



## HEALTH AND SAFETY

### When does a student need to complete an Overseas Travel Safety and Security Assessment (OTSSRA)?

Students and staff must complete an OTSSRA form when traveling on University of Sussex (UoS) business, this includes travelling for research or attending conferences. Part 1 of the OTSSRA form applies to all travellers, part 2 of the OTSSRA form only applies to travel to regions where the [Foreign, Commonwealth and Development Office](#) has issued a warning against travel.

[photographs of specific architecture that is only available in this region hence the travel.](#)

Result:

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| Author           | Alistair Hardwick | Reviewed by | Kirsty Hart | Department  | Health & Safety |



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### Scenario 6: Distance learning student traveling to a third country that is neither the UK nor their home country.

- Example: Lalitha lives in Pakistan but studies at the UoS. As part of her project she needs to travel to India to conduct an ethnographic study.
- Result: an OTSSRA form needs to be completed.

### Scenario 7: Attending a conference and representing the UoS.

- Example: Francisco has been asked to represent the UoS at a conference in Madrid. This is funded by the department and includes presenting at a seminar on behalf of his department.
- Result: an OTSSRA form needs to be completed.

### Scenario 8: Attending a conference.

- Example: Sally is studying for an MA in Engineering. She has chosen, out of interest, to attend a conference that is not related to her course, in Finland on Neuroscience and Psychiatry. Sally is not attending this conference for her course, is not representing the UoS and has not been asked to represent the UoS.

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