

TKU Implementation Guidelines Regarding Field Trips

Secretariat Regulation No. 1010000020 (05/31/2012)

Amended in Academic Affairs Meeting (05/09/2012)

1. The *TKU Implementation Guidelines Regarding Field Trips* (herein referred to as “These Guidelines”) were formulated to incorporate educational activities into students’ off-campus learning experience.
2. Field trips must contain clear purposes, coincide with the progression of in-class instruction and be clearly related to the content of in-class instruction. These aspects should be outlined in the teaching syllabus.
3. Those planning to hold field trips must submit a “Field Trip” application to the Office of Academic Affairs at least two weeks in advance.
4. The holding of off-campus teaching activities must correspond to the class’s regular time slot (not including commuting time to and from the activity), and should not prevent students from attending their other classes. If it leads to schedule clashes among a small proportion of students, these may be dealt with separately and the activity may go ahead as intended.
5. “Field trips” may not include the attendance of speeches, participation in any form of symposium, or going overseas to take part in academic activities.
6. When holding field trips, special attention should be placed on safety. To ensure the activities take place without incident, they should be handled in accordance with the *TKU Regulations Regarding the Safe Supervision of Field Trips*.
7. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.