

**Durham University Expeditions Panel**

**2024/25 Expedition Rules and Guidelines**

Through the Durham University Expeditions Panel, modest funding is available financially to assist:

* Research Expeditions

*The Panel may, exceptionally, consider applications from groups of students who wish to organise and conduct independent projects as part of the research programmes of approved volunteer-based commercial organisations (e.g. Wallacea).*

Funding is provided by the Durham University Student Opportunities Fund due to the generous support of our donors.

Note that funding is provided to support the research purposes of expeditions.

The Panel is prepared to sponsor Expeditions by permitting them to use the title ‘Durham University Expedition’ and by the offer of financial assistance. In order to be eligible for consideration, Expeditions are required to meet the following criteria:

* + that the Expedition is normally to locations beyond Western Europe;
	+ that the membership of the Expedition consists of at least 50% Durham student members;
	+ that the proposed duration in the field is normally a minimum of four weeks;
	+ that the research aims are worthwhile and the planning is such as to make it likely that the aims will be met;
	+ that an aim of the expedition is to make sustainable links with local communities which would benefit both the local communities and future Durham students planning expeditions;

**SECTION 1: GUIDELINES**

Expedition members should seek help and guidance from relevant academics in the University, previous Expedition prospectuses and their members, and the Royal Geographical Society’s publications.

Expedition planners should be prepared to present their plans in the form of a prospectus (see below) and to answer questions from the Panel on University Expeditions at its initial meeting. Financial allocations will not be paid until a final prospectus has been approved.

1. **The Prospectus**

1.1 **One copy** of the preliminary prospectus should be emailed to the Secretary in a PDF or other electronic format by the deadline date. The prospectus should include in the following order:

1.2 An executive summary.

1.3 Details of aims, objectives, dates, locations (please include detailed maps).

1.4 A detailed outline of the research project where appropriate (including aims and methods).

1.5 Preliminary financial estimates (including intended personal financial contributions (not less than £400 per person) and 15% contingency).

1.6 Details of all Expedition members and in respect of Durham students their college, department, year, relevant experience etc.

1.7 Travel and accommodation arrangements (including dates of stay). An ‘end’ date should be provided which should be prior to the commencement of any independent travel that may be undertaken by member(s) of the Expedition.

1.8 Safety and medical arrangements (including immunisations and current basic first aid certificates for all Expedition members. Please contact scholarships.advice@durham.ac.uk for further information.

1.9 Permission requirements and arrangements.

1.10 List of advisers/contacts and a bibliography.

* + 1. Gantt chart for the Expedition, an example of which is provided on the web site.

1.12 A formal Risk Assessment

The prospectus needs to be presentable and accurate. It does not have to be bound but the front cover needs the title and year printed on it. Quality rather than quantity is required. Photographs are not necessarily needed; any maps should be clear and relevant.

**Please note that Expeditions may NOT include “Durham University” in their title until after the Expedition has been approved by the Consolidated Awards Panel**

**SECTION 2: RULES FOR EXPEDITIONS SPONSORED BY THE UNIVERSITY**

1. **General**

1.1 These rules are based on experience and are designed to minimise the possibilities of misunderstanding or friction arising between members of an Expedition, or between the University and an Expedition which is sponsored by it and carries its name.

1.2 Serious problems are rare, but there have been cases where otherwise successful Expeditions have been marred by disagreements about the disposal of specimens collected, relations with the press and publicity generally, and personal responsibility for debts incurred by the Expedition. An Expedition should agree on these matters before it leaves, and this is particularly important when not all the members are from Durham University, or returning to it afterwards.

1. **Responsibility**

2.2 Each Expedition shall have a Leader of the Expedition who will be directly responsible to the University for the proper management and conduct of the Expedition, which he/she agrees to run along the lines approved by the University and in concordance with these Rules. The approval of the University will have been based upon the Expedition Prospectus as presented to the Panel.

2.3 It is clearly understood that unforeseen circumstances may arise that require modification to the Expedition plans. The Leader is responsible for consulting with the Secretary about such modifications in so far as is practicable, and this is particularly important in the case of a change in membership of the Expedition. In any event, the Leader remains responsible for ensuring that any changes fall within the framework of these Rules, and is not such that the group and panel would have been unlikely to recommend the Expedition had it known beforehand.

1. **Health And Safety**
	* 1. All members should ensure they read and understand the following documents: [Off-Site Travel Approval](https://durhamuniversity.sharepoint.com/teams/HSIntranet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FHSIntranet%2FShared%20Documents%2FGeneral%2FOffsite%20Activities%2FUpdate%20November%2024%2F1%2E%20G36A%20Off%2DSite%20and%20Travel%20%28Approval%20and%20Management%29%20v2%2E3%2Epdf&parent=%2Fteams%2FHSIntranet%2FShared%20Documents%2FGeneral%2FOffsite%20Activities%2FUpdate%20November%2024)  and [Off-Site and Travel Handbook](https://durhamuniversity.sharepoint.com/teams/HSIntranet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FHSIntranet%2FShared%20Documents%2FGeneral%2FOffsite%20Activities%2FUpdate%20November%2024%2F2%2E%20G36B%20Off%2DSite%20and%20Travel%20Handbook%20v2%2E1%2Epdf&parent=%2Fteams%2FHSIntranet%2FShared%20Documents%2FGeneral%2FOffsite%20Activities%2FUpdate%20November%2024).
		2. All members should complete the [Off Site Health Declaration](file:///%5C%5Cdeptblue02%5Csifso%5CSIFSO%5CStudent%20Financial%20Support%5CScholarships%20%26%20Bursaries%5CScholarships%2C%20Bursaries%20and%20Awards%5CPersonal%20Development%5C2022-23%5CExpeditions%5CStudentOff-siteHealthDeclarationFormincCovidstatement%20October%202022%20%28V4%29.docx) Form and submit it to their Head of Department. Completed copies signed by Heads of Departments must be returned to Secretary at m.e.bidnell-rowe@durham.ac.uk.

3.4 Each Durham member of an approved Expedition must seek advice on health precautions from the Occupational Health Office and, if necessary, be examined in advance of departure.

3.6 All members of the Expedition must be fully insured in the case of accidents involving third parties and take out suitable travel insurance which should include adequate accident and health cover. Copies of insurance documentation must be forwarded to the Secretary prior to your expedition.

3.7 All members should attend a basic first aid training course, to be arranged by University staff. Copies of First Aid Certificates should be forwarded to the Secretary.

3.8 Any approved Expedition must carry out a [Risk Assessment Exercise](file:///%5C%5Cdeptblue02%5Csifso%5CSIFSO%5CStudent%20Financial%20Support%5CScholarships%20%26%20Bursaries%5CScholarships%2C%20Bursaries%20and%20Awards%5CPersonal%20Development%5C2022-23%5CExpeditions%5CG36BRiskProfilingToolv2.0.pdf)

1. **Ethical Approval**

4.1 All Expeditions must contact the appropriate Departmental Ethics Committee regarding potential human ethical questions. For Expeditions that will involve animals, even the observation of animals, the information on the [Research Office Sharepoint site](https://durhamuniversity.sharepoint.com/%3Au%3A/r/teams/ResearchEthicsGovernance/SitePages/When-is-ethical-review%20required.aspx?csf=1&web=1&e=DqlneW) must be followed **This must be done as soon as possible before the Expedition submits its first prospectus to the Panel on University Expeditions.** Expeditions that have not been granted ethical approval where necessary will not be granted Durham University Expedition Status.

1. **Home Agent**

5.1 The Secretary acts as Home Agent for all Expeditions funded by the Panel. The purpose of the Home Agent is to act, in the event of an emergency, as a link with the University. It is incumbent upon the Home Agent to be as aware as possible how to contact the Expedition while it is in the field, and equally to make sure that his/her whereabouts are known during this period by the Leaders of the Expedition. The Home Agent should also hold a copy of the Insurance Documents of the members of the Expedition.

1. **Finance**

6.1 Each Durham member must pay a personal contribution to the Expedition before it leaves Durham; the minimum sum required is £400.

6.2 In the event of fewer Durham students than listed in the approved prospectus actually going on the Expedition, or the names changing from those listed, the Expedition may be asked to return to the University the proportion of the grant awarded to those student(s).

6.3 There must be a satisfactory procedure for the discharge of the liabilities of an Expedition. Members of an Expedition are jointly and equally responsible for the payment of all debts within a reasonable time, unless they have drawn up a prior written agreement beforehand for an unequal division of responsibility.

6.4 Surplus funds will normally be disposed of after consultation between the Expedition Leader and the secretary. An agreement must be signed by members of the Expedition to allow the Treasurer of the University to close the Expedition’s bank account and recover any surplus funds still remaining in it, after a period of one year from the date of the return of the Expedition.

6.5 Surplus funds cannot be used to defray the personal contributions made by the Expedition members.

6.6 Unless there is a formal agreement to the contrary, any income from books, articles, films, broadcasts etc based on the activities of the Expedition and produced before the winding up of the expenses of the Expedition or within two years, whichever is the longer, shall be payable to the Expeditions fund.

 If the production of a film, a book or photographs, for commercial gain represents a substantial part of the aims of an Expedition, the Panel must be consulted on the form of any such agreement.

1. **Equipment**

7.1 Members of an Expedition cannot purchase items of personal equipment on the Expedition’s budget, but must provide their own. This includes clothing, sleeping bags, standard cameras and binoculars.

1. **Conduct And Publicity**

8.1 An Expedition carrying the name of Durham University shall not act in such a way as to discredit the University. The Expedition Leader is responsible for the good name of the University.

8.2 Once in the field, an Expedition must not modify its programme in any way that might have caused the Host Country to refuse to grant permission to enter had it known of the proposed modifications earlier. Individual members must be careful not to involve themselves in political, religious or partisan controversies either of their own volition, or at the behest of any local persons or organisations.

8.3 The Expedition Leader is responsible for publicity and contacts with the media, unless there is a definite prior agreement that another member of the Expedition is to have that role. All members of the Expedition should ensure that they are careful in public appearances, publicity, advertisements etc. not to associate the University with the trivial, undignified or unseemly. It should be borne in mind that the impression created by an Expedition, whether good or bad, may affect the attitude of the visited country towards future Expeditions for years to come.

1. **Results**

9.1 To avoid dispute, and to ensure that the maximum scientific use is made of them, all specimens, maps, photographs, results etc remain at the disposal of the Expedition as a whole, although the final arbiter will be the Leader in consultation with the Home Agent. If it is intended that alternative arrangements will apply in favour of particular members, or of the Host Country, then this must be formally agreed and recorded beforehand.

9.2 Preliminary Report - immediately upon its return, each Expedition must prepare a brief Preliminary Report (one side of A4 paper) of its results. The Preliminary Report should include an interim financial statement (one side of A4) *which should include a separate specific acknowledgement of the support received from the Student Opportunities Fund*. The Preliminary Report should also include a paragraph on medical matters i.e. medical issues faced during the expedition and actions taken to deal with them. A copy of this report should reach the Secretary by the end of the first teaching week of the Michaelmas Term after the Expedition returns.

9.3 Final Report - expeditions also have an obligation to prepare a full report on the Expedition and its results within **three months at the very longest** of the Expedition’s return. The report should be sufficiently long to provide confirmation that the aims and objectives of the Expedition had been achieved and it should also include a section on medical matters i.e. a detailed analysis of medical issues faced during the expedition and actions taken to deal with them. In the event that no Final Report is received, Expedition members may be required to return funds awarded by the panel. **Failure to submit a Final Report promptly (i.e. well within the six months’ deadline) may jeopardise the plans of future Expeditions to the region.**

9.4 Presentations – recipients will be required to give a presentation, to include panel members, within three months of the Expedition’s return.

**SECTION 3: DECLARATION**

We, the undersigned members of the:

 (name of expedition)

have read the rules of the Panel on University Expeditions and agree to abide by them and:

1. confirm that we do not hold the Durham University to be liable or responsible for any injury or damage incurred during the Expedition;
2. agree not to involve the University in any expenditure not previously approved by the University;
3. undertake to be fully insured for accidents involving a third party.

**Each member is asked to sign below:**

Signed:

Name (block capitals):

Signed:

Name (block capitals):

Signed:

Name (block capitals):

Signed:

Name (block capitals):

Signed:

Name (block capitals):

Signed:

Name (block capitals):

Signed:

Name (block capitals):

**This Declaration must be signed and returned to Ms Margret Bidnell-Rowe, Secretary**

**Scanned submissions:** **m.e.bidnell-rowe@durham.ac.uk**

**Hard copy submissions: Student Immigration and Financial Support Office, The Palatine Centre, Durham University, Stockton Road, Durham, DH1 3LE**

**Please take a photocopy and keep it for your own records.**