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OFFICE OF THE CHANCELLOR

8 November 2017

MEMORANDUM NO. MLT-17-204

TO : Deans, Directors, Unit Heads

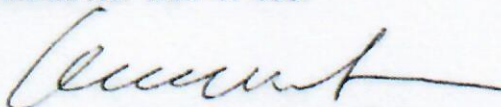
SUBJECT : Guidelines on Short-Term Academic Field Activities
(UPD Academic Field Activity Type 1C, 2A, and 2B)

Please find attached "Guidelines on Short-Term Academic Field Activities (UPD Academic Field Activity Type 1C, 2A, and 2B)" by the Office of the Vice Chancellor for Academic Affairs as consolidated by the Office of Field Activities (OFA) Diliman and National Service Training Program (NSTP) Diliman, in relation to the lifting of moratorium on the conduct of educational tours and field trips and CHED Memorandum Order 63 Series of 2017 entitled "Policies and Guidelines on Local Off-Campus Activities".

This is also to remind everyone to exercise due diligence in the conduct of any academic field activities especially outside the University campus.

For questions and clarifications on University policies related to academic field activities, please contact the Office of Field Activities (OFA) Diliman at local 2059 or email ofadiliman@up.edu.ph.

This memorandum supersedes Memo No. MLT-17-068.



MICHAEL L. TAN, Ph.D
Chancellor

Attached: a/s

Guidelines on Short-Term Academic Field Activities (UPD Academic Type 1C, 2A and 2B)¹

The University recognizes that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.²

SCOPE

This guidelines shall cover the following types of academic field activities:³

- Type 1C: Required short-term field activity under the immediate supervision of a regular faculty member-in-charge, such as field survey, class observation, or fieldwork (e.g. NSTP)
- Type 2: Short-term academic field activity outside campus, which is optional (i.e. with provision for an alternative academic activity), under the *immediate* supervision of a faculty member in-charge
- Type 2A: Off-campus field tour for more than one (1) day but *not more* than five (5) days
- Type 2B: Off-campus field trip on a relatively shorter duration (i.e. one day or less)

GUIDELINES

Following are guidelines and minimum requirements for AFA Type 1C and AFA Type 2:

1. AFAs must be clearly indicated in the course syllabus. These should be linked to the learning objectives of the course.
2. At least two weeks prior to the official start of classes indicated in the approved academic calendar, a consolidated list of academic field activities shall be submitted by Departments or Institutes thru the Dean or Head of Academic Unit to the OVCAA Office of Field Activities Diliman using the prescribed template (OVCAA OFA Form 03).
3. The faculty-in-charge shall properly inform the students if the course requires academic field activity participation. Information dissemination shall be done through:
 - a. Enlistment. Prior to the enlistment of the subject, the department shall indicate the phrase "WITH ACADEMIC FIELD ACTIVITY" under the CRS remarks section. For AFA Type 1C, the phrase "WITH REQUIRED FIELD ACTIVITY" shall be stated.
 - b. Orientation. Orientation in class within the period allowing Change of Matriculation shall be conducted by the faculty-in-charge to ensure that all

¹ Consolidated by the Office of Field Activities (OFA) Diliman and National Service Training Program (NSTP) Diliman as of 28 September 2017. This is a revision of the 03 March 2017 Guidelines (MLT 17-068) in relation to CHED Memorandum Order 63 Series of 2017 entitled "Policies and Guidelines on Local Off-Campus Activities"

² In the preceding Memoranda (OVCAA-BMP 15-094, 15-094-A and 16-094B, and 17-094-C) we noted that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.

³ For the purposes of the University, AFAs have been classified into Types 1A, 1B, 1C, 2A, 2B, 3A, 3B, 4A and 4C (see Memorandum No. OVCAA-BMP 17-094-C).

students are well-informed about the academic field activity. Protocols and important matters must be clearly discussed by the faculty-in-charge during orientation.

4. The faculty-in-charge shall obtain participation agreement by students as well as proper permissions by Head of Unit and field partner prior to the conduct of field activity (OVCAA OFA Form 02). The Student Participation Agreement (SPA) is a document of acknowledgement that the student understands the benefits, relevance to the course and/or degree program, and risks associated with the academic field activity. As field activities are partnerships between teachers and students, this document contains provisions on the responsibilities of the student as well as teachers during field activities. It is also a declaration that the student is physically and mentally fit, and an undertaking by the University that the student is insured during the participation. The agreement is therefore an assurance that proper protocols are being followed and risk assessments have been completed prior to the field activity.
5. The faculty-in-charge shall inform the Dean or the Head of the Unit of the specific details of every academic field activity in writing **at least one month** before its conduct. Such academic field activities must be included in the summary list submitted to the Office of Field Activities Diliman (see No. 2). The conduct of academic field activity shall be approved on the Dean (or equivalent head) level. Request for permission to conduct field activity with students, addressed to the Dean or Head of the Unit through channels, shall include the following: (OVCAA OFA Form 01)
 - a. description of the activities to be undertaken,
 - b. objectives of such activities,
 - c. inclusive dates and
 - d. provision to ensure safety and security of students and faculty members
 - e. schedule of fees
6. For AFA Type 2A and 2B: The faculty-in-charge shall provide parallel activities to students who opt not to join the optional academic field activity. The parallel activity shall provide similar acquisition of knowledge and/or competencies to achieve the learning objectives of the academic field activity. These parallel activities shall not be made as a substitute of a major examination nor shall be a cost burden to students for the purpose of compelling them to participate in the said activities.
7. Fees collected from the students must be subject to the evaluation and recommendation of OFA Diliman and approval of the Vice Chancellor for Academic Affairs. There should be details or breakdown of collected fees and sources of fund. Costs of transportation, entrance fees and related expenses must be consulted with and approved by the students before they are charged with actual fees.
8. Students participating in field activity must be physically and mentally fit. The student may seek consultation at the UPD Health Service and/or Office of Counseling and Guidance.
9. The faculty-in-charge shall ensure that the approved itinerary is strictly followed during the conduct of academic field activity. For field activity of students under 18 years of age, parent or legal guardian must be properly informed of the itinerary. The faculty shall inform the head of his/her department of the exact time of departure from and arrival at the campus. As much as possible, the point of embarkation/disembarkation must be inside the University campus.
10. The faculty-in-charge shall ensure safe mobility of students by engaging transportation vehicles with updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of road worthiness among others.

11. Communication lines must always be open during the entire conduct of academic field activity. The faculty-in-charge must maintain constant communication with the Department Head/Institute Director. The faculty-in-charge shall keep on file the contact details of parent, legal guardian or person-to-notify of every student. For efficient communication system, the faculty-in-charge shall inform the Office of Field Activities Diliman of the pertinent details of the academic field activity.
12. The students shall be under the immediate supervision of the faculty-in-charge.
 - a. For AFA Types 2A and 2B: The faculty-in-charge shall in all cases accompany the students. The faculty to student ratio shall be at most 1:50. For classes exceeding 50 students, the faculty-in-charge shall designate additional personnel-in-charge (PIC) with appropriate qualifications and experience. The PIC must be an employee of the University.
 - b. For AFA Type 1C: In exceptional cases wherein faculty cannot physically accompany the students, proper arrangements shall be made such as endorsement with field partner, open telephone communication with the faculty, among others. The faculty shall conduct periodic monitoring of the students' progress in their field activity.
13. In case of untoward incident in the field, "Financial Assistance for Student Contingencies" is provided to all qualified students by the University. Students may obtain additional insurance coverage. For details of the "Financial Assistance for Student Contingencies", the faculty-in-charge may coordinate with Office of Scholarships and Student Services (OSSS).
14. With due diligence by all parties especially the faculty member in charge, every field activity is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during the field activity, faculty-in-charge shall strictly follow the protocol stipulated in the **Field Incident Reporting Guidelines** (Memorandum No. OVCAA-BMP 15-095). The faculty-in-charge shall immediately inform the Director of the Office of Field Activities Diliman of any incident in the field. The faculty-in-charge shall ensure that complete first aid kit is available during the conduct of academic field activity.
15. After an academic field activity, the faculty-in-charge shall submit a post AFA report and documentation to their department head or College.
16. Failure to comply with these guidelines will be subject to applicable administrative sanctions as determined by the University.

Enclosed:

1. AFA Request Form (OVCAA OFA Form No. 1)
2. Student Participation Agreement Form (OVCAA OFA Form No. 2)
3. Summary list of academic field activities template (OVCAA OFA Form No. 3)
4. AFA Typology (Memorandum No. OVCAA-BMP 17-094-C)
5. Incident Field Reporting Guidelines (Memorandum No. OVCAA-BMP 15-095)