

TECHNICAL UNIVERSITY OF MOMBASA

Document: Form | Ref No.: TUM/Form/SGS/010

Title: APPLICATION TO UNDERTAKE FIELD WORK

Department: SCHOOL OF GRADUATE STUDIES

Issue No. 1 | Revision No. 0 | Date: 5th April 2018

APPLICATION TO UNDERTAKE FIELD WORK

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

- 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. | : |
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| Degree Programme | : | | School | : |
| Date of first Reg. as a research student | : | Current Reg. | status | : |



| Address | rrespondence | : | | | | |
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| Purpose of F | ieldwork | | | | | |
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| Fieldwork A | ddress (see not | te 5 overleaf) | | | | |
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| Signed | : | | | Date | : | |
| | (Student) | | | | | |
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(Director of SGS)
Once completed, please return to the School of Graduate Studies Office

