****

**Faculty of Humanities Doctoral Academy**

**Research Fieldwork Application**

PGRs and supervisors are advised to read the School’s policy and guidance on fieldwork approval before completing this form. Information can be found in the [handbook](https://www.humanities.manchester.ac.uk/pgr-handbook/). Additionally, you are advised to consult appropriate University [policies/guidelines](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/). All information contained in this form will be treated ashighly restricted. Please refer to the [Student Privacy Notice](http://www.regulations.manchester.ac.uk/data-collection-notice/) and [Records Retention Schedule](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6514) for more details.

This completed form should be returned to the Doctoral Academy at [Hums.doctoralacademy.support@manchester.ac.uk](mailto:Hums.doctoralacademy.support@manchester.ac.uk).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 1: PERSONAL DETAILS (TO BE COMPLETED BY THE PGR)** | | | | | |
| **Surname** |  | | **Forename** |  | |
| **ID Number** |  | | **Programme of study** | Choose an item. | |
| **Discipline/Subject area/Division** |  | | **Year of Programme (1, 2, 3, Submission Pending, Post-submission)** | Choose an item. | |
| **Are you in receipt of any funding/scholarships (including research council)?** *Please tick all that applies. If you are in receipt of funding from an external organisation/sponsor who stipulates that changes to your studies require their prior approval, it is your responsibility to provide evidence that the change has had their approval.* | | | | | **Yes No** |
| **AHRC  EPSRC  ESRC  NERC  Research Impact Scholarship  PDS Award**  **School studentship/bursary  Other, please state** | | | | | |
| **Start Date of Fieldwork** | |  | | | |
| **Return Date** | |  | | | |
| **Country of Fieldwork** | |  | | | |
| **City/Area of Fieldwork** | |  | | | |
| **Nature of Fieldwork to be undertaken** | |  | | | |
| **Fieldwork contact address** | |  | | | |
| **Fieldwork contact telephone number** | |  | | | |

|  |  |  |
| --- | --- | --- |
| **SECTION 2: ETHICS APPROVAL** | | |
| ***If your research requires ethical approval you must be granted this prior to the start of your fieldwork. You will not be permitted to undertake fieldwork until ethical clearance has been granted. Please cross one of the following boxes.*** | | |
| **I confirm that I have applied to the School for ethical approval and it has been granted** | |  |
| **I confirm that I have applied to the School for ethical approval and I am still awaiting full ethical clearance** | |  |
| **I have not applied to the School for ethical approval\*** | |  |
| **\*Please explain why** |  | |

|  |  |
| --- | --- |
| **SECTION 3: RISK ASSESSMENT** | |
| ***All PGRs undertaking a period of fieldwork must complete an appropriate risk assessment. P*lease refer to information in the online handbook.**  ***Risk assessment should be carried out no earlier than 6 months of the travel date and that it should be reviewed again within 3 weeks of the departure date.*** | |
| **I confirm that, in consultation with my supervisory team, I have assessed possible risks associated with my fieldwork and I have included a copy of an approved risk assessment with this application (including email approval from the Head of School where applicable)** |  |

|  |
| --- |
| **SECTION 4: FUNDING** |
| ***State any scholarships and/or funding sources you are in receipt of below. If you are sponsored by an external organisation, it is your responsibility to inform them and gain approval for your proposed period of fieldwork. Evidence confirming approval should be submitted with this form.*** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION 5: PGR’s DECLARATION** | | | | |
| 1. ***I confirm that I have read and understood the School policy on fieldwork and agree to abide by its terms and conditions;*** 2. ***I confirm that the above is an accurate record of my proposed fieldwork and that I have discussed this with my supervisors;*** 3. ***I confirm that an appropriate risk assessment has been undertaken;*** 4. ***I have attached a timetable of work;*** 5. ***I confirm that I will contact the School should any of these details change and upon my return to the University.*** | | | | |
| ***SIGNATURE*** *(please state name and cross box if by email)* ***DATE*** | | | | |
| **Student** | |  |  | |
|  | | | | |
| **SECTION 6: SUPERVISOR SUPPORT** | | | | |
| ***A supporting statement below must be provided by the supervisory team.***  ***In completing the fieldwork application form, supervisors should get familiarised with the University*** [***health and safety***](https://documents.manchester.ac.uk/display.aspx?DocID=15496) ***arrangements in order that they can advise the PGR on risk assessment and fieldwork planning.*** | | | | |
|  | | | | |
| ***We/I confirm that the proposed fieldwork has been carefully planned and that it is in the interests of the student’s research and training; that the location of the proposed study is suitable; that a suitable work-plan for the period away from the University has been agreed and that supervisory arrangements are in place.*** | | | | |
| ***Supervisor’s name Date*** | | | | |
| **Main Supervisor** | |  | |  |
| **Co-Supervisor** | |  | |  |
| **TO BE COMPLETED ON BEHALF OF THE SCHOOL PGR COMMITTEE** | | | | |
| **APPROVE**  **APPROVE IN PRINCIPLE\***  **REJECT\***  **REQUEST INFORMATION\*** | | | | |
| ***\*Please comment below, including any conditions attached to the approval, reasons for rejection or the further information required.*** | | | | |
|  | | | | |
| **Signed** |  | | **Date** | |
| **School PGR Director** | | | | |

**Faculty of Humanities**

**PhD Research Fieldwork Guidance**

**1. Fieldwork**

The Ordinances and Regulations that govern the degree of PhD allow students to conduct fieldwork or research away from the University if:

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

For the purposes of this policy fieldwork is defined as **primary, first hand data collection that takes place away from the University of Manchester**.

**2. Approval process**

You must apply on the Fieldwork Application Form. Your application must include:

1. An itinerary and/or timetable of work that is to be undertaken whilst away from the University
2. Details of the supervisory contact/meetings plan whilst away
3. Evidence that an appropriate risk assessment for the nature of the fieldwork has been completed. Please refer to the PGR online handbook for details.
4. Evidence that ethics approval for the research has been granted (if applicable). Research ethics applications should be submitted through the University’s ERM [system](https://submission-ethicalreview.manchester.ac.uk/ActivityForm/Index).
5. Evidence of approval from a sponsor (if applicable).

Decisions on whether to approve fieldwork or research away from the University are taken by on behalf of the School PGR Committee. The length of time you expect to be away from the University conducting research must be realistic and you should specify accurate timeframes for completion of the necessary fieldwork. At its discretion, the School may recommend a shorter period of fieldwork.