**Registration of a field course**

**Department of Geosciences, Science Faculty, Tübingen university**

According to the decision of the *Sprechergremium* of February 1st, 2022, all field courses should be registered with the Department of Geosciences first. This form provides information and a checklist of required documents. All documents and forms can be downloaded from:

1. General information and relevant forms for excursions and field courses can be found on the university website: <https://uni-tuebingen.de/en/673>
2. Information and forms specific to the Department of Geosciences can be found on the departmental [Webseite](https://uni-tuebingen.de/de/247141) (https://uni-tuebingen.de/de/247141)

Unless you have made other arrangements, submit this signed registration and all documents to:

**Wolfgang Bott EXCURSIONS**

**GUZ, Schnarrenbergstr. 94-96, 72076 Tübingen**

Or email the scanned documents (preferably as a single pdf-file) to

**wolfgang.bott@uni-tuebingen.de**

**Subject: EXCURSION + Excursion name**

**1) Documents that must be submitted with this registration:**

Travel application (*Antrag Dienstreisegenehmigung*) [[link](https://uni-tuebingen.de/de/110471) (https://uni-tuebingen.de/de/110471)]

The travel application will be forwarded for you to the university central Administration for official approval.

Field safety sheet

Field courses vary enormously, so there is no compulsory format. You can use the template "form B field-safety template" that can be downloaded from [[link](https://uni-tuebingen.de/de/247141) (https://uni-tuebingen.de/de/247141)].

Application for a limited-access field course (when applicable)

If the field course is not open to all students for non-academic reasons (e.g., special fitness requirements), you must first get the field course approved. The form "form C limited access application" can be downloaded from [[link](https://uni-tuebingen.de/de/247141) (https://uni-tuebingen.de/de/247141)].

**2) After your field trip you will need to submit:**

The reimbursement claims (*Dienstreiseabrechung*) of all staff members for their personal expenses

Note that this is paid by the university, but only for teaching staff or those with a *Lehrauftrag*. Expenses of other supporting personnel (e.g., HiWi's) need to be arranged from other sources. Please provide all invoices and receipts. Download from [[link](https://uni-tuebingen.de/de/81823)]

List of participants and bank account details of all participating students

After the course this list must be submitted with signatures of each student. The minimum number of students is 5 for the field course to count as an official course and to get reimbursement of expenses and subsidies. A template "form D participants list" for the list can be downloaded from [[link](https://uni-tuebingen.de/de/81823) (https://uni-tuebingen.de/de/81823)]

The expenses form for the field course (*Exkursionsabrechnung*)

This is for the excursion costs (excluding the expenses of staff) and is needed by the Department to determine the actual subsidy by the Department. Please provide all invoices and receipts. Download from [[link](https://uni-tuebingen.de/de/81823) (https://uni-tuebingen.de/de/81823)]

Please note that field courses of any kind (excursions, excavations, mapping courses, etc.) may not receive subsidy from the Department if

* They are not registered before departure
* Limited access is not approved
* No field-safety sheet is submitted

Field courses only count as teaching activity that may be financially supported by the university or department if

* they are at least 2 days long
* at least 5 students participated

One-day excursions, therefore, will not receive a subsidy, but excursion leaders do get reimbursed for their travel costs.

**Details and budget of field course:**

|  |  |
| --- | --- |
| Name of field course |  |
| Course leader(s)  Contact person first. Only provide official teachers (incl. *Lehrbeauftragte*). Student assistants do not count as such |  |
| Module and degree  E.g., Modul Gelände II, BSc Geowissenschaften |  |
| Number of days |  |
| Dates |  |
| Number of students  If you do not yet know the final number of students, please use the expected/estimated number of students |  |
| *Innenauftrag*  Note that the university requires the finances of all field courses to be processed via an *Innenauftrag*.. |  |

Information required for financial planning by Wolfgang Bott

Please exclude any costs for teaching staff (*Lehrer\*innen-Anteil*) as the costs listed below are needed to estimate the expected subsidy for the students. All amounts should be in €.

|  |  |
| --- | --- |
| a) Travel |  |
| b) Accommodation |  |
| c) Other expenses |  |
| d) Daily allowance  Even if you will not spend this money, this amount is important to determine the total cost of the field course. Note that the daily allowance per student is 20 €, including travel days. If meals are included in the expenses above (typically accommodation), you must deduct: 4 € for breakfast, 10 € for lunch, and 6 € for dinner. |  |
| e) Total costs (sum of the above) |  |
| f) Expected subsidy (≤30% of total expenses)  Optional, but can be useful to check that you do not expect too much |  |
| g) Fee charged to students  This should be roughly the amount (e) minus (f) divided by number of students. A moderate safety margin is permissible |  |

I declare that

* all information provided here is correct to the best of my knowledge
* I will provide any missing information as soon as possible
* I have read and will adhere to the *Department of Geosciences Code of Conduct and Safety Instructions for excursions, mapping courses and fieldwork with students* [[link](https://uni-tuebingen.de/de/247141)]

Place, date and signature of *all* course leaders: