



Rep Code of Conduct

Reps are students who volunteer to represent students' views and thoughts within their individual student communities. They will share these views with other Reps, relevant members of staff within the University, and/or Beds SU to find solutions to resolve issues. Beds SU has overall responsibility for all Reps.

A Rep will be bound by the [Beds SU Members Code of Conduct](#) and the [University's Student Code of Conduct, as per all University of Bedfordshire students](#). Breach of these codes could impact a student's membership at Beds SU and/or continued registration at the University.

In addition, Beds SU expects the following from Reps;

To represent students effectively Reps should:

1. Undertake the necessary training for the role to ensure that they are suitably prepared.
2. Regularly gather views and thoughts from students to represent the views of their student communities, not just their own.
3. Make themselves accessible to their student communities.
4. Attend relevant meetings relating to the post, to represent and act in the best interests of students
5. Report to Beds SU staff with any concerns relating to the role or alleged inappropriate conduct of an individual.
6. Report any concerns regarding the welfare of other members of the University as outlined in the [University's Safeguarding Policy](#).
7. Maintain the confidentiality of students and anonymise their feedback before passing it on (unless a student gives you express consent to do otherwise). Do not perform additional favours for students outside of your remit.
8. Signpost students with issues of a personal or sensitive nature, or individual complaints or appeals, to the appropriate services within the University and/or Beds SU. Reps do not support students with such issues.
9. Treat facilities, staff, and students at the University of Bedfordshire - and any other related institutions - with respect and abide by any rules that may apply.

Responsibilities of Beds SU

1. Beds SU will provide training for Reps relating to Beds SU structures, their representative role (and boundaries), and democracy. The training will normally be completed within the first month of induction. The training will be coordinated by relevant Beds SU staff.

2. Beds SU will provide opportunities for development, alongside the training. Reps will be notified of these by email, and they will also be promoted on our website.
3. All Reps will be invited to attend relevant meetings chaired by Beds SU.
4. Beds SU will provide dedicated pages, including access to electronic resources on its website for the Students' Representative System.
5. Beds SU will regularly communicate information about meetings and events to relevant Reps and University staff.
6. Beds SU will provide relevant resources to Student Communities.
7. Beds SU will investigate any alleged breaches of the Rep Code of Conduct by speaking to the Rep concerned as well as relevant members of staff and students. Beds SU will reach out to the Rep concerned **within 2 working days** of a breach being raised to provide appropriate information on the process and support.

Removal of Reps

- An allegation of a breach in the Members Code of Conduct shall be dealt with under the appropriate Disciplinary Procedure, as described in the [Beds SU Members Code of Conduct](#).
- The provisions laid out in this Code of Conduct do not preclude action being taken by the University under their conduct and disciplinary procedures or referral to the police where criminal activity is suspected.
- Should a Rep be found in breach of the Rep Code of Conduct, they will be removed from their position, and an election will take place to re-elect another student for that position. The Rep in question will not be allowed to re-run for the position in that Academic Year.