STUDENTS' ACADEMIC FIELD TRIPS POLICY

Version	1.0
Short Description	Students' Academic Field Trips Policy
Relevant to	Deans, Heads of Departments, Lecturers, and Students
Responsible Officer	Deputy Principal (ASA)
Responsible office	Office of the Deputy Principal (ASA)
Date Introduced	September, 2026
Related University Documents	University Charter, University Statutes
Related Legislation	Universities Act, 2012
Key Words	Academic field trips

September, 2026

APPROVAL

The Kerio Valley University College having been awarded its Charter on 18th June 2026 set itself on a growth path guided by its vision of "To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation". At its foundation, the University is being guided by the 2024 to 2029 strategic plan. The University has been developing various policies and procedures to guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. The Students' Academic Field Trips Policy is one of the many policies that the University has rolled out in addition to those developed earlier.

My special thanks go to all those who put in their time, effort and skills to develop this Policy. By virtue of the authority vested in me as the Chairman of Council of The Kerio Valley University College, I hereby sign this Students' Welfare and Support Policy.

CHAIRMAN OF COUNCIL

FOREWORD

The Kerio Valley University College aims to provide high quality education, agriculture and technology that promote networking, partnerships and linkages with other institutions and industry. Towards this goal, the University recognizes off-campus academic experiences as an integral part of pedagogical discourse for its scholars and enacts this Students' Academic Trips Policy as a tool to provide a structure for effective management towards maximizing off-campus teaching-learning experiences for her students and staff. The policy is made in compliance with the University Statutes and in conformity to her core mandate, which is to provide quality university education, which includes integration of teaching, research, outreach and effective application of knowledge, skills and attitudes to life, work and welfare of the citizenship. Therefore, this policy establishes the minimum standards for students' field trips and provides the framework for coordination that assigns responsibility for the implementation of procedures for off-campus academic activities to plan, execute, mitigate risks and minimize liability to the University, the Kerio Valley University College staff, volunteer employees, and Kerio Valley University College enrolled students.

Prof. Paul K. Tarus

Ph.D, M.Sc, B.Ed (Kenyatta)

PRINCIPAL

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ACRONYMS

KVUC: Kerio Valley University College

PRIN: Principal

DPRIN (ASA): Deputy Principal (Academic and Students' Affairs)

FT: Field Trip

1.0 VISION, MISSION, CORE VALUES AND MANDATE

1.1 Vision

To be a university of excellence in knowledge generation, innovation and environmental sustainability for socio-economic transformation.

1.2 Mission

To provide quality education, training and research in Education, Science, Agriculture, Arts and Technology and inculcate holistic values for societal development.

1.3 Core Values

At the Kerio Valley University College, we are committed to:

a) Customer focus

b) Professionalism

c) Innovation

d) Integrity

e) Inclusiveness

f) Accountability

1.4 Mandate

The mandate of the Kerio Valley University College is enshrined in its objects and functions.

The objects of the University will be to:

- Provide directly, or in collaborations with other institutions of higher learning, facilities for quality university education, including scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- Provide and advance university education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realization of sustainable national economic and social development;
- Provide programs, products, and services in ways that reflect the principles of equity and social justice.

The function of the University shall be to participate in technological innovations as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya.

2.0 BACKGROUND INFORMATION

The opportunity to participate in off-campus, real-world learning activities is important in supplementing and reinforcing classroom learning for students. Kerio Valley University College recognizes the educational value of field trips and the need for sound policy and procedures to make the most of off-campus educational trips, mitigate risks and minimize liability. This policy establishes the minimum standards for students' field trips, provides the framework and assigns responsibility for implementation of procedures for off-campus academic activities.

3.0 DEFINITION OF ACADEMIC FIELD TRIP

An Academic field trip is any off-campus students' activity under direct supervision of a member of the University academic staff. It is an essential part of the course for which its evaluation counts towards the final grade. A field trip normally includes gathering data for research and participation in academic discourse that culminates into a written report. The duration of a field trip may be a class period or longer but not exceeding two consecutive weeks.

4.0 SCOPE OF POLICY

The above definition does not apply to activities in the context of inter-collegiate games or academic field attachments when the student resides in the location of placement, both of which are governed under separate policies. Similarly, the current policy does not apply to routine academic travels to off-campus laboratory, workshops or field centers, which would constitute the usual student's scheduled location of the class meetings.

5.0 PARTICIPANTS AND ELEGIBILITY

5.1 The only authorized participants in a Kerio Valley University College sponsored academic field trip shall be the relevant Kerio Valley University College staff and KVUC enrolled students from second year of their studies in relevant courses.

5.2 In no circumstances should any unauthorized persons be permitted on a KVUC sponsored academic field trip.

5.3 Only students duly enrolled for course units for which academic fields are explicitly prescribed as integral Mode of Content Delivery may participate in KVUC sponsored academic field trips.

6.0 PAYMENT OF ACADEMIC FIELD TRIPS FEES

6.1 A certain amount of money to be determined by the University Council shall be paid by every student enrolled for a program course unit for which academic field trip(s) is or are prescribed and offered.

6.2 The field trip fees shall be paid in one or two installments during the academic year in which the course unit for which academic field trip(s) is/are prescribed or being offered.

7.0 RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS

The important stakeholders in academic field trips shall be: the University Coordinator for Field Trips, the schools, faculty and students.

7.1 The University Coordinator for Field Trips shall:

7.1.1 Coordinate field trip programs in the University by harmonizing field trip requests from schools to develop a coordinated yearly field trip schedule for all schools and colleges, and campuses in accordance with their needs.

7.1.2 Coordinate development of harmonized field trip documents including records for monitoring and control of students on field trips.

7.1.3 Initiate partnerships with host organizations for the students' field trips and concretize the same partnerships where possible with Memoranda of Understanding (MoUs).

7.1.4 Monitor and oversee transport allocation to ensure equitable distribution and harmonious implementation of the academic field trips policy.

7.1.5 Document field trip matters and table reports at Committee of Deans and at University Senate meetings.

7.1.6 Keep record of emergency contact and insurance information for students on field trips.

7.1.7 Administer regular reviews to monitor and document compliance with the field trips policy and regularly update these requirements as necessary.

7.2 The participating schools shall:

7.2.1 Identify and submit a list and constantly review courses that involve off-campus academic field trips to the office of the Coordinator for Field Trips.

7.2.2 Inform the parents/guardians, through the fee structures, of impending field trips for their sons/daughters in the academic year before the commencement of the year. This is an integral part without which a student will not graduate.

7.2.3 Identify the member of staff who will be in charge of field trips at the School level, and receive planning reports for each semester.

7.2.4 Conduct a pre-trip evaluation, which shall include:

- Ensuring relevance of the trip site for the program in question
- Visit new sites or do an online search, communicate and submit a written evaluation report* a copy of which will be submitted to the office of the Coordinator for Field Trips and Industrial Attachments alongside the requisition for the field trip.
- The pre-trip host site visit can be avoided if the school can demonstrate and document sufficient knowledge of the site of the field trip by review of online published materials or by contacting the site to discuss the visit.

7.2.5 Ascertain the relevance of the nature and duration of the field trip to the program and ensure adequate supervision for the number of students involved and duration of the trip.

7.2.6 Unless otherwise justified, the school shall assign two members of academic staff per every field trip.

7.2.7 Ensure that all students taking part in relevant field trips are appropriately covered by relevant insurance policies.

7.2.8 Take roll call of all participants at the start of the field trip and at various times during the field trip.

7.2.9 Ensure student emergency contact information is obtained prior to the field trip and that they are carried along by the University staff members in charge of the trip.

7.2.10 Provide students with an instructional agenda, health and safety information, emergency procedures, and remind them on the approved code of conduct prior to the field trip. All students are subject to the Rules and Regulations Governing the Conduct and Discipline of Students while on field trips.

7.2.11 Provide adequate training for any equipment that may be used during the off-campus activity.

7.2.12 Provide a plan to accommodate students with special needs.

7.2.13 Ensure that the trip complies with the KVUC Transport and Garage Policy where applicable.

7.3 Faculty member in-charge of the field trip:

The academic member of staff taking students on a field trip will take steps to:

7.3.1 Sign for and be in-charge of the transport during the academic field trip.

7.3.2 Ascertain that all students taking part in the field trip are appropriately covered in relevant insurance policies.

7.3.3 Ensure that a roster of all participants is made at the beginning of the field trip and checked before departure to ensure that all students/participants are accounted for.

7.3.4 Ensure a copy of the roster includes as a minimum:

- A list of students, including names and telephone numbers of the student and person to be contacted in case of emergency.
- Names of those who are acting as advisors, tutors, instructors and their full contacts.
- The itinerary of localities and contacts of places where the party might reach at least once a day.

7.3.5 Take roll call of participants at least twice i.e. at the beginning and at the end of each station and each day during the duration of the field trip.

7.3.6 Identify any risks or dangers that might be involved in the field trip and notify participants in advance.

7.3.7 Provide information on expected environmental conditions, such as weather, any special clothing required whether to bring sun-screen or rain gear. Give guidance on appropriate attire for field trips e.g. closed shoes, laboratory coats, head covers and others.

7.3.8 Ensure students' welfare issues including suggestions for reasonable accommodation including suitable accommodation for students with special needs are provided.

7.3.9 Ensure alternative tasks or activities for those who cannot participate in the field trip are provided for.

7.3.10 Provide training in the use of necessary safety equipment to participants in the field trip prior to departure.

7.3.11 Within a period of two weeks, submit to the office of the University Coordinator for Field Trips and Industrial Attachment, an overall report on the academic field trip including the field trip roster/daily attendance sheet.

7.4 Participating students shall:

7.4.1 Sign all relevant forms including the Student Travel Informed Consent Form* and provide the name and number of an emergency contact.

7.4.2 Pay for the field trip and sign for the prescribed daily allowance.

7.4.3 Carry their students' identification and national identity cards/Passport at all times during the trip.

7.4.4 Conform to the same standards of behavior as published in the Rules and Regulations Governing the Conduct and Discipline of Students.

7.4.5 Being in possession and use of drugs or alcohol on a University sponsored academic trip is prohibited.

7.4.6 Submit to the department conducting the field trip an academic report, which shall be marked to contribute to the overall grade of the student in the respective program in which the student is enrolled.

8.0 TRANSPORT

8.1 Use of University Vehicles:

8.1.1 University vehicles may be used, in conformity with University Transport and Garage Policy.

8.1.2 The expenses of such transportation shall be financed from departmental field trips funds vote.

8.2 Use of Private Vehicles:

8.2.1 Under special circumstances and with prior approval by the Principal, privately owned vehicles may be used for transportation of University staff and students on an authorized students' academic field trips, provided evidence of current insurance cover and service evidence are submitted.

8.2.2 Reimbursement for allowable transport expenses shall be in accordance with the university Finance Policy, with prior approval from the Principal.

8.2.3 The conduct and experience of the driver MUST be checked and confirmed to comply with the requirements comparable to the University drivers.

9.0 SUBSISTENCE

9.1 The University personnel and students participating in authorized students' academic field trip shall be paid subsistence allowances in accordance with regulations outlined in the University Finance Policy

10.0 FIELD TRIP SAFETY

10.1 Each student on field trip is required to provide a duly filled parental/Guardian Consent to Travel Form prior to taking the field trip.

10.2 Duly filled Parental/Guardian Consent to Travel Form will be retained by the University.

10.3 In case of an emergency while on a field trip:

- Immediately call emergency telephone number: 999 or 911 or the Kerio Valley University College Emergency Number: 02022374865 and give a report on the nature of emergency. If no answer, leave a message giving your name, department, telephone number where you can be reached, and a brief description of the emergency.

- In case of an accident, make no comment or statement regarding the emergency to anyone except investigating officers. University staff accompanying students on field trips MUST read and understand the Government of Kenya guidelines on motor vehicle accident reporting procedures.
- If the situation attracts media attention, contact the KVUC Public Relations/Marketing Office through Telephone No.: 0788232004 and refer all media inquiries to them.

10. EFFECTIVE DATE

This policy will be effective from the time it is approved by the University Council.

11. POLICY REVIEW

The policy will be reviewed after a duration of the life-cycle of the longest University programme, which for the time being, is five (5) years.

ANNEXURES

Student Travel Informed Consent Form

Kerio Valley University College

KVUC/ASA/FEE/19
P.O. Box 9-30704, TAMBACH, Kenya
Tel: +254-(0)53-2063111 Fax No. +254-(0)53-2063257

OFFICE OF THE DEPUTY PRINCIPAL
(Academic & Students' Affairs)

In consideration of permitting me to participate in..... (course/programme event), to take place at ..... (Location) on ..... (Date/dates).

I hereby waive, release and discharge any and all claims for damages for death, personal injury or property lose/damage which I may have, or which hereafter accrue to me, against the Kerio Valley University College as a result of my participation in this event. This waiver is intended to discharge the Kerio valley University College, its auxiliary organizations, their trustees, officers, employees and authorized volunteers, and any public agencies from and against any and all liability arising out of or connected in any way with my participation in this event. I further understand that accidents and injuries can arise out of transportation to and from, and participation in this event. Knowing the risks nevertheless, I hereby agree to assume those risks and to release and hold harmless all of the persons or agencies mentioned above who might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed to get this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I realize that I am responsible for my own transportation and any injury or loss resulting thereof, if I depart from the University provided or coordinated transportation. I certify that I am at least eighteen (18) years of age or have provided accompanying written parental/guardian Consent to Travel Form and participate in this activity.

S/No.	STUDENT'S NATIONAL ID #	STUDENT'S NAME	STUDENT'S TELEPHONE No.	SIGNATURE	DATE	EMERGENCY CONTACT PERSON
1						
2						
3						

This list of students has been inspected and approved by the undersigned University personnel.

Signature of Course Lecturer:.....Date.....

Signature of Head of Department:.....Date.....

Signature of Dean of School:.....Date.....

Parental/Guardian Consent to Travel Form

Kerio Valley University College

KVUC/ASA/FEE/19
P.O. Box 9-30704, TAMBACH, Kenya
Tel: +254 725905303/ +254 37412833

OFFICE OF THE DEPUTY PRINCIPAL
(Academic & Students' Affairs)

Student Travel Consent Form (KVUC-12)
For Campus-Sponsored Field Trip and/or Off-Campus Activity
_____ Academic Year

Course Code: _____ Course: _____

Name: _____

Your son/daughter has the opportunity to attend the following campus organized field trip/off-campus activity. He/she will be required to make up any school work missed in his/her classes due to this trip. This form must be signed by the parent/guardian and returned to the lecturer in charge of this group no later than the day before the date of departure. No student will be permitted to go on this trip who has not completed this form. Students must meet eligibility requirements for field trip participation.

Campus: _____ School: _____ Department: _____

Student: _____ Student Id #: _____ Date of Birth: _____

Address: _____ Town: _____ Home Phone: _____

Parent/Guardian: _____ Home Phone: _____ Office Phone: _____

In case of emergency, I give my approval and authorization for first-aid treatment/medical treatment by local physicians and/or hospitals, including surgical procedures. I agree to accept responsibility for payment of all charges incurred during such medical treatment.

Additional medical information and/or comments: _____

The above named student has my consent to travel with this campus group. I understand that the student will be supervised while travelling, participating, and during unscheduled time and that normal precautions will be taken in the interest of safety and well-being. I agree to release the Kerio Valley University College and its employees and sponsors from all legal responsibility and liability on this trip. I understand that any student who does not conduct himself/herself properly will be sent home at the parent's expense.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____