PhD Academy: Fieldwork authorisation form

### 

Contents

[PhD Academy: Fieldwork authorisation form 1](#_Toc178588693)

[General guidance 2](#_Toc178588694)

[Further guidance 2](#_Toc178588695)

[Section 1: General information (to be completed by the student) 3](#_Toc178588696)

[Location and dates of planned research activities 4](#_Toc178588697)

[Emergency contact details 4](#_Toc178588698)

[Section 2: Research Ethics, Health and Safety, and document checklist 5](#_Toc178588699)

[Overview 5](#_Toc178588700)

[Research ethics 5](#_Toc178588701)

[Health and Safety 5](#_Toc178588702)

[Section 3: Supervisor and Head of Department signatures 7](#_Toc178588703)

[Submitting this form 7](#_Toc178588704)

[Version log 8](#_Toc178588705)

|  |
| --- |
| General guidance Research students are required to complete this form for all fieldwork/data collection activities (e.g. fieldwork, archival research, library-based, research students) which occur away from the School. (For the avoidance of doubt, this includes activities occurring in London and the UK, **and also** in students’ home countries.) Students are responsible for ensuring that they are familiar with the requirements and processed mandated by the Research Ethics and Health & Safety teams.  Before submitting this form, you are required to go through the ethics and health and safety clearance processes. Details about these processes can be found below.  You should start these processes **at least 3 months/12 working weeks before** the intended start date for your fieldwork/data collection. If your research involves travel to high-risk areas, you should allow for a longer lead-in time (i.e., 4-5 months/16-20 working weeks). Starting this far ahead will normally allow sufficient time for the Research Ethics and Health and Safety team to consider your submissions, and also for your department to arrange for your supervisors and Head of Department (HoD) to consider and sign your application. Once your supervisors and HoD have signed your form, you should submit this as soon as possible, by email to [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk), and not later than **at least 10 working days/2 working weeks** before your intended start date.  If you have had to pause or cancel a previously approved period of research away from LSE, and you now intend to resume it, you must contact the Research Ethics and Health and Safety teams again before you re-start your fieldwork. You must also resubmit an updated version of this form as soon as possible, also before you re-start your fieldwork.  If you are a visa-holder, you are advised to contact the [Student Advice and Engagement Team](https://info.lse.ac.uk/current-students/student-services/Student-Advice-and-Engagement) to discuss the potential implications of your fieldwork/data collection on your visa.  **Please note**: the School cannot guarantee to approve all requests to undertake fieldwork/data collection. Even where approval is given, it is not unusual the Research Ethics and Health and Safety approval processes to require students to make changes to their plans. Accordingly, we recommend that you do not make any travel-related bookings or firm commitments until approval your form has been submitted to the PhD Academy and you have received confirmation that your fieldwork has been formally approved.  Finally, please remember to complete all section of this form in full. Incomplete forms will not be considered and will be returned to students and their departments for completion. Further guidance 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, as set out in the *Regulations for Research Degrees*, and you will remain liable for tuition fees during the period of your fieldwork.  If the LSE sponsors you for a student visa, the School will notify the UKVI about your fieldwork within 10 days of the fieldwork request being approved.  If you are in receipt of a research council-funded studentship (e.g. ESRC), periods of difficult language training (DLT) are categorised as fieldwork. This will be reported to UKVI in the same way as any other period of fieldwork/data collection for visa-holders. Accordingly, you are required to use this form to inform the PhD Academy about your period of Difficult Language training **as well as** any fieldwork/data collection you are planning to undertake during or after your difficult language training period. |

# 

# Section 1: General information (to be completed by the student)

\* Indicates required field.

|  |  |
| --- | --- |
| Student number\* |  |
| Student forename\* |  |
| Student surname\* |  |
| Student department\* |  |
| Student programme\* |  |
| Are you a visa-holder? |  |
| Are you in receipt of School administered scholarship/studentship funding? If yes, please specify your funding source.\* |  |
| Outline of research topic |  |
| 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)?\* |  |
| If you answered yes to the above, will you be collecting that data remotely (e.g. via the internet, via online interviews or surveys, etc.) and/or face to face (e.g. interviews or surveys that you – or someone on your behalf – will conduct in person)\*  (Please delete as appropriate) | Remote only  /  In person only  /  Both  /  N/A |
| Your contact address while undertaking fieldwork\* |  |
| Your Contact email address while undertaking fieldwork\* |  |
| Your ontact telephone while undertaking fieldwork\* |  |

|  |
| --- |
| Location and dates of planned research activities Please confirm the exact departure and return dates and location for your proposed fieldwork/data collection 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. Each part of your travel should be disclosed to and discussed with the Health and Safety team. Please add more rows if necessary. |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date | End date | Location (Town/City) | Location (Country) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 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.  Please ensure that your contact details and next of kin details are updated on [Student LFY](https://info.lse.ac.uk/current-students/services/new-lfy) both before you travel for your fieldwork trip and when you return. |

|  |  |
| --- | --- |
| Forename\* |  |
| Surname\* |  |
| Relationship to you\* |  |
| Contact address\* |  |
| Email address\* |  |
| Telephone\* |  |

# Section 2: Research Ethics, Health and Safety, and document checklist

\* Indicates required field.

|  |
| --- |
| Overview 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. You should not begin any fieldwork/data collection activities until these processes have been completed, this form has been completed and submitted to the PhD Academy, and the PhD Academy have confirmed that your fieldwork/data collection application has been authorised.  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. Research ethics Guidance on which research activities will require you to complete a research ethics review can be found [here](https://info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics). We recommend that you assume that you will be required to complete a review unless the Research Ethics team specifically confirms that you do not. If you have any queries about the Research Ethics review process please email [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk). Health and Safety General information on Health and Safety can be found [here](https://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Archive/Travellers-Pages/Risk-Assessment-and-Approval-Process#:~:text=Your%20risk%20assessment%20needs%20to,be%20advised%20along%20the%20way.). In almost all cases you will be required to undertake a risk assessment, and you should check with the Health and Safety team (by email to [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 also need to complete the [Notification of Travel](https://lse360.my.salesforce-sites.com/form?formid=218127).  A documents checklist can be found below. |

|  |  |
| --- | --- |
| Documents required | Attached? |
| To demonstrate that you have secured ethics approval, please attach one of the following.   * Approval from your department (e.g., screenshot from online ethics review/copy of the email confirming ethics approval) * Outcome letter from Research Ethics Committee confirming that you have secured ethical approval |  |
| To demonstrate that you have secured Health and Safety approval, please attach one of the following.   * An email from the Health & Safety’s team confirming that you do not need to undertake a formal risk assessment. * An email from the Health & Safety Team confirming that your risk assessment/travel has been approved, and/or confirmation of approval for travel. |  |

By signing this form and authorising its submission to the PhD Academy, you certify the following.

*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 signature\*  *Wet signature not required – e-signatures, including typed signatures, permitted.* |  |
| Signature date (dd/mm/yy)\* |  |

# Section 3: Supervisor and Head of Department signatures

By signing this form and authorising its submission to the PhD Academy, the lead supervisor and Head of Department certify the following.

I confirm that the student is undertaking these research activities in relation to their doctoral 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. 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).

|  |  |
| --- | --- |
| Lead supervisor signature\*  *Wet signature not required – e-signatures, including typed signatures, permitted.* |  |
| Head of Department signature\* [[1]](#footnote-2)  *Wet signature not required – e-signatures, including typed signatures, permitted.* |  |
| If you are signing on behalf of the Doctoral Programme Director due to a conflict of interest, please state your role. |  |

# Submitting this form

When complete, please submit this form by email to [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk).

## Version log

|  |  |  |
| --- | --- | --- |
| Review interval | New review start date | New review due by |
| Yearly | July 2025 | August 2025 |

Version history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Publication date | Approved by | Notes |
| 23-24.01 | Unknown | PhD Academy Assistant Director | Extant version |
| 24-25.01 | 30/09/2024 | PhD Academy Assistant Manager (Casework and Records) | Change in style to reflect new PhD Academy ‘house style’ for all published documents. Introduction of disclosure requirements for connections between examination participants and co-authors. |

Contacts

|  |  |  |
| --- | --- | --- |
| Query type | Contact | Email |
| Operational | PhD Academy, Research Degrees Management Team | [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk) |
| Policy | Freya Grisoni, PhD Academy Assistant Manager (Casework and Records) | [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk) |

Feedback

|  |  |
| --- | --- |
| Mechanism description | Mechanism access details |
| Email | [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk) |

Communications and Training

|  |  |  |
| --- | --- | --- |
| Query | Answer | Notes |
| Will this document be publicised through internal communications? | Yes/No | A link to the PhD Academy’s new ‘Exam entry’ webpage will be shared in the PhD Academy’s newsletter, with Doctoral Programme Directors and managers/administrators. |
| Will training needs arise from this document? | Yes/No | N/A |

1. **NB**: If the Head of Department is or has been a member of the candidate’s supervisory team, one of the following should be asked to act as delegate, so long as they are not/have not been a member of the candidate’s supervisory team.

   * 1. The Deputy Head of Department (Research).
     2. The Doctoral Programme Director.
     3. The Deputy Head of Department (Teaching).

   Where all of these are unavailable, the Head of Department may delegate their signatory role to another member of the department (subject to the same requirements as above) who has passed major review. [↑](#footnote-ref-2)