

**Subject:**

Student Code of Conduct for University Field Trips

**Version:**

V3-221012

**Supersedes:**

V2-210610

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## Introduction

A field trip can include off-campus educational instructional experiences provided by the University to their students, which usually involves travel. Such University field trips aim to expand students' learning, knowledge and understanding of a subject and add realism to the topic of study through active, hands-on experience with the rich resources of the local community.

Students (and staff members) working in the field or off-campus are considered representatives of the University for the duration of the trip, including during leisure or 'off-duty' periods. Their actions throughout this time will reflect not only their own personal values but also those of the University. Anyone they meet or interact with will judge the University by how they conduct themselves. Essentially, they are ambassadors for the University.

Even when students are not engaged in educational/academic activities, it is expected that all students will conduct themselves in a manner consistent with University policies and the Student Code of Conduct throughout the field trip. The University's Student Code of Conduct and Disciplinary Rules will continue to apply even in leisure or personal times.

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

## Expectations

The Field Trip Leader and their appointed deputies are responsible for discipline during the fieldwork. While engaged on field trips, the decision of the field trip leader on matters of conduct is final.

All participants should:

1. Comply with all reasonable instructions given by their field trip leader.
2. If visiting another organisation, comply with the rules of that organisation.
3. If travelling abroad, comply with all laws of the country visited. You are subject to the laws of each state, county, city, or other nation you visit during this trip.
4. Comply with health and safety arrangements for the work.
5. Not behave in a manner that could damage the reputation of the University and the host institution(s) during work and leisure time.

6. Respect the social and cultural beliefs of your hosts. This includes modesty in your dress, where required by local customs or religious observance.
7. Respect property of the host institution, lodging establishment, host staff, and other students. You will be responsible for costs and liabilities if you cause any damage to persons or property while participating in a Middlesex University Dubai Trip. Fines may also be applicable.
8. You will be required to follow the trip itinerary and check in with the field trip leader for the daily register at the agreed times. You must notify the field trip leader as soon as possible if there are any extraordinary circumstances or conflicting arrangements. Whenever possible, field trip participants should not work alone but with another group member or members for safety reasons.
9. If students wish to arrange their own transport or accommodation, they must seek prior approval from the field trip leader. Such arrangements will then be outside the scope of responsibility for the University.
10. Behaviour that is detrimental to yourself or others (including, but not limited to, any form of bullying; health and safety violations; physical and sexual misconduct; possession and consumption of illegal substances and dangerous goods) are considered severe violations of our University regulations and can lead to expulsion from the University as well as legal consequences through law enforcement agencies.
11. Field trip participants must inform the field trip leader in advance of any physical, psychological, medical, or dietary considerations that could affect their ability to participate in the field trip activities and/or their ability to endure the potential physical demands of the field trip. Where there is a significant risk to the individual or others due to such circumstances, the University may ask students to excuse themselves from the field trip.
12. Students can be asked to complete pre-field work documentation, and non-submission or inaccurate data submission can have consequences.

Participants are expected to be aware of the Code of Conduct and any specific standards of behaviour necessary during the visit to comply with the Code, for example, the rules of the host organization or cultural expectations, where relevant.

If a field trip participant negatively impacts the objectives of the field trip (i.e. lack of participation, misconduct, etc.), the field trip leader has the right to enforce disciplinary action, including sending the participant home or back to the University at the student's expense. The student's emergency contact person will be notified.

Failure to adhere to these rules will be regarded as a violation of the Student Code of Conduct. Action will be taken under the University's disciplinary procedures and, where applicable, penalties through the UAE's law enforcement agencies.

### ***Amendment History***

<b>Previous Version</b>	<b>Changes to previous version in the current version and date.</b>	<b>Updated by</b>	<b>Authorised by</b>
	First introduced in Campus Guide V1-200715		
V1-200715	No changes		
V2-210610	No changes	Head of Academic Professional Services and Quality	Director