

UNIVERSITY OF GLASGOW
Exploration Society

Guidance Notes for Expeditions

RESPONSIBILITIES

1. It is a **privilege** to be permitted to work in another country, and, while doing so, you are a representative of the University of Glasgow. You must ensure, therefore that you pay full attention to cultural norms of the country you are visiting (mode of dress; general behaviour) and do not behave in ways that could bring the University of Glasgow into disrepute. Our expeditions are often annual return visits to the same place, and previous expeditions have built up good relationships with local people, such as conservation organisations, and a reputation for good work. It is all too easy for a few individuals to damage such relationships and reputation. Leaders and Staff members on expeditions have a responsibility to maintain the University's good name, and the power to send anyone home immediately if their activities are bringing the University into disrepute.
2. Once chosen for an expedition, **each individual** shares responsibility for ensuring that the expedition is a success. Do not accept a place on an expedition unless you are sure you can commit to expedition planning and to completing the expedition's aims. An expedition is NOT a holiday. You can expect some time off while on an expedition, but your main objective must be to ensure that you are fully fit, barring illness, to play a full part in the expedition's work.
3. Remember that **funding organisations** have provided the expedition money on the basis of the prospectus you have sent. Minor changes to aims/logistics etc are permissible and normal for expeditions abroad. But any major changes before the expedition sets off should be reported to major funders, and all changes should be explained in the final report. Avoid making substantial changes as much as you can. To give an example, we once had a sub-group of students decide to leave an expedition two weeks before it was due to finish: that was unacceptable behaviour.
4. At the end of an expedition, it is the team's joint responsibility to ensure that any **equipment** belonging to the University of Glasgow is safely returned to the University.
5. It is the team's responsibility, co-ordinated by the leader, to ensure that a full **expedition report** is completed within a reasonable timescale (normally by the March following the expedition's return, at the latest) and sent to all funders and to anyone in the country visited who has an interest in the expedition's work. Good examples of expedition reports are available from the ExSoc website. An electronic copy of any expedition outputs should be emailed to reports@glasgowexsoc.org.uk and two copies of your report should be given to Dr White for use by the University of Glasgow (copies of all reports are kept by the University library).

Reports should contain:

- A narrative account of the expedition's travels
- Scientific results of the expedition's work (do NOT, however, delay completion of the report for work that will take a considerable period to analyse fully).
- A detailed account of income and expenditure.

Some funders will also ask for a short preliminary report. It is a good idea to write this towards the end of the expedition, so that you can submit it in good time.