

**Faculty of Humanities  
PGR Fieldwork Approval and Support**

## **1. Fieldwork**

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

- a. it is in the interests of the student's research and training;
- b. the institution or location of proposed study is suitable;
- c. a suitable work-plan for the period of study outside the University is agreed with the supervisory team;
- d. 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.**

Students who partake in approved fieldwork normally for a period of between three and twelve months may be eligible to apply for financial support in accordance with section 3 of this policy.

## **2. Approval process**

Each School within the Faculty of Humanities should develop their own approval policy for students who wish to spend time researching away from the University, tailored to their specific disciplinary needs. As a minimum, the approval process should include a student providing:

- a. an itinerary and/or timetable of work that is to be undertaken whilst they are away from the University;
- b. details of the supervisory contact/meetings that will take place whilst they are away;
- c. evidence that an appropriate risk assessment for the nature of the fieldwork has been completed;
- d. evidence that ethical approval for the research has been granted (if applicable);
- e. evidence of approval from a sponsor (if applicable).

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

## **3. Fieldwork Bursary**

New postgraduate research students (starting from September 2011) who undertake fieldwork away from the University normally for a period of between three and twelve months may apply for a bursary to help defray the added expenses of fieldwork if such fieldwork entails a level of cost above and beyond the normal expenses of attending the University of Manchester as a student (i.e. living expenses, expenses of travel to the University, expenses related to normal study at the University, etc.)

Overseas students who, during fieldwork, live at their normal non-UK home address may still be able to apply for a bursary towards other additional expenses entailed by doing fieldwork.

All applications for fieldwork bursaries require formal application which should be considered by the School PGR Committee or their nominee. If a student is sponsored, financial support for fieldwork may also be available from the sponsoring organisation. The supervisory team can advise of any other sources of financial help that may be available outside of the University.

**To be eligible to apply for a Fieldwork Bursary a student must:**

- a. be fully registered on a programme leading to the award of PhD;
- b. have applied to, or be in the process of applying to, all other plausible sources of financial support;
- c. be undertaking fieldwork normally for a period of more than three months and less than twelve months.

**Level of fieldwork support**

Depending on the nature of fieldwork and the costs involved, there are three levels of fieldwork support:

<b>Band 1</b>	Up to £1000
<b>Band 2</b>	From £1000 to £2000
<b>Band 3</b>	From £2000 to £3000

Schools should set criteria for each band and publish this in student handbooks, e.g. geographical banding, nature of fieldwork etc.

The maximum award payable under this scheme is £3000. At their discretion, Schools may award more than the maximum amount if funds allow. If the level of support received from other sources (including a sponsor) is less than what a student may be entitled to through this scheme an award for the difference may be paid.

**Application process**

A completed Fieldwork bursary application form (available from School Postgraduate Offices) should be submitted by the relevant School's deadline, including with it:

- an outline of what expenses expected to be incurred and that the expected expenses are justified by the student's research objectives
- a specific and detailed budget, including details of existing financial support and other grants a student has applied for

Any money that is awarded by the School should be paid as a bursary to the student and will be subject to a student receiving formal approval for fieldwork (see section 2) and satisfying the requirements for progression to the next year of study.