



Postgraduate Research Service

Research/Fieldwork Absence Approval Form

As part of their research plan students may agree with their supervisors a programme of absence from UEA for fieldwork data collection or other absence associated with their research. Please note that completion and submission of this form does not represent official approval for the absence.

Student name:	Registration no:	
School of study:	Primary Supervisor:	
Are you funded? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES please state funder:		
Research topic:		
I plan to be away for research/fieldwork:	From:	To:
Give details of research/fieldwork location:		
What facilities (including IT) will be available to you?		
During my absence supervision will be as follows (complete/delete as appropriate)		
a) My UEA supervisor(s) will continue to supervise me. We will keep in contact as follows: Email/face-to-face meetings/..... Monthly/Quarterly/..... (delete/add as appropriate)	b) I have arranged for a local supervisor to advise me on my research during my absence*. Her/his contact details are: Name: Address: Email: *to be a formal contractual arrangement.	
During my absence my contact details will be:		

<p>Telephone numbers (mobile <u>and</u> landline if possible):</p> <p>Your UEA email address will be used for University business during your absence so you must check your account regularly, but it is helpful for us to have an alternative email address:</p>	
<p>Has a risk assessment been undertaken? YES <input type="checkbox"/> (please attach) NO <input type="checkbox"/> Give details:</p>	
<p>Student Signature:</p>	<p>Date:</p>
<p>Primary Supervisor Signature:</p>	<p>Date:</p>
<p>PGR Director Signature:</p>	<p>Date:</p>

Once completed in full and signed, please return this form to:

**Postgraduate Research Service
Elizabeth Fry Building Room 2.30
University of East Anglia
Norwich Research Park
NORWICH NR4 7TJ**

NOTES:

- You must keep the PGR Office informed of any changes to your dates of absence and contact details.
- You must contact the PGR Office on your return so that your record can be updated.
- Fieldwork may result in student fees being recalculated.
- Under the UEA PGR Code of Practice you are required to have a formal contractual arrangement with any external/local supervisor, which details the level and nature of the supervision which they are expected to provide.
- If you are living in University accommodation and wish to continue to after your absence you should advise the Accommodation Service as soon as possible of your expected dates of departure and return.

FOR SSF FIELDWORK APPLICATIONS:

- Before any fieldwork data research is undertaken students must obtain ethical approval from their School Ethics Committee and also complete a risk analysis assessment which must be approved by the School Health & Safety Officer.
- Students will not be allowed to commence fieldwork research until both have been approved.