

Policy on the Organisation of Academic Field Activities

Title:	Organisation of Academic Field Activities
Policy number:	POL 036
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Date of Senate approval if required	11/04/1985
Date of Board approval if required	06/12/2023
Effective date of implementation	01/09/1985
Frequency of review required	3 years
Replacing or superseding information	Supersedes 2015-20-POL-AC and all policies and practices relating to the Organisation of Academic Field Activities. History: Personnel Policies & Procedures 2001 – AC-008-02 page: COB_PPP_49.
Revision number	
Responsible Office	Academic Affairs
Accountable Officer	Vice President, Academic Affairs
Related legislation, regulation, policy, or policies	None
Appendix/Appendices	None

1. **Authority**

The Academic Senate.

2. **Purpose**

This policy establishes guidelines on the procedures that will regulate the Organisation of Academic Field Activities.

3. **Scope**

This policy applies to all faculty and students of the University of The Bahamas.

4. **Definitions**

N/A

5. **Policy Statement**

5.1. General Policy

- 5.1.1. To qualify for University funding, a field trip should form an integral part of a specific course, and as such, must have been approved by the Academic Senate.
 - 5.1.2. Advanced planning of all proposed field activities requiring funding should be carried out on a School basis prior to the submission of the School's budget estimates so that adequate funds, in accordance with the University's funding policy, may be sought.
 - 5.1.3. During the semester in which the field trip is actually to take place, the Chair of the relevant School should submit funding requests to the Business Office no later than six (6) weeks in advance of the proposed date of the trip.
 - 5.1.4. Where the site of the field trip is not familiar to the faculty concerned, a prior visit may be necessary to inspect the site and make any necessary preparatory arrangements.
 - 5.1.5. For field trips within New Providence, students should be accompanied by faculty at a ratio of 1 to 15.
 - 5.1.6. For field trips outside of New Providence, a minimum of two faculty members should accompany students. However, for groups with fewer than ten students, only one funded faculty member will normally be approved.
 - 5.1.7. A report of the results of the field trip must be submitted to the School's Chair by the end of the semester in which the trip is taken.
- 5.2. Funding
- 5.2.1. The University will meet 40% of the cost of approved field trips, with students being responsible for the remainder of the cost.
 - 5.2.2. Where possible, the University will establish a discretionary fund to assist students in need.
 - 5.2.3. The University will meet the costs of the accompanying faculty.
 - 5.2.4. After the field trip is completed, a financial statement and all relevant receipts must be submitted within 10 days of the date of return.
 - 5.2.5. For field trips within New Providence, the University will meet the full transportation costs, and students will meet all other costs.
 - 5.2.6. The University will only help fund field trips within The Bahamas.