

## **REGULATION FOR EDUCATIONAL EXCURSIONS TO BE COVERED BY THE SCHOOL INSURANCE**

*Approved by the Governing Committee CG1-14 of 27 March 2014*

### **Purpose**

School insurance policies (<https://www.udg.edu/tabid/15993/default.aspx>) establish that “...Educational excursions outside the UdG area are covered by the school insurance, provided these are external placements or excursions authorised by a teaching centre. Students who take part in authorised placements or excursions outside the UdG area and are over the age of 28 are not covered by the school insurance. They must be covered by another public or private insurance system.” Given this situation, a mechanism for teaching centre authorisation must be established.

### **1. Authorisation**

#### **1.1. Ordinary procedure**

Educational excursions must be included in the course guide in the “Competences/Contents/Activities” section prior to the start of the academic year. When they are included for the first time as a subject activity, the director of the Polytechnic School must be notified of them in writing or by email.

These excursions will be automatically authorised unless otherwise indicated by the director of the Polytechnic School.

#### **1.2 Extraordinary procedure**

The director of the Polytechnic School must be informed, in writing or by email, and at least 48 hours in advance, of educational excursions not covered by the ordinary procedure. The information must include the member of teaching staff in charge, the date and purpose of the excursion, and the bachelor's degree and subject.

These excursions will be automatically authorised unless otherwise indicated by the director of the Polytechnic School.

### **2. Reporting the details of the excursion**

Prior to the excursion, the member of teaching staff in charge must report, in writing or by email, the planned departure and arrival times, the means of transport and the names of the students taking part. In addition, if the excursion was previously included in the course guide, any unspecified details of the excursion (member of teaching staff in charge and purpose of the excursion) must also be reported.

### **Transitional provision**

All excursions included in the course guide for the academic year 2014-15 must be reported to the director of the Polytechnic School, in writing or by email, even if they had been included in the course guide in previous years.

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