



Guidelines in case of emergencies during the field trip

General procedure

Please keep in mind to re-apply for a visa at the German Embassy in case you are planning to stay for more than six months in the field. This is a regulation according to German law.

You are requested to send an email to BIGSAS (bigsas@uni-bayreuth.de) and your supervisor after your arrival and to communicate the following:

- your contact details during your field trip (e.g. address, phone number)
- a contact address in Germany or contact details of your family in your home country for emergencies

Loss or theft of documents

We recommend that you make a copy of your passport and keep it at a different location than the original. In case of any loss or theft, it is much easier to obtain a passport replacement from the embassy when you can present a copy. You can also scan the copies and email them to your own address to have them always available online or you may leave a copy in your personal file at the BIGSAS office if you wish.

Before you contact the respective embassy to apply for a passport replacement you will usually have to go to the local police station and obtain a notice of loss. Please inform BIGSAS if we can assist you in any way (issue confirmations etc.).

Loss or theft of valuables

BIGSAS recommends a private theft insurance. Stolen valuables will not be reimbursed by BIGSAS.

Accidents and illness

Please check all modalities of your health insurance before you leave. The same applies to checking the procedures when visiting a doctor or a hospital. Keep all prescriptions and receipts for medical treatments for your health insurance company.

We would also ask you to inform BIGSAS as soon as possible in case you have an accident or fall ill and become incapable of working.

Riots and civil commotion

Before leaving, you should visit the website of *Auswärtiges Amt* where you can find the current travel and security advice for some countries and check whether your country of destination is currently listed. (http://www.auswaertiges-amt.de/DE/Laenderinformationen/01-Reisewarnungen-Liste_node.html)

We also recommend to register at your embassy or consulate in the country of destination and to leave your contact details and itinerary (in particular if your country of destination is listed with a travel and security advice). Thus, the embassy knows how to contact or find you, e.g. in case of evacuation.

Good to know

Embassies and consulates can help:

- in case of loss of travel documents
- with information on local doctors, hospitals and interpreters
- in case of evacuations
- in case of imprisonment by conveying legal assistance
- in case of missing persons and deaths