

## Travel Protocol

The following guidelines have been approved by the Course Administration Committee (17.04.02) and endorsed by the Executive Committee (24.04.02).

Please follow these guidelines as closely as possible where students are required to travel between study centres for the purpose of sitting end-of-rotation examinations.

1. If students are to be required to travel to examinations, this information must be included in a written unit outline distributed to students in the first week of the clinical rotation.
2. In order to restrict travel to a minimum, students are not to be required to travel between campuses solely for the purpose of sitting written examinations. Where the same written examination is set for more than one study centre, care will need to be taken to ensure that the timing is suitably synchronised.
3. It is not reasonable to require students to stay overnight in order to sit an examination the next day. The day's activities, including travel, are to be confined to the hours of 8 am to 6 pm.
4. Students must not be required to travel to examinations at their own expense. The recommended arrangement is for disciplines to book a car or minibus from the University car pool. Travel allowances should NOT be paid to students who choose to make their own arrangements when corporate transport has been offered.
5. If for any reason the Car Pool is unable to provide a minibus or an adequate number of cars, a block booking on the Redline coach is an acceptable alternative.
6. It is strongly recommended that the disciplines nominate a member of academic staff to drive vehicles provided from the University Car Pool. If this is not possible, 1-2 mature students should be selected to act as drivers. Drivers will need to be named on the relevant travel form before the vehicle can be released.

SA Lockwood  
Chair, Course Administration & Student Affairs Committee.