

UNIVERSITY OF THE PHILIPPINES
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OFFICE OF THE CHANCELLOR

8 November 2017

MEMORANDUM NO. MLT-17-204

TO : Deans, Directors, Unit Heads

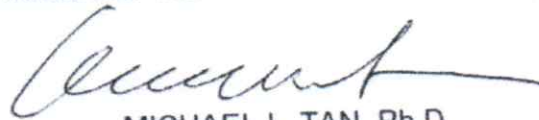
SUBJECT : Guidelines on Short-Term Academic Field Activities
(UPD Academic Field Activity Type 1C, 2A, and 2B)"

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)

UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the Vice Chancellor for Academic Affairs
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 01

**ACADEMIC FIELD ACTIVITY
REQUEST FORM**

Date: _____ College/Department: _____
Class/Course: _____ Class Section: _____

Number of students joining: _____

UPD Type of Academic Field Activity (AFA): _____

Name of Facilitator/s in the Field	Email	Mobile
1.		
2.		

AFA Objective/s or Purpose/s

Inclusive Dates of AFA: _____

Complete Address of AFA Site/Location:

Mode of Transportation: _____

AFA Itinerary (You may use additional sheets.)

Date/Time	Location	Activities

Schedule of Fees (You may use additional sheets.)

Description	Unit	Quantity	Amount
	TOTAL		

Risk Management Strategies and Procedure (You may use additional sheets.)

Alternate Activities for Non-Participants (You may use additional sheets.)

Attachments:

1. Student participation agreements
2. List of students with contact details including contact details of parents or guardians (emergency contact)

Prepared by:

Signature over printed name of Faculty

Endorsed by:

Signature over printed name of Department Chair/Institute Director

Approved by:

Signature of printed name of College Dean/Head of Unit

IMPORTANT: After approval of the Dean, please submit a copy of this form with Attachment 2 only (student and emergency contact) to OVCAA Office of Field Activities Diliman at 4F DILC Building OR via email at ofadiliman@up.edu.ph with subject AFA [College] [Course Number] [Location] [Inclusive Dates] ex. AFA COE CE132 Pampanga Aug 22-23 prior to the departure date

University of the Philippines Diliman
Office of the Vice-Chancellor for Academic Affairs
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 02

STUDENT PARTICIPATION AGREEMENT FOR ACADEMIC FIELD ACTIVITIES

This agreement is made by and between the University of the Philippines Diliman, under the representation of the faculty-in-charge named below, and the student to protect the latter for his/her participation in academic field activities. Prior to the start of the activity, students that are 18 years old and above are asked to sign this document to indicate agreement with ALL its terms. For students who are younger than 18 years of age, a parent or legal guardian must also sign this form together with said student.

Student's Name:			
Student Number:	Birthday:	Age:	
Degree Program:	College:		

Course:	Section:
Faculty-in-Charge:	
Name of Field Activity:	
Date/s and Time of Field Activity:	Location of Field Activity:
Fee (if applicable):	

1. Acknowledgement of benefits and relevance to the course: I acknowledge that I have been previously informed of the facts and circumstances surrounding the field activity, and I recognize its relevance to the course and/or the degree program. I understand and accept the benefits and advantages of participation in developing and complementing my learning and competencies as a student, which are:

LIST OF ACTIVITIES	BENEFIT(S) PER ACTIVITY
1.	
2.	
3.	

You may provide additional pages if necessary.

2. Acknowledgment of risks: I understand that the University, under the representation of the faculty-in-charge, will take precaution to ensure my safety and security during the field activity. However, I am aware that participation in this activity carries with it certain risks, dangers, hazards, and liabilities that cannot be eliminated regardless of the care taken to avoid injuries and illnesses. I acknowledge and accept that this activity has the following non-exhaustive list of particular activities that bear risk and danger and from which bodily injury, up to and including death, may occur:

LIST OF ACTIVITIES	RISK(S) PER ACTIVITY
1.	
2.	
3.	

You may provide additional pages if necessary.

3. Acknowledgment of responsibility: I understand that it is my responsibility to learn as much as possible about the risks of this field activity, to weigh those risks against the benefits and advantages, and to decide whether to participate or not. I also understand that I, as a participant in this activity, am also a member of the

University's community and that I pledge to conduct myself in accordance with all applicable guidelines, regulations, and policies of the University and College, as well as the governing laws of the Philippines.

4. Fitness to participate and medical clearance: I confirm that I am physically and mentally capable of and have no health problems that would present a risk to me in participating in this field activity. I informed the corresponding faculty-in-charge of any preexisting medical condition that I have. I consequently received medical clearance and will follow medical advice concerning the avoidance of health risk and the treatment of any medical condition during this activity.

5. Insurance coverage: I certify that I have adequate insurance or its equivalent necessary to provide for and pay any medical costs that may be attendant as a result of injury or any untoward incident that harms my safety or security. I was made aware of the exclusions in my insurance policy and, considering such, have made an informed decision before participating in this field activity. I guarantee payment of all expenses incurred as a result of emergency medical treatment.

6. Liability waiver and indemnity: I, for myself, my heirs, next of kin, and personal representatives, do hereby release and forever discharge the University, the College, and any of its representatives from any and all actions, claims, and demands for damages, loss, and injury howsoever arising from which now or may hereafter be sustained by me in consequence of my participation in this activity. I will not hold the University, the College, or any of its representatives responsible for any unseen and untoward incident that might happen to me in the course of the field activity, except for that which results from negligence on the part of the University, College, or any of its representatives.

CONTACT PERSON/S IN CASE OF EMERGENCY:

Name:	Name:
Relation to Student:	Relation to Student:
Contact Number (Mobile and Email):	Contact Number (Mobile and Email):

I certify that I have carefully read the preceding agreement and that I join in the agreement without reservation. By my signature, I acknowledge that I am voluntarily executing this agreement of my own free will and I recognize my responsibility for reading, understanding, and abiding by the conditions printed in this document.

STUDENT'S SIGNATURE ABOVE PRINTED NAME _____

DATE _____

Students who are below 18 years of age must sign above and must also obtain the signature of a parent or legal guardian below:

I certify that I am the parent or legal guardian of the above-named participant in this field activity. I have read the above agreement, understood its contents, assent to its terms and conditions, and signed this agreement of my own free act. I acknowledge that my dependent and I have agreed to the terms and conditions of my dependent's participation in this activity. I hereby give consent to his/her participation.

PARENT/GUARDIAN'S SIGNATURE ABOVE PRINTED NAME _____

DATE _____

FACULTY-IN-CHARGE'S SIGNATURE ABOVE PRINTED NAME _____

DATE _____

University of the Philippines Diliman
Office of the Vice Chancellor for Academic
OFFICE OF FIELD ACTIVITIES DILIMAN

OVCAA OFA Form No. 3

Summary List of Academic Field Activities

Term: First Semester Second Semester AY _____ Midyear _____

Academic Unit: _____

	Department/Institute	Course	Academic Field Activity Description	AFA type	Location	Expected Date	Remarks
	<i>Institute of Civil Engineering</i>	<i>CE 132</i>	<i>Fieldtrip to East La Mesa Water Treatment Plant</i>	<i>2B</i>	<i>Quezon City</i>	<i>October 2014</i>	<i>Example only</i>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

(use additional sheet as necessary)

Endorsed:

Signature Over Printed Name of Dean or Head of Unit

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

DIRECT LINE: (632) 928-5107
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E-MAIL: ovcaa@ovcaa.upd.edu.ph

MEMORANDUM NO. OVCAA-BMP 17-094-C

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS

FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Academic Field Activities: *Second Update of Typology*

DATE : 3 March 2017

This is the second update of Memorandum No. OVCAA-BMP 15-094 and 16-094-B.

The University recognizes that academic field activities form an integral part in the delivery of **specific** courses and programs. Supplementary are extra-curricular out-of-classroom learning activities as may be organized by students or student organizations.

Academic field activities (AFAs) are university-recognized learning activities outside the *regularly assigned* classroom that fully or partly fulfill an academic requirement as defined or described in the official course syllabus or program catalogue.

For purposes of the university, AFAs include the following types:

Type 1: Long-term or required short-term academic field activity

Type 1A: **Practicum** or **internship** that involves long-term deployment of student to a training establishment or entity as engaged by the college/unit

Type 1B: Off-campus field activity under the *immediate* supervision of a regular faculty member in-charge or faculty coordinator-administrator, as applicable, such as **field school** that normally lasts for more than five (5) days

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)

Type 3: On-campus academic field activity outside the regularly assigned classroom(s), which is optional (i.e. with provision for an alternative academic activity), under the *immediate* supervision of a faculty member in-charge

Type 3A: On-campus activity in **non-academic building** (e.g. lagoon, sunken garden, dormitory)

Type 3B: On-campus activity within academic building but **outside the regularly assigned classroom(s)**

Type 4: Academic field activity that is selected and undertaken by a student on his/her own, under the instruction of, but without *immediate* supervision by, a faculty member

Type 4A: **Off-campus independent** activity that is selected and undertaken by a student on his/her own, such as field activity in connection with academic requirement

Type 4B: **On-campus independent** activity that is selected and undertaken by a student on his/her own, such as field activity in connection with academic requirement


In the above, our office has incorporated classifications and/or descriptions from earlier issuances by the Commission on Higher Education, some UPD colleges/units, and other universities.

Moreover, according to the responses to the AFA survey through Memorandum No. OVCAA-BMP 15-094-A and further consultations with various Colleges or Units, our office has added Type 1C, and replaced the description "direct supervision" with "immediate supervision." In further consultation with NSTP Coordinators, we have also included fieldwork as example of Type 1C.

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-BMP 15-095

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL ACADEMIC COORDINATORS
ALL FACULTY MEMBERS

FROM :  BENITO M. PACHECO, Ph.D.,
Vice-Chancellor for Academic Affairs

SUBJECT : Field Incident Reporting

DATE : 1 October 2015

In the preceding Memorandums No. OVCAA-BMP 15-094 and 15-094-A, we noted that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.

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 an AFA, the following serves as guide in the reporting. (Guidelines on other matters shall be circulated separately).

Major Incident: For purposes of university AFA, an incident is considered major if it cannot be addressed by the faculty member on site within approximately three (3) hours from the onset. In case of physical injury, an injury leading to hospitalization of a person or more severe incident is considered a major incident.

Minor Incident: For purposes of university AFA, an incident is considered minor if and only if it can be immediately addressed (within approximately three (3) hours from the onset of the incident) by the faculty member on site. Minor injury includes scratches and cuts, among others, that can be addressed by basic first aid on site.

In case of doubt, an incident shall be considered a major incident.

Immediate Verbal Reporting:

1. In case of major incident, the faculty member in charge of the AFA shall verbally report the incident to the parent, legal guardian or person-to-notify of each student concerned and to the higher authorities of the University, by means of a personal exchange or a phone call. An SMS message with corresponding acknowledgement by the recipient is also permissible. The chain of information shall be as follows:

- a. The faculty member in charge of the AFA shall immediately notify the Department Chair, Division Head or Institute Director, and the parent, legal guardian or person-to-notify of each student concerned through contact details on file with the faculty for purposes of the AFA.

- b. The faculty member in charge shall also verbally inform his/her unit's specific AFA coordinator or its equivalent. For example, in case of NSTP class, the College/Unit NSTP Coordinator shall be verbally informed.
 - c. The Department Chair, Division Head or Institute Director, as applicable, shall verbally inform the Dean of the College or Director/Head of Unit.
 - d. The Dean of the College or Director/Head of Unit offering the course shall notify the Chancellor. In case of incident involving more than one College/Unit: the Dean or Director/Head of Unit offering the course shall notify as well the Dean/Director of every involved student's home College/Unit. The Dean(s) or Directors(s) of the home unit(s) in such case shall relay the information to each concerned Department Chair, Division Head or Institute Director.
2. A minor incident does not require immediate verbal reporting to higher authorities but requires written reporting.

Written Reporting

1. For every incident, major or minor, a written incident report must be prepared and furnished by the faculty member in charge within 24 hours from the onset of the incident. A major incident report requires more details than minor incident. The incident report must contain a full and objective narrative of the event, the actions taken to address the incident, and further actions that need be taken until the situation is fully addressed, if any. Each report must be promptly noted by the Department Chair, Division Head or Institute Director and promptly submitted to the Dean of the College or Director of the Unit, with copy furnished to the College/Unit's specific AFA coordinator or its equivalent if applicable. For example, in case of NSTP class the College/Unit NSTP Coordinator shall also be furnished a copy of the incident report together with the Dean/Director.
2. The Dean/Director shall promptly endorse every incident report to the Chancellor through the OVCAA. In case of NSTP class, the UPD NSTP Director shall also be furnished a copy by the Dean/Director. In case of major incident, the Dean/Director shall also furnish a copy of appropriate parts of the written report to every student's parent, legal guardian or person-to-notify through contact details on file with the faculty for purposes of the AFA.
3. In case of incident involving more than one College/Unit: the Dean of the College or Director/Head of Unit offering the course shall promptly furnish a copy of the incident written report to the Dean/Director of every involved student's home College/Unit. The Dean(s) or Directors(s) of the home unit(s) shall copy furnish the report to each concerned Department Chair, Division Head or Institute Director.

For both verbal and written reporting, there shall always be **full disclosure** of the incident details when communicating the incident **appropriately to the higher authorities of the University**. The gravity of the incident must never be downplayed.

Reports are **confidential** to the faculty member in charge and the higher authorities of the University, unless and until disclosed to other concerned parties as appropriate.

cc: Chancellor