

Board Educational Institute Earth Sciences (OWI-AW)

Financial regulations for fieldwork and excursions connected to the Earth Sciences bachelor's program Earth Sciences and the degree programs of the master's program Earth Sciences, Faculty of Geosciences, Utrecht University, calendar year 2022.

As determined by the OWI-AW Board in November 18, 2021.

Field courses play an important role in earth science education. In addition, some theoretical courses can also include an excursion. The departments of Earth Sciences and Physical Geography contribute financially to the compulsory field courses and excursions under the following conditions:

1. The field activity is part of the bachelor's program Earth Sciences or one of the degree programs within the master's Earth Sciences label of the Faculty of Geosciences of Utrecht University, and
2. The field activity or excursion concerns (or is part of) a study component which is part of the student's examination program, and
3. The student is registered in the relevant study program and meets the admission requirements for the relevant study component, and
4. The budget for the fieldwork/excursion component has been approved by the Board of the department of Physical Geography or Earth Sciences.

Field activities

A distinction is made between group fieldwork and individual fieldwork:

1. Group fieldwork or group excursion

Group fieldwork, field practicals or excursions are defined as those which are organized by the course coordinator. The course coordinator carries out financial management on behalf of the Department (arranging the travel and booking hotels, bus/plane, etc.) with the support of the secretariat. In these field activities, travel and accommodation bills are usually paid by the departments. In consultation with the department coordinator, the course coordinator can consign some payment tasks to the department coordinator. If a student's contribution towards the travel and/or accommodation costs is applicable, this personal contribution must in general be paid prior to the fieldwork. The amount of the personal contribution is established every year. It is also possible that the course coordinator chooses the option in which the student does not pay his/her contribution to the faculty or the coordinator first, but pays their own costs for accommodation and living expenses directly during the fieldwork or excursion.

2. Individual fieldwork

Individual fieldwork is defined as fieldwork that fall outside the standard range of the educational program. The word 'individual' already indicates that the rules and agreements in this regard are usually tailor-made. This will often involve fieldwork that is part of the individual graduation project. In that case, the student often arranges his/her own travel and accommodation and he/she is responsible for the financial management. Because it is not mandatory to choose a graduation project with individual fieldwork, the basic principle is that the bills for travel and accommodation costs are paid by the student. There might be situations where this does not apply or only partially applies. Some examples are:

- If the individual fieldwork fits within a larger research project of a lecturer, postdoc or PhD student, some costs can be (partly) paid by that project. Sometimes a contribution can be made from the general resources of the research group of the lecturer concerned.
- In some situations, there are possibilities to submit an application for a fieldwork grant to an external fund. Your supervisor of the graduation project can advise you on this.

Make sure you know in advance what the financial consequences are and where you stand financially and in any case before you commit to an individual fieldwork.

3. Fieldwork connected to other study programs

If the fieldwork falls outside the scope of the bachelor's program Earth Sciences or the master's program in Earth Sciences of Utrecht University, then these regulations do not apply. In addition, reimbursement of any costs for external fieldwork cannot be claimed from the Educational Institute of Earth Sciences or the department of Earth Sciences and/or Physical Geography.

For information about financial resources in the context of international exchange programs (e.g. Socrates or Globe), please refer to the faculty contact person for internationalization (Ms. W.M. van Deutekom e-mail inernational.geo@uu.nl).

4. Refund

After the end of the field activity, the Educational Institute of Earth Sciences or the department of Earth Sciences and/or Physical Geography may decide to refund part of the student's contribution if the final settlement gives reasons to do so. However, the student's contribution can never be increased retroactively, except in the case the student is held liable for damages and/or traffic penalties.

Students

1. Registered with the bachelor's program Earth Sciences or the master's program Earth Sciences of Utrecht University

In principle, the arrangements outlined here apply to all bachelor students, and subject to the conditions outlined below.

2. Students from other UU study programs

Utrecht University students who are enrolled in programs other than Earth Sciences and yet want to participate in field activities, will in principle pay the full cost of the activity, unless further agreements have been made with the main program. On an individual basis, compensation for the costs can be granted by the Earth Sciences Education Institute or the departments of Physical Geography and Earth Sciences. You can also try to obtain a subsidy from your own education program. In the event that the internal university system of Credit Funding ensures that the departments concerned receive additional funding in this way due to the participation of students from other study programs, then the same personal contribution applies to these students as to regular Earth Sciences students. A separate regulation applies to students of the BSc Liberal Arts and Sciences program at Utrecht University. These students pay a personal contribution that is equal to the student contribution for the Earth Sciences students. The remaining costs will be charged to the LAS organization. These material costs are charged directly by the OWI-AW to the Education Institute of LAS.

3. Foreign students

Foreign students who take agreed field study components within the educational programs of the bachelor's program or the master's program Earth Sciences as part of an internationalization program may qualify for a grant, provided they are enrolled at Utrecht University. In principle, the regular personal contribution also applies to them.

Check whether the conditions for the arrangements have been met

A student must comply with the entry obligations before they can participate in a fieldwork and/or excursion. The Board checks with the Student Desk whether the student's enrollment in the program and/or the admission requirements for a fieldwork or excursion have been met and informs the course coordinator about the results of this check. It will then be checked whether the financial obligations have been met and whether the personal contribution has been paid.

Financial organization

Student contribution

The responsible course coordinator submits a budget for the excursion or the field practical, including a (potential) list of participants to the OWI-AW. After approval of the budget by the education board, the personal contribution per participating student is determined in consultation with the relevant BSc and/or MSc coordinator. This entire procedure is carried out annually before the Christmas holidays and concerns the subsequent financial year. This contribution will be adjusted every year based on price increases and new budgets.

Special matters

1) Meals

Meals should only be included in the budget when the field activity design means that students cannot provide for their own meals. In all other cases, the costs for meals are not included in the budget and are at the expense of the student.

2) Insurance

Through the insurance company Chubb, all approved group field activities are covered by liability insurance and accident insurance. The (educational) secretariat has an overview of all students participating in a specific fieldwork and/or excursion. If desired (in terms of insurance) this list can be submitted. See also point 5 below.

3) *Loan of fieldwork equipment*

For some BSc and MSc fieldworks, fieldwork equipment is made available to students on loan. The students pay a deposit for this, which must be paid to the relevant lecturer or the relevant department. In case of damage and negligence on behalf of the student, the deposit will not be refunded.

4) *Drivers*

In the case of private transport, whether or not using vans rented by the faculty, additional agreements will be made about finances and liability with the designated student drivers. Traffic penalties in connection with speeding, driving through a red traffic light, crossing a solid line, etc., etc. are in principle fully paid by **all occupants** of the relevant bus. **All passengers** have a responsibility in this regard. However, for administrative processes, the faculty will charge the penalties received to the student driver in whose name the bus has been reserved. Rented buses must be returned to the lending company fully fueled and clean. **If necessary, take pictures of the mileage and fuel gauge as well as of the interior. This can prevent difficult discussions afterwards. Also check carefully whether there is any visible damage before you pick up the van, take pictures or video if necessary.**

5) *Field work - safety*

Before the start of the fieldwork and/or excursion, every student must read and sign the declaration regarding safety and behavior during excursions and fieldwork (annually). Failure to sign means that the student will not be admitted to the fieldwork and/or excursion.

The student contribution for the calendar year 2022 is included in Appendix 1 of this memorandum.

Procedure for collecting contribution from students on excursions or fieldwork

The procedure to be followed depends on the regulations per department or course coordinator.

The following options may apply:

- 1) students pay the determined personal contribution based on an invoice sent to them. If this is indicated, the payment must be made in time using the online payment portal of the university, or
- 2) students pay the determined personal contribution according to a procedure stated in the study guide, well before the start of the field activity or excursion, or
- 3) students pay the determined personal contribution directly on site, in the field, as (part of) the logistics expenses.

Payment in advance (procedure 1 or 2) is made by bank transfer stating: the code of the study component under which the fieldwork or excursion falls and student name and student number. The financial administration, in collaboration with the education coordinator and/or department coordinator, checks which students have not paid the contribution on time. These students receive a reminder; when sending this, a surcharge of 20 euros can be applied for the extra administration costs. If the personal contribution has not been paid, the student can be excluded from participating in the fieldwork or excursion or from the assessment of participation in the relevant component.

Additional conditions for fieldwork or excursions outside the Netherlands

It is possible that additional visa or other matters are an additional requirement for one or more students to participate in fieldwork or excursions outside the Netherlands. This may be different for students of different nationalities. The responsibility for identifying and arranging these kinds of matters in time lies entirely with the student personally and the faculty cannot be called upon for this. The faculty will of course cooperate if, for example, a declaration of participation is required to be able to obtain the visa. If costs are associated with these kinds of matters, these are in principle for the student's own account. In case that these costs must be incurred for a compulsory component of the study, the management of the department that is responsible for the study component may decide to provide an allowance for the said costs.

Final Provisions

1) Incorrectly awarded subsidies or allowances will be reclaimed from the student concerned by the Financial Administration or the department coordinator.

2) If situations arise for which the above regulation has not provided for, the OWI-AW board reserves the right to provide additional regulations/decisions in consultation with the departments of Earth Sciences and/or Physical Geography.

Utrecht, November 2021

Appendix 1: table**CONTRIBUTION OF STUDENTS for fieldwork and excursion calendar year 2022****Table 1: BSc fieldcourses**

<i>Course code</i>	<i>Description</i>	<i>Period</i>	<i>Contribution student (Euro's)</i>	<i>Remark</i>
GEO1-1101	Ardennes excurson	October	75 (assuming of 3 days excursion)	
GEO2-4117	Fieldwork 1	May / June Approx. 4 weeks	440	Franch Alps
GEO2-1118	Fieldwork 1	May / June Approx. 4 weeks	440	Spain (Aliaga / Berge)

<i>Course code</i>	<i>Description</i>	<i>Period</i>	<i>Contribution student (Euro's)</i>	<i>Remark</i>
GEO3-4207	Fieldwork 2 Italy / NL	May / Juni Approx. 4 weeks	620	Field material deposit not included
GEO3-1210	Fieldwork 2 Pyrenees - Orogeneses	May / Juni Approx. 6 weeks	Accommodation costs (in the Pyrenees) at own expenses.	As an indication: approx. 620 euros excluding food and drinks.
GEO3-1217	Feidwork 2 Pyrenees - Foreland basins	May / Juni Approx. 6 weeks	Accommodation costs (in the Pyrenees) at own expenses.	As an indication: approx. 620 euros excluding food and drinks.

Table 2: MSc courses

<i>Course code</i>	<i>Description</i>	<i>Period</i>	<i>Contribution student (Euro's)</i>	<i>Remark</i>
GEO4-4418	MSc Excursion Earth Surface and Water	April / May Approx. 2 weeks	450	
GEO4-1424a *)	Applied Geophysics – Research Instruction	To be announced		
GEO4-1430 *)	Geology – Field Research Instruction	May / Juni Approx. 4 weeks	Accommodation costs (in Spain) at own expenses.	As an indication: approx. 150 euros / week excluding food and drinks.
GEO4-1431 *)	Geochemistry – Excursion. Research Instruction	May / Juni Approx. 2 weeks	200	

*) The student can only participate in one of the MSc field courses at the expense of department of Earth Sciences or Physical Geography

DISCLAIMER: Due to Covid-19 restrictions, it may be necessary to make last minute changes to the course compared to what has been described in the UU courses catalogue or the course manual. E.g. lectures or exams may be held online or an exam may be replaced by an assignment. The course coordinator will keep students up to date with the latest information through blackboard.