

# FIELD TRIPS POLICY

CODE: P015  
Policy Owner: BOG

## **POLICY**

Field trips shall be included in the curriculum wherever appropriate to provide students with the proper knowledge, skills, and competencies related to their studies. It is within the remit of the Institute of Tourism Studies 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 trips which are embedded in the curriculum as part of a programme.
2. Non-academic field trips which are sponsored by ITS and supervised by the required ITS staff. These can be social events, cultural events, sports events, and/or competitions.

In the first case, the lecturer shall always be present and aim to achieve the learning outcomes as per the Module Template.

In the second case, the students may be accompanied by one or more lecturers along with other staff as might be recommended by ITS Management.

Students who are injured during a field trip, be it academic or non-academic, shall be covered by ITS's insurance Policy.

Students who are injured abroad must apply their own personal insurance.

Before students participate in field trips, be they academic or non-academic, they are required to sign the Field Trip Agreement Form. If a student is under the age of eighteen, the parents or legal guardians are required to sign as well.

In the case of adverse weather, field trips shall be cancelled and rescheduled if possible.

**Field Trip Agreement Form**

Student Name and Surname \_\_\_\_\_

Address \_\_\_\_\_

Tel No. \_\_\_\_\_

Programme \_\_\_\_\_

Module \_\_\_\_\_

Lecturers \_\_\_\_\_

I am aware that I will be participating in field trips off ITS campus as per ITS module template/information given by ITS Management. I am aware of the possible risks during field trips which can be due to unexpected circumstances. I accept and assume all possible risks of injury and/or damage that I might suffer. Additionally, 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 (student 18+) \_\_\_\_\_

Signature (student 18-) \_\_\_\_\_

Signature (legal guardian of student 18-) \_\_\_\_\_

ID card of legal guardian \_\_\_\_\_