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1. Excursions as Part of Courses

1.1. Information About Excursions

Excursions are listed in the program of lectures and excursions of the Art History Seminar, where you can find all information about the duration and destination of the excursion. You can find the current course catalog at

<https://www.kulturwissenschaften.uni-hamburg.de/ks/studium/vorlesungsverzeichnisse.html>.

If the excursions take place within the regular weekly hours of the course, you can either have the module credits credited **or** the excursion days. Participation in the course is mandatory in order to participate in the excursion. Example: Block seminar in a museum or exhibition.

If the excursions take place *outside of or in addition to* the regular weekly hours of the course, you can have the module credits credited **and** the excursion days. Participation in the course is mandatory in order to participate in the excursion. Example: Additional day trips or a multi-day excursion related to a course.

1.2. Introduction Event and Performance Assessments

You will be informed about the excursion during an introduction event. Please check the program of lectures and excursions to see if a separate date for this meeting has been specified. In general, the meeting takes place within the course if it is a combination of a (*Pro- or Haupt*)Seminar and an excursion. For block seminars as excursions, there is always a preliminary meeting scheduled at a designated time. Performance assessments are defined by the instructors and communicated during the introduction event. Typically, this involves attending the course and giving a presentation or multiple presentations during the excursion.

1.3. Registration for the Excursion

If it is a combination of a (pro or main) seminar and an excursion, registration for the excursion **does not take place via STiNE**. In this case, you are required to attend the introduction event and register on a **mandatory list**. If it is a **block seminar** as an excursion and you want to earn the module credits instead of participating in the excursion days, **registration via STiNE** is necessary during the regular registration periods. Important: If there is a **limit on the number of participants**, registering via STiNE does not guarantee a place on the excursion. You will receive all important information about this during the introduction event.

Participation limits: Excursions usually have participation limits to ensure their feasibility from an educational perspective. For this reason, there may be a selection process by the instructors in case of high demand. Therefore, it is important for you to attend the introduction event.

1.4. Cancellation of the Participation of an Excursion

If you have registered for an excursion during an introduction event or have been allocated a place by the instructors but cannot participate, you are required to inform the instructors immediately. Last-minute cancellations due to illness are only possible with a medical certificate.

Important: If costs have already been incurred for the group/excursion leadership, they must still be paid proportionately unless a replacement person is found from the waiting list in consultation with the instructors.

1.5. Travel Organization

During the introduction event, the goals and organization of the trip will be discussed. Usually, you are responsible for booking your own transportation and accommodation at the destination. It is recommended to book early and consider sharing accommodations with other participants (such as shared Airbnb apartments) to save costs.

Generally, museums and similar institutions provide free admission to art history students. If this is not possible, the excursion leader may collect the entrance fees in cash or request a bank transfer to their personal account in advance, which will be reconciled with the actual costs after the excursion.

1.6. Departmental Subsidy for Funding the Excursion

The Art History Seminar decides, based on the excursion budget set by the Department of Cultural Sciences, whether financial support is possible. This information is usually announced during the introduction event for the excursion.

Important: The departmental subsidy only covers the costs of accommodation during the excursion and only for the duration of the excursion. Extended stays beyond the duration of the excursion are not subsidized. The maximum amounts for the subsidy are €30 per person per night for domestic travel and €40 per person per night for international travel. If the actual costs are lower than these amounts, only the incurred costs will be reimbursed.

The subsidy amount may deviate from the maximum amounts and may be reduced by the Art History Seminar to ensure financial support for all students. For example, in the calendar year 2023, the domestic subsidy is €20, and the international subsidy is €33.

To process the subsidy, the excursion leader or the administrative office will require the following data from you: last name, first name, address, IBAN, **and** BIC. These details will be requested from you before or after the excursion.

1.7. Settlement of the Excursion

The Art History Seminar must settle the excursion promptly. Therefore, please submit the original receipts for your accommodation booking to the excursion leader (or designated assistants) within 14 days after returning from the excursion.

Important: If you shared accommodation with multiple people (e.g., an Airbnb apartment), all individuals who stayed there must be named on the booking confirmation. This can be noted manually or electronically on the booking confirmation (Airbnb also provides the option to enter the names of all travelers during the booking process; please use this function).

Please **do not** submit any additional documents such as travel receipts (train tickets, flight tickets, public transportation receipts, museum tickets, etc.).

Submitting these documents elsewhere, such as to the tax office or foundations, is not permitted.

The reimbursement will be made directly to the participants' accounts by the Finance Department.

Waiver of the subsidy (Appendix 3.1): If you wish to waive the subsidy for the excursion provided by the department, you must submit a **signed waiver declaration** (to the excursion leader or the administrative office; you will be informed about this).

1.8. Are participants insured?

Upon registration for the excursion, a participant list is created. This list will be sent to the Department of Cultural Sciences (*Fachbereich Kulturwissenschaften*) by the administrative office before the excursion begins to ensure insurance coverage (accident insurance) during the excursion.

2. Excursions as Student Projects

As students, you are invited and encouraged to develop your own excursion projects and carry them out without the supervision of instructors. You have the option to plan day trips or longer excursions with a maximum duration of seven days (for bachelor's) or three days (for master's). The excursion days can be fully credited in STiNE.

2.1. When to Apply for a Student Excursion?

Applications for a student excursion can be submitted at any time. However, the student excursion must be approved by the Department Council of the Art History Seminar (*Abteilungsrat*) in order to review the topic and clarify the financing. For this reason, student excursions can only be requested during the lecture period, as no applications can be approved during semester breaks. Excursions can also be applied for in advance for the following semester, and in special cases, an expedited procedure for spontaneously arising excursion plans is possible.

2.2. How to Apply for a Student Excursion?

To apply for a student excursion, **the first step is to contact a lecturer from the Art History Seminar**. This person will provide content-related support for the project as a supervisor. For the application, you will need the following documents, which you should send to your supervising person in a timely manner:

- A detailed concept of the excursion, including the excursion destination, justification for the excursion, and on-site performance assessments (presentations) (2–3 pages).
- Cost estimate for the excursion (travel costs, accommodation expenses, optional admission costs if free entry is not possible).
- Completed application form "Registration of an Event" (Appendix 3.2).

2.3. Department Subsidy for Financing the Student Excursion

The Art History Seminar decides on the possibility of providing financial support based on the excursion budget determined by the Department of Cultural Sciences. Your supervisor will inform you about this.

Important: The subsidy from the Art History Seminar **only** covers the accommodation costs during the excursion and only for the duration of the excursion. Stays beyond the duration of the excursion will not be subsidized. The maximum amounts for the subsidy are €30 per person per night for domestic trips and €40 per person per night for international trips. If the actual costs are lower than these amounts, only the actual expenses will be reimbursed.

The subsidy may deviate from the maximum amounts and may be reduced by the Art History Seminar to ensure financial support for all students (for example, in the calendar year 2023, the domestic subsidy is €20 and the international subsidy is €33).

To process the subsidy, the following information is required: last name, first name, address, IBAN, **and** BIC. You must independently collect this information from all participants.

Important: It is also possible to receive funding directly from the Department of Cultural Sciences (*Fachbereich Kulturwissenschaften*). Please discuss this with your supervisor. There are two funding sources available: a general fund and one within the framework of the department's focus (<https://www.kulturwissenschaften.uni-hamburg.de/fachbereich/fachbereichsschwerpunkt/aktueller-fachbereichsschwerpunkt.html>). While a connection to the current focus is recommended, it is not a mandatory criterion.

2.4. Crediting the Student Excursion

The excursion days will be recorded in STiNE. After the excursion ends, you need to fill out a list with the names and matriculation numbers of all participants and send it to your supervisor.

Important: Within the **bachelor's program**, a **maximum of seven days** can be credited from the obligatory ten excursion days through student excursions. Within the **master's**

program, a maximum of three days can be credited from the obligatory seven excursion days through student excursions.

2.5. **Announcement of an Approved Student Excursion**

Create an excursion plan and a flyer/announcement for the seminar's website (When?, Where?, Duration?, Theme?, Contact person(s)?).

- Distribute the information via the Art History Student Council (fachschaftkunstgeschichte@googlemail.com).
- Have the excursion announced on the seminar's homepage. Note: You will need an image with copyright attribution for this; everything should be sent to Anke Napp (anke.napp@uni-hamburg.de).
- Announce the excursion via the seminar's distribution list; send it to Anke Napp (anke.napp@uni-hamburg.de).
- Post a notice on the bulletin board in the hallway of the Art History Seminar.

2.6. **How is an Approved Student Excursion Organized?**

Before the excursion, an introductory event must take place. For scheduling and room booking, please contact Angelika Finch at the seminar's office (angelika.finch@uni-hamburg.de) and inform all interested parties of the date. During the introductory event, individuals who wish to participate in the excursion should sign up on a list (see Appendix 3.3.). Transfer the list to an Excel file and submit it via email to the office. From there, a list of participants will be sent to the Department of Cultural Sciences, ensuring insurance coverage (accident insurance) during the excursion.

2.7. **Performance Records and Reporting**

Before the excursion: Distribute a presentation topic or multiple topics to all participants of the excursion. For each presentation, a handout must be prepared. These can be collected, for example, before the excursion begins and made accessible to everyone as a reader. The initiators of the excursion can claim the additional effort involved in organizing and reporting, and in consultation with the supervising person, reduce the form of their own performance record during the excursion.

After the excursion: The initiators of the student excursion write a three-page report on the excursion and submit it along with the handouts and the list of participants (name, first name, matriculation number) to the supervisor (Appendix 3.4.).

2.8. **Settlement of a Student Excursion**

The Department of Cultural Sciences (*Fachbereich Kulturwissenschaften*) supports the accommodation costs of the students based on the excursion budget of the Art History Seminar (see 1.2.). To claim this support, students only need to submit **the original receipts for their accommodation booking**. Important: If multiple students share accommodation, **all students' names** must be listed on the receipt. This information can be added electronically or manually afterwards. The invoice must clearly indicate which person the receipt is for and the number of nights the accommodation was booked for.

Students have the option to waive the subsidy. In this case, a **signed waiver declaration** must be submitted instead of the accommodation booking. This ensures that all

participants of the excursion are taken into account in the settlement. The settlement cannot be forwarded to the department representative unless accommodation receipts or waiver declarations are provided for all students.

Participants should submit their application to the responsible supervisor **within 14 days** after the end of the excursion. The supervisor will collect the documents and forward them to the office for further processing. Due to organizational reasons, applications submitted later cannot be considered.

The reimbursement will be directly deposited into the participants' accounts by the Finance Department. It is not permitted to submit these documents to other entities such as the tax office or a foundation, etc.

3. Appendices

- 3.1. Waiver Declaration Template
- 3.2. Application for a Student Excursion
- 3.3. Registration List (to be filled out by hand) for a Student Excursion
- 3.4. Student Excursion Report Template

Name:	
First Name:	
Student ID No.:	
Excursion Organizer:	
Excursion Destination:	
Excursion Dates:	
Excursion Title:	
Part of which Seminar:	<input type="checkbox"/> Seminar: 56-6____ <input type="checkbox"/> no seminar relation <input type="checkbox"/> Student Excursion
Semester:	<input type="checkbox"/> Summer 20____ <input type="checkbox"/> Winter 20____/20____
	<p>I hereby declare that I am waiving any financial support from the Department of Cultural Sciences (<i>Fachbereich Kulturwissenschaften</i>) or the Art History Seminar for the above-mentioned excursion.</p>

Date, Signature

Please submit this document through a supervising person (a member of the Faculty of the Art History Seminar) of your choice in the Department Council of the Art History Seminar (*Abteilungsrat*).

Initiators:	
Supervisor:	
Excursion Destination:	
Excursion Dates:	
Excursion Duration:	
Excursion Title:	
Semester:	<input type="checkbox"/> Summer 20____ <input type="checkbox"/> Winter 20____/20____
Brief summary of the planned excursion (150 words)	

Date, Signatures of all Initiators

Required Attachments:

- Detailed concept of the excursion, including the excursion's objective, justification, and on-site performance assessments (presentations) (2-3 pages)
- Cost estimate of the excursion (travel expenses, accommodation costs, optional admission fees if not covered)

Initiators:		From (Date):	
Destination:		Till (Date):	
Supervisor:			

Please submit the full list of all participants no later than 14 days prior to the excursion to the Secretary's Office: kunstgeschichte@uni-hamburg.de

No.	Student ID No.	Family Name	Name	Email Address
1				
2				
3				
4				
5				
6				
7				
8				

Initiators:		From (Date):	
Destination:		Till (Date):	
Supervisor:			
Please submit the full list of all participants no later than 14 days prior to the excursion to the Secretary's Office: kunstgeschichte@uni-hamburg.de			

No.	Student ID No.	Family Name	Name	Email Address
9				
10				
11				
12				
13				
14				
15				
16				

Initiators:		From (Date):	
Destination:		Till (Date):	
Supervisor:			
Please submit the full list of all participants no later than 14 days prior to the excursion to the Secretary's Office: kunstgeschichte@uni-hamburg.de			

No.	Student ID No.	Family Name	Name	Email Address
17				
18				
19				
20				

This is the final report for the excursion. Please attach the completed form to the collected receipts and submit all documents to the office no later than 14 days after the end of the excursion.

Initiators:	
Supervisor:	
Excursion Destination:	
Excursion Dates:	
Excursion Title:	
Im Rahmen der Lehrveranstaltung:	<input checked="" type="checkbox"/> Studentische Exkursion
Semester:	<input type="checkbox"/> Summer 20__ <input type="checkbox"/> Winter 20__ / 20__
Report of the Excursion (3 pages):	

Date, Signatures of all Initiators