

South Eastern University of Sri Lanka

Guidelines on Field Trips

1. Approval should be sought from the Research and Publication Committee for the field trip using the form given in Annexure I.
2. Application for a field trip should be submitted by a permanent academic staff member with the recommendation of the Head of the Department. No application is entertained from temporary academic staff members, visiting staff members, non-academic staff members or students.
3. The applications for the field trips should be submitted to the Academic Division within the first two weeks of the academic year for all the field trips intended during both the semesters of the respective academic year. The applications will be tabled at a special meeting of the Research and Development Committee for the evaluation and approval.
4. The field trips should be organized allowing sufficient time to get the necessary approvals from the Research and Development Committee.
5. Applications received after the deadline will not be considered.
6. Field trips should not be planned during study leave, examination period and semester vacations.
7. The applicant should provide clear explanations on the following.
 - a. need for the field trip and objectives,
 - b. how the objectives of the field trip is evaluated (i.e. submission of assignments which will be evaluated, presentations to be done and their evaluation etc.),
 - c. provisions given in the curriculum for field trip and marks to be allocated for the field trip (evidence should be provided from the student handbook),
 - d. expected budget and how it will be spent.
8. The staff who will be attending the field trip should **ONLY** be the staff members involved in teaching the particular subject. The number of academic staff members taking part should be decided by the lecturer-in-charge and the Head of the Department. At least one male and one female academic staff member should take part in the trip (in order to support the lecturer or the lecturer in charge organizing the field trip, a minimum number of temporary academic staff member(s) can be allowed to participate). In no circumstances, non-relevant staff (i.e. academics who are not teaching the relevant subject, non-academic staff such as CAAs or MAs, etc. administrative staff such as AR, SAR etc.) should be allowed to take part in the field trips.
9. All the students registered for a particular subject should take part in the field trip. In no circumstances, approval will not be granted to take only a portion of students to the field trip. A student or a group of students who is/are not registered for the particular course will not be allowed to take part in the field trip. If a field trip is organized for two or more subjects together, all the students registered for such subjects should take part in the field trip.

10. The budgetary provisions will only be provided for fuel and for hiring a vehicle if the university vehicles are not available.
11. The obtained budget or advances should be spent according to the financial regulations and the advances should be settled immediately after the field trip. Settling the advances and the budget should strictly be done by the applicant.
12. Cash advance forms for the field trip should be appropriately filled, signed and submitted to the finance branch at least 7 days prior to the field trip either by the lecturer concerned, lecturer-in-charge or the Head of the Department.
13. If there is a need to hire external vehicles for the field trip, then requests should be made at least 14 days prior to departure date as the supply division has to follow the procurement guidelines in order to hire vehicles.
14. The vehicles used for the field trip should not be used for any other purposes other than the intended purpose.
15. The application should clearly state the course code, title of the paper and the relevancy of the field trip to the particular subject.
16. The budget should only include the following items in order to justify the budget requested.
 - a. Obtaining vehicle facilities (internal or external) – relevant forms used by the transport division under the general administration should be used
 - b. Entrance fee, vehicle parking fee (only to or at the relevant locations intended to visit during the field visit)
 - c. Any extra transport facilities needed such as boats to be used in rivers or sea (only if the field trip is to sea or river to study any matters related to that locality), hiring any specific vehicles for some intended purposes etc.
 - d. Fees for guides and field assistants, if necessary
 - e. Fees to take photographs, videos (recommended to utilize the resources available in the University)
 - f. Expenditure for food or refreshments will not be provided from the University and in no circumstances the cash advances obtained should include any components to cover such expenses.
 - g. Accommodation charges will only be provided if the students were taken to another University or a recognized institution for practical sessions (i.e. Survey camps, to cover practical sessions in laboratories of other universities etc.)
17. Subsistence and / or overtime to the drivers, cleaners, labourers and other relevant staff who take part in the field trip will be paid based on the approved provisions given in the UGC circulars. Such payments could be requested separately using appropriate forms obtained from respective divisions and recommended by relevant academic staff and / or Head of Departments/Divisions.
18. The cash advances obtained should be settled within 14 days from the date of obtaining the cash advance.

19. Within a week from the date of completion of the field trip, a report on the field trip should be submitted to the research and publication committee through the proper channel in the prescribed form (Annexure II).
20. If the services of any external resource persons is necessary during the field trip to deliver lectures or to conduct any practical sessions, any demonstrations etc. such resource person could be paid based on the approved procedures. If such services of external resource person is necessary, prior approval to appoint them as visiting staff should be obtained or it should be included in the budgets following proper guidelines. The rate of payments allowed should be in line with the rates approved. The budget submitted should clearly state the rate per hour and total amounts to be paid to such resource persons.
21. All the expenses incurred in field trips should be in line with the UGC financial regulations.
22. The report of the same field trip for the previous year should have been submitted on time together with settlement of the cash advance taken within the stipulated time in order to obtain the approval for the current year.
23. If any changes are required in the proposal submitted, revisions could be submitted to the research and development committee in prescribed form (Annexure III) with a covering letter through the proper channel.

Annexure I

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Obtaining Prior Approval for Field Trips and Budget

(This application should be submitted during the first two weeks of the respective academic year. Late applications will not be entertained)

- 01. a. Faculty:
- b. Department:
- 02. Details of the course and justification for the field trip
 - a. Course Code:
 - b. Course title :
 - c. Justification for the proposed field trip (annex a copy from the student handbook to show that this field trip is planned and required):
.....
.....
- 03. Place(s) intended to be covered in the proposed field trip, travel route and accommodation details (if necessary, annex any supporting documents).
 - a. Place or places that will be visited:
 -
 - b. Places in which accommodation will be arranged:
 -
 - c. Travel route:
 -
- 04. Objective of the field trip and expected final outcome:
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-
-
- 05. How the final outcome will be evaluated and the amount of marks allocated to the final marks:
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06. a. The budget expected:
b. Details on how this budget will be spent (attach details):

07. a. Date of Departure: b. Time of Departure:
c. Returning Date : c. Returning time:

08. Details on participants:
a. Number of students: b. Number of Male students:
c. Number of Female Students: (If female students take part, at least one female academic staff members should also attend)
d. Academic staff members participating in the field trip:
e. Non-academic staff members attending (the need should be clearly stated):
.....
.....
.....

09. Recommendation of the Head of the Department
I certify that this field trip is an essential / not an essential part of the course(code)
(title of course). I also certify that the proposal and the budget forwarded herewith is accurate / not accurate.

.....
Recommend / Not recommend Date

10. Recommendation of the Dean of the Faculty
.....
Recommend / Not recommend Date

11. Vice Chancellor’s approval
.....
Approved / Not Approved Date

Annexure II

Report on the Field Trip

Follow the following format to submit the report on the field trip.

01. a. Faculty:
- b. Department:
02. Details of the course and justification for the field trip
- a. Course Code: Course title :
03. a. Date of Departure: b. Time of Departure:
- c. Returning Date : c. Returning time:
04. Place(s) visited, travel route and accommodation details (if necessary, annex any supporting documents).
- a. Place or places that were visited:
-
- b. Were there any changes in the Travel route? Yes / No. If yes, give the reasons
-
-
05. Have the outcome(s) of the field trip achieved and how the marks were allocated for the field trip:
-
06. Number participated in the field trip (attach details to the report):
- a. Number of students and a copy of their signature sheet:
- b. Number of academic staff members participated and their name list:
- c. Number of non-academic staff members participated and their name list:

07. Actions take to achieve the objectives of the field trip:

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08. Difficulties and challenges faced during the field trip:

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.....

09. Any other matters to report:

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10. Name of the academic staff member who is preparing the report (should be the same one who applied for the budget or the respective head of the department) :

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11. Recommendation of the Head of the Department

I certify that the information provided in the report are accurate.

.....

.....

Head of the Department

Date

12. Recommendation of the Dean of the Faculty

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.....

Recommend / Not recommend

Date

Annexure III

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Revision of the Approved Field Trips and / or Budget

Due to (reason), the approved field trip and / or the budget approved for the field trip of the Department of, Faculty of on the subject (code)(title) to (location) from tois revised as follows.

01. Place(s) intended to be covered in the proposed field trip, travel route and accommodation details if revised (if necessary, annex any supporting documents).

a. Revised place or places that will be visited:

b. Revised places in which accommodation will be arranged:

c. Revised travel route:

02. If the date and time of departure and / or return is revised

a. Original date of departure: Revised date of departure:

b. Original time of departure: Revised time of departure:

c. Original returning date : Revised returning date :

d. Original returning time: Revised returning date :

03. If the budget is revised,

a. Initially approved budget:

S. No.	Details	Amount allocated (Rs.)	Revised Amount (Rs.)
	Total		

04. The revised proposal / budget is forwarded for the approval of the Research and Development Committee.

Lecturer in charge: Date:

05. Recommendation of the Head of the Department

I recommend / not recommend the revisions.

.....

.....

Head of the Department

Date

06. Recommendation of the Dean of the Faculty

I recommend / not recommend the revisions.

.....

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Dean of the Faculty

Date