

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>		
	<b>Document: Form</b>		<b>Ref No.: TUM/Form/SGS/010</b>
	<b>Title: APPLICATION TO UNDERTAKE FIELD WORK</b>		
	<b>Department: SCHOOL OF GRADUATE STUDIES</b>		
	<b>Issue No. 1</b>	<b>Revision No. 0</b>	<b>Date: 4th August 2016</b>

## APPLICATION TO UNDERTAKE FIELD WORK

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

- 1) The Dean of the relevant school may permit a student to carry out fieldwork elsewhere as part of the programme, providing that any such fieldwork is in the interests of a student's academic work and that a student shall have spent at least half the minimum prescribed period of registration as a research student at the University.
- 2) The minimum prescribed period of registration for a research student studying for the MPhil/MA/MSc Degree is one year for a full-time student and two years for a part-time student; and for a research student studying for the PhD Degree it is two years and three years respectively.
- 3) You may not proceed on fieldwork unless:
  - (i) Your thesis title and research outline/research proposal have been submitted, defended and approved; and
  - (ii) You have received notification in writing from the SGS confirming that permission has been granted for you to proceed to go on fieldwork; and
- 4) You have completed a fieldwork risk assessment.  
When this form has been fully completed and the proposal has been approved by the Director of SGS, s/he will send a letter to you confirming that permission for departure has been given. The SGS will send a copy to the supervisor(s), and the Dean of your school.
- 5) You are required to inform the SGS of an address for correspondence during your absence, and any subsequent change of address.
- 6) You are required to maintain monthly contact with your supervisor(s) during your fieldwork.
- 7) You are required to notify the SGS when you return from your period of fieldwork and also of your new term-time address.

### SECTION A – To be completed by the student

Name	:		Reg. No.	:	
Degree Programme	:		School	:	
Date of first Reg. as a research student	:		Current Reg. status	:	



TUM is ISO 9001:2015 Certified

Current Correspondence Address	:	
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**I wish to be away from the University on fieldwork as detailed below:**

Date of Departure	:		Date of Return	:	
Location of Fieldwork					
:					
Purpose of Fieldwork					
:					

Fieldwork Address (see note 5 overleaf)					
:					
Signed	:		Date	:	

*(Student)*

**SECTION B – To be completed by Principal Supervisor**

I confirm that the above student's research topic/outline/Proposal has been approved and that I recommend approval of this application for fieldwork:

Signed	:		Date	:	
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*(Principal Supervisor)*

**SECTION C – To be completed by the Dean of School/Faculty:**

I approve the above and confirm the fee to be charged as (please tick box)

Full fee      or       65% of full fee

Signed	:		Date	:	
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*(Dean of school/faculty)*

**SECTION D – To be completed by the Director of SGS:**

I approve the above and confirm the fee to be charged as (please tick box)

Full fee      or       65% of full fee

Signed	:		Date	:	
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*(Director of SGS)*

*Once completed, please return to the School of Graduate Studies Office*



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