

Student Representative Code of Conduct

Date: 10 June 2026

Last amended by: Tim Johnson

1 Purpose

- 1.1 As Student Representatives, you are entrusted to represent the views and interests of your peers while upholding the values and reputation of ThinkSpace Education (TSE). This Code of Conduct outlines the standards of behaviour expected of all Student Representatives. Reps are held to a higher standard than other students because they serve as ambassadors of the student body and of TSE itself.

2 Core Principles

- 2.1 Student Representatives must:

- (a) Act with integrity, honesty, and professionalism in all dealings.
- (b) Uphold TSE's Mission and Values, promoting respect, diversity, cooperation, and student well-being.
- (c) Respect equality, diversity and inclusion, and oppose all forms of discrimination, bullying, or harassment.
- (d) Respect freedom of speech within the law, supporting civil, constructive debate while avoiding conduct that incites hatred, violence, harassment, or extremism.
- (e) Use online platforms responsibly, ensuring that their behaviour upholds TSE's Online Safety Policy.
- (f) Maintain confidentiality where appropriate, especially regarding individual student concerns, staff matters, or sensitive information.
- (g) Avoid conflicts of interest, and make clear when speaking in a personal capacity rather than in their representative role.

3 Responsibilities

3.1 Representation

- 3.1.1 Gather and present the views of students impartially, representing the breadth of perspectives across the course in question, or wider student body.
- 3.1.2 Differentiate between individual grievances (which should be directed to staff via support tickets or the Student Complaints Policy) and collective issues suitable for board meetings.
- 3.1.3 Communicate both positive and constructive feedback, aiming to improve the student experience.

3.2 Conduct in Meetings

- 3.2.1 Be punctual, prepared, and respectful.
- 3.2.2 Engage constructively in discussions, avoiding aggressive or discriminatory language.

- 3.2.3 Listen actively, support fellow representatives, and ensure all voices are heard.

3.3 Community and Professionalism

- 3.3.1 Help foster an inclusive, supportive student community.
- 3.3.2 Uphold TSE's reputation in all communications, including online and in public forums.
- 3.3.3 Refrain from using the role to promote personal, political, or commercial agendas.
- 3.3.4 Respect boundaries between personal life and representative duties.

4 Safeguarding and Welfare

- 4.1 Student Representatives must not tolerate or engage in bullying, harassment, discrimination, or sexual misconduct in any form.
- 4.2 Reps should signpost students experiencing personal issues to appropriate TSE staff or support services, rather than attempting to resolve sensitive matters themselves.
- 4.3 If concerned about extremist views or safeguarding issues, Reps must raise this promptly with TSE staff, in line with the Prevent Duty and Online Safety Policy.

5 Accountability

- 5.1 Representatives must complete the Student Representative training materials provided on the VLE before taking up the role, and review them whenever they are updated.
- 5.2 All Reps are expected to attend and contribute to Programme Board meetings. Lead and Deputy Reps are also expected to attend Academic Board meetings. The Lead Rep is also invited to attend Board of Directors meetings.
- 5.3 Reps must maintain regular communication with both the students they represent and the staff they work with.
- 5.4 In cases of misconduct, including behaviour contrary to this Code, TSE may:
 - (a) Issue a formal warning.
 - (b) Remove the individual from their representative role.
 - (c) Invoke the TSE Student Disciplinary Procedure where a breach also falls under broader misconduct policies.
- 5.5 A formal warning is issued by the Head of Postgraduate Education (HPE). Removal from the representative role requires the agreement of both the HPE and the CEO. The representative will be informed of the decision and the reasons in writing.

6 Commitment

- 6.1 By accepting a Student Representative role, you agree to:
 - (a) Abide by this Code of Conduct and all relevant TSE policies.
 - (b) Respect the trust placed in you by your fellow students and by ThinkSpace Education.
 - (c) Strive to contribute positively to the academic and social life of TSE, ensuring the student voice is heard clearly, fairly, and responsibly.