**REQUEST FOR A PERIOD OF FIELDWORK /DATA COLLECTION**

August 2021

**GUIDANCE**

For all research activities e.g., fieldwork, archival research, library-based, research students are required to familiarise themselves with what Research Ethics and Health & Safety requirements they need to undertake.

Before submitting this form and depending on the type of research activities you will be carrying out, you are required to **obtain ethical and/or health & safety clearance**. Details about these processes can be found in Section 2 of this form.

You should start the Ethics and Health & Safety processes **at least 3 months prior** to your research’s intended start date. If your research involves travel to high-risk areas, you should allow for a longer lead time (i.e., 4 to 5 months).

If you hold a **student visa**, you are advised to contact the [International Student Visa Advice Visa Team](https://info.lse.ac.uk/current-students/student-services/international-student-visa-advice-team) to discuss any potential implication this period of fieldwork may have on your eligibility for the Graduate Route post study visa.

\* \* \*

This form should be completed if you want to **spend time away from London** to undertake any kind of research activities, whether in the UK or overseas, e.g. fieldwork, archival research, library-based research. For London based research activities, the Research Ethics and Health & Safety processes still need to be completed but you do not need to complete and submit this form to the PhD Academy.

Once the Research Ethics and the Health & Safety processes have been completed, you need to send the form to your supervisor/s for their consideration. The form also needs to be approved by the Head of Department (HoD) before being forwarded to the PhD Academy: please send your form to your PhD Manager who can arrange for the HoD to review it. The PhD Manager will forward the form to the PhD Academy.

The completed form should be received by the PhD Academy ([phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk)) **at least one month** prior to yourresearch’s intended start date.

If you have had to pause a previously approved period of research away from LSE and you now intend to resume it, you must resubmit a new form and you should do so as soon as possible.

In all cases, you should not book flights or other forms of travel until approval has been granted.

\* \* \*

Periods of research away from LSE are not normally permitted in the first year of registration.

Approved periods of research away from LSE, whether for fieldwork or other research activities,

count towards the minimum and maximum periods of registration required by the School ([*Regulations for* Research Degrees](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsForResearchDegrees.pdf)*,* paragraph *9-10,* 29-34)and therefore you **remain liable for tuition fees** during this time.

If the LSE sponsors you for a **student visa**, we will notify the UKVI of a change of study location within 10 days of the fieldwork request being approved. This does not affect your sponsorship.

\* \* \*

**Please note that sections 1 to 4 of this form must be completed in full**

**Incomplete forms will not be considered**

**SECTION 1: GENERAL INFORMATION: FOR COMPLETION BY STUDENT**

**1. Student number:**

**2. Surname:**

**3. First name:**

**4. Department:**

**5. Do you have a student visa?**

**6. Do you receive funding from the School? If yes, what type?**

**7. Outline of Research Topic:**

**8. Mode of data collection**

|  |  |
| --- | --- |
| Will your research involve collecting any data that contains personal information of any kind (e.g. names/ profile names, location, or any other information from which an individual could be identified) | YES/NO |
| If YES, how will you collect that data: |  |
| Remotely (e.g. via the internet, via online interviews or surveys, etc.) | YES/NO |
| Face to face (e.g. interviews or surveys that you – or someone on your behalf – will conduct in person | YES/NO |

**9. Location and dates of planned research activities:** Please confirm the exact dates of departure and return and the location of your proposed research. If you are travelling to more than one location, please list all with the relevant dates you will be visiting each location. If necessary, please complete separate risk assessments for each location:

|  |  |  |
| --- | --- | --- |
| **Start Date** | **End Date** | **Location (City/Country)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**10. Your Contact details:** Please provide below the contact details you will be using whilst you are away from LSE, indicating if any do not apply (for example if you will not have access to the internet, telephone).

**Address:**

**Email:**

**Telephone:**

**11. Emergency contact details:** Please provide below contact details for your next of kin (family member or friend) that you would wish to be contacted in the event of an emergency.

**Name:**

**Relationship to you:**

**Telephone:**

**Email:**

**Please ensure that your contact details and next of kin details are updated on** [**LSE For You**](https://auth.lse.ac.uk/auth/login?service=https%3A%2F%2Flfy.lse.ac.uk%2Fportal%2Fp%2F&renew=true) **both before you travel for your fieldwork trip and when you return.**

**SECTION 2: RESEARCH ETHICS AND HEALTH & SAFETY PROCESSES**

You are responsible for completing the relevant Research Ethics and Health & Safety (travel/risk assessment) processes. You will need to provide evidence that both processes have been completed before you can submit this form.

Below you can find information about the Research Ethics review process and the Health & Safety process; after reading this information, make sure to use the checklist at the end of this section

**1. Research Ethics**

A **research ethics review** is required forany research activity involving:

* Human participants e.g. interviews, online surveys, observations, social media
* Use of datasets containing identifiable information (names, emails, social media profile names, etc., but could be e.g. job title) – even if you plan to anonymise the data. A data access agreement may be required and you will also be required to complete a data management plan.
* Research that might have negative repercussions for any individuals or groups

Information on the Research Ethics process can be found [here](https://info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics). This includes instructions for using the online ethics review form that you should use. If you are a student in Anthropology you may continue to the paper version of the form until the system accommodates the nature of the research The estimated time for this is the end of summer term 2021.

If you have any queries about the Research Ethics review process please email [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk)

**2. Health and Safety**

General information on Health & Safety can be found [here](https://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel/Travellers-Pages/Risk-Assessment-and-Approval-Process). In almost all cases students will be required to undertake a COVID 19 risk assessment. Students may also be required to undertake other types of risk assessments. Please email [health.and.safety@lse.ac.uk](mailto:health.and.safety@lse.ac.uk) for specific information on what **type(s) of risk assessment(s)** you need to carry out.

For all types of travel you will need to complete the [Notification of Travel](https://lseapps.secure.force.com/form?formid=217808) so please ensure you complete that form in addition to contacting the Health and Safety team about any risk assessments.

**DOCUMENTS CHECKLIST**

|  |  |
| --- | --- |
| **Documents Required** | **Attached?** |
| **Research Ethics Checklist:** Should be one of the following:   1. Approval from your department e.g., screenshot from online ethics review/ copy of the email confirming ethics approval/copy of the signed ethics form (Anthropology students only) 2. Outcome letter from Research Ethics Committee |  |
| **Health & Safety Team’s approval of risk assessment:** Should be one of the following:   1. An email from the Health & Safety’s team confirming that you do not need to undertake a formal risk assessment. 2. An email from the Health & Safety Team confirming that your risk assessment/travel has been approved/confirmation of approval for travel |  |

**Declaration**

I am the initiator of the research activities described above. I understand that I am responsible for undertaking the Research Ethics Review and the risk assessment (if and when required).

I confirm that I have carried out both these processes risk in accordance with the School’s relevant policies and that I consider reasonable measures are in place to provide for my safety and to deal with the eventualities identified in the risk assessment.

**Student’s signature:**

**Date:**

**SECTION 3: FOR COMPLETION BY SUPERVISOR**

I confirm that the student is undertaking these research activities in relation to their PhD research and that this form has been completed in accordance with LSE’s [Research Ethics](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/resEthPolPro.pdf) and [Health and Safety](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/fieWorPol.pdf) policies.

**Supervisor’s signature:**

**Date:**

**SECTION 4: FOR COMPLETION BY HEAD OF DEPARTMENT (or their nominee)**

I approve the risk assessment and thereby sanction the research activities of this student as set out in this form which is in accordance with LSE’s [Health and Safety policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/fieWorPol.pdf).

**Head of Department’s Signature:**

**Date:**

**SECTION 4: FOR OFFICE USE ONLY**

Date received:

**RDSC Chair’s signature:**

**Comments:**

**Date:**

Compliance informed?

FSO informed?

Date processed in full including email notification to student and department: