

Providence University Regulations on Field Trips

Adopted at the Academic Affairs Meeting on January 7, 2015

- Article 1. The Providence University Regulations on Field Trips (hereinafter the “**Regulations**”) are established to expand the students’ visions in the practical operation of workplace and to integrate the theoretical knowledge and practical operation.
- Article 2. The off-campus teaching activities should be directly related to the course content and teaching goals and should be listed in the syllabus in line with the teaching progress.
- Article 3. The implementation of field trips should observe the following items:
- A. The number of hours spend at the site, excluding the time for round-trip transportation, should be consistent with the class hours of the week.
 - B. The maximum number of weeks to be combined in one field trip is two weeks; the said trip is considered as two trips.
 - C. The same teacher can combine a maximum of one other course in the same field trip.
 - D. The leading teacher of the field trip must be the course instructor.
 - E. A maximum of three off-campus field trips can be arranged per course per semester; special considerations are subject to prior approval.
 - F. The application for taking a field trip should be completed one week prior to the departure by filling out the application form for off-campus field trips.
 - G. As a principle, the field trip should be arranged in a manner which would not affect students’ learning in other courses; the students in a conflict of class schedule should properly arrange the remedial learning for the missed classes.
 - H. The field trips should not be taken in the forms of speeches, seminars, or other related academic activities.
- Article 4. For taking a field trip, it is advisable to take a public transportation or charter a licensed tour bus with a liability insurance coverage for a minimum of one million NT Dollars per trip; the trip should be arranged in line with the *Providence University Regulations on Field Trip Safety Measures*.
- Article 5. Any matters not provided herein shall be subject to the related regulations.
- Article 6. These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**