

COLLEGE OF THE BAHAMAS POLICIES AND PROCEDURES	Effective date: 1st Sept., 1985	Policy Number AC-008-02
	Approved by: ACADEMIC BOARD	Date of Approval: 11 April, 1985

SUBJECT: THE ORGANIZATION OF ACADEMIC FIELD ACTIVITIES

1. GENERAL POLICY

- 1.1 To qualify for College funding, a field trip should form an integral part of a specific course, and as such, must have been approved by the Academic Board.
- 1.2 Advance planning of all proposed field activities requiring funding should be carried out on a divisional basis prior to the submission of the Division's budget estimates so that adequate funds, in accordance with the College's funding policy may be sought.
- 1.3 During the semester in which the field trip is actually to take place, the Chairperson of the relevant division should submit funding requests to the Business Officer no later than six (6) weeks in advance of the proposed date of the trip.
- 1.4 Where the site of the field trip is not known at first hand by the lecturer concerned, a prior visit may be necessary to inspect this and make any necessary preparatory arrangements.
- 1.5 For field trips within New Providence, students should be accompanied by faculty in ratio of 1 to 15.
- 1.6 For field trips outside of New Providence, at least two faculty should accompany the students. However, for groups with less than 10 students, only one funded lecturer will normally be approved.
- 1.7 A report of the results of the field trip must be submitted to the Divisional Chairperson by the end of the Semester in which the trip is taken.

2. FUNDING

- 2.1 The College will meet 40% of the cost of approved field trips, the students being responsible for the rest.
- 2.2 Where possible, The College will establish a discretionary fund to assist needy students.
- 2.3 The College will meet the costs of the accompanying lecturer(s).
- 2.4 After the field trip is completed, a financial statement and all relevant receipts must be submitted to the Director, Business Office within ten (10) days of the date of return.

- 2.5 For field trips within New Providence, The College will meet the full transportation costs and the students will meet all other costs.
- 2.6 The College will only help fund field trips within The Bahamas.