

UVic Field School Planning Workflow:

The steps below represent the activities and estimated timelines that should be followed in the development of a [Field School](#). Depending on the nature of the field school, these activities and timelines may look different and/or happen concurrently based on need.

- **Step 1: Academic Approvals are in place.**

Timeline Allowance for Steps 2-4: One year – 6 months in advance of travel

- **Step 2: Logistics Feasibility/Planning**
- **Step 3: Optional: Meeting with Risk & OHSE on FSP Process** (email offcampus@uvic.ca)
- **Step 4: Booking: Hotels/Vehicles/Transportation/Partners (long lead time items)**
 - a. Note: [UVic Purchasing](#) supports arrangement of these items and will consult with UVic stakeholders on vendors.

Timeline Allowance for Step 5: Three - 6 months in advance of travel

- **Step 5: Document Development:**
 - b. Program Information
 - c. Application Forms
 - d. Waivers / Informed Consents (Email waivers@uvic.ca)
 - e. Code of Conduct

Timeline Allowance for Steps 6- 9: One – 3 months in advance of travel

- **Step 6: Draft [Field Safety Plan](#) Developed**
 - a. OHSE/Risk Review & Feedback (send to offcampus@uvic.ca)
- **Step 7: Call for Participants**
- **Step 8: Information Session for Prospective Participants**
 - b. Program Information
 - c. Discuss Program Logistics / Risks
 - i. [International SOS](#) travel registry/info (International Trips)
- **Step 9: Participants Selection**

Timeline Allowance for Steps 10 - 12: One month prior to travel

- **Step 10: Collect Travel Related Documents**
 - a. [Participant Emergency Contact](#) Information
 - b. Relevant Allergy/Medical Information
 - c. Emergency [Travel Medical Insurance](#) (International)
- **Step 11: Finalizing [Field Safety Plan](#)**
- **Step 12: Student Pre-Departure Meeting/Orientation**
 - d. Finalize Program Information, students to complete online [UVic pre-departure orientation](#)
 - e. Discuss & address any outstanding Program Logistics/Risks/Safety

Step 13: Travel – Embark on Field School

