



University of
St Andrews

Applying to the postgraduate research fieldwork bursary fund

Document type	Guidance
Scope (applies to)	PGR only
Applicability date	31/08/2018
Review date	31/07/2026
Approved date	24/08/2023
Approver	Proctor's Office
Document owner	Deputy Head of Education Policy and Quality
School / unit	Education and Student Experience
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Academic policies/Learning and teaching/Fieldwork for PGRs
Purpose	This guidance gives an overview of the Fieldwork Bursary Fund, outlines the eligibility criteria of the Bursary Fund and how students can apply for a fieldwork bursary.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.2	Removal of reference to the PGR specific fieldwork policy due to policy being retired. Expanded eligibility for p/t students to apply.	Approved	Emily Feamster, Deputy Head of Education Policy and Quality	24/08/2023

GUIDANCE ON APPLYING TO THE POSTGRADUATE RESEARCH FIELDWORK BURSARY FUND

Overview

The Fieldwork Bursary Fund assists with costs directly connected with research carried out 'in the field' by registered, full-time postgraduate research students. Allocated funds are provided to successful applicants through a one-time bursary.

Value

Students may apply for up to £500 per academic year. Any request for funds must be supported by an itemised list of expected expenses; applications should align with the [University Expense Policy](#).

Eligibility

- Applicants must be registered St Andrews postgraduate research students.
- Applicants may only apply to the Fieldwork Bursary Fund twice, but applicants who have not received the funding before will be given preference.
- Preference may be given to students who are unable to access alternative funds for fieldwork support from their funding body or school
- Applicants whose research involved human participation must have received research ethics approval for their proposed research.
- Students must also complete a risk assessment prior to going on fieldwork.
- Retrospective applications are not permitted.
- No monies can be guaranteed to any applicant.

Eligible Expenses

The fieldwork fund is intended to offset additional costs incurred by students due to the need to conduct research outside of St Andrews. It is not meant to cover costs that would be accrued regardless of fieldwork status (e.g. books, conference costs, subsistence costs, tuition fees, other equipment and/or services considered a normal student expense).

Eligible expenses include:

- Student travel and/or accommodation costs necessary for the research
- Incentive payments or token gifts to research participants
- Materials, supplies or other services essential to the research

How to apply

Once fieldwork has been approved, students can apply for a fieldwork bursary online, via the Fund Management system. Students will be sent a link to the online application form.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Changes to Associate Provost titles	Approved	Emily Feamster, Academic Policy Officer, Principal's Office	03/08/2021
1.2	Removal of reference to the PGR specific fieldwork policy due to policy being retired. Expanded eligibility for p/t students to apply.	Approved	Emily Feamster, Deputy Head of Education Policy and Quality	24/08/2023