**Doctoral Student Off-Campus Activities Notification Form**

It is important that the University is made aware when doctoral students undertake **significant activities** off-campus: this may include (but is not restricted to) activities such as fieldwork, data collection, conference attendance, visits to other institutions, **especially** when overseas or in isolated or new places. This is so that the University can respond to the needs of doctoral students more quickly should an emergency arise.

**Guidance on what constitutes a significant activity:**

You and your supervisor are expected to use your judgement to determine when this form needs to be completed, in particular for activities that are only for a short duration (i.e. day conferences in the UK). If you or your supervisor feel the University needs to be aware of your new location, please complete the form. You do not need to complete this form for activities that have already taken place and from which you have returned.

In instances where you are undertaking an off-campus activity but it is not significant (and you therefore do not need to complete this form), please do remember it is always good practice to notify your supervisor of your activities.

**If you are undertaking activities off campus:**

1. **Discuss with your supervisor** any intended off-campus activities and any reasonable adjustments or support you might need (contact the [Disability Service](https://www.bath.ac.uk/professional-services/disability-service/) for advice and guidance if required)
2. **Complete and return this form** to your [Programme Administrator](https://www.bath.ac.uk/corporate-information/doctoral-college-support-contacts/) in the Doctoral College for each **significant** instance of being off campus. You may wish to liaise with your supervisor and/or the Doctoral College for guidance on when to complete this form.
3. **Maintain contact with your supervisor** whilst you are away and inform them and the Doctoral College of any changes to your itinerary as soon as possible.
4. **A copy of this form will be forwarded** to the Security Office ([security-office@bath.ac.uk](mailto:security-office@bath.ac.uk)) by the Doctoral College for information.
5. It is **mandatory** for all Tier 4 visa holders to request an **authorised absence** by logging into SAMIS (in addition to completing this form). Further guidance about authorised absences can be found on the [Student Immigration Service web page](https://www.bath.ac.uk/guides/attendance-monitoring-for-tier-4-students/).
6. If you are hoping to **suspend your studies** in order to go on placement / internship, you are required to complete [PGR16: Notice of intention to attend a work placement or internship form](https://www.bath.ac.uk/guides/guidance-and-forms-for-doctoral-students/) and submit to the Doctoral College for approval by the Board of Studies (Doctoral). Please bear in mind that any suspension may have implications with regards to your funding
7. Liaise with your department in order to **complete** a [risk assessment form](https://www.bath.ac.uk/publications/risk-assessment-template/). A copy of your risk assessment should be appended to this form.
8. The Doctoral College [Health and Safety Guide](https://www.bath.ac.uk/guides/health-and-safety-guide-for-doctoral-students/) for doctoral students is an **important source of guidance** and so should be read in advance of your off-campus activities. This also includes the [Off-Campus Activities – guide for doctoral students](https://www.bath.ac.uk/guides/off-campus-research-activities-guidance-for-doctoral-students/), which in-turn highlights the potential need for: Risk Assessments; Insurance; Funding arrangements; Travel arrangements; Medical Care; Visa limitations; and Wellbeing.
9. **Contact** [Student Accommodation](https://www.bath.ac.uk/professional-services/student-accommodation/) several months in advance to confirm your requirements (for those students eligible for University accommodation upon their return).

**Please complete:**

|  |  |
| --- | --- |
| **Student name:** |  |
| **Student registration number:** |  |
| **Degree:** |  |
| **Department:** |  |
| **Name of Lead supervisor:** |  |
| **Name(s) of other members of the supervisory team:** |  |
| **Off-campus activity**  **(i.e. fieldwork / data collection / conference etc. - you may add multiple activities, if required):** |  |
| **Off-campus activity start date:** |  |
| **Off-campus activity end date (or anticipated return date if taking additional leave):** |  |
| **Travel details (such as flight details)** |  |
| ***(where Insurance has been taken out)* Insurance Provider and Policy No.** |  |
| **Full Address (where activity will be carried out):** |  |
| **Telephone:** |  |
| **Email address:** |  |
| **Full Address (where you will be staying whilst undertaking the activity):** |  |
| **Telephone:** |  |
| **Email:** |  |
| **If you are visiting more than one location whilst undertaking the activity, please provide dates and locations for your itinerary:** |  |
| **Risk Assessment form completed and attached?**  **Yes/No/Not required:** |  |