

School of Environment, Education and Development

Fieldwork Code of Conduct

Students working in the field or off-campus are considered to be representatives of the University of Manchester for the duration of the field course, including during leisure periods. Their actions throughout this time will reflect not only their own personal values but also those of the University of Manchester. Anyone that they meet or with whom they interact will judge the University of Manchester by the way in which they conduct themselves. They are ambassadors of the University.

This Code of Conduct defines the expected standards of behaviour to which all participants should conform during any field course.

The Field Course Leader and their appointed deputies are responsible for discipline during the field course. They will lead by example. While engaged on fieldwork, the decision of the Fieldcourse Leader on matters of conduct is final.

All students should:

1. obey all reasonable instructions given by their Field Course Leader,
2. if visiting another organisation, comply with the rules of that organisation,
3. if travelling abroad, comply with the all laws of the country visited,
4. comply with health and safety arrangements for the fieldwork,
5. not behave in a manner which could damage the reputation of the University during work and leisure time,
6. respect the social and cultural beliefs of the country visited. This includes modesty in dress if required by local customs or religious observance,
7. consume alcohol only during leisure periods,
8. if drinking alcohol, do so responsibly, in moderation and within the boundaries of local laws and customs,
9. if drinking alcohol in leisure periods, refrain from becoming intoxicated. Alcohol intoxication will be considered a violation of this Code of Conduct and of the health and safety provisions of the field course,
10. if smoking, do so in appropriate locations and within the boundaries of the health and safety arrangements of the field course, the rules of the host organisation and the laws of the visited country,
11. not litter the environment by dropping cigarette ends, particularly in National Parks but should, if necessary, carry small plastic bags in which to dispose of cigarette litter,
12. respect the people who are giving their time to host visits and provide insights and listen to they say without talking, smoking or using mobile telephones whilst they are speaking,
13. keep the Field Course Leader and / or deputies informed of their whereabouts and intended time of return if moving around independently, including during personal time,

14. ensure that they arrive punctually for planned departure times and scheduled activities.

Furthermore, all students participating in fieldwork should note that they are expected to conform to University Regulation XVII “Conduct and Discipline of Students” and should take particular note of the Definition of Misconduct laid out in paragraphs 3, 4 and 5. University Regulation XVII “Conduct and Discipline of Students” is available at <http://documents.manchester.ac.uk/display.aspx?DocID=6530>.

If misconduct or a breach of discipline is admitted by a student or is found to be proved, one or more of the penalties detailed in Regulation XVII, paragraphs 6 and 7 may be imposed. In addition, the Fieldcourse Leader may, at their discretion, terminate the student’s participation in the field course and arrange for their return to the UK. The cost of travel from the field course location to the UK will be met by the University.

It is the responsibility of participants to heed, understand and observe any instruction given to them by the Field Course Leader or their deputies and to bring any questions or problems to their attention. Participants must acknowledge their own responsibilities for the health and safety for themselves and others.

Participants must note the following exclusions to the University’s Business Travel Insurance:

- participants over the age of 75 years
- participants while acting as the pilot of an aircraft or other aerial device
- participants engaging in activities where their experience or skill levels fall below those reasonably required for participation in those activities
- anyone travelling against medical advice
- routine, preventative or elective medical treatments – pre-existing conditions are only covered if the participant is travelling in line with medical advice. Treatment relating to normal pregnancy and childbirth is not covered, although emergency treatment related to pregnancy and childbirth, except within four weeks of the expected date of childbirth
- compensation in the event of personal injury; medical expenses only are covered
- holiday and recreational activities, the duration of which exceeds half that of the total absence period

The Field Course Leader for an off-campus trip should ensure all participants are aware of this Code of Conduct and any specific standards of behaviour necessary in the course of the visit to comply with the Code, for example, the rules of the host organisation or laws and cultural expectations of the visited country.