

FIELD TRIPS

CODE: P015

Section: Academic/Student

Policy Owner: BOG

Procedure Owner: Chief Operating Officer - Academia

POLICY

The Policy of the Board of Governors is to include Field Trips in the Curriculum wherever appropriate to provide students with the appropriate skills and competencies related to their studies. It is the Institute of Tourism Policy to ensure Health and Safety procedures (and insurance cover) during these off campus activities.

PROCEDURES

At the Institute of Tourism Studies there are two types of Field Trips:

1. Academic Field Trip embedded in the curriculum as part of a programme.
2. Non-Academic Field Trip which is an ITS sponsored social, cultural, sport or competition for an individual or group. Supervised by the required ITS staff.

In the first case the lecturer is always present and has learning outcomes to be achieved written down in the Its Module Template.

In the second case a lecturer or more may be accompanying the students along with other staff as might be recommended by the Its Management.

In the first case,

In extreme cases where student participation to a field trip is not possible, the case should be seen/dealt with by the Director of Studies or his delegate (most of the times the Registrar).

Students (in the first case) who are injured during a field trip are generally covered by ITS insurance Policy -

Note: Students are not covered by ITS insurance Policy.

Students (in the second case) who are injured abroad need to apply their personal insurance (or ITS insures them) -

Note: Students need to have their personal insurance.

Before students participate in Field Trips (both cases) need to sign the Field Trip Agreement Form. If a student is under the age of 18 the parents in legal guardians must sign too.

In the case of adverse weather field are cancelled and re-scheduled if possible. Appropriate first-aid is available for students during field trips.

INSTITUTE OF TOURISM STUDIES

Field Trip Agreement Form

Student Name + Surname _____

Address _____

Tel No. _____

Programme _____

Module _____

Lecturers _____

I am aware that I will be participating in Field Trips as per Its module template/ as per information given by Management out of the ITS campus. I am aware of possible risks during Field trips which can be unexpected circumstances. I accept and assume all possible risks of injury or damage that I might suffer I confirm and acknowledge that I will not hold ITS responsible for any unexpected circumstances. I understand that this is a LEGAL FORM and by signing I am agreeing to abide by the above terms.

Signature: _____