

Regulations on Grants for Fieldwork and Field Trips FALW 2010-2011

(Approved by the Faculty Board on 6 July 2010)



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Introduction

This memorandum describes the rules concerning grants for fieldwork and field trips within the following programmes:

Bachelor's programmes	Master's programmes
Earth and Economics Earth Sciences Biology	Earth Sciences Ecology Geosciences of Basins and Lithosphere Hydrology

A distinction is made in these regulations between two types of fieldwork:

1. group fieldwork and group field trips;
2. individual fieldwork.

The grant conditions for 'group fieldwork and group field trips' are different than those for 'individual fieldwork'.

Insurance

Students are insured during the fieldwork/field trip period through the Faculty of Earth and Life Sciences. The insurance costs are paid from the fieldwork and field trip budget. The total duration of the insurance is consistent with the duration of the field activity. The insurance period may not be longer than six months.

- Students are covered by the insurance beginning at most three days before the start of the fieldwork, up to and including at most three days after the date the fieldwork ends.
- Insurance is not provided for taking holidays before, during or after the work placement. If students opt to interrupt the fieldwork period for a holiday, or leave for the fieldwork area earlier than necessary or stay there longer than necessary, they must insure themselves at their own expense. The student must take the initiative in this regard.

Budget

Grants are awarded based on a budget formulated and signed by the professor responsible for the course component, except for individual fieldwork within the MSc programmes. This budget must be submitted to the Director of Education at least one month before the fieldwork starts.

The budget must specify:

- the responsible professor, participating professors and students;
- the course component code (see study guide);
- the exact dates on which the fieldwork will take place;
- where the fieldwork will occur;
- how the student will be transported to and from the fieldwork area;
- the costs, itemized under the categories: (1) travel expenses (plane, hired mini-buses, fuel and so forth); (2) accommodation expenses (hotel, local transport); (3) additional expenses;
- income from third parties (contributions by businesses or funds). For purposes of calculating the grant, these costs will be subtracted from the field activity costs.
- A completed and signed fieldwork form must also be submitted for each participating student. The form must include bank and address information and the safety declaration.

After the fieldwork/field trip is over, the responsible professor will submit a list of the students who actually participated in the fieldwork or field trip.

GRANT CONDITIONS

General grant conditions

Students will be eligible for a grant from the fieldwork and field trip budget allotted by the faculty for mandatory fieldwork and field trips under the following conditions:

1. Grants will not be provided for course components for which performing field research is not strictly necessary.
2. The field activity must be part of the curriculum for the aforementioned programmes.
3. The field activity must relate to (or be part of) a course component which is included in the student's study programme approved by the Examination Board.
4. The fieldwork or field trip component must be explicitly mentioned in the study guide.
5. The student must be enrolled in the programme concerned and must fulfil the admission requirements for the course component concerned.
6. If, before completion of the programme for which the fieldwork grant was received, the student transfers to a programme to which these grant regulations do not apply, the faculty may recover the grant received.
7. Bachelor's thesis projects must take place within Europe.
8. The fieldwork/field trip budget must be approved by the Director of Education.
9. Grants or allowances wrongly received will be recovered from the student or professor concerned by the Office for Financial Accounting.
10. The number of days of staff supervision which will be funded during a fieldwork assignment from the fieldwork and field trip budget will be determined based on the following basic standard: one day per student per seven days of fieldwork. For fieldwork in the first year of the Earth Sciences Bachelor's programme, the number of supervision days will be increased by a multiplication factor of 1.25.
11. Students will be eligible for a grant for a particular field activity at most once. If a particular field activity is not successfully completed by a student, any costs for participation a second time will be paid by this student.

Grant conditions for group field trips and field labs

Grants for students

	Bachelor's students in the programmes: Earth Sciences Earth and Economics Biology	Master's students in the programmes: Earth Sciences Ecology Geosciences of Basins and Lithosphere Hydrology
Travel expenses, including local transport	The travel expenses grant will amount to 45% of the total travel expenses incurred in connection with the fieldwork. The total grant for travel expenses cannot exceed €350 per student. The student himself/herself must pay 55%, plus any additional costs above the maximum grant amount of €350.	
Accommodation expenses	<ul style="list-style-type: none"> • Provided accommodation is arranged by VU: 45% of the expenses will be reimbursed from the fieldwork grant, while the student himself/herself will pay 55%. • Provided accommodation is arranged by the student: The student will receive an allowance of €2.50 per field day. The student will not have to account for how the daily allowance is spent. 	

Grants for supervisory staff

<i>The travel and accommodation expenses for staff will be reimbursed fully under these grant regulations, subject to the provisions below.</i>	
Travel expenses, including local transport	Full reimbursement from the fieldwork grant, based on the actual costs incurred.
Accommodation expenses	<ul style="list-style-type: none"> • <u>Lodging</u>: Reimbursement based on the actual costs incurred. The maximum reimbursement provided will be 60% of the 'maximum amount for lodging costs in euros', based on the Dutch Ministry of Foreign Affairs' rate list. • <u>Miscellaneous (daily allowance)</u>: A daily allowance will be applied for miscellaneous costs, unless the accommodation includes full board. The maximum amount of the daily allowance will be 60% of the 'amount for miscellaneous costs', based on the Dutch Ministry of the Foreign Affairs' rate list. The supervisor will not have to account for how the daily allowance is spent.
Additional costs	Will not be reimbursed from the fieldwork grant, unless the Director of Education has approved this.

Financial scheme for the first-year Earth Sciences programme

The first year of the Earth Sciences programme includes the following field activities:

1. Within the course component 'Characteristics of rocks' (450010), fieldwork is performed for eight field days (including travel days) in the Ardennes (the autumn after the start of the programme).
2. The course component 'Brabant Field Lab' (450062) is a 12-day field course (including travel days) in Southwestern Brabant.
3. 'First-year fieldwork' (450239) involves 21 days of fieldwork in Southern Spain; travel back and forth is not organized by the faculty.

For all three of these types of fieldwork, students are entitled to grants in accordance with the standards set forth in these regulations. The travel and accommodation expenses for the fieldwork, however, are settled in such a way that:

the fieldwork under (1) is paid for fully from the fieldwork budget;

the fieldwork under (2) is paid for partly from the fieldwork budget and partly by the student, with the difference between the student's own contribution for (1) and (3) being settled taking into account the student's contribution for this course component;

the fieldwork under (3) will be paid for fully by the student.

At the start of the academic year, the total costs for this fieldwork and the grant amount to which students are entitled will be determined. These costs will be determined based on the budget for this fieldwork in the previous year.

Grant conditions for individual fieldwork

Grants for students:

Bachelor's students in the programmes: Earth Sciences Earth and Economics, Earth Sciences minor	Master's students in the programmes: Earth Sciences Geosciences of Basins and Lithosphere Hydrology
<ul style="list-style-type: none"> ▪ Students will be reimbursed for 45% of the travel and accommodation expenses, up to a maximum grant amount of €250 (in total); a maximum allowance of €12.50 per field day will be provided for accommodation expenses. 	<ul style="list-style-type: none"> ▪ Students will be reimbursed for 45% of the travel and accommodation expenses, up to a maximum grant amount of €450 (in total); a maximum allowance of €12.50 per field day will be provided for accommodation expenses.
<ul style="list-style-type: none"> ▪ The responsible professor will submit a budget. 	<ul style="list-style-type: none"> ▪ The student will submit a budget.
The Director of Education will assess the budgeted travel and accommodation expenses based on current market prices (plane ticket: normal scheduled/charter flights, economy class; train ticket: second-class travel).	
The student will not have to account for how the grant is spent (no settlement therefore for students).	

Grants for supervisory staff:

Bachelor's students	Master's students
Professors may claim an allowance for supervising students with their Bachelor's thesis. This allowance will be provided for a maximum of five students, with at most €350 per student.	Professors will not receive any allowance for supervising MSc students under these grant regulations.
For fieldwork travel expenses, the goal will be an optimum relationship between staff deployment and student numbers. Travel expenses will be fully reimbursed for projects with five students, 20% per participating student, up to a maximum of 100%.	
Supervisors will be reimbursed for a percentage of the actual travel expenses (including car hire, petrol costs, tolls and so forth) and the cost of overnight stays. The cost of overnight stays may not, however, exceed the maximum amount of 'lodging costs' for the particular country/region under the Dutch Ministry of the Foreign Affairs' 'Foreign Travel Regulations Rate List' (http://www.minbzk.nl/en).	
Supervisors will also receive, as a daily allowance, 60% of the 'amount for miscellaneous costs', based as well on the Ministry of the Foreign Affairs' rate list, for the maximum number of field days. These miscellaneous costs will include such expenses as dinners and lunches, drinks, phone calls, admission charges and unforeseen costs. This daily allowance may be spent entirely as the supervisor deems fit, without the supervisor having to account for this; receipts need not be kept.	
Supervisors will not have to account for how they spend the daily allowance.	
Supervising professors must individually submit a final statement of accounts to the Director of Education. Supporting documents for the travel and lodging expenses must be furnished with the statement.	

PRACTICAL IMPLEMENTATION

Procedure for collecting students' own contributions for field trips or fieldwork

- Students will pay the contributions fixed for them through a single direct debit mandate.
- After departure, the Office for Financial Accounting will determine which students have not paid their contribution; these students will receive an invoice for this contribution, including an additional charge of €25 for administrative costs.
- As long as the invoice has not been paid, the student concerned will not be eligible for grants for subsequent fieldwork/field trips.
- As long as the invoice has not been paid, the mark which the student has received for the fieldwork in question will not be recorded.
- A collection agency will be called in for invoices which have not been paid after two warning notices; the Faculty Education Office will be notified of this.
- The amount which the student is charged for the collection procedure will be determined by the Office for Financial Accounting and added to the amount to be collected.

Action plan for fieldwork financial settlement

Who	What
Professor/Student	The professor or student (in the case of individual Master's fieldwork) submits a budget, using the standard budget form.
Director of Education	The Director of Education assesses the budget.
Teaching Coordinator	The Teaching Coordinator furnishes the necessary safety declarations and single direct debit mandates to the professor.
Professor	The professor ensures that the fieldwork forms are completed.
Professor	The professor submits all the fieldwork forms to the Teaching Coordinator.
Teaching Coordinator	The Teaching Coordinator submits the forms to the Office for Financial Accounting, which further processes them.
Professor	The professor submits a final list of participants to the Teaching Coordinator.
Professor	The professor submits a final statement of accounts. The Director of Education assesses this, and the Teaching Coordinator further processes it.
Director of Education	The Director of Education assesses the statement.
Teaching Coordinator	The Teaching Coordinator further processes the statement.

Terms utilized:

Group fieldwork and group field trips	Group fieldwork or field trips are field activities performed and supervised in groups.
Individual fieldwork	This includes Bachelor's theses, Master's theses and research projects. It relates to course components with a fieldwork element, for which individual research or an individual product is required.
Fieldwork form	The fieldwork form contains both the safety declaration (signed or to be signed) and the single direct debit mandate, including the student's bank information.

EXCLUSIONS

These regulations do not apply to:

PhD research and conferences	This memorandum does <u>not pertain</u> to PhD research or teaching for trainee research assistants, research assistants or post-doctoral researchers. Nor does this memorandum pertain to conference visits or other 'business trips'. The costs ensuing from this are not subsidized from fieldwork and field trip funds. There are separate regulations for this.
Internationalization	The fieldwork budget is not intended for internationalization of education; in principle, research projects which can also be performed in the Netherlands are not eligible for a grant.
Work placements with companies and research projects	Fieldwork and field trip funds cannot be used for travel and accommodation expenses relating to work placements with companies (for example, travel and accommodation expenses for a placement in Groningen or Uganda). Likewise, fieldwork performed as part of a placement with a company or a placement with a public or semi-public institution (for example, as an M-variant Master's thesis) is not subsidized from fieldwork and field trip funds. These costs must be paid by the organization offering the placement, unless it can be shown that the organization concerned cannot bear these costs.
Exchange programmes	Fieldwork and field trip funds cannot be utilized if, in connection with internationalization, a student of the faculty attends a foreign university for part of the study programme. For information about financial resources for international exchange programmes (such as Socrates or Globe), please refer to the faculty's international representative.