

# **BOLGATANGA TECHNICAL UNIVERSITY**



## **FIELD TRIP POLICY**

2022

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## **1.0 INTRODUCTION**

A field trip is a trip made by students or research workers to study something at first-hand outside the university campus. This may be any school sponsored activity or an academic course-related activity that serves an educational purpose and occurs outside of the classroom at a location other than the campus at which the course is regularly taught.

Field trip provides opportunities for linking theory and practice, and for experiencing the physical and social realities of the working environment. As part of the University's study programmes, there is the need to encourage field trips. However, field trips come with inherent risks and significant levels of personal responsibility on the students and the University.

The purpose of this policy is to outline principles and procedures for the conduct of field trips to ensure safe and positive off-campus learning experience for students and the staff.

## **2.0 POLICY STATEMENT**

Learning occurs within and beyond the classroom. As such, students acquire knowledge, skills and attitudes through a variety of experiences and in a variety of settings. Bolgatanga Technical University therefore encourages and supports students' participation on field trips that enhance and expand educational experiences and opportunities; and ensures that such trips are safe and relevant to the students' educational programme.

### **2.1. SCOPE OF THE POLICY**

This Policy applies to all academic field trips of the University and to persons responsible for overseeing such trips. Trips designed primarily for vacation purposes, athletics or other trips that do not fit under the guidelines outlined in this policy shall not be approved.

## 2.2. POLICY GUIDELINES

The following the requirements when embarking on a field trip:

- i. All academic field trips must be clearly identified as such in the course syllabus.
- ii. Each field trip plan must clearly outline the specific curricular objectives for the field trip.
- iii. An application for the approval of a field trip must be submitted to the Dean of School/Faculty not later than four weeks to the event.
- iv. All applications for international field trips shall be submitted to Academic Board for consideration.
- v. Provision for field trips must be made in the department's annual budget.
- vi. Detailed information about field trips must be provided to Academic Board through the Dean of School/Faculty before the start of the semester and must provide the date, time, locations, means of transportation, and any fees to be incurred by the institution and the student.
- vii. Detailed information about approved field trips must be provided to students at the beginning of the semester and must provide the date, time, locations, means of transportation, and any fees for which the student is responsible.
- viii. If an unanticipated opportunity for a field trip arises later in the semester, the information shall be submitted to Vice Chancellor through the Dean for consideration.
- ix. A week before the trip, the faculty member must discuss with students in appropriate detail any risks associated with the activity of the field trip, expected behaviour and conduct during the trip and, any relevant emergency preparedness information.
- x. The faculty member must ensure that special provision is made for physically challenged persons where applicable.
- xi. Either the faculty member or some other responsible Technical University official designated by the faculty member shall accompany all academic field trips. However, a Teaching Assistant shall not be assigned to lead a field trip.

- xii. The site of the academic field trip should be visited in advance by the instructor, or an appropriate Technical University official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
- xiii. Not later than three days before the event, the faculty member must furnish the Dean of School/Faculty, the Dean of Students Affairs and the Head of Department with complete information about the date, duration, location, and transportation plan for the field trip. The Public Relations Office must be copied.
- xiv. The faculty member shall also provide the Dean of School/Faculty, the Dean of Students Affairs and the Head of Department a roster of the names of all participating students, along with the names and cell phone numbers of all faculty or other Technical University affiliates who shall be accompanying the students.
- xv. If a field trip is optional, each student must complete a waiver form. On the other hand, if it is a course requirement, participation shall be compulsory for all students.

### 2.3. **STUDENTS**

- i. Students on academic field trips shall be governed by the rules and regulations published in the Students Handbook. Any violation of the rules and regulations may result in disciplinary action or sanctions by the University.
- ii. Students who do not comply with the timing and duration of the field trip, do so at their own risk. In other words, students who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed or isolate themselves from the group shall do so at their own risk.

### 2.4. **TRANSPORT**

- i. The University-owned vehicles or chartered buses shall be used for transportation on an academic field trip.
- ii. Students who choose to take alternative transportation aside that provided by the University shall do so at their own risk.

- iii. Students shall not transport other students on field trips.
- iv. If the University-owned vehicle is used for an academic field trip, that vehicle shall be insured by the University for liability and physical damage.
- v. If a chartered bus is used, the bus must be secured from a company approved by the Transport Office.
- vi. Any traffic or parking violations shall be the sole responsibility of the operator of the vehicle.

### **3.0 PROCEDURES**

#### **3.1. Categories**

For the purpose of administrative requirements, field trips have been coded into categories using a combination of three symbols (e.g.: 1BS, 2SE, 3AS, etc.).

##### **3.1.1. Duration/Destination**

- i. Day trips
- ii. Overnight (within Upper East Region)
- iii. Overnight (out of Upper East Region)
- iv. Extended duration (four or more nights)

##### **3.1.1. Type of Activity**

- i. Outdoor Education
- ii. Other activities (visiting/observations/performances/etc.)

#### **3.2. Approval Process**

**Field Trip Application Forms**, once completed and approved by the Dean of the School, shall be filed as follows:

##### **3.2.1. Categories 1BS, 2SE, 2SA, 3AS and 3BE**

These are to be kept and filed at the School/Faculty level.

### **3.2.2. All Other Categories**

Copy is to be forwarded to the Pro Vice Chancellor for review and final approval.

### **3.2.3. Applications for Field Trips**

Application for field trip must be submitted to the Dean of the School. The Dean's signature on the field trip form verifies that the Dean:

- i. clearly understands the nature and category of the field trip;
- ii. has ensured that the key factors for approval have been considered including curricular relevance, cost, distance to be traveled, and accessibility for all students eligible for the trip;
- iii. has ensured that this policy, guidelines and administrative procedures have been fully observed, and formally approves the request.

### **3.2.4. INTERNATIONAL TRIPS**

In addition to meeting the guidelines in this policy, the approval of any international trip(s) will be dependent on the country (ies) of destination being considered safe for travel by the Ministry of Foreign Affairs. Further, should a trip be approved on that basis, and a subsequent Travel Report advises not to travel to that country, the Academic Board's approval for the trip shall be withdrawn. Where any non-refundable deposits are made such deposits remains the liability of the depositor.

Appendix A: **FIELD TRIP (RELEASE OF LIABILITY) FORM**  
**BOLGATANGA TECHNICAL UNIVERSITY**



**FIELD TRIP (RELEASE OF LIABILITY) FORM**

**RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE,  
ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS**

Activity: \_\_\_\_\_

Activity Date(s) and Time(s): \_\_\_\_\_

Activity Location/Facility: \_\_\_\_\_

In consideration for being allowed to participate in this Activity, I **release from liability and waive my right to sue** BOLGATANGA TECHNICAL UNIVERSITY, and their employees, officers, volunteers and agents (collectively “University”) from any and all claims, **including the University’s negligence**, resulting in any physical injury, illness (including death) or economic loss that I may suffer because of my participation in this Activity, including any travel to and from the Activity.

I am voluntarily participating in this Activity. I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this Activity. These injuries or outcomes may arise from my own or other’s actions, inactions, negligence, or from the condition of the Activity location(s) or facility (ies). **Nonetheless, I assume all related risks, whether known or unknown to me, of my participation in this Activity, including travel to and from the Activity.**



I agree to **hold** the University **harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees**, as a result of my participation in this Activity, including travel to and from the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University.

If I need medical treatment, the University is authorised to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from any medical treatment. I am aware that the University does not provide health insurance for me and I should carry my own health insurance.

I am 18 years or older. I have read this document, and I am signing it freely. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the University, (c) and assumption of all risks of participating in this Activity, including travel to and from the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the laws of Ghana. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Participant Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*If Participant is under 18 years of age:*

I am the parent or legal guardian of the Participant. I have read this two-page document, and I am signing it freely. **I understand the legal consequences of signing this document, including (a) release of University from all liability on my and the Participant's behalf, (b) waiver of my and the Participants' right to sue, (c) and assumption of all risks of the Participant's participation in this Activity, including travel to and from the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

Minor Participant's Parent/Guardian Name (Print):

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Minor Participant's Parent/Guardian \_\_\_\_\_

Minor Participant's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Minor Participant \_\_\_\_\_

## TABLE OF AMENDMENTS

<b>Version number</b>	<b>Date</b>	<b>Short description of amendment</b>
Ver. 2.0	30/04/2021	Addition of Field Trip (Release of Liability) Form.