



UKMC Student Association Representative Code of Conduct

(Student Association)

(Appendix C of Student Association Representation and Engagement Policy)

Date	Author	Summary of Changes	Version	Authorised
October 2025	Head of Marketing and Head of Admissions	Template produced	1	Academic Board December 2025
Policy/Procedure Management and Responsibilities				
Policy/Procedure Owner	The policy is overseen by the Head of Admissions and approved by academic board. Day-to-day implementation and communication responsibilities are delegated to relevant stakeholders within the admissions team, Marketing Team, or Marketing and Admissions Committee members.			
Equality Impact / Analysis	EDI Committee TBD			
Authorised By	Academic board Dec 2025			
Effective From	December 2025			
Next Review	July 2026			
Version	1			
Internal/External	Internal & Recruitment Partners			
Document Location	Internal AQAE			
Linked Documents Internal	UKMC Admissions Policy			
Linked Documents External	UKMC Governance and Committee Structure			
Dissemination Plan	For use in alignment with the governance and committee structure. Use at Marketing and Admissions Committee			
Accessibility	Alternative formats on request. Email Quality@ukmc.ac.uk			

Appendix C - Student Association Representative Code of Conduct **Error! Bookmark not defined.**

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Application

- 1.1. This Code applies to any student holding an elected or appointed role within the Student Association.
- 1.2. The Student Association is an independent body and sets expectations for how its representatives carry out their roles.
- 1.3. At the same time, all representatives remain students at UK Management College and are subject to the UKMC Student Code of Conduct and other College policies at all times. This Code does not replace those requirements.

Purpose

- 1.4. This Appendix outlines the basic standards of behaviour and conduct expected of Student Association representatives when acting in a representative capacity.

Participation

- 1.5. Representatives are expected to attend required meetings, training, and activities connected to their role, unless absence has been agreed in advance.
- 1.6. They are expected to engage with their responsibilities and to communicate where they are unable to do so.

Behaviour and conduct

- 1.7. Representatives are expected to meet the standards of behaviour normally expected within a higher education setting, and in line with the Learner Agreement and Student Code of Conduct.
- 1.8. Representatives must treat students, staff, and others with respect, and always uphold the values of UKMC [UKMC | About Us](#).

- 1.9. Bullying, harassment, intimidation, discrimination, or aggressive behaviour are not acceptable, whether this takes place in person, in writing, or online.
- 1.10. Harassment, bullying, sexual misconduct. Or related themes must be promptly reported through the E6 webpage forms.
- 1.11. Holding a role in the Student Association does not mean that a representative speaks for the College.
- 1.12. Representatives agree to comply with the UKMC anti bribery and corruption policy and related policies that safeguard the academic integrity of the institution.
- 1.13. Representatives must not seek to gain academic or financial benefits from other students as a transaction of their representation, and uphold the Colleges anti bribery policy, academic freedom of expression code of practice, as well as academic Integrity policies.
- 1.14. Representatives must not present themselves as acting on behalf of UK Management College, or suggest that they have institutional authority, unless this has been formally agreed through the appropriate College process.
- 1.15. When acting as representatives, students are expected to behave in a way that does not disrupt meetings, undermine others, or damage the reputation of the Student Association or the College.

Representation

- 1.16. Representatives are expected to represent students' views accurately and in good faith.
- 1.17. Personal opinions must not be presented as agreed positions unless properly authorised through Student Association processes.

Confidentiality

- 1.18. Where representatives have access to sensitive or private information, they are expected to respect confidentiality and handle information responsibly.

- 1.19. Data that could be considered Intellectual Property, Sensitive,, commercially sensitive, or confidential data must be handled with the utmost care and consideration for the College and is not to be shared with individuals or externals outside of the environment it is shared and entrusted. Such as also to comply with GDPR legislation.
- 1.20. More information about responsible handling of data is available in the UKMC student association's data use and communication policy.

Accountability

- 1.21. Concerns about a representative's conduct may be addressed through Student Association processes or, where appropriate, referred to relevant UKMC procedures. Such as complaints, disciplinary or other procedures'
- 1.22. Failure to meet the expectations set out in this Appendix may result in removal from a representative role, and or withdrawal of studentship.
- 1.23. Representatives found to be in breach of this Representatives Code of Conduct, or the Student Code of Conduct, may be reported to the Academic Registrar at registry@ukmc.ac.uk, or Head of Non Academic Student Engagement: Abbas Mohammed abbas.mohammed@ukmc.ac.uk