

## Application to Undertake or Extend Fieldwork

Non-distance learning postgraduate researchers (PGRs) may need to undertake research away from Sussex for a variety of reasons, including undertaking fieldwork. Section 16 of the [Procedures on Research Degrees](#) addresses undertaking research away from Sussex.

**Before completing the application form overleaf, please read the notes below carefully:**

- 1) The Faculty PGR Lead or their nominee may permit a PGR to carry out fieldwork elsewhere as part of the programme, providing that any such fieldwork is in the interests of a PGR's academic work and that the total period spent undertaking research away from Sussex does not exceed:
  - PGRs registered on a PhD: two years for those registered full-time, or four years for those registered part-time;
  - PGRs registered on an MPhil: one year for those registered full-time, or two years for those registered part-time.
  
- 2) You may not proceed on fieldwork unless:
  - Your thesis title and research outline/research topic have been submitted and approved;
  - You have received notification in writing from Student Records confirming that permission has been granted for you to proceed to go on fieldwork;
  - You have completed a fieldwork risk assessment;
  - You have arranged **travel insurance through the University** via Sussex Direct prior to travel. Details of the University's travel insurance can be found here: <http://www.sussex.ac.uk/finance/services/corporateaccounting/insurance>.
  
- 3) When this form has been fully completed and the proposal has been approved by the Faculty PGR Lead or nominee, Student Records will send a letter to you confirming that permission for departure has been given. Student Records will send a copy to the supervisor(s), the Research and Enterprise Coordinator and, if applicable, the Faculty PGR Lead (or nominee).
  
- 4) The general expectation is that 100% of the relevant fees will normally be paid. With respect to periods away on fieldwork, however, a discount of 35% (i.e. 65% of the full fee) may be agreed, subject to the approval of the Faculty PGR Lead or nominee. Such a discount will only be approved in exceptional circumstances, and only where a clear case can be made on the basis of restriction of access to Sussex facilities (other than supervision) – i.e. that you will not have access to the standard facilities, infrastructure and support network that would normally be available to you. Please note that fees are adjusted as above in monthly units only, or where the majority of the number of weeks in a month are spent on fieldwork.
  
- 5) You are required to inform Student Records of an address for correspondence during your absence, and any subsequent change of address.
  
- 6) You are required to maintain contact with your supervisor(s) during your fieldwork, as per the [Procedures on Research Degrees and the Attendance, Absence and Engagement Policy](#).
  
- 7) You are required to notify Student Records when you return from your period of fieldwork and also of your new term-time address.

- 8) Spending time away from the University on fieldwork will not affect your visa status, however we are required to report to UK Visas and Immigration the dates you will be out of the country. **Before travelling, you must have received written permission to proceed on fieldwork from Student Records.** Any unauthorised travel outside of the UK could affect your visa status.
- 9) If you are in receipt of a US Federal Direct Loan, this request may have an impact on your funds. Please seek advice from the Financial Aid Office ([usfinancialaid@sussex.ac.uk](mailto:usfinancialaid@sussex.ac.uk)) before proceeding.

### Authorisation of international travel

PGRs undertaking international travel in relation to their research are required to complete and submit an Overseas Travel Safety and Security Risk Assessment (OTSSRA) form. This is to ensure that safety concerns have been addressed during the planning stage. Guidance on completing the OTSSRA form is available [here](#).

### SECTION A – To be completed by the PGR

Name		Reg. no.	
Faculty/School		Mode of attendance	
Research degree title			

Type of request:

- Initial fieldwork application     Fieldwork extension

Original date of departure	:		Original expected date of return	:	
Revised date of return (if applicable)	:				
Country of fieldwork	:				
Purpose of fieldwork	:				
Reason for extension (if applicable)	:				

Fieldwork correspondence address (see note 5 above)	:	
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Funding Status:

- Self-funded     Student Loan (SFE)     UKRI/Research Council Funded

Please check one box: <i>(please note if a box is not checked, this request cannot be approved)</i>	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a <b>United States Federal Direct Loan</b> during my PhD/MPhil  <input type="checkbox"/> I <b>am not</b> in receipt of, and have not been in receipt of a <b>United States Federal Direct Loan</b> during my PhD/MPhil
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Signed	:	Date	:
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*(PGR)*

**SECTION B – To be completed by the main supervisor**

I confirm that the above PGR's research topic/outline has been approved and that I recommend approval of this application for fieldwork:

Signed	:	Date	:
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*(Main supervisor)*

**SECTION C – To be completed by the Associate Dean (Research and Innovation; ADRI), or nominee**

I approve the above and confirm the fee to be charged as (please tick box):

- Full fee      or       65% of full fee

Signed	:	Date	:
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*(Associate Dean (Research and Innovation; ADRI), or nominee)*

Once completed, please return to Student Records ([PGR-StudentRecords@sussex.ac.uk](mailto:PGR-StudentRecords@sussex.ac.uk)).