**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application to Study Away from University**

All students must complete this form if they wish to spend a period of study time away from the University. Students and supervisors must agree a work plan for this period and ensure that the institution or location of study is appropriate. Any issues regarding ethics and Health & Safety must be addressed before the student begins this period of study.

Please note that additional time will not be added to the programme following a period of study away from the University

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| **Section 1 – to be completed by the student (Please PRINT)** |
| **Student Name:**  | **ID Number:**  |
| **Current Programme:** | **Start date:** |
| **Dates of this study abroad period:** | **Location of study abroad:**  |
| **Funding / Sponsorship:***Please give details of any external or internal studentship (international students should complete the box below)*Research Council Funding YES [ ]  NO [ ]   |
| **International Students Only**Are you currently funded by an officially recognised sponsor? YES [ ]  NO [ ]  If yes, please give the name of your sponsor and file number: **If you are in the UK subject to immigration regulations, i.e. you are a non-EU citizen and need permission to enter/remain in the UK you must consult the International Advice Team regarding visa implications**Please confirm whether you are an international student YES [ ]  NO [ ]  *Tier 4 students will be required to agree minimum contact arrangements for their period of study abroad* |
| **Further Information regarding the study abroad period**An agreed work plan and contact details for the supervisor/contact for the institution/organisation **must be appended**. This should also include details of how supervisory meetings will be held and progress managed. [ ]  *Appropriate risk assessments undertaken* [ ]  *Study Work Plan agreed* [ ]   *Relevant ethical approval received locally and through University Committees (including insurance forms as appropriate)*[ ]   *Pre departure form completed and contact arrangements agreed for duration* *\**<http://www.staffnet.manchester.ac.uk/bmh/research/pgr-supervisors/pgr-activities/fieldwork/>  |
| **Student Declaration**I confirm that I have discussed my plans for spending a period of study away from the University with my supervisory and we have agreed a work plan for this period and undertaken the necessary risk assessments.**Signed: Date:** |
| **Section 2 –To be completed by the Supervisor and Division Senior Tutor** |
| I confirm that the above named student has discussed his / her request to study away from the University with me. I can confirm that all required risk assessments, ethical approval and health and safety issues have been addressed to manage this period of study. A work plan has also been agreed for this period of study:Support **[ ]** Reject **[ ]** **Please confirm contact arrangements with student during period of study abroad:****Additional Comments:** |
| **Supervisor Signature:** | **Date:** |
| **Division Senior Tutor signature** | **Date:** |
| **Section 3 –Doctoral Academy Use Only** |
| Please indicate whether the application has been granted Faculty approval:Approve **[ ]** Reject **[ ]** Any Additional Comments:Work plan approved?Tier 4 student **[ ]** Yes **[ ]** No**If yes, confirm contact arrangements** |
| **Signature:** | **Date:** |

**STUDY AWAY FROM THE UNIVERSITY (PhD, MD students) – guidance notes**

Research projects on a postgraduate research programme in the Faculty of Biology, Medicine and Health (the Faculty) may require a student to undertake a period(s) of study away from The University of Manchester. This may be in the form of fieldwork, visits to another institution/organisation to learn techniques, etc. Such periods of study away must be approved, in advance, via the Faculty Research Degrees Panel (using the pro forma). Students will not normally be granted any extension or interruption to their programme of study due to a period of study away from the University.

**Criteria for Study Away**

A student may be permitted to devote part of the PhD degree to study and research outside the University if:

* it is in the interests of the student’s research and training
* the institution or location of proposed study is suitable
* a suitable work-plan for the period of study outside the University is agreed with the supervisory team
* satisfactory supervision arrangements are in place

**Background**

It is important that the Faculty is informed whenever a student is to undertake fieldwork or spend part of their training away from the University. We have a duty of care to our students throughout the period of registration and for insurance and legal purposes must maintain an accurate system for recording any official and unofficial absences or periods away from the University. We must also look to ensure (as far as reasonably practicable) the health and safety and welfare of our students.

**Responsibilities**

Supervisors are responsible for ensuring that a proper risk assessment is undertaken; that the student is fully informed of the nature of the work; the student is suitably prepared, trained and equipped for the work; the student is supervised appropriately and arrangements are in place for the student to remain in contact with the University. Any local ethics approval must be gained in advance of the study abroad period and University Ethics Committee approval sought.

Tier 4 students

Students who are studying under a Tier 4 visa will remain sponsored by the University during a period of fieldwork. Regular contact will need to be maintained with the supervisor (at least monthly). This contact should ideally be via Skype or telephone but where this is not possible it should be by email. The supervisor will need to maintain a record of this correspondence. If a student does not maintain the agreed contact points then the University will not be able to continue its sponsorship and the student would be withdrawn from the programme and reported to the UKVI.

**Process**

It is expected that students and supervisors will identify at the admissions stage whether a project is likely to involve fieldwork, a placement or visit to another institution as part of the student’s training

Arrangements should be formally discussed at the initial meeting with the student including the project expectations, protocol for data collection, training requirements, conduct, health and safety and arrangements for supervision[[1]](#endnote-1)

**Additional information**

[Student travel guide](http://documents.manchester.ac.uk/display.aspx?DocID=9778)

**Forms**

* Risk Assessments
* Ethics
* Health Needs Assessment –
* Faculty Study Away from the University pro forma
* Pre departure form

**Further information**

*University business travel insurance* - <http://www.staffnet.manchester.ac.uk/services/insurance/travel/study-abroad-travel-insurance/>

Pre-departure details must be submitted to the Doctoral Academy for approval by the Chair of the RDP in advance of the student leaving the University. A Risk Assessment Form must also be completed and a copy lodged with the Doctoral Academy before departure.

Students and supervisors are strongly advised to refer to the [University Guidance on Fieldwork](http://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/fieldwork/)

Students should also complete a Health Needs Assessment Form to determine whether it is necessary to make an appointment with the Occupational Health Service for a more detailed medical assessment, advice, vaccinations, etc

*For CASE students, a signed contract must additionally be in place before the student embarks on fieldwork or undertakes a placement with the industrial sponsor*

Where students are likely to be away when their continuation report is due **arrangements must be made with Chair of RDP to arrange an alternative submission date.**

**Useful resources**

[University Health and Safety Arrangements: Chapter 24 - Off Campus Work including field work, field trips and business travel](http://documents.manchester.ac.uk/display.aspx?DocID=15496)*.*

[UCEA Guidance on Health and Safety in Fieldwork](http://www.ucea.ac.uk/download.cfm/docid/7789411F-7DFC-42B7-B39A740562F68E79) (link to document on UCEA's website)

Example risk assessments can be found on the School of Environmental Development intranet

<http://www.intranet.sed.manchester.ac.uk/students/postgrad_research/fieldwork/> (University login required)

Conducting Research Fieldwork and Interviews

<http://www.staffnet.manchester.ac.uk/services/rbess/governance/researchfieldworkandinterviews/>

**Application to Study Away from University Instructions:**

1. Applications for a period of Study Away from Universitymust be made in advance of period of study
2. Students should complete the pre-departure form below and submit a copy to their school PG administrator
3. A student may be permitted to devote part of the PhD degree to study and research outside the University (in addition to fieldwork or short laboratory visits) if:

i. it is in the interests of the student’s research and training;

ii. the institution or location of proposed study is suitable;

iii. a suitable work-plan for the period of study outside the University is agreed with the supervisory team;

iv. satisfactory supervision arrangements are in place

1. After completing the form, you should email/take the form directly to your Supervisor and ask them to complete ‘Section 2 –‘Supervisor’. The form will then need to be signed off by your PGR Tutor or Division Senior Tutor
2. The completed form should be sent to the Doctoral Academy, Room 1.93 Simon Building, Brunswick Street, Manchester, M13 9PL.
3. The student will be formally notified in writing of the outcome of their application as soon as possible by the Doctoral Academy

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**Faculty of Biology, Medicine and Health**

**PGR Students Undertaking Fieldwork, Placements or Training Away from the University**

**Pre-Departure Details**

*This form should be submitted to your School PG administrator prior to departure*

**Student Name**:

**ID**:

**Nature and Purpose of Trip**:

**Location**:

**Name of Supervisor(s) at Host Organisation**:

Have you requested a copy of local health and safety policy or procedures from the host organisation? YES / NO

**Leaving Date**: **Return Date**:

**Travel and Flight Details**:

**Accommodation Address at Location**:

**Student Next of Kin**:

Name

Address

Contact details

Has a CASE contract been signed by all parties including the student?

 YES / NO / **Not Applicable**

**Has student completed a ‘Health Needs’ self-assessment form? YES / NO**

**Has a risk assessment been completed YES / NO**

1. [↑](#endnote-ref-1)