometimes organized for fieldwork and excursions.
- Students must have a valid passport or ID card.
- Students are personally responsible for applying for a visa or an eTA/ESTA. (Electronic travel authorisation)
- Students are encouraged to use sustainable transport options, see [Section 2.4](#).
- It is advised not to fly with airlines listed on the '[blacklist](#)'.

#### **4.2.3.4 Insurance**

It is the student's responsibility to verify before departure which personal insurance policies need to be taken out. More information on insurance for students can be found in [Appendix 6](#).

In summary:

- Students are personally responsible for taking out travel insurance and luggage insurance. An exception applies to students of the Faculty of Science undertaking fieldwork.
- VU Amsterdam has taken out [business liability insurance](#) for students travelling as part of teaching and research. This insurance provides worldwide cover and applies exclusively to claims arising from study-related or research-related situations; it does not cover personal circumstances.

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<sup>1</sup> BIP students: Students who participate in Blended Intensive Programmes via the faculty.

## 4.2.4 Health and vaccinations

### 4.2.4.1 Health advice

Travelling abroad can involve not only safety risks but also health risks, both physical and mental. This depends on the destination, the travel duration and the student's personal health situation. It is important for students to take the necessary precautionary measures to minimise these risks as much as possible whilst travelling. General health advice can be found in [Appendix 3](#).

### 4.2.4.2 Vaccinations

Students must find out (or have someone find out for them) which [vaccinations](#) are compulsory and which are recommended for the area they are travelling to. If necessary, vaccinations can also be administered at the [Amsterdam UMC Tropical Centre](#). It is important for students to take their medical (GGD) passport with them when travelling, as it lists these vaccinations. Students must pay for the vaccinations themselves if they are not covered by their own health insurance.

## 4.2.5 Information security, knowledge security and other national and international regulations

### 4.2.5.1 Information security

Information security is about protecting data, both electronic and physical, against unauthorized access and/or damage. The key is to ensure that data remains secure, accurate and accessible. For this purpose, the following advice applies:

- Students should bear in mind that the data they carry with them is not secure and that, in some situations, someone may be 'looking over their shoulder' when logging in, and may even be eavesdropping in some cases.
- It is advised to travel with electronic devices (such as a laptop, smartphone, electronic storage media, etc.) containing no or only limited personal or work-related data. This can prevent risk and high-risk countries from gaining access to, for example, passwords and sensitive research data.

### 4.2.5.2 Knowledge security

Knowledge security is about preventing the unauthorized transfer of sensitive knowledge and technology in the context of international cooperation. Furthermore, knowledge security concerns the covert influence exerted on teaching and research by state actors, i.e. government bodies responsible for implementing government policy. Such interference poses a threat to academic freedom and social security. Finally, knowledge security concerns ethical issues that could arise in collaborative partnerships with countries that do not respect fundamental rights or, in the case of VU Amsterdam, institutions that do not share our academic values. Based on the knowledge security policy, there may be restrictions on entering into (international) collaborations and visiting these organisations and conferences.

Knowledge security risks are not linked to travel colour codes and may also apply in the Netherlands. Students must be aware that they may be confronted with knowledge security risks, intentionally or unintentionally, when travelling. Think, for example, of the theft of devices, data and social engineering<sup>2</sup>.

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<sup>2</sup> Social engineering is a technique in which individuals are deceived into disclosing confidential information. This is often done by impersonating a trusted source, such as a colleague or acquaintance, in order to gain

#### **4.2.5.3 Other national and international regulations**

Some international guidelines and protocols play an important role in international research and travel, see for example the guidelines below. Students who deal with this abroad must inform themselves about the following regulations.

##### Nagoya Protocol

This protocol concerns regulations in the context of biodiversity on the conservation and responsible use of genetic resources, such as plants, animals and microorganisms. When importing or exporting these resources, students must comply with obligations that may differ by country. More information can be found on [VU.nl](https://vuu.nl) and on the website of the [Convention on Biological Diversity](https://www.cbd.int/convention/).

##### Other guidelines

In addition, other national and international guidelines or laws and regulations may apply, such as:

- Trade in endangered species, [CITES](https://www.cites.org/)
- Privacy legislation (such as the [GDPR](https://gdpr.eu/))
- [Sanctions legislation](https://www.un.org/en/development/desa/policy/2015/05/20150501_sanctions_legislation.html) United Nations and European Union

## **4.3 Phase 2 Travel Risk Management: travel preparation**

In phase 1, the guidelines and procedures were established that apply to international travel. In this phase, the focus is on practical preparation based on the guidelines and procedures as described in [Section 4.2](#).

The student familiarizes themselves with the potential health and safety risks associated with the destination and endeavours to minimise these risks as much as possible through proper travel preparation. For students who are supervised by the faculty, such as during a work placement, research or fieldwork, the supervisor supports the student with their preparations, taking into account the guidelines described in this travel policy. For exchange students, this responsibility lies with the International Office. Below is a general step-by-step plan setting out the most important matters and practical tips that students should take into account.

It is important to start preparations in good time. The approval process and all the practical arrangements take quite some time.

### **4.3.1 Compliance with guidelines and procedures: step-by-step plan**

[Section 4.2](#) describes all VU Amsterdam's guidelines and procedures for international travel. In this phase, the focus is on practical implementation: all actions that the student and supervisor/International Office must take to minimise travel risks as much as possible.

A step-by-step plan is available to help students follow all the procedures and guidelines. This can be found in [Appendix 8](#).

### **4.3.2 Arranging Support and Guidance Before Departure**

#### **Social safety net**

During research or work placement, students must discuss with their supervisor how a social safety net can be created. This can be done by making specific arrangements with the host organisation - if

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access to sensitive data. The aim is to win the person's trust and manipulate them into sharing information that would not normally be shared.

applicable - or by scheduling regular contact moments with the supervisor. This safety net is essential in the event of an emergency, but also to prevent social isolation.

### **Host organisation**

For students undertaking a **work placement or research**, it is important that there is clarity about the reliability and expectations of the host organisation. It is important that the student and the supervisor check whether the host organisation has a policy on safety and security, emergency measures and procedures. The student familiarises themselves with these procedures and adheres to them. In addition, cooperation with the host institution is important. Arrangements regarding roles and responsibilities in relation to the student's supervision must be made in advance. In the event of social isolation, emergencies or requests for assistance, it must be clear who the student can turn to.

For students participating in an **exchange programme**, the International Office of the host institution acts as an important point of contact for information and support regarding safety and wellbeing. This department typically offers specific procedures, guidelines and services for exchange students. Students are encouraged to consult the host institution's International Office for more information about safety measures and to discuss any concerns or questions about their stay. In addition, students are advised to contact VU Amsterdam's International Office for further support in the event of emergencies or additional issues via the [Outgoing Exchange Team](#).

### **Important documents**

It is important to make copies of key documents: passport, driving licence, tickets, bank cards, insurance policies/health insurance card, vaccination records, medical statements, address and telephone number of the Dutch Embassy in the host country. Information on the secure digital storage of these documents can be found on the Dutch Ministry of Defence's [website](#).

### **Useful emergency numbers**

It is recommended to save the following numbers in your mobile phone:

- The student's personal In Case of Emergency (ICE) contact, who can be contacted by local emergency services via the ICE contacts on the student's mobile phone (accessible without telephone being locked).
- In the event of an emergency, the student must first call the host country's national emergency number. For EU countries, for example, this is 112; for other regions, the number can be found [here](#).
- Dutch Ministry of Foreign Affairs: +31 247 247 247 (available 24/7).

### **Useful travel apps**

- SOS Travel app: this gives students access to all relevant emergency numbers, their own insurance details and emergency numbers in over 200 countries.
- Download the Dutch Ministry of Foreign Affairs' [travel app](#), which provides information on changes to travel advice.
- International SOS Assistance App: information about medical help and safety.

## **4.4 Phase 3 Travel Risk Management: monitoring during travel**

VU Amsterdam has the responsibility to monitor potential health and safety risks, including when persons involved are travelling. Students travelling abroad may encounter emergencies that result in changes to travel advice, or they may face personal emergencies.

General advice for all students:

- In the event of an emergency, students must first call the host country's national emergency number. For EU countries, for example, this is number 112; for other areas this number can be found [here](#).
- It is important that students let their family at home and their supervisor at VU Amsterdam know as soon as possible that they are safe.

#### 4.4.1 Change in travel advice

The safety level in a particular area may deteriorate during travel, creating an increased security risk: code yellow, orange or red according to the [Dutch Ministry of Foreign Affairs](#) travel advice. It is the student's responsibility to keep up to date with this information. This can be done via the Dutch Ministry of Foreign Affairs information service, for example via [platform X](#), by telephone on +31 247 247 247 or by e-mail by registering with the [24/7 Information Service](#).

If students are in an area that changes to code orange or code red, they must leave the area as soon as possible. The procedure is as follows:

- Check the [general advice](#) issued by the Dutch Ministry of Foreign Affairs in the event of a crisis.
- If the student is affiliated with a host institution, it is important to follow their advice
- Students must follow the advice from reliable local authorities.
- Students must check for themselves whether flights or other transport options are available to leave the area. As long as transport options are available, the Dutch government will not organize evacuations.

#### 4.4.2 Personal emergencies whilst travelling

If a student is faced with personal emergencies such as illness, an accident, etc., the following guidelines apply:

- If expert assistance is required with respect to the insurance, for example in case of illness, the student should contact the 24/7 emergency number of their own insurer.
- If there is a host institution, it is important to follow its advice.
- Students should contact their faculty supervisor or the [Outgoing Exchange Team](#) (exchange programmes, summer school) to discuss whether the travel plans can go ahead.
- If necessary, students should contact the Dutch Embassy or the embassy of their home country.
- VU Amsterdam will contact those staying at home if necessary or requested.
- If personal emergencies arise in the Netherlands, or in another home country, while travelling, it is important to consider whether returning home is desirable or necessary.
- Students should contact their personal travel insurance /trip cancellation insurance about discontinuing the travel plans in order to avoid unexpected costs.

#### 4.4.3 Localization and monitoring of students by VU Amsterdam

If an emergency occurs in an area, it is also the responsibility of VU Amsterdam to monitor students and actively approach them. This is only possible if students have registered themselves in the correct manner.

##### Registration and monitoring by the VU International Office (IO)

All students travelling abroad for study-related activities, such as exchange programmes, Summer School, BIP, placement or fieldwork, must register themselves via the [VU dashboard](#). This registration enables the International Office to monitor students and, if necessary, support them in the event of emergencies, in cooperation with partner institutions or supervisors.



#### Exchange and Summer School students

For exchange and Summer School students, the partner institution is the first point of contact in the event of emergencies. The International Office monitors these students, and in the event of an emergency, it works together with the partner institution to provide support. This is only possible if students have completed the compulsory registration via the International Office.

#### Placement students, BIP and fieldwork students

Supervisors of placement students, BIP students and students who are conducting fieldwork or research abroad are responsible for reminding them of the requirement to register the travel plans via the [VU dashboard](#). Once registration is complete, the supervisor will receive a notification. The supervisor remains responsible for maintaining contact with the student and monitoring the travel progress. In the event of safety emergencies or personal emergencies, the supervisor and the student must make contact as soon as possible to discuss the situation and make arrangements for a possible return to the Netherlands.

#### 4.4.4 Social safety when travelling

In the event of an incident or if they experience inappropriate conduct, students can contact the VU Amsterdam supervisor or local supervisor/host institution for support and advice.

More information about inappropriate conduct and procedures can be found on [VU.nl](#). Supervisors can also contact the Social Safety department for further advice and support.

### 4.5 Phase 4 Travel Risk Management: post-travel assessment

In the event of any incidents while travelling, it is important to review the travel arrangements upon return.

The purpose of the post-travel assessment is, on the one hand, to be able to provide support to students who have experienced emergencies or incidents. On the other hand, analyzing experiences and incidents provides insight into risks for future travelling. The initiative for the assessment lies with the International Office or the supervisor. Student feedback can be sent to [Internationaltravelpolicy@vu.nl](mailto:Internationaltravelpolicy@vu.nl), which can be used to improve information provision or, if necessary, to adjust the travel policy.

- **For students who have gone on an exchange or to Summer School**, the International Office is responsible for the assessment in the event of an emergency.
- **In the case of students who have gone on a work placement or research placement**, the supervisor is responsible for the assessment in the event of an emergency.

The main discussion points are:

- Does the student require support due to unforeseen circumstances arising from travelling abroad, for example assistance from academic advisers or the Student Psychological Counselling Service?
- Collecting and evaluating feedback on the emergencies. This may relate to the experience of travel preparation, communication while being abroad, and the extent to which the student felt safe and supported.
- Comparing the risks experienced while abroad with the risks identified beforehand: were the precautions taken insufficient or not effective enough in managing the risks; what precautions would have been preferred in retrospect?



# Appendix 1 Roles and responsibilities

## 1.1 Travel policy in general

- The Executive Board bears final responsibility for the VU Amsterdam travel policy for both staff and students.
- The coordination of international travel policy and quality assurance are delegated to the International Office of the Student & Educational Affairs department. For staff, this is carried out in cooperation with HRMAM. The International Office also coordinates exchange programmes and international mobility of students and provides advice on safety, risk assessment and emergency procedures. The policy is evaluated every five years, or sooner if developments or emergencies so require.

Various departments and individuals at VU Amsterdam are involved in the day-to-day implementation of the policy. Set out below are the roles and responsibilities for the various target groups, staff and students.

## 1.2 Staff travelling abroad

**The faculty board or management team of the service department is responsible for:**

- Deciding on the possibility of travelling to an area with an orange-coded travel advice.
- Deciding on possible return in the event of deterioration in the safety level while travelling.
- Following notification of an emergency by a supervisor, coordinating (or arranging for the coordination of) the initiation, where necessary, of the required actions/escalation in accordance with VU Amsterdam's crisis management structure, in consultation with the Executive Board.

**The supervisor is responsible for:**

- Identifying and documenting the health and safety risks and the steps to be taken to minimise these risks as far as possible together with the staff member before departure, pointing out available information on [VU.nl](https://vu.nl) and other websites.
- Assessing the travel plans against the VU Amsterdam Sustainable Travel Policy.
- Approving and documenting the staff member's travel plan and destinations. Discussing the travel advice; travelling to orange-coded or red-coded destinations is not permitted.
- If necessary, initiating the procedure for requesting to travel to or via a code orange area, including completing the application form for an exemption from the travel policy.
- Requests for exemptions from the travel policy must be submitted to the Travel Advisory Committee at least eight weeks before the planned departure date.
- Providing information about the application procedure and compulsory safety training for travelling to medium-risk or high-risk areas; referring to relevant internal and external websites.
- Where available, pairing staff members with an expert with practical experience in the relevant area.
- Informing about risks with respect to information security and knowledge security.
- Asking staff members to complete or update the ICE contact details in their personal [staff profile](#).
- Keeping in touch with staff members when they are travelling. Depending on the safety risk, agreeing on regular check-ins.
- During travel, if there is a deterioration in (personal) health risks or if the security level deteriorates and/or the travel advice changes to code orange or code red, informing staff members and supporting them in leaving the area safely.

- During travel, if the safety level deteriorates and the travel advice changes to code orange but staff members wish to remain, initiating an interim procedure to request an exemption from the travel policy. This procedure applies only where there are compelling reasons for staff members to remain in the area in question. Permission is only granted in exceptional cases. See procedure in [Appendix 2](#).
- During and after travel, acting as a point of contact for senior management in the event of (personal) emergencies.
- Following a report of an emergency, coordinating the initiation, where necessary, of the required actions and scaling up via VU Amsterdam's crisis management organisation.
- Upon return, reviewing any personal or other incidents and, where applicable, providing feedback to the board or management team and the International Office.

**Staff members are responsible for:**

- Checking the Dutch Ministry of Foreign Affairs [travel advice](#), discussing health and safety risks with the manager or supervisor.
- If applicable, submitting an application for an exemption from the travel advice, see procedure in [Appendix 2](#). This must be sent to [Internationaltravelpolicy@vu.nl](mailto:Internationaltravelpolicy@vu.nl) eight weeks before the planned departure date.
- Assessing the travel plans against the VU Amsterdam Sustainable Travel policy.
- Registering the travel itinerary and requesting an advance payment.
- Booking the travel plans (or having them booked) through the contracted travel agent and, if necessary, applying for any required visas.
- Gaining a thorough understanding of the necessary personal and supplementary group insurance policies offered by VU Amsterdam.
- Attending compulsory or recommended safety training courses.
- Properly preparing for travel and taking necessary (compulsory) preventive measures with respect to health and safety risks, including obtaining vaccinations and sufficient supplies of medicines.
- Assess and decide on actions regarding information security and knowledge security risks; see [VU.nl](#).
- Completing or updating the ICE contact details in their personal [staff profile](#).
- Checking guidelines with respect to information security and knowledge security.
- Signing up for the 24/7 Dutch Ministry of Foreign Affairs Information Service: <https://informatieservice.nederlandwereldwijd.nl/>
- Registering with the embassy/consulate on location in case of security issues.
- When travelling: maintaining contact with the supervisor. Depending on the safety risks, agreeing on regular check-ins.
- Upon return, reporting any emergencies or incidents to the supervisor and/or via the internal [VU Reporting Centre](#).

**The International Office is responsible for:**

- Providing advice to supervisors and the faculty boards or the service departments' management team on travelling to code orange areas.

## 1.3 Student foreign travel

### 1.3.1 Foreign travel within a formal exchange agreement with partner institutions for exchange or summer school

**The International Office is responsible for:**

- Informing outgoing exchange and summer school students on how to prepare well for their travel plans via information on [VU.nl](#) and information sessions.

- Providing information on registration in Mobility Online.
- Offering safety information by organizing information sessions.
- Informing outgoing exchange students about travel advice issued by the Dutch Ministry of Foreign Affairs.
- Providing information on personal insurance.
- Providing information on information security and knowledge security guidelines.
- Providing information on sustainable travel guidelines, see [Section 2.4](#).
- Maintaining contact information for exchange students.
- While travelling: if there is a deterioration in (personal) health risks or if the safety level deteriorates, the travel advice changes to code orange or code red, informing those concerned and deciding about whether the students should leave the area.
- During the travel period: coordinating emergency notifications and, where necessary, initiating the required actions, in consultation with the Executive Board if required.
- Upon return: reviewing the travel arrangements in the event of any emergencies.

**Students are responsible for:**

- Checking the Dutch Ministry of Foreign Affairs [travel advice](#). Travelling to orange-coded or red-coded destinations is not permitted.
- Assessing the travel plans against the [Sustainable Travel Policy](#).
- Filling in the ICE contact information in the Mobility Online workflow (not yet available for summer school students).
- Properly preparing for travel and taking necessary (compulsory) preventive measures, including attending compulsory or recommended training courses/sessions.
- Making the travel arrangements, if necessary, applying for any required visas.
- Taking out the necessary personal (supplementary) insurance policies.
- Properly preparing for travel and taking necessary (compulsory) preventive measures with respect to (mental) health: ensuring vaccinations, sufficient supply of medicines, online or physical appointments with respect to mental healthcare support.
- Checking the guidelines with respect to information security and knowledge security.
- Signing up for the 24/7 Dutch Ministry of Foreign Affairs Information Service: <https://informatieservice.nederlandwereldwijd.nl/>.
- Registering with the embassy/consulate in case of safety issues.
- When travelling, in the event of a (personal) emergency, first contacting local aid organisations, followed by the host institution and the International Office via the [Outgoing Exchange Team](#).
- Upon return, reporting any (personal) emergencies to the International Office and/or to the internal [VU reporting centre](#).

### 1.3.2 Foreign travel: Fieldwork

**The International Office is responsible for:**

- Managing and, where necessary, making available the contact details of students who have registered themselves via the [VU dashboard](#).

**The faculty boards or service departments are responsible for:**

- Establishing safety regulations during the fieldwork.
- Deciding on a possible return in case of deterioration in the safety level during the official travel.
- Following the notification of an emergency by a senior lecturer or supervisor, coordinating, or arranging for the coordination of, the implementation of necessary measures, where required, in consultation with the safety officer, the spokesperson and, where appropriate, the Executive Board.

**The principal lecturer in the Faculty of Science is responsible for:**

- Drafting risk inventories and assessments and safe working practices and sending these to students.
- Providing information that students must register their travel arrangements via my [VU dashboard](#) > Study/internship abroad. The student enters the principal lecturer in this section.
- Inventory and registration of the travel arrangements, including contact details of students and supervisors.
- Informing students on how to prepare well for international travel.
- Informing students about the risk level in the destination country.
- Informing students on how to proceed in the event of a deterioration in the risk level or emergency: consultation regarding a possible return.
- Maintaining and, if necessary, disclosing student contact information.
- Providing information about the application procedure and compulsory training courses, referring to relevant internal and external websites.
- Point of contact for students in the event of an emergency.
- Point of contact for the Executive Board in the event of (personal) emergencies.

**The Programme Coordinator (Faculty of Science) is responsible for:**

- Providing safety information to students.

**Students are responsible for:**

- Properly preparing for travelling abroad and taking necessary (compulsory) preventive measures, including attending compulsory or recommended training courses/sessions.
- Taking out the necessary (additional) personal insurance policies.
- Registering the travel plans on [the VU dashboard](#), application & registration/exchange/work placement/research/freemover/summer school abroad > Registering a work placement/freemover. Group participants must register individually.
- Signing up for the [24/7 Dutch Ministry of Foreign Affairs Information Service](#).
- Reporting to the embassy/consulate in the event of any safety issues.
- Reporting any emergencies or incidents to the supervisor and/or the internal [VU reporting centre](#).

### 1.3.3 Foreign travel, other than formal exchange agreement or fieldwork

This includes travel by students who are supervised by the faculty or by a service department: work placements, courses for non-student visitors/free movers, participation in Blended Intensive Programmes (BIP), research, conferences and excursions.

**The faculty boards or the service departments' management teams are responsible for:**

- Deciding on whether to travel to an area with an orange-coded travel advice.
- Deciding on a possible return in the event of a deterioration in the safety level while travelling.
- Following notification of an emergency by a manager or supervisor, coordinating, or arranging for the coordination of, the implementation of necessary actions, where required, in consultation with the safety officer, the spokesperson and, where appropriate, the Executive Board.

**The International Office is responsible for:**

- Managing and, if necessary, disclosing student contact information from SAP/SLM.

**Supervisors are responsible for:**

- Informing students on how to prepare well for international travel, pointing out information on [VU.nl](https://vu.nl).
- Discussing the travel plan and destinations with students. Discussing the Dutch Ministry of Foreign Affairs [travel advice](#). Travelling to orange-coded or red-coded destinations is not permitted.
- Providing information about risks relating to information security and knowledge security.
- Assessing the travel plans against the Sustainable Travel Policy.
- Providing information on registering the travel arrangements in the VU portal and checking or updating the ICE address in the VU dashboard.
- Managing and, where necessary, disclosing student contact information via the International Office.
- Where available, pairing students with an expert with practical experience in the area concerned.
- During travel, maintaining contact with the student travelling. Depending on the safety risk, agreeing on regular check-ins.
- During travel: If there is deterioration in (personal) health risks or if the safety level deteriorates, the travel advice changes to code orange or code red, providing information about leaving the area.
- While travelling and upon return, liaising with the Executive Board in case of (personal) emergencies.
- Following the reporting of an emergency, coordinating the initiation of necessary actions where required, depending on the situation, in consultation with the relevant faculty or departmental management, the safety officer, the spokesperson and the Executive Board.
- Upon return, evaluating any (personal) emergencies.

**Students are responsible for:**

- Checking the Dutch Ministry of Foreign Affairs [travel advice](#), discussing this with the supervisor. Travelling to orange-coded or red-coded destinations is not permitted.
- Assessing the travel plans against the VU Amsterdam Sustainable Travel Policy.
- Registering the travel plans on the [VU dashboard](#): My Dashboard > Apps and pages > Application & registration exchange/placement/research/Summer school abroad > Register placement/freemover. Group participants must register individually.
- Making the travel arrangements and, if necessary, applying for any required visas.
- Taking out the necessary personal (supplementary) insurance policies.
- Properly preparing for travel and taking necessary (compulsory) preventive measures with respect to health and safety risks: ensuring vaccinations, sufficient supply of medicines, physical or online appointments with respect to mental healthcare support.
- Attending compulsory safety training courses and, where applicable, recommended training courses.
- Checking guidelines with respect to information security and knowledge security.
- Signing up for the [24/7 Dutch Ministry of Foreign Affairs Information Service](#).
- Registering with the embassy/consulate in the event of safety issues.
- During travel, in the event of (personal) emergencies, first contacting local support organisations and the host institution and the VU Amsterdam supervisor.

- Upon return, reporting any emergencies or incidents to the supervisor and/or the internal [VU Reporting Centre](#).

## Appendix 2 Application for exemption from the travel policy – Staff

### 2.1 Exceptions to the travel policy for staff members

The travel policy of VU Amsterdam stipulates that staff members will not be granted permission to travel abroad if the destination is classified as high risk by the Dutch government, namely 'code red' or 'code orange' according to Dutch travel advice.

In such cases, VU Amsterdam's travel policy stipulates that staff members must cancel or postpone their stay abroad, or must leave the orange-coded or red-coded destination.

The [world map](#) published by the Dutch Ministry of Foreign Affairs provides an overview of the current travel advice.

Permission to travel to an orange-coded destination is only granted to staff in very exceptional cases and only if there are no alternatives.

Deviations from an orange-coded travel advice are only permitted with the approval of the respective faculty board or the service department's management team. This decision is based on the advice of the Travel Advisory Committee chaired by the International Office.

There are two situations in which an exception to the above rules may apply:

- **Home country:** a staff member is already in their home country or wishes to go to their home country. The staff member is familiar with the local healthcare system and has a social network that can serve as a safety net.
- **Reason:** a staff member is unable to continue their work or research because no suitable alternatives (online or otherwise) are available for the compulsory component.

In these specific cases, it is possible to request an exemption from the above policy. The supervisor carries out a risk assessment together with the staff member and sends it to the Travel Advisory Committee. Based on this risk analysis, this committee will issue individual advice, setting out any mandatory preventive measures that may need to be taken.

The committee's positive or negative recommendation is sent to the supervisor and the contact person at the relevant faculty or service department, who have been appointed for this purpose by the faculty board or the service department's management team. The names of the contact persons can be obtained from the Travel Advisory Committee. The contact person submits the advice to the faculty board or the service department's management team, which takes the final decision. This decision is binding; travelling on behalf of VU Amsterdam without authorization is not permitted. If the faculty board or the service department's management team grants permission, the staff member may travel or remain abroad. In that case, all parties have an explicit duty of care, which consists of the following elements:

- A. Actively identifying health and safety risks.
- B. Taking the necessary preventive measures, such as compulsory safety training.
- C. Monitoring the situation by maintaining regular contact with the staff member.
- D. Actively intervening if the staff member's safety and/or health can no longer be guaranteed.

### 2.2 Application procedure

1. The application form for an exemption from the travel policy can be requested by the supervisor via [internationaltravelpolicy@vu.nl](mailto:internationaltravelpolicy@vu.nl).
2. In preparation for a written request for an exemption, in-depth discussions between the supervisor, the staff member and the host organisation - where applicable - are necessary to

assess the potential risks. The application form includes guidelines for a risk analysis, specifying the aspects that must be discussed between the supervisor and the staff member.

3. The supervisor sends the 'Exemption from the Travel Policy' form to the Travel Advisory Committee via [internationaltravelpolicy@vu.nl](mailto:internationaltravelpolicy@vu.nl).
4. The application includes an overview of the risks discussed and the measures taken to minimise health and safety risks.
5. The Travel Advisory Committee makes a careful assessment on the basis of the risk analysis. In the event of any uncertainty or doubt, the International Office may ask further questions and/or request an additional consultation with the staff member concerned.
6. The Travel Advisory Committee shares its positive or negative advice with the supervisor, the staff member and the faculty contact person. It may also specify which additional preventive measures are recommended, such as compulsory safety training courses.
7. The faculty contact person or service department contact person puts the advice on the agenda of the faculty board or the service department's management team.
8. The faculty board or service department's management team takes a decision based on the risk analysis and the advice of the Travel Advisory Committee.
9. The faculty board or the service department's management team subsequently informs the supervisor and sends a copy of this notification to the staff member and the Travel Advisory Committee.
10. If the staff member subsequently travels abroad, the supervisor informs the International Office by sending the travel details.
11. This registration enables the International Office to fulfil its duty of care in response to changes in the government's travel advice, and to provide support in case of any emergencies.

### Faculty contact persons

The Travel Advisory Committee, which advises on exemptions from the code orange travel advice, sends travel advices for exemptions from travel policy to the faculties via the contact persons listed below on the faculties/departments.

### List of contact persons

|                                           |                                               |
|-------------------------------------------|-----------------------------------------------|
| Faculty of Science                        | Mareanne Karssen/Sharon Lo-Fo-Wong            |
| Faculty of Law                            | Yvonne Knoop                                  |
| Behavioural and Movement Sciences         | Kirsten Bijker                                |
| Faculty of Medicine                       | Mariëtte Diderich (International Office VUmc) |
| Faculty of Business and Economics         | Rob de Crom                                   |
| Faculty of Social Sciences                | Marloes Theuns/Eveline de Bruin (AI)          |
| Faculty of Social Sciences and Humanities | Freek Schmidt/Stipo Jelec                     |
| Student & Educational Affairs             | Henny Smit                                    |



## 2.3 Risk analysis for exceptions to the travel policy

Staff members may only travel to a high-risk country with 'code orange' according to the Dutch Ministry of Foreign Affairs travel advice after consultation with the supervisor and with permission from the faculty board or service department's management team. This consultation must include a specific overview of the current health and safety risks associated with travelling abroad and the corresponding measures to minimise any risks.

The table below contains examples of safety topics that must be discussed between the staff member and the supervisor, or between the researcher and the host organisation, together with any actions to be taken.

|                                                                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Version: December 2024</b>                                                                                                                                              |  |
| <b>General information</b>                                                                                                                                                 |  |
| <b>Name of person travelling</b>                                                                                                                                           |  |
| <b>VUnet ID</b>                                                                                                                                                            |  |
| <b>Age</b>                                                                                                                                                                 |  |
| <b>Nationality</b>                                                                                                                                                         |  |
| <b>Faculty</b>                                                                                                                                                             |  |
| <b>Name of supervisor</b>                                                                                                                                                  |  |
| <b>E-mail supervisor</b>                                                                                                                                                   |  |
| <b>Destination: Country, city</b>                                                                                                                                          |  |
| <b>Destination: Organisation/host institution</b>                                                                                                                          |  |
| <b>Current travel advice (including date)</b>                                                                                                                              |  |
| <b>Reason for exemption and explanation of the necessity of travel</b>                                                                                                     |  |
| <b>Start date of work/research abroad</b>                                                                                                                                  |  |
| <b>End date of work/research abroad</b>                                                                                                                                    |  |
| <b>Travel plan, departure date, return date, holidays before, during or after the activities</b>                                                                           |  |
| <b>Accommodation abroad</b>                                                                                                                                                |  |
| <b>Daily work-related activities at the destination abroad</b>                                                                                                             |  |
| <b>Has the person travelling completed a safety training course:<br/>If so, at which organisation?<br/>If so, when?<br/>If so, please attach a copy of the certificate</b> |  |

|  |  |
|--|--|
|  |  |
|--|--|

| Health and safety risk topics between staff member and supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Response and risk mitigation measures |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Is the staff member aware of the <a href="#">general travel policy</a> of VU Amsterdam and the return policy when the <a href="#">government travel advice</a> changes from high risk to very high risk, 'code red'?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| What health and safety risks are mentioned in the <a href="#">government travel advice</a> ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| Have the possibility of delays to the staff member's research project and the potential alternatives been discussed, in case their stay abroad must be cut short due to changing government travel advice or other circumstances?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |
| <p>Is the staff member prepared for a possible urgent need for (mental) medical care? Are these consequences acceptable to all parties, assuming that the staff member, supervisor and host organisation have all taken all possible preventive measures? Discuss the following topics with the staff member:</p> <ul style="list-style-type: none"> <li>- Registration with a local general practitioner ('GP')</li> <li>- Mapping the proximity of healthcare services and potential health risks</li> <li>- Being well informed about the local healthcare system and the quality thereof</li> <li>- Arranging additional financial resources for a possible involuntary longer stay</li> <li>- Is the staff member aware that existing medical needs pose an additional risk, such as limited access to medical care or necessary medications?</li> <li>- For mental health issues: is it possible to arrange online consultations with professionals from the home country beforehand? Travel can cause additional mental stress</li> </ul> |                                       |
| Does the staff member depend on public transport and, if so, what are the risks?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| <b>Insurance: health insurance</b> <ul style="list-style-type: none"> <li>- Is the person travelling adequately covered for health issues in the destination country? Check this with the private healthcare</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes/No, explanation                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>provider and arrange additional cover if necessary.</p> <ul style="list-style-type: none"> <li>- Does the staff member need comprehensive cover to travel to an orange-coded destination?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                |
| <p><b>Insurance: Travel insurance covering cancellations or interruptions, loss of luggage, medical expenses, 24/7 medical assistance, etc.</b></p> <ul style="list-style-type: none"> <li>- VU Amsterdam has a <a href="#">group business travel insurance policy</a> covering the work-related part of the travel arrangements. Information and conditions can be found here.</li> <li>- Check the <a href="#">group business travel insurance</a>. Is the staff member adequately covered?</li> <li>- For orange-coded destinations, additional war and other risks insurance is often required. This insurance must be applied for in advance. Information and the application procedure can be found here.</li> <li>- Does the staff member have personal travel insurance? For the private part of the travel plans, the staff member must have private travel insurance.</li> </ul> <p><b>Note:</b><br/>When claiming medical expenses, VU Amsterdam's business travel insurance provides secondary cover. This means that, in the event of a claim, medical expenses must first be submitted to the staff member's own health insurance provider. Any costs not covered by private health insurance can then be claimed under VU Amsterdam's business travel insurance.</p> <ul style="list-style-type: none"> <li>- Does business travel insurance provide sufficient cover?</li> <li>- Personal travel insurance for the private part of the travel scheme?</li> <li>- Is insurance against war and kindred risks required?</li> </ul> | <p>Yes/No</p> <ul style="list-style-type: none"> <li>- Is the cover provided by business travel insurance sufficient?</li> <li>- Is personal travel insurance taken out for the private part of the travel scheme?</li> <li>- Is insurance against war and kindred risks necessary?</li> </ul> |
| <p><b>Insurance: Liability</b></p> <p>Does the staff member have personal liability insurance to cover incidents for which they may be personally held liable? Yes/No</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Yes/No, explanation</p>                                                                                                                                                                                                                                                                     |
| <p>Collaboration with a reliable host organisation: Make clear arrangements regarding roles and responsibilities in relation to general supervision and, more specifically, in the event of emergencies or requests for assistance:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Yes/No, explanation</p>                                                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <ul style="list-style-type: none"> <li>- Is there specific guidance and support from the host organisation to prevent social isolation?</li> <li>- Is additional support provided to VU Amsterdam staff in the event of emergencies/requests for assistance?</li> </ul> <p>Supervisors can always contact the International Office for advice and/or support.</p>                                                                                                                                             |                                           |
| <p><b>Discuss the need for additional mandatory evaluation sessions between the staff member and their supervisor.</b></p> <p>Stricter monitoring by the VU Amsterdam supervisor and/or host organisation is strongly recommended, not only with regard to work-related aspects, but also with regard to the staff member's wellbeing and any requests for assistance.</p> <p>Fortnightly check-ins are a good way to respond promptly when circumstances change.</p>                                         |                                           |
| <p><b>Are the supervisor and the staff member's family aware of the staff member's whereabouts?</b></p> <ul style="list-style-type: none"> <li>- Register ICE contact details for the host organisation, residents, ICE contacts, etc.</li> <li>- Register/update personal ICE contact details in the staff file</li> </ul>                                                                                                                                                                                   |                                           |
| <p><b>Local health issues</b></p> <p>Are there any local or national health-related issues or measures, such as COVID-19, cholera, dengue or other diseases, that could prevent the staff member from completing research or work tasks on-site? This could include, for example, the lack of public transport between the accommodation and the host organisation, the inability to comply with any quarantine measures in shared accommodation, and support with necessities in the event of isolation.</p> | Yes/No, explain                           |
| <b>General risk analysis questions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Risk mitigation measures discussed</b> |
| Follow the <a href="#">step-by-step plan</a> for travelling abroad on VU.nl, before departure to ensure thorough preparation. Staff can also find the emergency numbers for VU Amsterdam and national emergency contact details here.                                                                                                                                                                                                                                                                         |                                           |
| Discuss social safety issues that may arise, both generally and specifically related to the region being visited by the staff member. Discuss possible actions to reduce risks and the possibility of reporting inappropriate conduct to the staff member's supervisor or local supervisor. For more information                                                                                                                                                                                              |                                           |

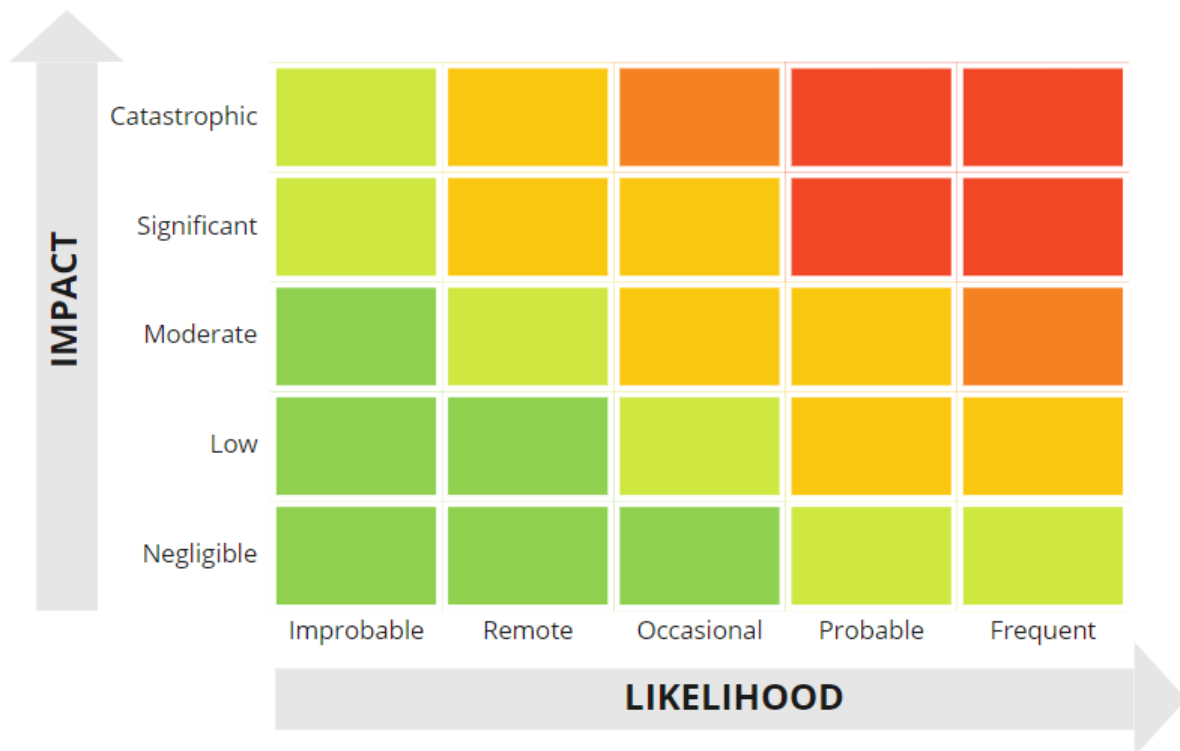
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| on inappropriate conduct, consult the information on <a href="#">social safety on VU.nl</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |
| <p>Ask the host organisation and other relevant organisations, such as the Dutch Embassy, about any sensitive issues and parties with whom the staff member may have to deal during the project. The host organisation can also help and provide advice on many basic safety issues, such as:</p> <ul style="list-style-type: none"> <li>- General rules of conduct during fieldwork/research</li> <li>- Safe accommodation and transport/local travel</li> <li>- Sharing travel plans and work-related activities (including any changes, so that a specific contact person is always aware of the staff member's whereabouts)</li> <li>- Finances, data security and storage</li> </ul> |                 |
| <p>How is the staff member perceived by those around them as a professional, and how might their research project or work be viewed?</p> <p>Relevant factors may include:</p> <ul style="list-style-type: none"> <li>- Gender differences</li> <li>- Corruption</li> <li>- Abuse of power, possible forms of intimidation, i.e. individual or related to research issues.</li> </ul>                                                                                                                                                                                                                                                                                                      |                 |
| Find out about the destination's history, politics, people and culture to get a better idea of what to expect.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |
| Staff member's personal risk profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |
| Describe the staff member's previous travel experience within the destination country.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |
| Are there any health issues that would prevent the staff member from travelling safely to the specified destination abroad?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes/No, explain |

Fill in the identified risks in the form below and also note any other unidentified risks:

| Risks                 | Likelihood<br>(improbable,<br>remote,<br>occasional,<br>probable,<br>frequent) | Impact<br>(negligible,<br>low, moderate,<br>significant,<br>catastrophic) | Measures                                               |
|-----------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------|
| <i>Example: theft</i> | <i>Example:<br/>Occasional</i>                                                 | <i>Example:<br/>Significant</i>                                           | <i>Example:<br/>Do not wear valuable jewellery, do</i> |

|  |  |  |                                                                    |
|--|--|--|--------------------------------------------------------------------|
|  |  |  | <i>not walk with a telephone in your hand, keep your bag safe.</i> |
|  |  |  |                                                                    |
|  |  |  |                                                                    |
|  |  |  |                                                                    |

Also use the HEAT map below to mark the likelihood and impact for each risk in figures.



## Appendix 3 General health advice for travelling abroad

### 3.1 Health advice before departure

- On the [IAMAT](#) website, country-specific health information and information on other risks can be found. The IAMAT maintains lists of English-speaking, well-qualified doctors in 125 countries.
- Travellers can check general health information about, for example, a good travel medical kit at the [Travel Health Advisory Coordination Centre](#).
- Check the information about health risks at the travel destination, such as common illnesses, disease outbreaks, air quality, and the availability of medical care.
- Check the working conditions at the host institution, company or location. For staff members, check [Appendix 4](#).
- Check the options and nearest first-aid facilities in the area the staff member is travelling to, as well as any other safety measures that can be taken, via the website of the Dutch Embassy.
- If you have a medical condition, please ensure to bring sufficient medical supplies - in consultation with the GP if necessary - to cover the travel duration and any unexpected delays. In some countries and remote areas, medical supplies can be difficult to obtain.
- With regard to mental health, it is important to discuss this in advance with your care provider or doctor, to bring sufficient medication with you and, if necessary, to make arrangements in your home country for (online) support whilst travelling.
- Check the legal status of medicines and how medicines are regulated for the destinations you will visit. For some medicines, a certificate is required in order to be allowed to take them with you when travelling. Travellers can check this [here](#).
- Take a first-aid kit with you, along with basic essentials such as plasters, antiseptic, painkillers, anti-diarrhoea medication, insect repellent and, if necessary, a mosquito net. A [checklist](#) is available here.
- ['The GGD Travels with You'](#) is a handy tool containing a wealth of information on preventing, for example, mosquito bites and diarrhoea, and how to treat them if necessary.

### 3.2 Health advice while travelling

Persons travelling can minimise health and safety risks by taking the following measures:

- Observe hygiene measures, such as washing hands regularly, avoiding raw food, drinking bottled water and avoiding ice cubes.
- Protection against insects.
- Sun protection, such as avoiding the sun during peak hours and using sun cream with a high sun protection factor.
- Prevention of dehydration by ensuring adequate hydration.
- In the case of chronic (mental) illnesses: take medication on time and, where applicable, schedule on-site or online appointments with healthcare providers in the home country.
- Regarding road safety, comply with traffic rules and avoid risky conditions.
- Keep contact details for local emergency services and the embassy to hand in case of an emergency.
- Register with a local GP in case you need or come to need medical care. This can often already be done before departure. (Particularly applicable for a longerstay)

## Appendix 4 Workstation risk assessment abroad – Staff members

This checklist provides additional information on the risks associated with working abroad. The checklist is intended for staff and supervisors. The risks may be greater:

- When working in the tropics
- When working under less favourable or primitive living and working conditions
- In countries where there are greater physical risks (crime)
- In areas where there is a risk of infection with serious diseases
- In areas where there is an increased risk of exposure to chemical or biological substances

### **Risk analysis and evaluation**

The conditions under which one must work abroad can vary greatly from area to area. Elevated risks due to working conditions can be inherent to the work, for example work that must be carried out under extreme temperatures and/or very dry or humid conditions. Road traffic accidents are often the most significant risk in many countries, with the mode of transport and the transport itself being key factors.

### **Behaviour**

Many safety and health risks are related to behaviour. The risks of working abroad should not be underestimated. Familiar behaviour can sometimes have a different effect than one might expect in a different socio-cultural environment. For example, food is not always prepared according to Western standards, so that even drinking a glass of coca-cola with ice cubes made from 'normal' water can be a risky business.

### **Personal Protective Equipment (PPE)**

Where hazards cannot be controlled or eliminated through other adequate measures, personal protective equipment (PPE) may be desirable or even required. Employers are obliged to provide the recommended or required PPE free of charge. Employers must inform their staff about the advisability or necessity of using PPE and explain how it should be used correctly. Staff are required to use PPE correctly and to maintain it properly. PPE includes but is not limited to:

- Hearing protection (ear plugs)
- Eye protection (UV)
- Head protection (helmet/cap)
- Respiratory protection (face mask)
- Foot protection (safety shoes/boots) & Hand protection (gloves)
- Work clothing, including trousers (long), work jacket, rain gear, thermal underwear, high-visibility work clothing, shirts and/or polo shirts, socks and T-shirts

### **Additional items in a PPE kit for working abroad may also include:**

- Sunglasses
- Mosquito net
- Sunscreen
- Insect bite pump & bite cream
- First aid kit with injection needles

### **Aftercare**

In recent years, there has been increasing attention to the psychological consequences of working abroad. Even under 'normal' circumstances, the culture shock should not be underestimated.



Contrary to what many people think, culture shock can also occur upon returning home, and not just upon arrival in a different culture.

**Questionnaire** If the answer to a question matches the specified answer, a proper assessment must be made as to whether this constitutes an acceptable risk. Further information, advice and measures may be necessary to manage the risks adequately. This questionnaire is limited; additional questions may be relevant.

|    | Question                                                                                                                                                              | Answer |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1  | Is the work mainly carried out individually?                                                                                                                          | Yes    |
| 2  | Is there a contact person at VU Amsterdam and can this person contact family or friends?                                                                              | No     |
| 3  | Is additional communication equipment necessary?                                                                                                                      | Yes    |
| 4  | Is there a health risk associated with the way food is cooked and prepared?                                                                                           | Yes    |
| 5  | Are there special (working) conditions (heat, cold, UV radiation, high humidity)?                                                                                     | Yes    |
| 6  | Are there any environmental conditions that make it necessary to take precautions (volcanic area, swamp, jungle)?                                                     | Yes    |
| 7  | Do the local flora and fauna pose any additional risks (parasites, reptiles, insects, poisonous plants)?                                                              | Yes    |
| 8  | Do the (local) modes of transport pose any risks (airline ('blacklist'), car, moped)?                                                                                 | Yes    |
| 9  | Are there special requirements and techniques (diving, climbing, sailing, navigation techniques, general (physical) fitness in relation to the effort to be exerted)? | Yes    |
| 10 | Are there materials in use that must be (regularly) inspected/checked/maintained, e.g. diving equipment?                                                              | Yes    |
| 11 | Is any work being carried out in the ground? (Pits, trenches, sewers, contaminated soil, etc.)?                                                                       | Yes    |
| 12 | Is any work being carried out at height? (Scaffolding, trees, rocks)                                                                                                  | Yes    |
| 13 | Are any auxiliary materials required, such as chemicals and/or fuels (use, storage, transport)?                                                                       | Yes    |
| 14 | Will certain (hazardous) machines or tools need to be used? Consider machines, chainsaws, drills, etc.                                                                | Yes    |
| 15 | Are there any instructions for using the equipment, materials, etc. that are used?                                                                                    | No     |
| 16 | Is personal protective equipment required (gloves, helmets, fall protection, lamps, warm clothing)?                                                                   | Yes    |
| 17 | Are there any instructions on how to use the materials provided?                                                                                                      | No     |
| 18 | If first-aid supplies are required, are they available (bandages, disinfectants)?                                                                                     | No     |
| 19 | Is there close contact with the local population?                                                                                                                     | Yes    |
| 20 | Is there political instability/war/crime?                                                                                                                             | Yes    |

## Appendix 5 Insurance – Staff

Staff must obtain thorough information in advance about the necessary insurance cover. It is the staff member's responsibility to check, before departure, which personal insurance policies need to be taken out, and which insurance policies VU Amsterdam offers that are relevant to travelling abroad. As a general rule, insurance cover through VU Amsterdam is only available to VU Amsterdam staff travelling abroad on behalf of VU Amsterdam.

Below is an overview of the main personal insurances and VU Amsterdam group insurance schemes that may apply to international travel.

### 5.1 Personal insurance

#### Health insurance

Dutch law requires that everyone, including VU Amsterdam staff members, take out personal health insurance themselves: basic health insurance is compulsory.

Staff members must check with their own insurance provider to see whether there is worldwide cover for any private element of the travel scheme. General information about [health insurance](#) is available on the website of the Dutch Ministry of Foreign Affairs.

When travelling within Europe, it is advisable for staff to take the free [European Health Insurance Card](#) (EHIC) with them, which is issued by their own health insurance provider. This card provides access to medically necessary healthcare provided by the government during a temporary stay in one of the 27 EU countries under the same conditions and at the same costs (free of charge in some countries) as people who are insured in that country. This card is not a substitute for travel insurance.

When travelling outside Europe, it is important to bear in mind that medical costs in countries outside the EU can often be considerably higher. In such cases, additional travel insurance is strongly recommended that covers additional medical costs and any repatriation.

#### Personal Liability Insurance (AVP)

Personal liability insurance covers material or non-material damage caused to third parties for which the staff member may be held personally liable. VU Amsterdam strongly advises that all staff obtain their own personal liability insurance (AVP). Personal liability insurance covers a significant proportion of the risk in private circumstances. Staff must check with their own insurance whether there is worldwide cover for the private element of the travel scheme.

#### Travel and luggage

Travel accident and luggage insurance is mainly intended to cover the risks associated with travelling. The insurance covers accidents, extraordinary expenses, medical expenses, damage to luggage, damage to accommodation and travel legal assistance within the terms and conditions of the policy. It is important that staff members check the conditions in advance for the work-related and the private part of the travel scheme. Below are a number of key points to note:

- Continuous travel insurance policies often cover up to a maximum of 180 days for a single, uninterrupted trip. An extension is required for a longer travel duration.
- The insurance must provide adequate financial cover and practical support in the event of repatriation or evacuation following a personal or other emergency.

#### Cancellation insurance

Cancellation insurance reimburses costs when, in the event of emergencies, the travel plans must be cancelled before departure and when any costs incurred if the stay must be terminated early. It is important to check the terms and conditions in advance.

## 5.2 VU Amsterdam Group Travel Insurance (Travel Accident and Luggage Insurance)

For staff members travelling abroad for work purposes, VU Amsterdam has taken out a group business travel insurance, i.e. travel accident and luggage insurance. The insurance covers accidents, extraordinary expenses, medical expenses, cancellations, damage to luggage, damage to accommodation and travel legal assistance within the terms of the insurance policy. All information and contact details about this insurance can be found on [VU.nl](https://vu.nl). It is important to read these terms and conditions before the travel start date and to request further information if necessary.

Main conditions:

- This insurance cover applies to staff travelling at the invitation of, or under the auspices of, or on behalf of, VU Amsterdam.
- The insurance only covers that part of the travel arrangements that is work-related. Private travel before, during or following the work-related travel is not covered by this insurance.
- Travelling companions who are not affiliated with VU Amsterdam, such as a partner or children, are not covered by this insurance.
- Cover is valid for up to 180 days for a single continuous trip. For trips lasting longer than 180 days, extended cover is required; this can be arranged – see the application form on [VU.nl](https://vu.nl).
- An excess applies.
- The business travel insurance also provides cover for cancellations. The general terms and conditions are set out in the document '[General Terms and Conditions for Continuous Cancellation Risk Insurance](#)'.
- When travelling with permission to areas with an elevated or identifiable safety risk, additional cover against war and kindred risks is often required. This cover must be applied for at least two weeks before the travel start date. Information on how to apply for this insurance can be found [here](#). The costs for the additional insurance against war and kindred risks will be borne by the unit.

### Making a claim under the group business travel insurance

- In the event of an accident or if assistance is required that involves extraordinary costs, such as hospitalization, death, repatriation, car hire or recall due to serious family circumstances, the ANWB Emergency Centre can be contacted 24/7 on +31 70 3 14 50 09. Reference can be made to VU Amsterdam's policy number: DL201638 via Hienfeld. The ANWB Emergency Centre provides practical assistance in such situations.
- To claim medical expenses (retrospectively), the medical expenses must first be submitted to your own health insurance provider. Any costs that are not reimbursed can be claimed under the business travel insurance policy. A copy of the rejection from your own health insurance provider must be submitted with this.

## 5.3 VU Amsterdam's business liability insurance

VU Amsterdam has taken out a [business liability insurance](#) for staff travelling in the context of their work. The insurance covers damage to others or other people's belongings caused by activities carried out as part of VU Amsterdam's work. This insurance provides worldwide cover. The key terms and conditions are set out below:

- The insurance applies to VU Amsterdam staff who are abroad in connection with their work.
- Exception: Damage caused by wilful misconduct or negligence is excluded from cover. In such cases, no appeal can be made on VU Amsterdam's business liability insurance.

## Appendix 6 Insurance – Students

Students must ensure they are fully informed in advance about the necessary insurance cover. It is the student's responsibility to check, before departure, which personal insurance policies need to be taken out.

Below is an overview of the main types of personal insurance that apply to travel abroad.

### 6.1 Personal insurance

#### Health Insurance

Dutch law requires everyone, including students at VU Amsterdam, to take out their own personal health insurance. Students should check with their own insurance provider to see if they have worldwide cover. Basic health insurance is compulsory.

When travelling within Europe, it is advisable for students to carry with them the free **European Health Insurance Card (EHIC)**, which is issued by their own personal health insurance provider. This card provides access to medically necessary, publicly funded healthcare during a temporary stay in any of the 27 EU countries, under the same conditions and at the same cost (free of charge in some countries) as people who are insured in that country. This card is not a substitute for travel insurance.

When travelling outside Europe, it is important to bear in mind that medical expenses in countries outside the EU can often be considerably higher. In such cases, supplementary travel insurance covering medical expenses and any repatriation is strongly recommended.

#### Personal liability insurance (AVP)

Personal liability insurance covers material damage or bodily injury caused to third parties for which the student may be held personally liable. VU Amsterdam strongly advises that every student obtain out their own personal liability insurance. This is not compulsory in the Netherlands, but is strongly recommended when travelling abroad when travelling for both business and private purposes. Personal liability insurance covers a significant proportion of the risk in personal circumstances. Students must check with their own insurance provider to see if they have worldwide cover.

#### Travel and luggage insurance

Travel accident and luggage insurance is mainly intended to cover the risks associated with travelling. The insurance covers accidents, extraordinary expenses, medical expenses, damage to luggage, damage to accommodation and travel legal assistance within the terms and conditions of the policy. It is important that students check the terms and conditions in advance. Below are a number of points to note:

- Continuous travel insurance policies often cover a maximum of 180 days for uninterrupted travel. An extension is required for a longer stay.
- During a work placement abroad, it is not always possible to maintain Dutch health insurance, as local authorities may consider it as employment. More information can be found on the website of the [Social Insurance Bank \(SVB\)](#).
- The insurance must provide adequate financial cover and practical support in the event of repatriation or evacuation following a personal or other emergency.
- General information about [insurance](#) can be found on the website of the Dutch Ministry of Foreign Affairs.

Cancellation Insurance Cancellation insurance covers costs incurred if the travel plans have to be cancelled before departure due to emergencies or unforeseen circumstances, as well as any costs

arising if the stay abroad has to be cut short. It is important to check the terms and conditions in advance.

## 6.2 General: No group business travel insurance for VU Amsterdam students

VU Amsterdam has not taken out any group travel insurance, i.e. travel accident and luggage insurance, for students travelling abroad as part of their study programme. Taking out travel accident and luggage insurance is the student's own responsibility.

### 6.2.1 Exception: Fieldwork students at the Faculty of Science

The Faculty of Science has taken out business travel insurance for students going on fieldwork. Information is available from the faculty.

## 6.3 VU Amsterdam business liability insurance

VU Amsterdam has taken out a [business liability insurance](#) for students travelling in the context of teaching and research. This insurance provides worldwide cover and applies exclusively to claims arising from study-related or research-related situations, and not to personal circumstances. The main condition is as follows:

- The insurance applies to VU Amsterdam students who are abroad within the scope of education and research. (Study-related situations)
- Exception: medical procedures of medical students and trainees. These are covered by the UMC/VUMC insurance scheme.
- Exception: Damage resulting from wilful act and negligence is excluded from cover. In such cases, no appeal can be made to the VU Amsterdam business liability insurance.

## Appendix 7 Step-by-step plan for travel preparation - Staff

| Step | Topic                                                                                                  | Travel Preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Reference to travel policy document                                                                      | Actions                                                                                                                                                                                                                                                                                                                           |
|------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a   | <b>Travel safety</b><br><i>Dutch Ministry of Foreign Affairs travel advice</i>                         | Follow up on the Dutch Ministry of Foreign Affairs travel advice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <a href="#">2.2.1</a> and <a href="#">3.2.1</a>                                                          | <ul style="list-style-type: none"> <li>Check travel advice on the Dutch Ministry of Foreign Affairs website</li> <li>Travel only if the travel advice is 'green' or 'yellow'</li> <li>Travelling via orange-coded* or red-coded areas is not permitted</li> </ul>                                                                 |
|      |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <a href="#">Appendix 2</a>                                                                               | *In the event of an orange-coded travel advice: supervisors and staff must apply to the Travel Advisory Committee for an exemption from the travel policy.                                                                                                                                                                        |
| 1b   | <b>Travel safety</b><br><i>Supervisors and staff members assess travel plan for other safety risks</i> | <p>Risks when travelling to 'safe countries'</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>The nature of the stay, such as travelling to remote areas or limited access to medical care</li> <li>The type of work or research activities, for example fieldwork in challenging conditions or sensitive research projects</li> <li>Personal circumstances, such as health needs, access to medication, or socio-cultural factors that may increase risks</li> <li>Natural risks, such as earthquakes, wildfires or floods</li> </ul> | <a href="#">3.2.1.2</a><br><a href="#">Appendix 4, Risk assessment</a> for overseas workstations – Staff | <p>Even when travelling to safe countries, there are risks depending on the destination and personal circumstances.</p> <p>Together with the supervisor, staff members must check which risks apply and take any necessary precautions.</p> <p>The staff member carries out a risk assessment together with their supervisor.</p> |
| 1c   | <b>Travel safety</b><br><i>Fieldwork</i>                                                               | Fieldwork:<br>The faculties: Faculty of Science and FSG have specific guidelines for fieldwork.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <a href="#">3.2.1.3</a> and faculty websites                                                             | Check information with respect to fieldwork and take the requested precautions.                                                                                                                                                                                                                                                   |
| 1d   | <b>Travel safety</b><br><i>Reduce safety risks through training</i>                                    | Safety training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <a href="#">3.2.1.4</a>                                                                                  | <ul style="list-style-type: none"> <li>Safety training is compulsory when preparing to travel to an orange-coded destination.</li> </ul>                                                                                                                                                                                          |

|    |                                                     |                                                                                                                                              |                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                     |                                                                                                                                              |                                                                                                                                | <ul style="list-style-type: none"> <li>Even when travelling to 'safe' countries, depending on the destination and personal circumstances, taking a training course can be very useful</li> </ul>                                                                                                                                                                                                                              |
| 2  | <b>Sustainable travel policy</b>                    | Sustainable travel                                                                                                                           | <a href="#">3.2.2</a> , <a href="#">2.4</a> and <a href="#">VU.nl</a>                                                          | Staff members make a conscious choice based on the Sustainable Travel Policy guidelines                                                                                                                                                                                                                                                                                                                                       |
| 3a | <b>Practical matters</b><br><i>Finances</i>         | Budget approval                                                                                                                              | <a href="#">3.2.3.1</a>                                                                                                        | <ul style="list-style-type: none"> <li>The supervisor must approve the budget</li> <li>The staff member requests an advance payment</li> </ul>                                                                                                                                                                                                                                                                                |
| 3b | <b>Practical matters</b><br><i>Registration</i>     | Registration of travel data in VU Amsterdam systems and external systems                                                                     | <a href="#">3.2.3.2</a>                                                                                                        | <ul style="list-style-type: none"> <li>Submit the travel plan to the supervisor: travel dates, transport, accommodation, contact information of the host organisation</li> <li>Update the contact person in staff file</li> <li>Registration with local authorities via 24/7 Dutch Ministry of Foreign Affairs</li> </ul>                                                                                                     |
| 3c | <b>Practical matters</b><br><i>Reservations</i>     | Book travel scheme and accommodation                                                                                                         | <a href="#">3.2.3.3</a>                                                                                                        | <ul style="list-style-type: none"> <li>Book preferably via ATPi</li> <li>Follow guidelines with respect to sustainable travel</li> </ul>                                                                                                                                                                                                                                                                                      |
| 3d | <b>Practical matters</b><br><i>Travel documents</i> | <ul style="list-style-type: none"> <li>Valid passport/ID</li> <li>Visa/electronic travel authorization (eTA/ESTA)</li> </ul>                 | <a href="#">3.2.3.3</a>                                                                                                        | <p>Staff members are personally responsible for:</p> <ul style="list-style-type: none"> <li>Checking the validity of their passport/ID</li> <li>Applying for a visa or eTA/ESTA,</li> </ul>                                                                                                                                                                                                                                   |
| 3e | <b>Practical matters</b><br><i>Insurance</i>        | <p>Insurance:</p> <ul style="list-style-type: none"> <li>Travel and luggage</li> <li>Medical expenses</li> <li>Business liability</li> </ul> | <a href="#">3.2.3.4</a><br>VU.nl:<br><a href="#">Business travel insurance</a><br><a href="#">Business liability insurance</a> | <p>Check VU Amsterdam insurance</p> <ul style="list-style-type: none"> <li>Verify VU Amsterdam insurance</li> <li>Take out personal insurance for the private part of the travel arrangements</li> <li>Extend VU Amsterdam business travel insurance if the travel plans are longer than 180 days</li> <li>Take out war and kindred risks insurance when travelling with permission to an orange-coded destination</li> </ul> |
| 4a | <b>Health</b><br><i>Personal health aspects</i>     | General (mental) health guidelines                                                                                                           | <a href="#">3.2.4.1</a>                                                                                                        | Assess risks with respect to health depending on destination and personal circumstances                                                                                                                                                                                                                                                                                                                                       |
| 4b | <b>Health</b>                                       | Vaccinations                                                                                                                                 | <a href="#">3.2.4.2</a>                                                                                                        | Find out which vaccinations are compulsory and which are                                                                                                                                                                                                                                                                                                                                                                      |

|    |                                                                                               |                                                                                                                                                                                                                         |                                                                                                                                       |                                                                                                |
|----|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|    | <i>Prevention</i>                                                                             |                                                                                                                                                                                                                         |                                                                                                                                       | recommended, depending on the destination and personal circumstances                           |
| 4c | <b>Health</b><br><i>Prevention</i>                                                            | Working conditions                                                                                                                                                                                                      | <a href="#">3.2.4.3</a> and <a href="#">Appendix 4</a>                                                                                | Screen working conditions abroad                                                               |
| 5a | <b>Information security</b><br><i>Prevention of data loss</i>                                 | Reducing risks of data loss                                                                                                                                                                                             | <a href="#">3.2.5.1</a> and <a href="#">VU.nl</a>                                                                                     | Check information in travel policy document and on VU.nl and following instructions and advice |
| 5b | <b>Knowledge security</b><br><i>Preventive transfer of sensitive knowledge and technology</i> | Prevent the transfer of sensitive knowledge and technology                                                                                                                                                              | <a href="#">3.2.5.1</a> and <a href="#">VU.nl</a>                                                                                     | Check information in travel policy document and on VU.nl and following instructions and advice |
| 5c | <i>Other (international) guidelines</i>                                                       | <ul style="list-style-type: none"> <li>- Nagoya Protocol: Responsible use of genetic resources</li> <li>- CITES: Trade in endangered species</li> <li>- Privacy legislation</li> <li>- Sanctions legislation</li> </ul> | <a href="#">3.2.5.2</a> and <a href="#">VU.nl</a><br><br><a href="#">Privacy legislation</a><br><a href="#">Sanctions legislation</a> | Following guidelines if applicable                                                             |



## Appendix 8 Step-by-step plan for travel preparation - Students

| Step | Topic                                                                                           | Travel Preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Reference to travel policy document                                   | Actions                                                                                                                                                                                                                                                                 |
|------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a   | <b>Travel safety</b><br><i>Dutch Ministry of Foreign Affairs travel advice</i>                  | Follow the Dutch Ministry of Foreign Affairs travel advice                                                                                                                                                                                                                                                                                                                                                                                                                                         | <a href="#">2.2.1</a> and <a href="#">4.2.1</a>                       | <ul style="list-style-type: none"> <li>Check travel advice on the Dutch Ministry of Foreign Affairs website</li> <li>Travel only if the travel advice is 'green' or 'yellow'</li> <li>Travelling via orange-coded or red-coded zones is <b>not</b> permitted</li> </ul> |
| 1b   | <b>Travel safety</b><br><i>Student and supervisor assess travel plan for other safety risks</i> | These may include: <ul style="list-style-type: none"> <li>The nature of the stay, such as travelling to remote areas or limited access to medical care</li> <li>The type of work or research activities, for example fieldwork in challenging conditions or sensitive research projects</li> <li>Personal circumstances, such as health needs, access to medication, or socio-cultural factors that may increase risks</li> <li>Natural risks, such as earthquakes, wildfires or floods</li> </ul> | <a href="#">2.2.2</a>                                                 | Even when travelling to safe countries, there are risks depending on the destination and personal circumstances<br><br>Together with the supervisor, the student must check which risks apply and take any necessary precautions                                        |
| 1c   | <b>Travel safety</b><br><i>Fieldwork</i>                                                        | Fieldwork:<br>The faculties: the Faculty of Science and the Faculty of Social Sciences and Humanities have specific guidelines for fieldwork.                                                                                                                                                                                                                                                                                                                                                      | <a href="#">4.2.1.3</a> and faculty information                       | Check information with respect to fieldwork and take the requested precautions.                                                                                                                                                                                         |
| 1d   | <b>Travel safety</b><br><i>Reduce safety risks through training</i>                             | Safety training<br><br>Even when travelling to 'safe' countries, depending on the destination and personal circumstances, it can be very useful to take a training course                                                                                                                                                                                                                                                                                                                          | <a href="#">4.2.1.4</a>                                               | Exchange students attend a Safety Awareness session organized by the International Office                                                                                                                                                                               |
| 2    | <b>Sustainable travel policy</b>                                                                | Sustainable travel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="#">2.4</a> , <a href="#">4.2.2</a> and <a href="#">VU.nl</a> | The student makes a conscious choice with respect to sustainable travel policy guidelines                                                                                                                                                                               |

|    |                                                             |                                                                                                                                          |                                                   |                                                                                                                                                                                                                                             |
|----|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3a | <b>Practical matters</b><br><i>Scholarships and finance</i> | Available scholarships and student financing options through DUO                                                                         | <a href="#">4.2.3.1 VU.nl DUO website</a>         | <ul style="list-style-type: none"> <li>Check VU.nl to see whether a scholarship is available</li> <li>Apply for a public transport allowance and/or a grant for students living away from home via DUO</li> </ul>                           |
| 3b | <b>Practical matters</b><br><i>Registration</i>             | Registration of exchange students' travel itineraries                                                                                    | <a href="#">4.2.3.2</a>                           | <ul style="list-style-type: none"> <li>Mandatory registration initially takes place automatically</li> <li>Complete exact travel dates and ICE information in Mobility online</li> <li>Register with local authorities via 24/BZ</li> </ul> |
| 3c | <b>Practical matters</b><br><i>Registration</i>             | Registration of internships and fieldwork                                                                                                | <a href="#">4.2.3.2</a>                           | <ul style="list-style-type: none"> <li>Mandatory registration of stay abroad in personal <a href="#">VU dashboard</a></li> <li>Update the ICE information in the VU dashboard</li> <li>Register with local authorities via 24/BZ</li> </ul> |
| 3d | <b>Practical matters</b><br><i>Reservations</i>             | Book travel and accommodation                                                                                                            | <a href="#">4.2.3.3</a>                           | Personal choices, such as: <ul style="list-style-type: none"> <li>Sustainable travel</li> <li>Do not travel with 'sanctioned airlines'</li> </ul>                                                                                           |
| 3e | <b>Practical matters</b><br><i>Travel documents</i>         | <ul style="list-style-type: none"> <li>Valid passport/ID</li> <li>Visa/electronic travel authorization (eTA/ESTA)</li> </ul>             | <a href="#">4.2.3.3</a>                           | <p>The student is personally responsible for:</p> <ul style="list-style-type: none"> <li>Checking the validity of a passport/ID</li> <li>Applying for a visa or eTA/ESTA,</li> </ul>                                                        |
| 3f | <b>Practical matters</b><br><i>Insurance</i>                | Insurance: <ul style="list-style-type: none"> <li>-Travel and luggage</li> <li>-Medical expenses</li> <li>-Business liability</li> </ul> | <a href="#">4.2.3.4</a> and <a href="#">VU.nl</a> | <ul style="list-style-type: none"> <li>Taking out personal travel and luggage insurance</li> <li>Check the VU Amsterdam business liability insurance</li> </ul>                                                                             |
| 4a | <b>Health</b><br><i>Preventive measures</i>                 | General (mental) health guidelines                                                                                                       | <a href="#">4.2.4.1</a>                           | Assess risks with respect to health depending on destination and personal circumstances                                                                                                                                                     |
|    | <b>Health</b><br><i>Preventive measures</i>                 | Vaccinations                                                                                                                             | <a href="#">4.2.4.2</a>                           | Find out which vaccinations are compulsory and which are recommended, depending on the destination and personal circumstances                                                                                                               |

|    |                                                               |                                                               |                                                   |                                                                                         |
|----|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------|
| 5a | <b>Information security</b><br><i>Prevention of data loss</i> | Reducing risks of data loss                                   | <a href="#">4.2.5.1</a> and <a href="#">VU.nl</a> | Check the information in the travel policy document and on VU.nl and follow the advice. |
| 5b | <b>Knowledge security</b>                                     | Preventing the transfer of sensitive knowledge and technology | <a href="#">4.2.5.2</a> and <a href="#">VU.nl</a> | Check the information in the travel policy document and on VU.nl and follow the advice  |

|    |                                                                  |                                                                                                                                                                                                                         |                                                   |                                    |
|----|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------|
|    | <i>Preventive transfer of sensitive knowledge and technology</i> |                                                                                                                                                                                                                         |                                                   |                                    |
| 5c | <i>Other (international) guidelines</i>                          | <ul style="list-style-type: none"> <li>- Nagoya Protocol: Responsible use of genetic resources</li> <li>- CITES: Trade in endangered species</li> <li>- Privacy legislation</li> <li>- Sanctions legislation</li> </ul> | <a href="#">4.2.5.3</a> and <a href="#">VU.nl</a> | Follow guidelines where applicable |