Dear xxxxxx

Further to the email that you received yesterday from Professor Fiona Smyth (Vice-Dean, Teaching, Learning and Students), I am writing to you to confirm that Japan is on the list of countries to which the University will approve travel for Semester 2, 2020/21 (even if the FCDO advises ‘against all but essential travel’ due to Covid-19). I hope that this revised position will come as good news. However, this does not mean that you, as yet, have approval to travel. All travel remains subject to a detailed individual risk assessment.

You will now need to consider whether or not you wish to request approval to travel next semester. You should discuss this carefully with those closest to you.

A questionnaire entitled ‘UNIV: Confirmation of intent to travel for placement in semester 2 2020/21’ has been added to your My Placement record. Please complete this as soon as possible but only once you have duly reflected on the conditions and considerations outlined in the questionnaire. Please also reference the attached ‘Semester 2 Travel – Supporting Information’ which provides further information on Finance, Funding, Insurance and Pre-departure Preparation.

If you intend to request approval to travel, you will also need to complete a Risk Assessment using the template which is attached. Once you have completed the Risk Assessment, it should be uploaded to the ‘UNIV: International Placement Risk Assessment form submission’ questionnaire in My Placement. If you submitted a Risk Assessment to this questionnaire previously, this submission has been un-received to allow you to submit your revised/updated risk assessment. Your previous risk assessment should still be visible to you when you access this questionnaire so you can copy across information that remains relevant.

Please note that the University closes for Christmas on Friday 18th December and does not re-open until Monday 4th January. If you wish to seek approval to travel and need a decision prior to the New Year then you should seek to submit your Risk Assessment no later than Tuesday 15th December and we will endeavour to provide a decision before the Christmas closure.

You should NOT make any commitments (financial or otherwise) until you have received a decision in writing by email advising you as to whether travel has been approved.

JAPAN International Placement Risk Assessment 2020-21.docx

Semester 2 Travel - Supporting Information.pdf

Best wishes,