Application to Undertake Fieldwork

Approval for international travel due to the Covid-19 global pandemic

International travel is currently at the discretion of Heads of School or Division and requires their approval. Email confirmation of this is acceptable and should be attached to the OTSSRA (Overseas Travel Safety and Security Risk Assessment) form. This approval is required as the school may need to cover potential costs incurred by the Covid-19 exclusion on the University’s travel insurance policy, due to travel disruption and repatriation costs (other than medical) incurred by local Covid-19 measures. Medical treatment due to Covid-19 is still covered. The University's insurer will not cover flights or accommodation costs that arise because of Covid-19, including cancellations. Medical expenses will be covered, unless they are incurred in the country of residence (i.e. the country in which an individual has resided for the last 12 months or more). This means that groups and Schools authorising travel may be responsible for additional costs to repatriate members of the University of Sussex or enabling them to self-isolate if required to do so.

Please visit the University's webpages for advice before completing your fieldwork application:

Health & Safety Covid-19 resources : Specialist safety information : Health, safety and wellbeing : Schools and services : University of Sussex

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 Research Student Administration Office 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 Research Student Administration Office will send a letter to you confirming that permission for departure has been given. The Research Student Administration Office 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 Research Student Administration Office 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 Research Student Administration Office 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)

☐ I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil

☐ I am not in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil

Signed : Date :
(Student)