

# Registration of a field course / excursion

## Department of Geosciences, Faculty of Science, University of Tübingen

According to the decision of the *Sprechergremium* of February 1<sup>st</sup>, 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 this information to the Finance Department to request an *Innenauftrag* (excursion account):**  
[innenauftrag@zv.uni-tuebingen.de](mailto:innenauftrag@zv.uni-tuebingen.de)
  - title, destination of excursion
  - date of excursion
  - name of excursion leader(s)
  - Kostenstelle and Fonds of your working group
- ☐ **send an email to Monika Jekelius with this information: title, destination / date / for whom (BSc, MSc, higher semester...) / name of excursion leader**  
[monika.jekelius@uni-tuebingen.de](mailto:monika.jekelius@uni-tuebingen.de)

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

[wolfgang.bott@uni-tuebingen.de](mailto: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.