

Code of Conduct for Fieldwork

1. Introduction

- 1.1 Fieldwork is an essential part of our degree programmes, and of the student experience at Southampton. We want you to enjoy your field experience, but you also need to work safely in the field, and act responsibly, safely and respectfully at all times. You must co-operate by giving consideration to the health and safety of yourselves and others particularly as we respond to COVID-19. While on fieldwork, you **must** observe all instructions issued by staff.
- 1.2 Despite being away from the University during a fieldwork trip, the regulations and policies of the University still apply. The full details of all the University's regulations can be found in the [University governance webpages](#). We flag for you the [University's Equality and Diversity policy](#), as well as the [Student Charter](#), [University Regulations Governing Student Discipline](#), and the [Dignity at Work and Study Policy](#). All are in place to describe our commitment and expectations surrounding a fair, equitable and mutually supportive learning and working environment. Appendix A provides useful definitions of our terms and values. Appendix B outlines examples of prohibited behaviours. Finally, Appendix C provides possible sanctions for misconduct.

2. Key points

- The University aims to make all fieldwork a safe, rewarding and enjoyable experience for all.
- Refusal to abide by the terms of the Code of Conduct can result in your removal from fieldwork.
- University sanctions for Student Misconduct and Serious Misconduct will be applied as appropriate.
- The use of alcohol and recreational drugs whilst in scheduled sessions in the field is prohibited.

- Staff have the final say regarding student participation in fieldwork exercises.
- The University will not tolerate harassment, bullying, or victimisation in any form. This includes in person, verbally, physically, and by other means such as (but not limited to) social media.
- Staff and students are ambassadors for the University of Southampton at all times.

You are required to retain a copy of this Code for your own records. By registering for your programme, you are stating your agreement to abide by the terms of the Code of Conduct.

3. Key themes

Alcohol

- 3.1 The use of alcohol is prohibited whilst in scheduled sessions in the field.
- 3.2 Responsible social drinking of legally procured alcoholic drinks on residential fieldwork may be permitted in the evenings after all fieldwork has been completed, subject to the discretion of the fieldclass leaders. However, you are not permitted to get so intoxicated that you cannot safely carry out your duties and responsibilities that day or on subsequent days. Any participant found to be unable to safely take part in fieldwork through intoxication will be removed from the fieldwork for their own safety, and the safety of others. In this matter, the decision of the fieldwork leader is final. If you are unable to complete any fieldwork for the reasons stated above you may not be able to complete the assessment and the learning outcomes of the module which may result in your failure of the module.

Recreational drugs

- 3.3 Recreational drug use is not permitted in any circumstances and at any time.
- 3.4 When you are taking part in fieldwork, you are working to the health and safety protocols and risk assessments set by the University, and these reflect the safe requirements as set by United Kingdom law. Whilst this may differ

from the law in other countries, you are required to abide by UK law. As a result, and to abide by our risk assessment, we will not permit the use of recreational drugs that are considered illegal in the UK at any time when you are away on fieldwork. If you break the terms of this Code of Conduct by using illegal drugs, you will be personally liable for any penalties that are applied.

Use of Mobile phones

- 3.5 You are encouraged to bring a mobile phone on fieldwork for safety reasons. However, you are required to obey the conditions for its use as determined by fieldwork staff. During teaching sessions or group work, phones should be used for academic or health & safety purposes only. Make sure that you take any emergency contact numbers into the field with you.
- 3.6 *Photos, videos, and posting on social media:* Just as in any research situation, the taking of photos or videos of other people, including staff members and fellow students, and the posting of them on social media, requires that informed consent is obtained from anyone who could be identified in the photo/video. You are not permitted to post any materials or images without their consent. Any derogatory comments posted to social media or shared via any groups (such as, but not limited to, WhatsApp or Facebook groups) are a breach of the University's Code of Conduct as described in its Regulations for the use of Computers and Voice and Data Communications Networks.

Attendance

- 3.7 You are required to attend all days of fieldwork unless special exceptions have been agreed, normally in advance. Unless there is good cause, any student who declines to attend on part of any day can be deemed to have failed the trip and potentially the module.

Accommodation on Residential Fieldwork

- 3.8 In terms of accommodation, please remember that there may be other guests staying in the accommodation, and you are representatives of the University

of Southampton. As our ambassadors, you are expected to behave in an appropriate manner. By taking part in a residential fieldclass, you accept responsibility for the good order of the room to which you are allocated. The management within each accommodation venue has been instructed to bill occupants for the cost of damage to a bedroom. Where damage occurs to a public area, the costs will be shared between those identified as responsible.

- 3.9 You must comply with accommodation guidelines on late-evening conduct and guidelines for use of all facilities. These guidelines will vary, but usually involve designated times for re-entry to the premises, closure of any residents' bar, and quiet in rooms and corridors. Parties, and anything that could be construed as a party, are not permitted.

Health and Safety

- 3.10 This Code of Conduct is created in support of the University Health and Safety protocols, and the Risk Assessment for the fieldwork taking place. Any breach of the fieldwork Risk Assessment also constitutes a breach of this Code of Conduct.

School/Department-specific activities

- 3.11 There may be some activities whilst on fieldwork which are very specific to a School or Department. Detailed additional elements related to these specific activities may require an extension to this Code of Conduct (and to the associated Risk Assessment). Such additional elements should be detailed in a specific appendix.

4. Appendix A: Definition of terms and values

- 4.1 For the purposes of the Code of Conduct, the term 'Fieldwork' refers to activities where:

- Teaching staff are giving instructions and/or lessons to students outside the classroom.
- Students are completing module tasks based on written or verbal instruction from staff outside the classroom.
- Students are completing group research work outside the classroom.

- Students are completing individual research work outside the classroom.

4.2 'Fieldwork' constitutes the following activities:

- Activities taking place at any of the University of Southampton sites.
- Activities taking place at field sites outside the University of Southampton.
- Visits to organisations.
- Residential field classes in the UK.
- Residential field classes outside the UK.

4.3 The University promotes the following values:

- Equality and diversity.
- An inclusive culture free from discrimination.
- Dignity, courtesy, and respect.

4.4 Staff have the authority to exclude from fieldwork anyone who:

- Does not abide by this Code of Conduct.
- Refuses to agree to the Code of Conduct.
- Does not follow the risk assessment.
- Does not observe safe practice or good conduct.
- Is not properly equipped for the purposes and conditions of the fieldwork.
- Is not considered to be in an appropriate physical or medical condition to conduct the fieldwork based on the task and the conditions.
- Does not obey the instructions given by staff (or those to whom the leader has delegated this duty e.g. site managers).

5. Important information

5.1 Student Discipline pages (including the University Regulations Governing Student Discipline, Full Examples of Misconduct, Full Examples of Sanctions:

<https://www.southampton.ac.uk/studentadmin/discipline/index.page>

5.2 University of Southampton *Dignity at Work and Study Policy*:

http://www.southampton.ac.uk/diversity/policies/dignity_at_work.page).

5.3 University computers/voice/data communications network addressing computer and social media behaviour:

<https://www.southampton.ac.uk/about/governance/regulations-policies/general-regulations>

6. **Appendix B: Examples of Prohibited Behaviours**

6.1 The following are examples of prohibited behaviours particularly relevant to fieldwork. This is not an exhaustive list, and the full regulations governing student discipline remain in force.

- Inappropriate sexual conduct and or harassment in any form.
- Bullying and/or harassment via any means including phone, text, e-mails or internet forums, blogs and social media which includes publishing and sharing offensive material(s) about an individual(s).
- Violent, indecent, disorderly, threatening, intimidating, defamatory, derogatory, offensive, drunken or otherwise deemed to be inappropriate behaviour and/or language.
- Possession, use, sale or other trafficking of illegal drugs or controlled substances as defined by UK law.
- Anti-social behaviour that caused or was likely to cause harassment, alarm or distress.
- Disruption, obstruction, or frustration of the functions, duties or activities of any member of the University Community including causing repeated disruption to fieldwork
- Behaviour which may be regarded as a breach of the criminal law.
- Conduct which raises questions as to whether the student concerned should remain a member of the University Community because he/she poses a risk to other members of the University Community, or to the good order and/or reputation of the University as a whole.
- Unauthorised use of, theft of, or damage to, University property, the property of a member of the University Community, or any other property.
- Failure to leave premises when reasonably required to do so.

- Deliberate breaches of the University's Health and Safety policy, associated Faculty & School Health and Safety policies, Accommodation safety policies, external organisation Health and Safety policies
- The making of complaints judged to be vexatious or malicious.
- Breach of the University's Charter, Statutes, Ordinances or Regulations.

7. **Appendix C: Examples of Sanctions for breaches of the Student Discipline Regulations**

7.1 Details on these and related issues can be found at

<https://www.southampton.ac.uk/studentadmin/discipline/index.page>

- Instruct the student to provide a written apology inclusive of a reflection on behaviour(s) and action(s) to the aggrieved party/parties.
- Formal written warning.
- Issue a fine (up to a maximum of £300).
- Require the student to make payment of replacement/compensation costs for loss/damage to University and/or a member of the University Community's property.
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- By way of restitution to recommend the agreement that the student performs unpaid services to the University Community to a maximum of 40 hours.
- By way of rehabilitation to recommend the agreement to a Community Resolution Order for instances of drug/substance abuse and referral to an appropriate service.
- Violent/threatening behaviour - referral to an appropriate service.
- Impose an exclusion order to prohibit access to services/facilities for a period determined when the sanction is agreed.
- Suspend the student from the University for a suitable period.
- Expel the student from the University with immediate effect which means that the student ceases to be a member of the University Community, has his/her registration as a student cancelled and loses all rights and privileges of membership.

- In the case above, to also consider if a recommendation should be made to withhold or withdraw any award, final or interim, from the University.

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