



**ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ** | **DEMOCRITUS  
UNIVERSITY  
OF THRACE**

## **Annex 6**

**Regulations for study visits and field exercises in the framework of the teaching of a course included in the Study Programme of Democritus University of Thrace**

**Komotini 2024**

## **Article 1**

### **Object**

Study visits and field exercises may be carried out in the framework of the teaching of the courses included in the study programme of each Department, for the collective transport of students, to the field, to public or private sector bodies, to enterprises or companies, to cultural reference areas or to any other place that is deemed advisable and appropriate, as the case may be, for the conduct of practical exercises, even during holidays.

## **Article 2**

### **Procedure**

The educational trip must be preceded by a decision of the Assembly of the Department, following a recommendation from the interested teacher.

The decision shall include the following information:

- α. confirmation of the educational nature of the visit;
- β. the teacher(s) who will participate, as accompanying staff, and the members of other categories of staff, as assistant accompanying staff;
- γ. the course (or other educational activity) as part of which the visit is taking place;
- δ. the time and place of the visit;
- ε. the exact time and point of departure;
- στ. any other useful details for the conduct of the exercise and the visit.

## **Article 3**

### **Provision of a bus service**

- α. The request may include the provision of a bus belonging to Democritus University of Thrace, provided that the number of students to be transferred does not exceed fifty (50).
- β. The visit must be scheduled at least two months in advance to ensure that the university bus will be available.
- γ. Initially, interested teachers or the Secretariat of the Department must confirm the availability of the University's bus and driver for the specific trip following communication with the university's Transportation Management Office.
- δ. If the bus and the necessary staff are available, the relevant request for transportation shall be addressed to the Assembly of the Department by the interested teacher(s). The relevant decision of the Assembly shall be forwarded for approval to the Vice Rector of Finance, Planning, and Development, who shall issue a relevant decision on the provision of the bus, and to the Transportation Management Office for further actions.

## **Article 4**

### **Coverage of expenses**

Regarding the coverage of expenses (fuel, tolls, driver's daily wages, etc.) these shall be charged to the regular budget of the institution, only when the transportation takes place within Thrace. As regards possible trips outside Thrace, bus expenses (fuel and tolls) cannot be charged to the regular budget.

## **Article 5**

### **Special provision**

Any matter not regulated by this decision may be regulated by decision of the Vice Rector of Finance, Planning, and Development.