



## NORTH WEST DOCTORAL TRAINING CENTRE

### Overseas Fieldwork and Difficult Language Training Guidance (Updated October 2016)

#### Who is eligible to claim for fieldwork funding?

- Full-time ESRC funded students (full award and fees-only) in the +3 (or doctoral) element of their award are eligible for this allowance. ESRC funded students who are in the Master's stage of a 1+3 (or 2+2) award are not eligible. Part-time students can become eligible for fieldwork funding if they transfer their status to full-time for the duration of the fieldwork.
- Full-time ESRC studentship award holders in the +3 (or doctoral) element of their award are able to make **one** application for overseas fieldwork expenses in the life of their award. A second application cannot be made.
- Only students who clearly indicated in their original NWDTTC Studentship Application Form that they intended to undertake fieldwork abroad may apply for fieldwork funding.
- Students can only apply for this funding if they are carrying out primary research overseas that is essential to the PhD.
- Students must have approval from their Supervisory team and the relevant Graduate Office to apply for overseas fieldwork allowance. Please speak to your supervisor or your School/Graduate Office for more information on how to go about this.
- If you hold a Doctoral studentship attached to your supervisor's ESRC Research Grant, you are not eligible for this allowance, as any fieldwork will be funded from your supervisor's grant.

**If the Foreign and Commonwealth Office advises against visiting the country concerned, the University will not authorise payment of any contribution towards the fieldwork costs.**

**All students must read their University's policy on Health and Safety in Fieldwork and undertake a risk assessment of the visit prior to undertaking any fieldwork. Please ask your School/Graduate Office for more information on this.**

#### What costs are eligible?

Overseas Fieldwork Visits will normally last between 3-12 months. However, in exceptional cases, fieldwork of up to a maximum of 18 months may be granted (please see below for details).

Students who remain in the field for periods longer than formally agreed with their supervisor and the University Finance Office will not be able to make retrospective applications for expenses or extensions.

Overseas fieldwork must be an integral part of the PhD and take place during the life of the award. The purpose of the visit should be to carry out primary research, such as archival research or fieldwork that is essential to the successful completion of your thesis. Studentships will not be extended to reflect periods in the field. Fieldwork should not be undertaken in the last three months of the award.

It is usually expected that the student will visit only one country. Only in exceptional circumstances will requests to visit more than one country in a single visit be considered. In such cases, each visit should be included in the Overseas Fieldwork Allowance Application Form and be integrated into a coherent research plan.

If approval is given for overseas fieldwork lasting more than nine months, it may be appropriate that either one return visit to the UK by the student, or one visit to the field by the supervisor, should take place. This visit should occur half way through the period of fieldwork research and must be financed within the allowance given. No further funding will be given.

If the student returns to the UK to consult their supervisor, it is recommended the visit last for a maximum of 10 days. No extension to the fieldwork period can be given to compensate for time spent on a return visit to the UK by the student.

The overseas allowance does not cover the expenses of any family member accompanying the student.

The overseas allowance will not be increased to cover extra expenses incurred by the student once they have commenced their fieldwork.

## How to apply

Applicants are required to complete the Overseas Fieldwork Allowance Claim Form which can be found at <http://www.nwdtc.ac.uk/currentstudents/guidelines/>. The completed form should be sent to the NWDTc central office at [nwdtc@liverpool.ac.uk](mailto:nwdtc@liverpool.ac.uk) by the deadline.

The application form requires supervisors to confirm that the fieldwork is necessary.

This application form will then be assessed by the NWDTc Academic Management Committee soon after the deadline. Applications may be approved or returned to the applicant with a request for further information.

## When to apply

There are two annual deadlines for the submission of Overseas Fieldwork Allowance Application Forms to the NWDTc Administrator.

In 2016/17: **14<sup>th</sup> October 2016** and **13<sup>th</sup> April 2017**

It may take up to four weeks after this date to process the applications, so please ensure you choose a deadline well before you intend to commence your fieldwork.

## How is the fieldwork allowance calculated?

The UK Research Councils have developed a *notional* banding system for assessing the expenses associated with overseas fieldwork expenses (see Appendix 1). This is based on the country being visited and the length of time the student will be abroad. This incorporates a one-off Front End Element and Weekly Rate, and the overall cost of fieldwork is calculated thus:

$$\text{Front End Element} + (\text{Weekly Rate} \times \text{Number of Fieldwork Weeks})$$

**The NWDTC will use this table as a *guide* to calculate the level of contribution but the *actual* contribution is unlikely to be as extensive as that outlined by the ESRC. Please do not assume that the notional contribution proposed in Appendix 1 will be the actual contribution.**

Fieldwork allowance may be supplemented by the RTSG fund.

Once the allowance has been calculated, it is the student's responsibility to manage the funds allocated.

If for any reason the fieldwork is abandoned or is unsuccessful and the student returns to the UK early, NWDTC should recover the fieldwork allowance less any reasonable expenditure already incurred.

## How are the payments made?

Once an overseas fieldwork application has been approved by the NWDTC and the relevant Graduate Office, the home university will pay the students directly.

Payments will either be paid in one instalment prior to the commencement of fieldwork or will be made quarterly at the same time as standard award payments. This depends on the institution with which you are registered, and students will be advised of the payment schedule should their application be successful.

## What should be done when a student returns from fieldwork?

Students should contact their relevant PGR administrator at School level on return from their fieldwork. This allows the administrator to update the University record system and allows the student to re-register with full access to University facilities.

## Fieldwork / Difficult Language Training Extension Requests

In some circumstances a fieldwork extension may be granted, of up to an additional six months, but the total length of fieldwork may not exceed 50% of the programme i.e. 18 months. The end date of the student's award will be extended to reflect this. Extensions are most commonly granted to allow for Difficult Language Training, but can be considered for other reasons including training in film-making for Social Anthropology students. As with fieldwork claims, only students who clearly indicated on their original NWDTC Studentship Application Form that they intended to undertake Difficult Language Training or training in film-making may claim extensions for these reasons.

## Application Guidance

### 1. Student Details

Please complete this section fully.

## 2. Fieldwork Details

i) Please detail how you intend to spend your fieldwork time and why this is crucial to your doctoral research.

ii) Please complete this section fully.

iii) The Front End Element and Weekly Rate can be found in Appendix 1 below.

Total Claim = Front End Element + (Weekly Rate x Number of Fieldwork Weeks)

iv) Please sign and date to confirm that you will inform your University if the fieldwork is cancelled, that you have completed a risk assessment form at your institution and that your visit has been approved by the relevant School/Graduate Office.

## 3. Fieldwork/DLT Extension Request

This section should just be completed by those requesting a fieldwork / difficult language training extension. Please include:

- The length of extension you are requesting,
- The reason for this request and why this is crucial to your doctoral research,
- If the extension is to allow for Difficult Language Training, please detail the language you will be learning,
- If the extension is for DLT or training in film-making please detail the arrangements that have been made for this training.

## 4. Supervisor's Confirmation

i) Please confirm that the fieldwork as proposed by the student in 2.i is necessary for the successful completion of their doctoral research.

If the first supervisor is not available to complete this section, please pass it to the second supervisor for completion – this should be noted here and please briefly explain why the first supervisor was not available.

If the student is also requesting a Fieldwork/DLT extension, please confirm why this is deemed necessary.

ii) Please sign and date to confirm. As the form is to be submitted electronically, electronic signatures are sufficient.

## Appendix 1

The following is a guide that DTCs can use to calculate the notional value of their contribution to fieldwork expenses but the *actual* contribution will depend on the funds available from within DTC's training grant. As such, it may not be possible for a DTC to fully fund a student's overseas fieldwork in all cases.

Banded Rates from 1 October 2006.

Calculation to be used - Front End element + (weekly rate x number of weeks).

If the country in which the student intends undertaking fieldwork is not listed below, please inform the NWDTC Administrator.

Table of overseas fieldwork allowances – Countries A-B			
Country	Band	Front end element	Weekly rate
Afghanistan	B	£600	£144
Albania	C	£400	£100
Algeria	C	£400	£100
American Samoa	C	£600	£96
Angola	B	£600	£144
Anguilla	C	£1,000	£88
Antigua and Barbuda	B	£800	£140
Argentina	B	£600	£144
Armenia	D	£500	£50
Ascension Islands	B	£800	£140
Australia	B	£800	£140
Austria	B	£300	£150
Azerbaijan	D	£500	£50
Bahamas	B	£800	£140
Bahrain	C	£500	£98
Bangladesh	C	£500	£98
Barbados	B	£600	£144
Belgium	C	£300	£102
Belize	C	£600	£96
Benin	C	£600	£96
Bermuda	A	£600	£214
Bhutan	B	£600	£144
Bolivia	C	£600	£96
Bosnia & Herzegovina	C	£600	£96
Botswana	C	£600	£96
Brazil	B	£600	£144
Brunei	B	£600	£144
Bulgaria	C	£400	£100
Burma (Myanmar)	B	£800	£140

<b>Table of overseas fieldwork allowances – Countries C-H</b>			
<b>Country</b>	<b>Band</b>	<b>Front end element</b>	<b>Weekly rate</b>
Cambodia	D	£600	£48
Cameroon	C	£600	£96
Canada	A	£500	£216
Cayman Islands	B	£600	£144
Chad	C	£600	£96
Chile	B	£600	£144
China	B	£600	£144
Colombia	B	£600	£144
Congo, Republic of	A	£600	£214
Costa Rica	C	£600	£96
Croatia	C	£600	£96
Cuba	B	£600	£144
Cyprus	C	£400	£100
Czech Republic	C	£300	£102
Denmark	B	£300	£150
Dominica	C	£800	£92
Dominican Republic	D	£500	£50
Ecuador	C	£600	£96
Egypt	C	£400	£100
El Salvador	C	£600	£96
Equatorial Guinea	B	£600	£144
Eritrea	C	£400	£100
Estonia	D	£300	£54
Ethiopia	C	£600	£96
Falkland Islands	B	£600	£144
Fiji and West Pacific	C	£600	£96
Finland	A	£300	£220
France	B	£300	£150
French Polynesia	C	£600	£96
Gabon	B	£600	£144
Gambia	B	£600	£144
Georgia	C	£400	£100
Germany	B	£300	£150
Ghana	C	£600	£96
Gibraltar	C	£300	£102
Greece	C	£300	£102
Greenland	B	£600	£144
Grenada	B	£600	£144
Guatemala	C	£600	£96
Guinea	D	£600	£48
Guam	C	£600	£96
Guyana	C	£600	£96
Haiti	C	£800	£92
Honduras	D	£600	£48
Hungary	D	£300	£54

<b>Table of overseas fieldwork allowances – Countries I-O</b>			
<b>Country</b>	<b>Band</b>	<b>Front end element</b>	<b>Weekly rate</b>
Iceland	B	£600	£144
India	D	£500	£50
Indonesia	C	£600	£96
Iran	D	£500	£50
Iraq	A	£500	£216
Ireland	C	£300	£102
Israel	C	£400	£100
Italy	B	£300	£150
Ivory Coast	B	£600	£144
Jamaica	C	£500	£98
Japan	A	£800	£210
Jordan	C	£400	£100
Kazakhstan	B	£500	£146
Kenya	C	£500	£98
Korea	B	£600	£144
Kuwait	C	£500	£98
Kyrgyzstan	B	£500	£146
Laos	C	£600	£96
Latvia	C	£300	£102
Lebanon	C	£400	£100
Liberia	A	£600	£214
Libya	B	£600	£144
Lithuania	D	£300	£54
Luxembourg	B	£300	£150
Madagascar	C	£600	£96
Malawi	D	£600	£48
Malaysia	D	£600	£48
Maldives	C	£600	£96
Mali Republic	C	£600	£96
Malta	D	£300	£54
Martinique	A	£600	£214
Mauritius	C	£600	£96
Mexico	C	£500	£98
Mongolia	C	£600	£96
Montserrat	B	£800	£140
Morocco	C	£400	£100
Mozambique	C	£600	£96
Namibia	C	£600	£96
Nepal	D	£500	£50
Netherlands	C	£300	£102
New Zealand	C	£800	£92
Nicaragua	B	£600	£144
Niger	B	£600	£144
Nigeria	B	£600	£144
Norway	A	£400	£218
Oman	B	£500	£146

<b>Table of overseas fieldwork allowances – Countries P-T</b>			
<b>Country</b>	<b>Band</b>	<b>Front end element</b>	<b>Weekly rate</b>
Pakistan	D	£500	£50
Panama	B	£600	£144
Papua New Guinea	C	£600	£96
Paraguay	C	£600	£96
Peru	B	£600	£144
Philippines	C	£600	£96
Poland	C	£300	£102
Portugal	C	£300	£102
Puerto Rico	D	£600	£48
Qatar	C	£500	£98
Romania	C	£400	£100
Russia	B	£500	£146
Rwanda	B	£1,000	£136
St Christopher (St Kitts) & Nevis	C	£600	£96
St Lucia	B	£600	£144
St Vincent and The Grenadines	C	£600	£96
Saudi Arabia	B	£500	£146
Senegal	C	£600	£96
Serbia and Montenegro	C	£500	£98
Seychelles	B	£600	£144
Sierra Leone	B	£600	£144
Singapore	B	£600	£144
Slovak Republic	C	£300	£102
Slovenia	C	£300	£102
Solomon Islands	A	£1,000	£206
Somalia	B	£600	£144
South Africa	B	£600	£144
Spain	C	£300	£102
Spain (Las Palmas)	B	£400	£148
Sri Lanka	C	£500	£98
Sudan	B	£600	£144
Swaziland	C	£600	£96
Sweden	A	£300	£220
Switzerland	B	£300	£150
Syria	C	£400	£100
Taiwan	C	£800	£92
Tanzania	C	£500	£98
Thailand	C	£600	£96
Tibet	A	£600	£214
Togo	C	£600	£96
Tonga	C	£600	£96
Trinidad & Tobago	C	£600	£96
Tunisia	C	£400	£100
Turkey	C	£400	£100
Turks & Caicos Islands	B	£600	£144



<b>Table of overseas fieldwork allowances - Countries U-Z</b>			
<b>Country</b>	<b>Band</b>	<b>Front end element</b>	<b>Weekly rate</b>
Uganda	B	£500	£146
Ukraine	B	£500	£146
United Arab Emirates	B	£500	£146
USA	A	£400	£218
USA (including Hawaii & Alaska)	A	£600	£214
Uruguay	B	£600	£144
Uzbekistan	B	£600	£144
Vanuatu	C	£800	£92
Venezuela	C	£600	£96
Vietnam	C	£600	£96
Virgin Islands	B	£1,000	£136
Yemen	B	£600	£144
Yugoslavia (including Serbia and Montenegro)	C	£500	£98
Zaire (Democratic Republic of Congo)	A	£500	£216
Zambia	D	£500	£50
Zimbabwe	D	£500	£50