

Please explain what facilities, resources, supervision and appropriate research training will be available to you in support of your research while you are away from Newcastle:

Continue on a separate sheet if necessary

For Primary Research Activity, please confirm that you have followed the procedures below:

Completed your Project Approval and where required, applied for and been granted ethical approval for your research

Contacted your Faculty/School/Institute Office and completed a Risk Assessment Form. A copy of the form should be attached to this application.

Consulted the University's information and guidance on Overseas Travel Insurance for Postgraduate students:
<http://www.ncl.ac.uk/students/wellbeing/finance/information/insurance/postgraduate.htm>

Consulted the Foreign and Commonwealth's Office (FCO) travel advice for the country you are travelling to:
<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

Signature (<i>Student</i>):		Have you consulted your supervisor(s)?	
Signature:	Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 2 – To be completed by the ACADEMIC SUPERVISOR

Please state what arrangements have been made for supervision (and Annual Progress Review, if appropriate) during this period, including arrangements for the supervisory team to maintain contact with the student, in accordance with requirements stated in the Code of Practice for Research Degree programmes, (*see Guidance Notes*):

Continue on a separate sheet if necessary

Signature (<i>Academic Supervisor</i>):		Do you support this request?	
Signature:	Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide additional comments if relevant:

Continue on a separate sheet if necessary

SECTION 3 – To be completed by the HEAD OF SCHOOL/INSTITUTE or NOMINEE

Signature (<i>Head of School/Institute or Nominee</i>):		Do you support this request?	
Signature:	Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide additional comments if relevant:

Continue on a separate sheet if necessary

FOR STUDENTS IN THE FACULTIES OF HASS AND SAGE YOU SHOULD RETURN THIS FORM TO THE RESEARCH STUDENT SUPPORT TEAM, LEVEL 2, KING'S GATE, NEWCASTLE UNIVERSITY, NEWCASTLE UPON TYNE, NE1 7RU

FOR STUDENTS IN MEDICAL SCIENCES YOU SHOULD RETURN THIS FORM TO THE MEDICAL SCIENCES GRADUATE SCHOOL, 3RD FLOOR, RIDLEY BUILDING 1, NEWCASTLE UNIVERSITY, NEWCASTLE UPON TYNE, NE1 7RU

Brief guidance notes to students:

- Students should ensure that they have gained approval for their outside study before finalising any arrangements.
- All students are required to be registered continuously from commencement of their study until their thesis is submitted. You will remain registered during your period of outside study and your thesis submission deadline will be not affected. Any student who is permitted to undertake part of their study outside of the University is still required to pay the standard fees whilst within their candidature, unless alternative arrangements were approved as part of the admission process.
- Students should still attend the University as frequently and at such intervals as the supervisory team shall require, allowing for any period of study undertaken outside the University. As a minimum, in accordance with the *Code of Practice for Research Degree Programmes*, students should have regular contact with their academic supervisor at least ten times a year, approximately once per month, and should have formal contact with their supervisory team at least three times a year, normally once per term. In addition, candidates should follow any procedures for attendance monitoring that are required by their school/institute (e.g. monthly census contact with school office).
- Those students who are under 'Pending Submission' or 'Extended Submission' and have decided to write-up from home should remain registered and follow all contact/attendance monitoring procedures, as detailed above.

SECTION 4 – To be completed by the DEAN OF POSTGRADUATE STUDIES			
<i>As the Dean of Postgraduate Studies, I deem that this period of outside study is appropriate; I am satisfied that suitable arrangements have been made to support the student, and will ensure that the student is informed of this decision:</i>			
Request Approved <input type="checkbox"/>		Request not approved <input type="checkbox"/>	
Comments:		Reasons:	
Signature:	Date:	Signature:	Date:

RESEARCH STUDENT SUPPORT TEAM PROCESSES			
Action Taken:		Signature (RSST):	Date:
Student emailed decision (cc. supervisory team; PGR support secretary and Finance Office)	<input type="checkbox"/>		
Student Record updated	<input type="checkbox"/>		