



Partnership Representation Agreement

(UKMC Student Association - All Programmes)

Date	Author	Summary of Changes	Version	Authorised
24/06/2025	Dr Abbas Mohammed	New agreement outlining structured student representation across UKMC and partner institutions	1.0	Academic Board
Policy Owner	The policy is overseen by the Student Experience, Engagement and Employability Committee. Day-to-day implementation and communication responsibilities are delegated to Student Engagement Lead and UKMCSA Executive			
Additional Responsible Parties	All UKMCSA Officers, Academic Affairs representatives, Class Reps, and UKMC staff who facilitate or engage in academic representation are expected to uphold this Agreement			
Assessment	Relevant Details			
Equality Analysis	1. Completed in June 2025, aligned with UKMC, Equality, Diversity, and Inclusion Policy			
Legal	2. Aligned with governance expectations of franchise partners and UK quality assurance frameworks			
Information Governance	3. Reviewed for compliance with UKMC data sharing agreements and confidentiality protocols			
Student-Facing Procedures	4. Developed in consultation with students and academic leads between March-May 2025			
Consultation	Relevant Contributions			
Student Association via HR	Not Applicable			
Students via Course Reps (CRs)	Input received during student engagement planning and partnership discussion forums			
Relevant External Stakeholders	Framework aligned with CCCU and University of Wolverhampton partnership expectations			
Other (if applicable)	Reviewed by UKMC Registry and Student Engagement and Experience teams			
Authorisation and Version Control				
Authorised by	UKMC Academic Board			
Authorisation Date	24 June 2025			
Effective From	1 July 2025			
Next Review Date	July 2027 (Annual review, with reminder from Student Experience, Engagement and Employability Committee)			
Document Access and Communication				
Document Location	UKMC Student-Facing Procedures webpage - [https://ukmc.ac.uk/policies-and-legislation]			
Dissemination Plan	The policy will be distributed via Induction training for all UKMCSA Officers and Class Reps, Governance handbooks, Staff briefings and faculty communications and Annual Student Partnership Handbook			

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1. Introduction

Student representation is a core element of good governance and quality assurance in UK Management College (UKMC), it ensures that students are recognised as partners in shaping their education and wider experience. This Agreement sets out a clear structure for how students, through the UKMC Student Association (UKMCSA), engage with UKMC and its partner universities. It establishes the principles, expectations, and mechanisms that underpin effective representation, ensuring student voices are heard at every level of decision-making.

2. Purpose

The purpose of this Agreement is to formalise and strengthen student representation across UKMC and its partner institutions. It aims to:

- Provide students with a consistent and credible voice in governance and decision-making.
- Ensure representation is structured, inclusive, and valued by both UKMC and its partners.
- Support representatives to act professionally and responsibly on behalf of their peers.
- Promote transparency and accountability in how student feedback informs institutional improvement.

3. Our Shared Values

This Agreement is underpinned by the following core values:

- Fairness and transparency; ensuring accessible, impartial systems of student voice.
- Mutual respect; promoting professional, inclusive dialogue at all levels.
- Inclusion and liberation; actively engaging diverse and underrepresented voices.
- Collaborative decision-making; involving students in shaping educational practices.
- Shared responsibility and ambition; recognising student partnership as essential to institutional success.

4. Definitions of Terms

For the purposes of this Agreement, the following definitions apply:

- 4.1 UKMCSA: UK Management College Student Association, the representative body for all students at UKMC.
- 4.2 Class Representative (Class Rep): A student elected by peers within a cohort or programme to represent academic and welfare concerns at forums and committee meetings.
- 4.3 Academic Affairs Officer: The elected UKMCSA officer who acts as the link between Class Representatives, the Executive Committee, and academic governance boards.
- 4.4 Executive Committee: The governing body of UKMCSA, made up of elected officers including the President, Vice President, and portfolio officers.
- 4.5 Student Engagement Lead: The designated UKMC staff member responsible for supporting and facilitating student engagement and representation structures.
- 4.6 Partnership Board: The strategic governance committee of UKMC and its franchise partners, where senior academic and operational matters are discussed, and where UKMCSA Officers participate.
- 4.7 Programme Board: A formal committee responsible for the management and review of specific academic programmes, which includes student representation.
- 4.8 Representation Forum: Any structured meeting or assembly (e.g. Class Rep Forum, Student Council Forum) where student views are collected and discussed.
- 4.9 Confidentiality Protocols: The set of rules requiring student representatives to handle sensitive or personal information responsibly, in line with UKMC's Data Protection Policy and GDPR.
- 4.10 Partnership Institutions: Universities and awarding bodies in formal franchise agreement with UKMC, such as the University of Wolverhampton (UoW) and Canterbury Christ Church University (CCCU).

5. Representation Structure

UKMC student representative operates across three levels:

5.1 Class Representatives

Elected at the module or cohort level to voice student concerns, raise academic or welfare issues, and contribute to Class Rep Forums. The target ratio is one Class Representative for every 30–50 students. Where cohorts exceed this number, additional representatives will be elected to ensure proportionate representation and manageable workloads. At minimum, each year group within a programme will have at least one representative.

5.2 Academic Affairs Officer

Acts as a liaison between Class Reps and UKMCSA Executive Committee. Aggregates feedback, identifies recurring themes, and presents student views at Programme Boards and Quality Assurance meetings.

5.3 UKMCSA President and Vice President

Serve as strategic representatives in high-level partnership structures, including Partnership Boards and university committees.

All representatives are accountable to the student body via the UKMCSA Executive Committee and supported through structured training and mentoring.

6. Election and Term of Office

- All student representatives are elected through open, transparent, and inclusive processes managed by UKMCSA. Where posts are contested, appointments will be made through a fair ballot of eligible students, in line with UKMCS election standards.
- Reps serve for one academic year and may seek re-election for a subsequent term.
- Election campaigns must comply with UKMCSA guidelines promoting fairness, accessibility, and inclusivity.

6.1 Performance and Accountability

Failure to attend meetings, submit reports, or adhere to agreed principles of conduct may result in a performance review by the UKMCSA Executive Committee and potential removal from post.

7. UKMC Support Roles

Each UKMC programme will have two designated staff contacts:

- Academic Lead: provides academic briefings, supports reps in navigating programme-level matters.
- Administrative Liaison: arranges preparatory meetings, circulates documentation, and ensures timely communication between reps, staff, and UKMCSA.

7.1 Partnership Structures

UKMCSA Officers will participate in the following governance structures, where formally invited:

Structure	Participating Officer(s)
Academic Board (strategic governance)	UKMCSA President, Vice President
Boards of Study/Programme Boards	Academic Affairs Officer, Class Reps (as invited)
Quality Assurance and Enhancement Groups	Academic Affairs Officer
Equality, Diversity and Inclusion Committees	Diversity Officer, Welfare Officer
Other College Committees	As nominated by the UKMCSA President

Participation is governed by each board's terms of reference. Officers will be supported to ensure their engagement is informed, constructive, and aligned with institutional expectations.

8. Principles of Representation

8.1 UKMCSA Officers commit to:

- Representing the collective student voice, not personal opinions.
- Preparing for meetings by reading papers, consulting peers, and attending briefings.
- Attending meetings reliably and engaging professionally.
- Respecting governance protocols and confidentiality requirements.
- Reporting transparently to the student body via established channels.
- Ensuring marginalised student voices (e.g., BAME, mature, care-experienced, commuter students) are actively represented through outreach, targeted elections, and EDI training.

Representatives must also uphold the UKMCSA Code of Conduct and behave professionally at all times. This includes respecting confidentiality, handling student feedback in line with GDPR and the UKMC Data Protection Policy and ensuring that personal data is not disclosed inappropriately. All reporting of student feedback must be anonymised so that individual students cannot be identified.

8.2 Partner universities commit to:

- Treating student representatives as equal partners.
- Providing timely, accessible information and clear agendas.
- Creating an inclusive, respectful environment for student participation.

Where concerns cannot be resolved through normal channels, representatives may escalate matters, first to the Student Engagement Lead, then to the Academic Board, and finally, if necessary, to the relevant partner university governance structure.

9. Preparation and Training

All Officers and representatives will receive structured induction and ongoing development, including in recognition of their contribution, representatives will also receive formal acknowledgement (such as certificates, commendations, or entries on the Higher Education Achievement Report) to support their personal and professional development.

- Overview of partnership governance and key committees.
- Differences between UKMC and partner university structures.
- Meeting skills, effective communication, and confidentiality awareness.
- Strategies for constructive challenge and influencing change.
- Equality, diversity, and inclusion awareness.

Training will be refreshed annually and enhanced in response to feedback. UKMC and UKMCSA will also monitor the diversity of elected representatives each year, with the aim of encouraging wider participation from underrepresented student groups. Meetings and training will be scheduled flexibly (including online options) to ensure commuter, mature, and part-time students are able to participate fully.

10. Reporting and Feedback

10.1 Student representatives will report outcomes via:

- Course Committee Meetings
- Programme Committee Meetings
- UKMCSA Executive Committee
- Class Representative Forums

10.1.1 Transparency of Reporting

Summaries of student feedback and agreed actions will be published at least once per term in a student-accessible format (e.g. online dashboards, newsletters, or digital noticeboards). This ensures visibility and accountability in how feedback is acted upon.

10.2 Joint Action Planning

After key Board meetings, UKMCSA Officers and UKMC staff will agree on joint action points to address student concerns.

10.3 Co-Created Initiatives

Each academic year will include at least one co-created project between students and staff, e.g. improving feedback practices or enhancing inclusive curricula.

10.4 Annual Summary

An annual Partnership Representation Summary will be produced and feed into:

- UKMCSA Annual Report
- UKMC quality assurance and monitoring reports
- Discussions with partner universities

11. Conduct and Accountability

Breaches of conduct, such as persistent non-attendance, disrespectful behaviour, or misuse of confidential information, may result in:

- Review and removal by the UKMCSA Executive Committee.
- Disciplinary proceedings under UKMCSA or UKMC student regulations.

11.1 Appeals Process

Any student representative subject of the removal will have the right to appeal through the UKMCSA Appeals Procedure. This ensures that decisions are fair, transparent, and subject to review.

12. Review and Continuous Improvement

Effectiveness will be reviewed annually, led jointly by the UKMC Student Engagement Lead and the UKMCSA Academic Affairs Officer, using:

- Meeting attendance records
- Student survey results
- Committee minutes and actions
- Feedback from partner universities

A formal evaluation report will be presented to the Academic Board and submitted as part of the College Annual Monitoring to franchise partners. In addition to this annual monitoring, the Agreement will undergo a full biennial review. Minor operational updates (such as changes in officer titles or committee names) may be authorised by the Dean, with substantive amendments requiring Academic Board approval.

Review and Approval

Approved by: Academic Board

Date of Approval: 20 June 2025