**Leave to Work Away (LTWA)**

Application Form

This form must be completed if you plan to conduct any of your research outside Cambridge for more than one day at a time. **No research must commence until the required approvals are in place.**

* Less than 24 hours outside of Cambridge – no approval needed
* 1 day to 14 days – outside of Cambridge – no LTWA approval needed (but Risk approval from ERF committee needed)
* 14 days onwards – ERF and Degree Committee (through CamSIS) approval needed

If your absence from Cambridge will be longer than two weeks, a formal application will need to be submitted through CamSIS for Degree Committee approval. This should not be submitted until you have received approval from the ERF Committee. **The information provided on your CamSIS application must be identical to what is included on this form.**

For useful guidance on the LTWA process, please visit the University website: [Work away | Cambridge students](https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/work-away). If you have any questions about LTWA, please contact your course administrator.

**Risk Assessments**

Apart from students returning home, all students applying for leave to work away for more than one day, must have a risk assessment approved by their Department. Please download the appropriate risk form from the link below. This must be submitted along with your LTWA application.

[Travel Risk Assessment Forms | Safeguarding Work Away (cam.ac.uk)](https://www.safeguarding.admin.cam.ac.uk/policy-and-guidance/travel-risk-assessment-forms)

**Insurance**

With the exception of students returning home, students must arrange appropriate insurance to cover their period of working away. Details of University insurance can be found on the Insurance Section website: [Travel insurance for graduate students | Insurance (cam.ac.uk)](https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance/travel-insurance-graduate-students)

**By submitting this application you are confirming that you will arrange appropriate insurance or the duration of your period of working away.**

Which term does the dates of your proposed period of working away fall?

Please provide the exact dates:

Michaelmas Term Lent Term Easter Term

Personal Information

Name:

Programme:

e.g. PhD in POLIS

About your trip

1. What is the purpose of your trip? (e.g. ‘writing up your thesis’)
2. What sort of research is this?
3. Describe the purpose of your trip.

Itinerary

1. Which country do you wish to travel to?
2. What city/region?
3. Proposed start and end date of your trip

Contact Information

Your contact details

Telephone number (including area code) Email address

Local contact information

Contact name Address

Contact telephone number

Email address

Relationship to you

Approvals

**Principal Supervisor**

Name: …………………………………………………………………………….

Email: ……………………………………………………………………………

Approved/Rejected (Please delete as appropriate)

Comments

**Once approved, please send to your programme administrator.**

**FOR OFFICE USE ONLY**

Ethics, Risk and Fieldwork Committee

Decision on this student’s request is:

Approved Denied

Comments from the Committee

Once approved by the Ethics, Risk and Fieldwork Committee, a CamSIS workflow must be completed to request final approval from the Degree Committee.