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Routines concerning study trips at the Royal Institute of Art

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Introduction

Study trips are arranged within a course, year group or teaching group to broaden, deepen or concretize different parts of the education. The purpose may also be to give an international dimension to the education. Below are rules, advice and routines for planning and carrying out a study trip. A complement to this document is *Guidelines for travel and meetings*, which mainly regulates booking of travel.

Planning of study trips

Before planning and preparing for a study trip abroad, it must be agreed with the prefect. When planning a study trip, the rules that apply to trips at the Royal Institute of Art and as stated in the *Guidelines for travel and meetings* have to be taken into account, including sustainability aspects. The cost of the study trip for the students must be reasonable. Travel is booked via the Royal Institute of Art's procured travel agency. For group travel, administrative support can be obtained from the administration; within the department of program education in fine art from the study administrator / international coordinator and for the department of research and further education in architecture and fine art from the education officer for postmaster courses.

Information about study trips

If the study trip is compulsory, this must be stated in the syllabus. If non-compulsory study travel is arranged within the course, this must be stated in the information material about the course. Approximate length and the student's own cost for the study trip must be stated. Students who do not participate in compulsory study travel are given study assignments to complete at home, which is regulated in the syllabus.



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Decision about study trip

Decisions that compulsory study travel is included in the course are made in connection with the establishment of a course syllabus.

Furthermore, a formal decision is made by the course responsible teacher submitting a travel order that contains the destination, purpose, structure and budget for the compulsory or voluntary study trip. Signing of travel orders is done by the prefect. The Royal Institute of Art does not approve trips to destinations that the Ministry of Foreign Affairs advises against. In case of doubt, the prefect can turn to the steering group for advice in certain circumstances - for example health conditions, natural disasters or other unrest, where the travel might need to be postponed or canceled.

Decisions regarding travel destinations and programs for the study trip in year 3 within the programs in fine art are made in the department board for the program education in fine art.

Costs for study trips

In addition to the registration and tuition fees charged from third-country students, the education at the university must be free of charge. This does not mean that the education is without costs for the students. The higher education institutions shall, however, strive to keep the students' costs in connection with the education at as low a level as possible. For study trips, the university should provide a contribution to cover parts of travel costs and part of the possibly more expensive living costs. If the university is unable to make a significant contribution to more extensive, compulsory travel, there must be a free of charge alternative. For longer trips, the total amount can be relatively high, which must be considered before deciding on the trip.

The course responsible teacher is responsible for ensuring that the study trip falls within the decided budget that exists for the course or teaching component.

It must be clear in the information to the students before the study trip what costs the students themselves bear.



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No advances / grants can be paid to the students, costs can only be reimbursed afterwards against a receipt.

Preparation before a study trip

Course responsible teacher is responsible for all students signing the form *Participation in a study trip* and thus:

- know what applies in case of cancellation,
- know what applies if they do not participate in the compulsory study trip program items,
- certified that they have their own insurance, and
- provided their contact information and contact details to family/partner/friend

When making a study trip within Sweden, students are covered by Kammarkollegiet's insurance during the study period, ie during the compulsory program. Students are not covered by insurance for study trips abroad and must therefore have their own travel insurance. The study administrator / education officer for group travel for postmasters or the programs in fine art arranges supplementary insurance for students via Kammarkollegiet for travels outside the EU. The signed travel order is valid as proof that accompanying teachers are covered by the Kammarkollegiet travel insurance. An insurance card can be obtained from HR.

Course responsible teacher is responsible for bringing contact information to all participants, and ensures that a copy of the participant list with contact information and contact details to family/partner/friend as well as programs and current hotels / other accommodation is handed over to the group travel manager at the administration. When traveling to more uncertain countries, a report to the "Swedish list" can be made, so that the Ministry of Foreign Affairs or the embassy can contact the group if a crisis situation should occur:

<https://www.swedenabroad.se/sv/svensklistan/>

In cases where students have booked the trip themselves and not everyone travels together to the destination, there must be a clear start and end time for the study trip. The trip's mandatory program items must be stated.



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In general, two teachers should participate in study trips arranged by the Royal Institute of Art.

During the study trip

During a study trip, a number of different situations can arise and it is not possible to predict and plan for all of these, but below are some general guidelines.

Students who participate in the study trip have a personal responsibility to follow the rules and recommendations that apply at the destination, as well as to participate in mandatory parts of the study trip program. The Royal Institute of Art's Alcohol and drug policy applies during the study trip's compulsory program.

Should any unexpected event occur at the destination, natural disaster, terrorist attack, etc., the responsible teacher (s) must contact everyone in the group to make sure that they are unharmed and report it back to the group travel manager at the Royal Institute of Art.

In the event that someone falls ill or has an accident and is unable to contact someone at home, the teacher contacts the relative/partner/friend according to the contact list. If two teachers travel, one teacher may need to remain in the locality (if the study trip means that the others need to travel further) with a more seriously ill student or accompany the person to a hospital in another locality.

If a student and / or teacher should have to stay behind at the destination due to quarantine, which the insurance does not cover, the Royal Institute of Art reimburses the additional costs.

If any serious, traumatic event should occur during the study trip, or any more serious conflict in the group, HR at the Royal Institute of Art is contacted for support and help during the trip or on return. In the event of delays, canceled departures, problems with bookings, etc., the teachers turn to the travel agency / group travel manager at KKH.

After the study trip

The responsible teacher is responsible for reporting costs in connection with the study trip. The responsible teacher must also report the trip in the manner agreed in the travel order.



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