



UNIVERSITY OF
LINCOLN

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Human Resources

CODE OF CONDUCT
FOR

**Students Engaged in Staff Recruitment and
Selection Activities**

Academic Year 2017-2018

University of Lincoln Code of Conduct

Guidance for Students: expected attitudes and behaviour

As a student you are studying for both a University award but also engaging in wider activities that will ultimately enhance your professional career. Engaging in university operational and decision making activities will expose you to situations where you are privy to information that you would not normally encounter as part of your day to day study activities. Consequently you are expected to comply with both University guidelines relating to personal conduct (see University General Regulations¹ with particular reference to Part C) but also the further expectations outlined within this document.

The University selects students whom it believes will demonstrate appropriate attitudes and behaviour from the start. Engagement with the University's staff recruitment processes generally will present you with developmental activities helping you to progress professional attitudes and behaviour. There will also be opportunities to facilitate the achievement of personal goals within a real work environment. Further training and development will be available to you and facilitated by the University's Human Resources department (HR) in conjunction with the Students' Union (SU). Students who persistently display inappropriate professional attitudes and behaviour will not be allowed to continue as part of staff recruitment activity and may be restricted from engaging in sensitive university business per se.

You will be allocated to individual recruitment campaigns according to your own learning needs and the needs of the university. These will vary according to the individual concerned, the activities to be undertaken, the skills set of the individual and will be decided in discussion with yourself, HR, the SU and the Student Engagement Team.

¹ <https://portal.lincoln.ac.uk/C14/C2/UniversityRegulations/default.aspx>

Student Responsibilities

a. General attitude and behaviour

You are expected to:

1. Ensure your views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age or social status do not prejudice your interaction with staff, other students or colleagues.
2. Demonstrate probity i.e. integrity, honesty and trustworthiness in personal, academic and off campus settings. This includes both verbal interaction and written activities.
3. Demonstrate respect for colleagues, without prejudice, diversity of background and opportunity, language, culture and way of life. This includes treating colleagues professionally, politely and considerately.

b. Specific Requirements

You are expected to:

1. Always make clear to colleagues that you are a student and not a member of staff.
2. Treat personal information as confidential and not divulge it to anyone outside the remit of the activities in which the information was divulged. This principle of confidentiality includes not discussing individuals with other students or professionals outside the recruitment setting.
3. Treat information provided to you as part of a recruitment process as confidential and not divulge it to anyone outside the remit of the activities in which the information was divulged unless it is made clear to you by HR or the Student Engagement Team that the information is not confidential. This principle of confidentiality includes (but is not limited to):
 - a. Not discussing applicants that you may have encountered during recruitment.
 - b. Not divulging access details (i.e. usernames, passwords) for secure electronic systems or websites to others.
4. Recognise the limits of your professional competence.
5. Attend all activities and training sessions and actively engage in the activities you are asked to be part of; do not leave early (except by arrangement with the staff concerned); observe safety rules and not behave disruptively. If attendance either in specific activities or at university generally is poor, students will be asked to step down from participation in staff recruitment activity.
6. Submit any paperwork required from you on time and in accordance with the expectations of the group with whom you are working at the time.
7. Use only professional and appropriate language in email correspondence to staff and other students;
8. Dress smartly and appropriately for a workplace setting when involved in staff recruitment activity.
9. Regularly read your university e-mail;
10. Be prepared to inform an appropriate member of staff if you observe behaviour in colleagues which is at variance with the standards outlined in this document.

Wider Student Responsibilities

In addition to the responsibilities specific to your role, the University has guidelines about student responsibilities which you are also expected to observe. These expectations inform your suitability to undertake the wider expectations of being part of staff recruitment activity and will be taken into account throughout your period of involvement.

You are expected to:

1. Take significant responsibility for your own learning, personal development and well-being, including:
 - a. making yourself familiar with all dates relevant to the course and being available when required for, teaching and assessment
 - b. raising any problems affecting your studies with your academic tutor, programme leader, or other appropriate member of staff
 - c. completing coursework on time
 - d. avoiding all forms of cheating and plagiarism: academic honesty is considered an aspect of fitness to practice
 - e. refraining from talking (unless invited to do so by the lecturer) and using mobile phones during lectures (including for sending of receiving text messages)
 - f. being punctual at lectures, seminars, tutorials and on placement.
2. Read and comply with the University's Regulations and Codes of Practice relating to students including safety guidelines and instructions
3. Take advantage of the support services provided for you if you need them
4. Satisfy all financial obligations to the University in a timely fashion
5. Keep the university informed of any changes to your personal contact details
6. Always use your University and NOT your personal email account when communicating with staff
7. Assist in the continued development of the University by letting us know where improvements can be made and by participating in our decision making processes as appropriate
8. Acknowledge that you have responsibilities to members of the student and non-student communities in which you are resident
9. Respect the rights and property of all staff, fellow students, visitors and those living in the area whose day to day lives do not necessarily coincide with that of student life
10. Recognise that your conduct and behaviour on or off campus reflects on you and the University and undertake to act with consideration and respect for the welfare and interests of your fellow students and members of the wider community

Student Statement

Having read the above Guidance on Professional Conduct for Students engaged with staff recruitment activity, please complete this form and bring to the training session.

I confirm that I have read, understood and will comply with the student responsibilities listed above

Name:.....

Signed:.....

Date:.....