



Work related travel

The College has decided that, with immediate effect, staff and students should not travel internationally on College related business. This travel restriction will be in place until the start of the summer term (27 April).

We would also recommend that non-essential College related travel in the UK is also cancelled. If you believe that your planned UK travel is essential, please discuss this with your manager.

If you are attending or speaking at a conference, you may wish to contact the event organiser to establish if you can participate remotely.

If your destination appears on the FCO list of countries where travel restrictions apply, you will be able to claim a refund from your travel provider.

If your destination is not on the FCO list then it is unlikely that you will be able to receive a refund from your travel provider. Under these circumstances, please discuss any concerns you have regarding expenses incurred with your Head of School or Director of Professional Service who will be able to advise on possible access to a College contingency fund.

We would also encourage staff to carefully consider any personal travel. Before you travel you should check the [government's site on coronavirus](#) and the [FCO travel information](#). The situation is changing rapidly and it is possible that you may find yourself subject to restrictions either in the country you travel to, or on your return to the UK.

The decision to implement travel restrictions for College related business has not been taken lightly however, we believe this action is in the best interests of our whole community.

What are we saying to students about travel?

We are encouraging our students to re-consider their travel plans and restrict all unnecessary international travel. The situation is changing rapidly and it is possible that our students may find themselves subject to restrictions either in the country they travel to, or on their return to the UK. If students choose to travel we have encouraged them to ensure they are back in the UK 14 days before their first exam to ensure they can complete any required self-isolation period. We are in close contact with our students who are studying abroad.