

Course Rep Code of Conduct

This code of conduct outlines the expectations and responsibilities for all Course Reps and applies to all forms of communication, and in-person and digital engagement.

Course Reps are students that represent peers on the same course. They are sometimes known as 'Academic Reps' or 'Representatives'. They are usually chosen through an in-class election, a show of hands, online poll or email vote. Course Reps can also be chosen through self-nomination.

Course Reps are required to adhere to this code of conduct whenever they:

- Conduct any business or activity on behalf of Wolves SU.
- Carry out the duties and responsibilities of their role.
- Act as a representative of Wolves SU or of the students at the University of Wolverhampton.

This code of conduct is in addition to the University of Wolverhampton's [Student Code of Conduct](#). A breach of the latter can result in the termination of a students' status at the University.

Expectations of Course Reps

Course Reps are expected to proactively undertake the duties and responsibilities of their role to effectively represent their peers. This means, Course Reps should:

1. Undertake any necessary training for the role to ensure they are suitable 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 peers and/or communities.
4. Attend relevant meetings relating to the post, to represent and act in the best interests of students.
5. Report any concerns relating to the role or alleged inappropriate conduct of an individual to a member of Wolves SU staff.
6. Maintain the confidentiality of students and anonymise their feedback before passing it on (unless a student gives you consent to do otherwise).
7. Not perform any 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 [appropriate services](#) within the University and/or [Wolves SU](#). It is not within the remit of a Course Rep to support students with such issues.
9. Treat facilities, staff and students at the University of Wolverhampton – and any other related institutions – with respect and abide by any rules that may apply.

Responsibilities of Wolves Students' Union

To support Course Reps in fulfilling their roles effectively and efficiently, the Students' Union will:

1. Provide relevant training to Course Reps when they begin their roles. Training will include, but is not limited to the role of representatives, democracy and feedback.
2. Support and guide Course Reps with any aspect of their role, or feedback they receive.
3. Provide opportunities for development, in addition to the training mentioned above.
4. Invite Course Reps to attend relevant meetings held by Wolves SU.
5. Provide dedicated webpages and resources to support Course Reps.

Investigation and Removal of Course Reps

- 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.
- Wolves SU will investigate any alleged breaches of this Code of Conduct by speaking to the Course Rep concerned as well as relevant members of staff and students. Wolves SU will reach out to the Course Rep within 5 working days of a breach being raised.
- Should a Course Rep be found in breach of this Code of Conduct, they will be removed from their position, and a new Course Rep will be selected by way of any one of the methods described earlier.
- The Course Rep in question will not be allowed to re-run for the position in the same Academic Year.