



Application to Undertake or Extend Fieldwork

Non-distance learning postgraduate researchers (PGRs) may need to undertake research away from Sussex for a variety of reasons, including undertaking fieldwork. Section 16 of the [Policy on Research Degrees](#) addresses undertaking research away from Sussex.

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

- 1) The Director for Postgraduate Researchers (DPGR) of the relevant School may permit a PGR to carry out fieldwork elsewhere as part of the programme, providing that any such fieldwork is in the interests of a PGR's academic work and that the total period spent undertaking research away from Sussex does not exceed:
 - PGRs registered on a PhD: two years for those registered full-time, or four years for those registered part-time;
 - PGRs registered on an MPhil: one year for those registered full-time, or two years for those registered part-time.
- 2)

- 8) Spending time away from the University on fieldwork will not affect your visa status, however we are required to report to UK Visas and Immigration the dates you will be out of the country. **Before travelling, you must have received written permission to proceed on fieldwork from Student Records.** Any unauthorised travel outside of the UK could affect your visa status.
- 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 (usfinancialaid@sussex.ac.uk) before proceeding.

Authorisation of international travel

PGRs undertaking international travel in relation to their research are required to complete and submit an Overseas Travel Safety and Security Risk Assessment (OTSSRA) form. This is to ensure that safety concerns have been addressed during the planning stage. Guidance on completing the OTSSRA form is available [here](#).

SECTION A – To be completed by the PGR

Name	:	Reg. no.	:
School	:	Mode of attendance	:
Research degree title	:		

Type of request:

Please check one box:
*(please note if a box is not
checked, this request cannot
be approved)*