

Application to Undertake Fieldwork (UK/abroad)

Authorisation of Travel

Pre covid travel arrangements have been reinstated. International travel is currently at the discretion of Heads of School or Division and requires their approval or the approval of a member of staff to whom this authority has been delegated by the Head of School or Division. Details can be found on the [Health & Safety Covid-19 Resources webpage](#).

Research projects that require international travel and are submitted for ethics review will be asked to submit an Overseas Travel Safety and Security Risk Assessment (OTSSRA form) as part of the ethics application. This is to ensure that safety concerns have been addressed during the planning stage.

- Part 1 of the OTSSRA form is required for all travel overseas on University business (this includes research or study). These can be signed off by supervisors or line managers.
- Part 2 is only required where any part of the travel is to a region where advice is against all travel or all but essential travel. Please see current [FCO](#) guidance. Approval for this travel requires Head of School Approval.
- OTSSRA forms should be signed off within Schools or Divisions via line management and logged with the local [safety coordinator](#) for record keeping.

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

- 1) The Director of Doctoral Studies of the relevant school may permit a student to carry out fieldwork elsewhere as part of the programme, providing that any such fieldwork is in the interests of a student's academic work and that a student shall have spent at least half the minimum prescribed period of registration as a research student at the University.
- 2) The minimum prescribed period of registration for a research student studying for the MPhil Degree is one year for a full-time student and two years for a part-time student; and for a research student studying for the PhD Degree it is two years and three years respectively.
- 3) You may not proceed on fieldwork unless:
 - (i) Your thesis title and research outline/research topic have been submitted and approved; and
 - (ii) You have received notification in writing from the Student Records Team confirming that permission has been granted for you to proceed to go on fieldwork;
 - (iii) You have completed a fieldwork risk assessment, and
 - (iv) You have arranged **travel insurance through the University** via Sussex Direct prior to travel
- 4) When this form has been fully completed and the proposal has been approved by the Director of Doctoral Studies, the Student Records Team will send a letter to you confirming that permission for departure has been given. The Student Records Team will send a copy to the supervisor(s), the Research and Enterprise Coordinator and, if applicable, the Director of Doctoral Studies.

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 Director of Doctoral Studies. 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 the Student Records Team of an address for correspondence during your absence, and any subsequent change of address.
- 6) You are required to maintain monthly contact with your supervisor(s) during your fieldwork.
- 7) You are required to notify the Student Records Team when you return from your period of fieldwork and also of your new term-time address.
- 8) Spending time away from the University of Sussex on fieldwork will not affect your visa status; however we are required to report to the UK Visas & Immigration the dates that you are out of the country.
- 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 before proceeding (usfinancialaid@sussex.ac.uk)
- 10) Details of the University's travel insurance can be found here:
<http://www.sussex.ac.uk/finance/services/corporateaccounting/insurance>

Application to Undertake Fieldwork

**SECTION A – To be completed by the student
(PLEASE TYPE OR PRINT CLEARLY)**

Name	:	Reg. No.	:
Degree Programme	:	School	:
Date of first Reg. as a research student	:	Current Reg. status	:
Current Correspondence Address	:		

I wish to be away from the University on fieldwork as detailed below: (PLEASE TYPE OR PRINT CLEARLY)

Date of Departure	:	Date of Return	:
Location of Fieldwork			
:			
Purpose of Fieldwork			
:			

Fieldwork Address (see note 5 overleaf)

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

SECTION B – To be completed by main supervisor

I confirm that the above student’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)

Please send all forms, once signed by your supervisor, to your school REC (Research and Enterprise Co-ordinator) who will acquire the DDS signature and forward this form to the Student Records Team

SECTION C – To be completed by the Director of Doctoral Studies:

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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(Director of Doctoral Studies or MAH Doctoral convenor)

Once completed, please could the REC return this form to the Student Records Team