



Guidelines on Student Excursions

University of Colombo

These guidelines shall be applicable for student excursions (hereinafter trip) organized by the students of Campus, Faculties, and Institutes of the University of Colombo. Examples of student excursions covered under these guidelines include, but not limited to, batch trips, research expeditions, field trips, outbound training and practical sessions, etc.

1. The students must always be accompanied by an academic staff member on the recommendation of the Rector/Dean/Director. If there are female students, a female academic staff member shall be present. However, Rector/Dean/Director reserves the right to appoint a staff member(s) on behalf of / in addition to the academic staff member assigned for the trip, if such appointment is deemed more appropriate to ensure safety of students.
2. All students should adhere to the advice given by the staff member(s) at all times.
3. Preliminary discussions should be held with the whole batch and the accompanying staff member(s) to decide the destination, content and other arrangements, and appoint an organizing committee.
4. Written permission of the Rector/Dean/Director should be obtained at least two weeks before the trip.
5. The request letter to the Rector/Dean/Director through the accompanying academic staff member should include the following and copied to the Senior Student Counsellor:
 - a) Time of leaving the faculty/campus/institute
 - b) Exact location of the destination, e.g., postal address, Google map coordinates, etc.
 - c) Planned activities
 - d) Expected time of return to the faculty/campus/institute
 - e) List of names and registration/employee numbers of all participants as an attachment
 - f) Contact details (e.g., mobile number(s) and student registration number(s) of the organizing committee)
 - g) Names of accompanying staff member(s)
 - h) If the activities during the trip may involve potential dangers to participants' health or lives additional precautions taken to avert such dangers
6. The return to the faculty/campus/institute should be before midnight and the students who stay in hostels should obtain prior permission for the late arrival from the Warden/Sub-Warden.
7. It is a mutual responsibility of each participant in the trip to ensure the safety of each other.
8. A simple first-aid kit should be taken on the trip (this could be borrowed from the Medical Center of the University, if available, on a written request through the Permanent Student Counselor).
9. Persons to be contacted during an emergency and their contact details need to be identified (i.e., Medical, University, Police and emergency services, etc.) and processed with the appointed staff member and the organizing committee. These details should be informed in writing to the Rector/Dean/Director before the trip. These can also be circulated among the participants on WhatsApp group created for communicating details of the trip.
10. During any unforeseen incidences, the accompanying academic staff member(s) should be informed immediately.

11. During such incidences, any communications with parties outside the participants (e.g. police) should be done with the knowledge and guidance of the staff member(s) and the Rector/Dean/Director.
12. Students should be responsible in following the instructions of the staff member(s) and law-abiding at all times.
13. Alcohol consumption is strongly discouraged.
14. Responsible use of digital media during the trip:
 - a) Respect Privacy and Consent
 - Obtain consent before taking photos or videos of others, and do not publish others' content on social media without their explicit permission.
 - Adhere to the University's official Social Media Guidelines. [<https://cmb.ac.lk/social-media-guidelines>]
 - Respect individuals who do not wish to be photographed or recorded.
 - b) Drone Usage
 - Flying a drone must be pre-approved and comply with all Sri Lankan aviation and privacy laws. [<https://www.caa.lk/en/drones>]
 - Avoid operating drones in a manner that causes discomfort or invades the privacy of others.
 - c) Audio Device Etiquette
 - Use portable speakers responsibly. Avoid playing audio at high volumes in shared or public spaces to minimise disturbance.
 - d) Device Security and Responsibility
 - Secure all devices with passwords or biometric locks. Avoid using public Wi-Fi (e.g., public venues) for accessing sensitive data.
 - Enable device tracking features to assist with recovery in case of loss. Students are individually responsible for the care and security of their personal devices.
 - For outdoor activities such as hiking, students are encouraged to share their live location with a close friend or family member as a safety measure.
 - e) Use of University Branding
 - The University's name and logo are copyrighted assets. Use of the university branding on non-official media, printed T-shirts, or merchandise requires prior approval from the Registrar [<https://cmb.ac.lk/visual-identity#guidelines>].
 - f) Professional Representation
 - All media content publicly shared with the trip should reflect professionalism and uphold the reputation of the University.
15. The following additional precautions to be taken during activities such as the following.

- **Swimming or similar water events**

- a) Students should never swim under the influence of alcohol.
- b) Swimming should never be attempted in unfamiliar places.
- c) Advice from the local people should be obtained prior to swimming.
- d) Check water conditions before entering.
- e) Do not dive into water of unknown depth. Beware of submerged rocks/obstacles. Diving into shallow water may result in serious head/neck injuries.
- f) Always swim in groups of two or more – never swim alone.
- g) When sea bathing, always be aware of the safety flags that indicate the condition of the water. Read and follow instructions on any safety signs.
- h) Always wear life jackets if going boating/ rafting.

- **Mountain climbing/ hiking**

- a) Proper hiking gear should be worn
- b) Obtain assistance from the local guides
- c) Take sufficient food and water (e.g. 500ml water in a lightweight container and 4 “anamalu” bananas)
- d) Walk in a single, uninterrupted line
- e) Never travel alone
- f) The group should have a map of the area, a length of rope and at least one compass. Electronic navigation equipment should be used where possible, but the above-mentioned non-electronic material is a must even in the presence of electronic equipment, as the latter can stop working due to loss of signals, power supply or malfunction.
- g) Each hiker should carry a torch and a whistle (Three blasts from the whistle is the universal signal for help).
- h) All items to be carried should be placed in a backpack or rucksack. Cameras, binoculars and mobile phones could be carried in belt attachments around the waist
- i) A tube of antiseptic cream or a piece of soap would be useful to get rid of leeches

- **Trips that require overnight lodging**

- a) Informing Parents/Guardian: All students must inform their parent/guardian about the trip before the trip. A standardized form is provided to collect relevant information, including parent's perceptions regarding health and safety, contact details, and any other necessary information.
- b) Notification to Authorities: The academic coordinators of the trip must send formal letters in advance to the nearest police station and hospital in the area where students will be staying (e.g., training centers or guest houses). Hard copies shall be handed over on the first day of the field visit.
- c) Student Grouping and Responsibilities: Prior to the trip, students will be grouped with designated responsibilities such as safety, first aid, waste management, instruments, and food. Students are expected to act responsibly and participate under the guidance of the academic staff.
- d) For undergraduate field practicals, the Head of Department must be kept informed of the exact nature and scope of activities students are engaged in to ensure transparency, accountability, and adherence to ethical standards.

- **Staying after hours within university premises for academic work scheduled by faculty**

- a) If students remain on university premises after hours (between 5.30 pm and 7.30 am of the next day) for research/academic purposes as scheduled by the academic programme, the supervisor or lecturer in charge should notify both the Head of Department and university marshals to ensure their safety.
- b) In the case of evening or night-time field or lab research, supervisors must make appropriate safety arrangements—especially for female students—to ensure a secure and ethically sound research environment.
- c) Field / lab practical classes should be scheduled in a manner that aligns with students' existing academic workload, ensuring they do not become overburdened or exceed the recommended workload limits.

16. Any deviation of adhering to the above guidelines due to situational or practical circumstances should be duly approved by the Rector/Dean/Director of the Campus/Faculty/Institution.

Senate Approval: 516 th meeting	Council Approval: 641 st meeting (Minute no. 516.04)
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