

# Pre-Departure Procedures - USMC

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**Title:** Guidance for Staff Travelling to USMC Amend 2

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**From:** Tina Clarke and Richard Gregory**Date:** 4 February 2015

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## Background

University of Southampton Malaysia Campus (USMC) is located in the South of Johor, Malaysia. It is approximately 350km south of Kuala Lumpur and 25km west of Johor Bahru. USMC delivers engineering courses on a 2+2 basis, with the students studying parts 3 & 4 in the UK. The campus is located in an area called EduCity, a Malaysian Government initiative which comprises of universities and institutes of higher education and student accommodation, as well as recreational and sports facilities.

## Guidance

The purpose of this document is to offer appropriate guidance to staff travelling to USMC and ensure that they are fully prepared for their visit. This guidance does not supersede the travel advice available on SUSSED, but should be read in conjunction with it. This advice is available at:

<http://www.resource1.soton.ac.uk/international/travel/>

**Visas.** Generally UK passport holders visiting USMC for a short duration (less than 2 weeks) can do so on a visitor's visa and no additional paperwork will be required. For those travelling for longer periods or do not hold a UK passport guidance must be sought from USMC on the appropriate requirements for travel.

**Travel.** The nearest international airport to USMC is Changi in Singapore. Direct flights regularly go from the UK to this airport; the approximate travelling time is 13 hours. It is recommended that travel from Changi to USMC is arranged by the USMC administrative staff, as they will be able to book a taxi that can cross from Singapore to Malaysia.

**Accommodation.** USMC does not have on-site accommodation available for visiting staff members, but numerous hotels are close by. It is recommended that rooms are booked by USMC administrative staff as they will be able to get preferential university rates. A selection of these hotels is below:

Traders Hotel, Puteri Harbour: 7km from USMC

<http://www.shangri-la.com/johor/traders/>

Granada Hotel, Bukit Indah: 14 km from USMC

<http://www.htlgranada.com/>

Thistle Hotel, Johor Bahru: 21km from USMC

[http://www.thistle.com/en/hotels/malaysia/johor\\_bahru/thistle\\_johor\\_bahru/index.html](http://www.thistle.com/en/hotels/malaysia/johor_bahru/thistle_johor_bahru/index.html)

Doubletree by Hilton Hotel, Johor Bahru 25Km from USMC

<http://doubletree3.hilton.com/en/hotels/malaysia/doubletree-by-hilton-hotel-johor-bahru-JHBDTDI/index.html>

**Insurance and Medical.** As long as the duration of stay is for less than 1 year, the University travel and personal accident policy will cover the insurance needs of staff. It is an individual responsibility to ensure that the correct risk assessment forms are completed before departure (example attached) and a copy held by the parent faculty.

The Employee Travel Pack and Summary of Cover containing useful information, including how to access emergency medical or travel assistance are available at:

<http://www.southampton.ac.uk/finance/insurance/travel/>

This insurance policy will cover personal belongings for the duration of your time abroad and full details are available in the Summary of Cover.

Prior to travelling you should consider the health risks associated with travelling to Malaysia. You are advised to take appropriate advice with regard to any necessary vaccinations that might be required, either via the University's Occupational Health Service, your own GP or the Southampton Travel Health Clinic:

<http://travelhealthclinic.co.uk/>

You can also find some general advice regarding travelling to Malaysia at the following travel advice website:

[http://www.nathnac.org/ds/c\\_pages/country\\_page\\_MY.htm#general](http://www.nathnac.org/ds/c_pages/country_page_MY.htm#general)

**Security.** It is strongly advised that appropriate travel advice is sought prior to travel. This advice is available from the Foreign and Commonwealth Office at: <https://www.gov.uk/foreign-travel-advice/malaysia>

If circumstances dictate that it is inappropriate for staff members to travel to Malaysia, appropriate guidance will be given by USMC or UoS as appropriate.

**Travel Reporting.** In order to monitor movement to/from USMC, staff are required to complete the attached form and ensure that the appropriate administrative staff are aware of all travel plans prior to departure. The completed form should be emailed to both Jo Laryea who is based in the UK: [J.Laryea@soton.ac.uk](mailto:J.Laryea@soton.ac.uk), and Ayu Othman who is based at USMC: [n.b.othman@soton.ac.uk](mailto:n.b.othman@soton.ac.uk).

<b>Brief outline of work/activity:</b>	Visit to USMC to:	
<b>Name of Traveller:</b>		
<b>Location and date of travel:</b>	USMC, South of Johor, Malaysia <i>Insert date:</i>	
<b>Duration of Visit:</b>		
<b>Significant hazards:</b> <i>[continue on separate page if necessary]</i>	<ol style="list-style-type: none"> <li>1. Unaware of surroundings and hazardous areas to avoid</li> <li>2. Lone travellers more prone to risk of violence</li> <li>3. Risk of disease</li> <li>4. Jet Lag</li> <li>5. Loss of passport</li> <li>6. Risk of terrorism</li> </ol>	
<b>Who might be exposed to the hazards?</b>	Any member of staff representing the University of Southampton in country	
<b>Existing control measures:</b>	<ol style="list-style-type: none"> <li>1. Information packs are provided for each traveller containing country specific information, and staff are advised to view the University's insurance documents and emergency contact details.</li> <li>2. A predeparture checklist is provided to all travellers to ensure all areas of concern are addressed</li> <li>3. Staff itineraries, including all meetings and accommodation are kept with a member of staff in the UK, and at USMC.</li> <li>4. Travellers are required to contact Ayu Othman on arrival at USMC, and Jo Laryea on return to the UK</li> <li>5. University staff are provided with a Purchasing Card which may help in an emergency. <i>Delete if not applicable</i></li> <li>6. Secure Accommodation is provided for the duration of the trip.</li> <li>7. Airport pick-ups are prearranged for pick up on arrival and where applicable elsewhere.</li> <li>8. Taxis are organised via the hotel or with a known, reputable company (not chosen indiscriminately).</li> <li>9. Pre-departure meetings are held to ensure all documentation and concerns are addressed.</li> <li>10. Guidelines are provided for rest days to combat jet lag at <a href="http://www.resource1.soton.ac.uk/international/travel/travel_forms.html">http://www.resource1.soton.ac.uk/international/travel/travel_forms.html</a></li> <li>11. All travellers to carry a photocopy of their passport.</li> <li>12. Travellers or those organising travel to check the FCO website prior to travel.</li> </ol>	
<b>Are risks adequately controlled?</b>	YES	
	<b>Additional controls:</b>	<b>Action by:</b>
<b>If NO, list additional controls and actions required:</b>		

<b>Completed by:</b>			
	Name	Signature	Date
	Name	Signature	Date
<b>Review Date:</b>			

- Accident book should still be completed where incidents occur out of the office but while working on University business

## Overseas Travel Risk Assessment Form

This form is to be completed by staff intending to travel to the University of Southampton Malaysia Campus, on a secondment basis or for short periods of time for teaching or other purposes.

Faculty & Academic Unit/Professional Service

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Staff Member

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Date(s) of visit

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Brief description of work to be carried out at USMC and justification

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Before travelling, I confirm I will obtain all necessary health advice and where appropriate have the advised vaccinations and immunisations.

Signed

Date

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Traveller