

Registration of a field course / excursion

Department of Geosciences, Faculty of Science, University of Tübingen

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

- A. General information and relevant forms from the University: <https://uni-tuebingen.de/en/673>
- B. Information and forms specific to the Department of Geosciences: <https://uni-tuebingen.de/de/247141>

1) as soon as possible

- submit these information to the Finance Department to request an *Innenauftrag* (excursion account):**
innenauftrag@zv.uni-tuebingen.de

- title and destination of excursion
- date of excursion
- name of excursion leader(s)
- Kostenstelle and Fonds of your working group

- register the field course/excursion in the "Geo Excursion Manager":**
<https://u-017-s125.v263.uni-tuebingen.de/praktika/login.php>

2) in January, submit these documents to Wolfgang Bott:

wolfgang.bott@uni-tuebingen.de or GUZ, Schnarrenbergstr. 94-96, 72076 Tübingen

- "form A field-course registration"
<https://uni-tuebingen.de/de/247141>
- Field safety sheet
Field courses vary enormously, so there is no compulsory format. You can use the "form B field-safety template" <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. Use the "form C limited access application" <https://uni-tuebingen.de/de/247141>.

Note: 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.

3) before your field trip (best 4 weeks before), submit these documents to the Department Administration:

for Geo- and Environmental Sciences: Mirjam Blasel, Beate Fritz or Monika Jekelius, GUZ, Schnarrenbergstr. 94-96, 72076 Tübingen

- Travel application form (*Antrag Dienstreisegenehmigung*) of all staff members
<https://uni-tuebingen.de/de/110471>
- Names of participating students
- for any advance payments, these documents must already be submitted

4) after your field trip, submit these documents to the Department Administration:

for Geo- and Environmental Sciences: Mirjam Blasel, Beate Fritz or Monika Jekelius, GUZ, Schnarrenbergstr. 94-96, 72076 Tübingen

- Travel expenses report (*Reisekostenrechnung*) of all staff members for their personal expenses
<https://uni-tuebingen.de/de/81823>
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.
- List of all participating students, with signatures
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. You can use the "form D participants list" <https://uni-tuebingen.de/de/247141>.
- The expenses form for the field course (*Exkursionsabrechnung*) with all invoices and receipts
<https://uni-tuebingen.de/de/81823>
This is for the excursion costs (excluding the expenses of staff) and is needed to determine the actual subsidy by the Department.