

Field Visit procedures

- **The Seminars and Training Committee/Scientific Committee shall, at the beginning of every academic semester, draw up a preliminary schedule for the field visits program to be made in the course of the semester, such being upon consulting the modules' instructors.**
- **The schedule shall be circulated among the teaching staff members after obtaining the approval of the Faculty Dean.**
- **Each teaching staff member shall coordinate regarding the field visit he intends to make with his students, and carry out the necessary correspondence in cases requiring sending letters for obtaining permission.**
- **Transportation from the University is requested after submitting a list of the names of students participating in the visit to the chief of the transport section, who shall in turn specify the appropriate means of transport that is capable of accommodating the participating students.**
- **The time and place for meeting shall be specified, so as to proceed to the place to be visited.**
- **After undertaking the visit the participating students shall be returned to the University.**
- **The forms specific to making a field visit must be filled out by the supervising instructor, the institution being visited and a number of students.**