

Completing the Working Away application form

Please note that various display issues have been identified when completing the form on a tablet or mobile phone. You are advised to use a desktop computer or laptop. Specific problems may also occur using certain browsers, in particular Internet Explorer and Safari.

1. Am I able to save an application and return to it at a later stage?

You can save your application and return to complete it at a later stage. Click on the 'Save' button at the bottom of the page you are currently completing. Your application will then be saved and be available for you to modify until you are ready to submit it.

When you are ready to continue you can log back in and retrieve your application from your CamSIS 'Change my Student Status' page.

You will only be able to make limited changes to your application after it has been submitted.

Change my student status

In order to apply for a change to your student status please select from the list of changes below.

Please note that if you wish to apply to change your Department or Faculty then you must complete a paper application instead. You can access the paper application by clicking on the Apply button for 'Changing your Department or Faculty'.

What happens after I've submitted an application?

Your application will move through the following approval steps:

Supervisor → Department → College → Degree Committee → Student Registry

Each approver will only be able to see your application once it has been approved/denied at the previous step, and you are able to monitor the progress of your application at any time by clicking on the 'Show progress' button.

If you are concerned about the progress of your application please contact the person with whom the application is sitting. If you experience any difficulties chasing progress of your application please contact the Records and Exams team on (7)66302 or email RecordsandExams@admin.cam.ac.uk.

| Available status changes | |
|--|---|
| Working away | |
| Status 11 Jan 2019 - not submitted. (Application number 2) | <input type="button" value="Continue"/> |
| Working away | |
| Status 02 Jan 2019 - not submitted. (Application number 1) | <input type="button" value="Continue"/> |
| Extending your Submission Date | <input type="button" value="Apply"/> |
| Reinstatement to the Register of Graduate Students | <input type="button" value="Apply"/> |
| Intermission (non-medical reasons) | <input type="button" value="Apply"/> |
| Intermission (medical reasons) | <input type="button" value="Apply"/> |
| Working Away | <input type="button" value="Apply"/> |
| Changing your Department or Faculty | <input type="button" value="Apply"/> |

2. How do I amend an application I have already submitted?

You are only able to make changes to the Contact Details section of an application that you have submitted. If other changes are required, the action you need to take depends on whether your application is still under consideration (i.e. you have not yet been notified of the final decision by Student Registry) or if a decision has already been made.

| Available status changes | |
|---|---|
| Working Away | |
| Application number 2 | <input type="button" value="Continue"/> <input type="button" value="Cancel"/> |
| In progress since 19 Feb 2019. Not yet submitted. | |
| Working Away | |
| Application number 1 | <input type="button" value="Approval status"/> <input type="button" value="View/Edit"/> <input type="button" value="Cancel"/> |
| Submitted on 18 Feb 2019. Under review. | |

Application still under consideration:

Any other changes including dates of travel, destination(s) or purpose of trip, will normally require you to withdraw your application and apply again from fresh. You can withdraw your application by finding it in your 'Change my Student Status' page and clicking on the 'cancel' button.

Please withdraw your application as soon as you can to halt its progress through the approval chain and prevent unnecessary work.

Be aware you are not able to reinstate an application once you have withdrawn it, nor are you able to resubmit a withdrawn application that you wish to adapt, edit or correct.

You may find it useful to save/print a copy of your application before withdrawing it. You will then have the information you originally submitted when you start your new application.

You may need to update your Risk Assessment and insurance plans to support your new application.

If you no longer intend to work away, please withdraw your application as soon as possible. You should tell your supervisor, Department Postgraduate Office and College that your plans have changed.

Application already approved:

Email details of the change(s) to all approvers (Supervisor, Department Postgraduate Office, College, Degree Committee, Student Registry). If the changes are significant, you may be required to submit a fresh application – you will be advised if this is necessary once you have emailed the details of the change(s) as advised above. Student Registry may be able to make certain changes to your application after it has been approved, with the agreement of appropriate parties. If Student Registry does make any changes, a pop-up message will appear on the application to say it has been amended.

Application already rejected:

You cannot amend an application that has been rejected. If your application has been rejected the email you receive confirming this will advise you that 'if you have relevant information that was not available to the Student Registry to enable an informed decision to be made, the Student Registry will be able to re-consider your application' and that you can 'request a review of the decision'.

3. How do I define the purpose of my trip?

Applications to work away from Cambridge are divided into the following types:

- to write up your thesis or make corrections to your thesis after examination; or
- to undertake postgraduate research*;
- to undertake an internship - *you must explain how this is integral to your course*
- Exceptional circumstances**

*If your trip is to undertake postgraduate research you need to select the broad *type* of research you will undertake from the drop down list provided. You may find that more than one option is applicable for your trip. Please choose the option that is most representative of your time away. You can then provide more detail about the nature of your trip in the free-text field.

**See the Cambridge Students website for what is considered ‘exceptional’ and for restrictions on working away for this reason.

<https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/work-away>

4. I will be visiting more than one place during my trip. How do I record that in the application?

You are able to add multiple steps/locations in the Itinerary section of the application form.

To add the first location and dates, click on the ‘add trip details’ button. Additional locations/dates can be entered by clicking the + icon under ‘Your Itinerary’.

You do not have to add the entries in date order – the system will automatically order the entries for you.

- 1 Introduction
Complete
- 2 About your trip
In Progress
- 3 Itinerary
Complete
- 4 Contact details
In Progress
- 5 Risk assessment
In Progress
- 6 Insurance
In Progress
- 7 Review and submit
In Progress

Step 3 of 7: Itinerary

It is important that we have an accurate record of your whereabouts in case of any event (e.g. natural disaster, civil unrest) which might give rise to concerns about your safety.

If travelling to different locations you must provide details of each location and accurate information of when you will be in each location.

If attending a conference immediately before, after or during your working away, include it as a separate step in your itinerary.

If taking holiday during the period of working away, enter this as a separate step so that we know when you will not be at your working away location.

You can find more information on the [Safeguarding website](#).

Your itinerary

+

| Step | Country | City / region | Post Code | Start Date | End Date |
|------|------------|---------------|-----------|------------|------------|
| 1 | 🇬🇧 England | Ely | CB2 9VZ | 23/04/2019 | 12/06/2019 |

Save

5. What do you mean by City/Region?

You need to tell us the name of the town/city you will be staying in on the dates provided, or the more general region if you are not staying in a named populated area.

If stating a region, the more specific you are, the easier it will be for us to identify your level of risk if an event that might compromise your safety occurs in that country.

For example, if you are conducting fieldwork in a rural area the region might be a county, e.g. Cambridgeshire, a recognised defined area e.g. Yosemite National Park or Brecon Beacons, or a broader area e.g. villages of Kenya in a 50mile radius from Nairobi.

Please do not just repeat the country name in the City/Region field.

6. What postcode should I enter for working away in the UK?

This should be the postcode of where you are working, as opposed to where you are living. If you are conducting fieldwork in a single region that covers a geographical area broader than one postcode, please enter the postcode where you expect to spend most time.

7. How should I record the start and end dates if my trip has multiple itinerary stages?

The start and end dates for a trip at one location are self-explanatory. The start date is the day you depart Cambridge and the end date is the last day you will be out of Cambridge.

For trips with multiple locations the dates you enter need to be concurrent. The end date of one step may be the same as the start date of the next step if you are in both locations on the same day (for example, you may leave location A in the morning and arrive in location B on the evening of the same day).

There should not be any dates missing between steps in a multi-location itinerary.

8. What if I am having a holiday immediately before, after or during my working away?

Postgraduate research students are entitled to take periods of holiday at times agreed with their supervisor, provided they do not exceed the total maximum allowed in a given year:

<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-studentinformation/graduate-students/terms-study>

You do not need to apply for leave to work away if the **sole purpose** of your trip is to take a holiday.

However, it is recommended you inform your Department Postgraduate Office and College of your holiday dates so they know when you are out of Cambridge.

Holiday immediately preceding or following planned period of working away:

Do not include your holiday dates in your application. The start date should be recorded as the date you leave Cambridge or holiday destination to travel to your working away destination. Your end date should be recorded as the date you leave your working away destination to return to Cambridge or commence your holiday.

Holiday during planned period of working away:

Enter the agreed period of holiday as a separate step in the Itinerary page of your application. This is so we know the dates when you will not be at your working away location.

9. What if I am attending a conference immediately before, after or during my working away?

You should include the conference as a separate step/location in your itinerary.

10. What if I plan to return to the UK/Cambridge for a short time during my proposed working away period?

Applications to work away are usually for a continuous period with no intervening breaks to return to Cambridge. If you know you are required to return to Cambridge (or elsewhere in the UK if applying to work away overseas) you should include any planned trips back to the UK as a separate step/location in your itinerary. This includes short trips back to Cambridge to meet your supervisor.

You are recommended to check that your travel insurance policy will still provide suitable cover if you break your trip to return to the UK.

11. What contact details am I required to submit and why?

Personal contact details

Fieldwork/data collection, internships

It is important that we have up-to-date contact details in case of any event (e.g. natural disaster, civil unrest) which might give rise to concerns about your safety.

You can find more information on the [Safeguarding website](#).

Writing up/completing corrections or revisions/exceptional circumstances

Please note that the University assumes no responsibility for you while writing up or completing corrections or revisions to your thesis, or working away due to exceptional circumstances, in your chosen country.

However, it is still important that we have up-to-date contact details for the purposes of providing academic support.

You need to provide at least one telephone number and one email address that we can use to contact you while you are working away from Cambridge. You may give additional contact details for yourself but please indicate the most reliable telephone number and email address as your preferred contacts.

Step 4 of 7: Contact details - Personal contact details

It is important that we have a way to contact you in case of an emergency.
Enter a personal phone number and email address we can contact you on while away. List all numbers and addresses if using more than one.
You can find more information on the [Safeguarding website](#).

Phone number

ⓘ You have not yet entered any phone numbers. Click the button to add details.

Email address

ⓘ You have not yet entered any email addresses. Click the button to add details.

Add phone number

*Telephone

Preferred Yes

Other contact details

In addition, for each location you are visiting you need to provide **two** more sets of contact details which we can use if we are having difficulty reaching you.

Fieldwork/data collection, internships

It is important that we have up-to-date details of two contacts in case of any event (e.g. natural disaster, civil unrest) which might give rise to concerns about your safety.

You can find more information on the [Safeguarding website](#).

Writing up/completing corrections or revisions/exceptional circumstances

Please note that the University assumes no responsibility for you while writing up or completing corrections or revisions to your thesis, or working away due to exceptional circumstances, in your chosen country.

However, it is still important that we have up-to-date details of two contacts in case we need to get in touch with you about your course and are unable to reach you via the personal contact details you have provided.

The first contact should be a reliable family member or friend. The second should be someone based at the location of your working away who would see you on a regular basis. For example, this may be your academic host at the institution you are visiting, a fellow member of your research party if travelling in a group, or the manager of the accommodation you are staying in for solo field-based study.

If you are attending a conference immediately before, after or during your trip (see Q9 above) the conference organiser could be one of your contacts. If you are attending the conference with a colleague or student from your department they could be named as contact(s).

If you are writing up your thesis from home your family/friend contact can be the same individual as the contact based at your location.

When entering the second contact's details, you can copy those you entered for the first contact. When the box comes up to add your second contact, click 'copy from' at the top of the 'Add contact details' box and select the contact details you wish to copy. You can then edit these if necessary.

12. Do I need a risk assessment?

Yes – you cannot submit your application without uploading a risk assessment. The only exceptions to this are if you are applying to work away to write up your thesis/dissertation or make corrections or revisions to your thesis or if you have applied to work away due to 'exceptional circumstances'. In this case, you should simply upload a statement saying that you are not required to upload a risk assessment as you are writing up/completing corrections or revisions/working away due to exceptional circumstances.

Your risk assessment must be fully approved according to your Department's policy before you upload it to your application. If you are unsure who, other than your supervisor, is responsible for approving your risk assessment please contact your Department Postgraduate Office for advice. It is important you get this right. Your Department are responsible for approving your risk assessment. Your application will be delayed or possibly rejected if you upload a risk assessment that has not been suitably approved. If you need to submit a revised risk assessment please contact your Department in the first instance – they will be able to upload a revised risk assessment while your application is still pending. If a revised risk assessment is uploaded, a pop-up message will appear on the application to say it has been amended. Normally, the old risk assessments will not be deleted – this is in order to maintain the integrity of the application.

The University has a duty of care to students – information about safeguarding can be found here:

<https://www.safeguarding.admin.cam.ac.uk/>

Please contact internationalssupport@admin.cam.ac.uk if you have queries about risk assessment for your trip.

13. Do I need insurance?

Yes. You must have travel insurance while you are working away outside the UK. University travel insurance will cover trips for data collection, fieldwork, archival or library-based research, internships or placements. If you are writing up or completing corrections to your thesis overseas, University travel insurance is not available and you should consider making your own arrangements to ensure you are covered.

Even the best planned trips can go wrong so you will need travel insurance that provides adequate emergency medical, possessions and travel disruption cover.

Not having suitable travel insurance could be extremely costly if anything does go wrong.

The University's travel safety provisions give you excellent support in a medical emergency, taking care of practicalities so you can concentrate on getting better.

For trips outside the United Kingdom, the University's free travel insurance provides a very high level of cover. Applying for cover is quick and easy.

<https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance>

If travelling because you need to be in a particular location in order to carry out activities which are essential to your course, such as in-person interviews with local inhabitants, visiting local libraries, archives, research sites, etc. this is classed as 'business purpose' and you must apply for University Business Travel Insurance cover.

If you are travelling to your original home country for a 'business purpose' you must take out the University's Business Travel Insurance cover but you should not use it to cover medical expenses in your home country if you are entitled to free healthcare or if you can use your GHIC card (All

travellers to the EU should carry a GHIC card). Under the University's Business Travel Insurance policy, you will still have cancellation, baggage, personal liability, etc. cover, as well as being entitled to emergency assistance.

A preference for carrying out your usual work away from Cambridge does not qualify as 'business purpose'. Therefore, if you are working away to write up or complete corrections or revisions to your thesis, whether from home or another location, or for an approved exceptional circumstance, this cannot be covered by the University's Business Travel Insurance. You should ensure you have adequate alternative insurance in place.

Insurance should be applied for as part of planning for the trip so that you are covered from the very outset for any issues you may encounter. If you do apply after leaving it won't cover anything which happened before you took out the insurance.

Travel within the United Kingdom cannot be covered by the University's Business Travel Insurance. You may wish to arrange your own travel insurance (or extend your home contents insurance to travelling) if you travel within the United Kingdom.

Please contact internationalsupport@admin.cam.ac.uk if you have queries about travel insurance for your trip.

14. Visa/entry clearance

You are responsible for ensuring you have appropriate visa/entry clearance for the work you are planning and the countries you will be visiting.