



Academic Representative Code of Conduct

This code of conduct covers all activity undertaken by Academic Representatives. All Academic Representatives are active members of the Students' Union, and are thereby representing the Students' Union in the work that they carry out. This code of conduct outlines the expectations that the Trustees of the Union place on those acting under the name of the Students' Union.

All members participating in Academic Representation activity are required to accept and adhere to the following terms and conditions. Failure to do so could result in the removal of the representative, as outlined in the policy which governs the removal of Academic Representatives.

Attendance

Failure to attend two of the below (not including lectures) without apologies, may result in the removal of the representative as per the Policy to Govern the Removal of Academic Representatives.

- All Academic Representatives should attend the relevant training session for their school during the first term of the year. If this is not possible, the Representative should ensure that they organise a time to meet with the Academic Representation Worker to ensure that they receive training.
- All Academic Representatives should attend the four Rep Forums provided by the Students' Union each year. If the Rep is unable to attend, they must provide apologies by emailing reps@lincolnsu.com.
- All Academic Representatives should attend the Subject Committee Meetings run by the University each year. If a Rep is unable to attend, they must provide apologies by emailing the Officer of the committee.

- All Academic Representatives must ensure that they attend at least 70% of their lectures, as not doing this would impact their ability to effectively represent their peers. Failure to do so may result in a rep being removed.

Behaviour

As Academic Representatives are all representatives of the Students' Union, and hold a leadership position on their course of study it is vital that high standard of behaviour and integrity are maintained. The following standards of behaviour should be adhered to:

- Academic Representatives should ensure that all views put forward to the University or Students' Union are representative of the views of students on their course of study, rather than a personal view.
- Academic Representatives are the point of contact for their course and should lead by example.
- Bullying of any type (physical, emotional or verbal (including threats) towards any student, University or Students' Union staff or other Academic Representatives is unacceptable behaviour.
- Academic Representatives should not abuse their power
- Academic Representatives should maintain a professional standard of behaviour in meetings.
- Academic Representatives must relay any information to staff and students accurately, in a timely and effective manner.
- Appropriate levels of confidentiality should be maintained at all times
- Academic Representatives should abide by the Students' Union by-laws, University and Students' Union policies and procedures, and the Students' Union Code of Conduct.

Responsibilities

Academic Representatives have a duty to ensure that all students on their course of study are fairly represented. This duty comes with a number of responsibilities. Representatives must commit to carrying out the following duties:

- To deal with any academic issues which are brought to their attention

- To gather feedback from most students, ensuring a diverse range of feedback is gathered
- To signpost any students in need of support to the appropriate service. Under no circumstances should an Academic Representative offer personal support or advice to a student in their professional capacity as a Rep
- To contribute to representing the student view point on University issues through sitting on University committees where appropriate
- To maintain regular contact with the relevant Senior Rep, School staff, and the Students' Union
- To make yourself known and visible to the students on your course so that students know who to bring issues to
- To gather positive, proactive solutions to any issues raised

Declaration and agreement

I understand that I will be dealt with under the SU Rep Removal Policy should a breach of this code of conduct occur.

Signature

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Date

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Name

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