

Guidelines and Information for students that plan to go abroad for a Study, Internship or (Graduation)Project Abroad

You will have to sign for “Read and Understood”

1. Do check the status of your destination country/region at the site of the Dutch [Ministry of Foreign Affairs](#) (MinBuZa) and fill out hereunder:

Today's date

The current status/colour of your destination

In the case that the Dutch Ministry of Foreign Affairs changes the travel advice (codes) during your stay abroad, the rules of the new code will apply!

- If your destination is currently **green or yellow** – please proceed with step 2
 - If your destination is currently **orange or red** – please proceed to step 3 (page 3) (*no need to do step 2*)
2. Your destination is currently **green or yellow**: please read everything below carefully, and then sign at the bottom of step 2. The following rules apply (source: HU Calamiteitenplan Internationale Mobiliteit)
 - You are required to register yourself in the HU Travel Portal for the [HU Travel Insurance](#) (link at the bottom of that page)- this mandatory;
 - If the region is marked **yellow**, be aware of certain risks related to travel to that region:

Risks connected to travel to and stay in non-green-marked regions are for example:

 - *Health risks;*
 - *Safety risks;*
 - *Financial risks:*
 - *Related to having to end the Internship or Study Abroad prematurely;*
 - *Additional expenses due to study delay (tuition fee);*
 - *Having to pay back the Erasmus+ grant, if the stay in the target country turns out to be less than 2 months for Internship and less than 3 months Study Abroad);*
 - *Additional costs, like travel costs or rental costs abroad that may be due despite you returning home prematurely;*
 - *Expenses that appear not to be covered by the insurance (double check conditions prior to departure!)*
 - Note: if the code **changes to orange or red, before your departure**, it is important to be aware of the following, regarding the COVID-19 situation:
 - The Netherlands (Ministry of Foreign Affairs) nor HU, will arrange for, nor pay for repatriation of the student from the area in case this will be necessary due to COVID-19;
 - Additional costs related to staying in/or returning from the area due to COVID-19, will not be refunded by HU, nor by the HU Travel Insurance;
 - HU cannot be held accountable for any study delay that may occur as a result of the travelling to or staying in the destination country;
 - It is the students responsibility to check which medical and other costs related to COVID-19 might be covered by the HU Travel Insurance and what additional insurance is necessary
 - **Checklist travel abroad**

- Download the [travel app of the Ministry of Foreign Affairs](#) in order to be up-to-date on guidelines of the Dutch government regarding travel to and stay in the intended destination region;
 - Check the code of your destination close to departure – if the code **changed to orange or red; contact your coordinator** - if you continue your travel after consulting your coordinator, you must complete the *Release of Liability*¹;
 - On arrival - inform the Dutch embassy of the target country on the aim and period of your stay in the target country (and if you hold another passport, possibly also your home embassy);
 - Consider an alternative study plan (plan B)** in case that that the internship or Study Abroad will be cancelled due to changing circumstances, and discuss this alternative with your coordinator;
 - Register yourself in the HU Travel Portal for the [HU Travel Insurance](#);
 - Arrange for, read and make sure to understand relevant insurances for travel and stay, cancellation or change of travel plans and medical care (check what is covered!);
 - Note: also check the coverage in case the colour of the destination changes from Yellow to Orange or from Orange to Red;
 - Make sure to have the 24/7 emergency number of the insurance(s) in the contacts of your mobile;
 - Make sure to have sufficient financial means to pay for an earlier than initially planned home flight (also in the case that tickets become more expensive);
 - Make sure to have contact details of the host organisation at hand;
 - If the code of your destination **changes to orange or red during your stay abroad; contact your coordinator** - if you decide to continue your travel after consulting your coordinator, you must complete the *Release of Liability*¹
- **Checklist with regard to COVID-19**
- Take note of any restrictions regarding public life at the place of destination;
 - Take note of any Covid-19 – regulations and procedures at the partner university or the internship organisation;
 - Take note of the public health situation, facilities and procedures at the destination;
 - Be prepared that the (initial) Dutch Covid-19 policy may be frowned upon at the destination;
 - Take note that Covid-19 issues can lead to a situation in which the student is required to return to the Netherlands and that the student, and the student only is responsible for any costs. incl. study delay, that may result as a consequence;
 - Be aware that additional costs related to staying in/or returning from the destination due to COVID-19, will not be refunded by HU, nor by the HU Travel Insurance;
 - Be aware that Covid-19 issues can cause a situation in which you cannot return home if wish/need, and that HU cannot be held accountable for any travel or study delay that may occur as a result of the travelling to and from, or staying in the destination country;
 - Make sure to know what possibilities the internship provider or partner university offers to possibly continue your internship or Study Abroad online, should Covid-19 developments give cause to do so;

Sign here for “Read & Understood” for Green and Yellow Destinations

Name student (HU student ID number

Signature of the student - that is **TYPE in the box hereunder** : “*I (put you own name) have read and understood all the information above,/.... (put today’s date)*”

¹ Available through [HU International Office for Study Abroad](#), and through the [Placement Office for Internship Abroad](#)

Note:

If you change your plan or when let go of your Plan B, please **do notify** all relevant parties for both your plans (International Office, Internship Office, Minor coordinator) – make sure you that all involved know what you are going to do/where you are next semester, and do not hold a place/seat that you will not use!

Thank you for that!

Step 3 Your destination is currently orange or red

3. Your destination is currently **orange** or **red**: please read everything below carefully, and then sign at the bottom of step 3. The following rules apply (source: HU Calamiteitenplan Internationale Mobiliteit)
 - You are required to register yourself in the HU Travel Portal for the [HU Travel Insurance](#) (link at the bottom of that page)- this mandatory;
 - Be aware of risks related to travel to the region:
 - Risks connected to travel to and stay in non-green-marked regions are for example:*
 - *Health risks;*
 - *Safety risks;*
 - *Financial risks:*
 - o *Related to having to end the Internship or Study Abroad prematurely;*
 - o *Additional expenses due to study delay (tuition fee);*
 - o *Having to pay back the Erasmus+ grant, if the stay in the target country turns out to be less than 2 months for Internship and less than 3 months Study Abroad);*
 - o *Additional costs, like travel costs or rental costs abroad that may be due despite you returning home prematurely;*
 - o *Expenses that appear not to be covered by the insurance (double check conditions prior to departure!)*
 - In case of code **orange**, you **must seek advice of your coordinator** (acting on behalf of the Director of the Institute) for your trip abroad. This advice can either be positive or negative, and is based on the conversation and the agreements discussed together, in order to maximise the safety of the student when abroad:
 - o If the coordinator advises positively, you can travel abroad, *under the condition* that you sign the *Release of Liability* (included hereunder) and therewith confirm that you are aware of the fact that that HU will not be held accountable for any negative consequences that may result from the decision to travel to the orange destination;
 - o If the coordinator advises negatively and you still want to travel abroad, you can do so only under the condition that you sign the *Release of Liability* (included hereunder) and therewith confirm that you are aware of the fact that you will travel against the advice of HU and that HU will not be held accountable for any negative consequences that may result from the decision to travel to the orange destination;
- NB: At HU, in general -with regard to COVID-19 codes-, we apply the guideline that:
- A positive advice will be given if the target region is marked orange because of the fact that the target country is concerned about the situation in, and travellers from, the Netherlands;
 - A negative advice will be given if the target region is marked orange because of the fact that the Dutch Ministry of Foreign Affairs is concerned about the situation in the target country;

- In case of code **red**, you **must seek advice of your coordinator** (acting on behalf of the Director of the Institute) for your trip abroad. In the case of code **red**, the coordinator will generally not give approval for travel to the region in the context of the study at HU. If you still want to travel abroad, regardless of the risks (mentioned above), you can do so only after signing the *Release of Liability* (included hereunder) and therewith confirm that you are aware of the fact that the travel is against HU advice and HU will not be held accountable for any negative consequences that may result from the decision to travel to the red destination;
- If you change your plan (but also when let go of your Plan B), please do notify all relevant parties -for both your plans- (International Office, Internship Office, Minor coordinator); make sure that all involved know what you are going to do/where you are next semester, and do not hold a place/seat that you will not use
- **Checklist travel abroad for orange and red destinations:**
 - Downloaded the [travel app of the Ministry of Foreign Affairs](#) in order to be up-to-date on guidelines of the Dutch government regarding travel to and stay in the intended destination region;
 - On arrival - inform the Dutch embassy of the target country on the aim and period of your stay in the target country (and if you hold another passport, possibly also your home embassy);
 - Consider an alternative study plan (plan B)** in case that that the internship or Study Abroad will be cancelled due to changing circumstances, and discuss this alternative with your coordinator;
 - Register yourself in the HU Travel Portal for the [HU Travel Insurance](#) (link at the bottom of that page);
 - Arrange for, read and make sure to understand relevant insurances for travel and stay, cancellation or change of travel plans and medical care;
 - o Note: check the coverage in case the colour of the destination changes from Yellow to Orange or from Orange to Red;
 - o Make sure to have the 24/7 emergency number of the insurance(s) in the contacts of your mobile;
 - Make sure to have sufficient financial means to pay for an earlier than initially planned home flight (also in the case that tickets become more expensive);
 - Make sure to have contact details of the partner university/internship organisation at hand.
- **Checklist with regard to COVID-19 for orange and red destinations:**
 - Take note of any restrictions regarding public life at the place of destination;
 - Take note of any Covid-19 – regulations and procedures at the partner university or the internship organisation;
 - Take note of the public health situation, facilities and procedures at the destination;
 - Be prepared that the (initial) Dutch Covid-19 policy may be frowned upon at the destination;
 - Take note that Covid-19 issues can lead to a situation in which the student is required to return to the Netherlands and that the student, and the student only is responsible for any costs. incl. study delay, that may result as a consequence;
 - Be aware that the Netherlands (Ministry of Foreign Affairs), nor HU, will arrange for, nor pay for repatriation of the student from the area in case this will be necessary due to COVID-19. And that an earlier than originally planned return flight, must be arranged for by yourself – possibly with assistance of the insurance company;
 - Be aware that additional costs related to staying in/or retuning from the destination due to COVID-19, will not be refunded by HU, nor by the HU Travel Insurance;
 - Be aware that Covid-19 issues can cause a situation in which you cannot return home if wish/need, and that HU cannot be held accountable for any travel or study delay that may occur as a result of the travelling to and from, or staying in the destination country;
 - Note that is your responsibility to check which medical and other COVID-19 related costs are covered by the HU Travel insurance and your own Travel Insurance and Medical

- insurance, and what additional insurance is necessary - and to arrange for any needed additional insurance;
- Make sure to know what possibilities the internship provider or partner university offers to possibly continue your internship or Study Abroad online, should Covid-19 developments give cause to do so.

Sign here for “Read & Understood” for Orange and Red Destinations

- You will sign by completing the text hereunder (in the empty spaces) and the text boxes at the bottom of this form

I, *(enter your name)*, living at *(your home address)*, student of HU University of Applied Sciences with student number: *(your HU student ID)*, am planning to go abroad for studying/internship/graduation project to *(name of destination city & country)* for the period from *(start date abroad)* until *(last day of programme abroad)*.

I, the undersigned, acknowledge that I have been informed that there are risks involved in staying in at the destination I entered above, and that I have read and understood all the information in this document (“*Guidelines and Information for students that plan to go abroad for Study, Internship or (Graduation) Project Abroad*”, including this statement).

I Acknowledge that I have understood the travel warning of the “Dutch [Ministry of Foreign Affairs](#) (MinBuZa)”, as of today’s date, regarding travel to and stay in *(name of destination city & country)*.

Despite the current travel warning, and after consulting my coordinator, I have decided to pursue my study or internship or (graduation) project abroad, as a registered HU student in *(name country)*.

I acknowledge that my participation in this programme is voluntary. I furthermore acknowledge that the HU is no longer responsible for my safety while abroad. I know that I am not required to do my study/internship/project in this specific region: *(name of destination city & country)*, to complete any requirements of HU.

I am aware that I may be subject to risks including, but not limited to disease, injury, property damage, terrorism, war, death and/or other unforeseeable dangers. I voluntarily assume all risks and release the HU, and its officers, management and other employees from any and all claims, demands, and causes of actions, and from liability of any kind of nature whatsoever, including but not limited to bodily injury, death, and property damage, arising out of or relating to my participation in this study, internship or project abroad. I understand that this release includes all transportation to and from the destination/programme, and all aspects of my time abroad, whether my activities are directly related to the programme or not.

I understand that if I will leave the study, internship or project abroad in *(name of destination city & country)* early, due to security and or safety concerns, and return to the Netherlands. HU will investigate the consequences for academic credits of my early leave, and will take efforts to solve any problems as good as possible.

Name student + HU Student ID Number

Signature of the student - that is **TYPE in the box hereunder** : “*I (put your own name) have read and understood all the information above, .././.... (put today’s date)*”

After 'signing' you can upload this form on Mobility online