

To be completed by all students participating in a field trip as part of their EIT programme or course.

STUDENT NAME: _____

STUDENT ID NUMBER: _____

PROGRAMME: _____

Responsibility:

For the duration of my enrolment in the above programme, I agree to take full responsibility for my actions while away on a Field Trip and understand that EIT will not be responsible for any damage or misdemeanour caused by me. I will also take full responsibility for any loss of private property and money.

I have been informed of the Field Trip plan and agree to meet the regulations, protocols and requirements of the field trip host as explained to me before and during the field trip.

I will also especially be directly responsible for my actions during times/activities that are outside the duration of the set curriculum and timetable for the field trip.

I recognise that it is also my responsibility to be aware of the safety and actions of my fellow students and to report to the tutor any concerns or problems which may arise during the duration of the trip. If a student requires assistance regarding his/her safety, I will endeavour to assist him/her and notify the tutor of the situation.

If any of the information I have given below changes, I will contact the Programme Secretary and complete a new form.

Transport:

Tick the type of transport to be used on this trip.

	Type of Transport to be used	(please tick one line only)	Tutor's signature (if applicable)
1	EIT provided transport (e.g. van or bus)		
2	Travel in friend's car		
3	Travel with the lecturer		
4	My own vehicle		
5	Other (please specify)		

If I am not traveling by a transport arranged and provided by EIT, I will obtain the prior approval of the person in-charge of the trip to travel by my own means.

Accommodation (only in the case of an excursion):

I will be staying together with the group in the accommodation that EIT has arranged for the field-trip unless I have specifically requested for an exemption. I will not be staying with family/friends or personally arranged accommodation.

If an emergency should arise, my next of kin to contact is:

Name:		Home Phone:	
Relationship:		Cell Phone:	
Address:		Work Phone:	
Signed:	(Student)		
Signed:	(Programme Co-ordinator)		
Date:			

Medical Condition

Students are reminded that in case of any medical condition, they carry their medication, and inform the staff in-charge of the trip of what needs to be done in case of an emergency. To be completed and returned to the Programme Secretary at least two weeks before the start of the first field trip in the programme. The emergency details need to be updated each time a student goes out on a field-trip.

FIELD TRIPS

When you are involved in a field trip you must:

Complete one copy of the Field Trip Student Contract and send it to the Programme Secretary **at least two weeks before the start of the first field trip** in the programme. You have to complete this form only once for the duration of your enrolment in the programme. You are responsible for keeping your personal information on the form up-to-date. If any of the information changes you are required to contact the Programme Secretary and complete a new form.

If you have not completed this contract and sent it to the Secretary you will not be allowed to attend any field trips in the programme.

When you are involved in trips as part of these programmes a high standard of dress and behaviour are required. Relevant codes of conduct in the Student Handbook and specific rules and regulations governing the trip or placement must be observed carefully. Failure to observe these standards may have serious consequences, including failing the course or even exclusion from the programme.

Document information – Office use only	
Document Name	Field Trip Student Contract
Document Number	AG125
Executive	Executive Director, Student and Academic Services
Owner	14
Developer	Education Advisor - Academic
Review Frequency	24
Last Review	6/02/2020
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Related Items	Click here for Related Documents (available only in TeMahau)
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