



idea  
GROUP

16 June 2025

Document 218\_25

# IDEA College

## Student Council Policy



Version History					
Title of Document	IDEA College Student Council Policy			Code	Document_218_25
Access to Document <i>(Minimum list of document users to be notified upon release of document update)</i>	Internal Staff	Student & Academic Staff	Public	Category	Policy
		✓	✓		
Revision History					
Version	Change Originator	Document Owner	Approver	Approval Date	Effective Date
1st release of document	Not applicable	Professional Executive - Quality Assurance and/or Officer - Quality and Curriculum	The Principal	16 June 2025	16 June 2025
	Details of Change	Not Applicable			

<p align="center"><b>Instructions for Document Users</b></p> <p align="center">All IDEA College employees can access current, controlled and approved documents related to the Quality Management System via the IDEA College's website link: <a href="https://ideaeducation.com.mt/">https://ideaeducation.com.mt/</a></p>	
<p align="center"><b>Continuous Improvement</b></p> <p>Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310</p>	
<p align="center">It is IMPORTANT to always make sure that the latest version of a policy document is consulted.</p>	

## Contents

1. Preamble .....	5
2. Definitions .....	6
3. Terms of Reference and Constitution of the IDEA College Student Council.....	7
3.1 Name .....	7
3.2 Mission.....	7
3.3 Vision .....	7
3.4 Guiding Principle.....	7
3.5 Objectives .....	7
4. IDEA College's Commitment to ICSC.....	8
5. Structure of the Student Council .....	8
6. Student Representatives: Council Membership .....	9
7. Student Engagement and Meetings of the ICSC.....	9
8. Communication .....	10
9. Benefits of ICSC Membership.....	10
10. Data Management and Privacy.....	10
11. Code of Conduct and Core Values .....	11
12. Ethical Principles of the ICSC .....	11
13. Branding and Identity .....	11
14. Events.....	12
14.1 Student Representative Directory .....	12
14.2 Event Planning.....	12
14.3 Marketing and Communications.....	12
15. Amendments to the Policy .....	13
16. Declaration of Agreement.....	13
17. Strategic Vision .....	13
18. Appendix I: IDEA College Student Representative Application Form.....	14
19. Appendix II: IDEA College Student Representative Declaration of Agreement.....	15

## 1. Preamble

The IDEA College Student Council (ICSC) is established to serve as the official student body representation within IDEA College.

This policy sets out the mandate, values, and operational framework for the IDEA College Student Council. It is designed to ensure that the Council effectively represents the student body, promotes student participation in institutional decision-making, fosters an inclusive and engaging student experience, and enhance the academic and social well-being of the student community.

The ICSC provides a platform where student voices can be heard and actively contributes to the development of policies, programmes, and initiatives that affect student life.

The ICSC also complements the need for student participation and decision-making towards the improvement of the quality of academic and non-academic resources at IDEA College. The Council is in constant communication with the students, and its main purpose is to serve as a bridge between student needs and administrative staff.

## 2. Definitions

<b>Academic Affairs Officer</b>	The Academic Affairs Officer working to address academic concerns, support learning initiatives, and liaise with staff to help improve the educational experience of the students.
<b>Board of Governance</b>	The term refers to the highest board within the College responsible for overseeing the strategic direction, policies, and overall governance of the institution.
<b>President of Student Council</b>	The leader who represents and oversees the activities of the Student Council. The person responsible for coordinating council activities, presiding over meetings, and serving as the primary liaison between the student body and the College administration.
<b>Public Relations (PR) Officer</b>	The Public Relations Officer is responsible for managing the public image of the Student Council. This may include promoting events, creating visual and written content, handling social media, and ensuring effective outreach to the student body and the wider community.
<b>Secretary</b>	The Secretary is responsible for maintaining accurate records of Student Council meetings, including agendas and minutes, managing internal communication, organizing documentation, and supporting the coordination of Council activities.
<b>Member</b>	A member is any individual (student or staff or other) who is either on the Student Council with no specific designation; or is attending the Student Council by invitation.
<b>Staff member</b>	The term refers to an individual employed by IDEA College on a full or part-time basis.
<b>Stakeholders</b>	The term refers to Student, Faculty, Management and Administration, Internal and External Staff, Partners and Collaborators.
<b>Student</b>	An applicant who has gone through the enrolment process, has been registered in a chosen programme of study and is active on the Learning Managing system.
<b>Student-centred</b>	An approach to education and decision-making that prioritizes the needs, experiences, and development of students, ensuring their voices are heard and their learning is actively supported.

### **3. Terms of Reference and Constitution of the IDEA College Student Council**

#### **3.1 Name**

The "IDEA College Students Council" (ICSC).

#### **3.2 Mission**

The mission of the IDEA College Student Council (ICSC) is to serve as the representative voice of the student body, advocating for their interests, addressing their concerns, and promoting their aspirations. The Council aims to strengthen community engagement and encourage active student participation in College initiatives, including matters related to governance.

#### **3.3 Vision**

The vision is to create a dynamic, student-centred environment where every student feels heard, supported, and empowered to reach their full potential and to contribute to the overall development and growth of the College.

#### **3.4 Guiding Principle**

The ICSC operates on the principle that student representation is vital for a thriving academic institution. It strives to create a proactive and solution-oriented student body that contributes positively to the College's growth.

#### **3.5 Objectives**

The College Student Council aims to:

- Promote student engagement through events, initiatives, and open dialogue.
- Support a diverse and inclusive campus environment.
- Collaborate with college leadership and external partners to create opportunities for personal and professional growth.
- Participate in policy discussions, including matters related to governance, to ensure that the student perspective is considered in institutional decision-making.

## 4. IDEA College's Commitment to ICSC

- a) IDEA College is committed to supporting the ICSC in fostering meaningful student representation and engagement. This includes:
  - Assigning a staff member to provide guidance and coordination upon request
  - Facilitating approved events with logistical support and resources, as available
  - Promoting ICSC initiatives through official College channels
  - Ensuring timely communication of ICSC activities to students and stakeholders
  - Providing access to facilities and support services, as available.
- b) In cases where the full Council cannot be formed, the College will appoint at least one student representative to ensure continued student advocacy and engagement.
- a) IDEA College remains dedicated to giving space for student voices and maintaining a student-centred, inclusive academic environment.

## 5. Structure of the Student Council

- a) The IDEA College Student Council serves as an additional port of call for sounding students' needs, proposals and concerns communicated by the student representatives, to be then forwarded to student support.
- b) The ICSC is to be recognised as a student body, must obtain approval from the Chairperson of the Board of Governance and from the Principal of IDEA College, before making use of the College name in any activity, publication or communication.
- c) The Student Council is composed of student representatives who will serve in the following roles:
  - The President
  - The Secretary
  - Public Relations Officer
  - Academic Affairs Officer
  - Member(s).
- d) The different roles shall be determined by mutual agreement among the council student representatives during a scheduled meeting.
- e) In circumstances where it is deemed necessary, a student representative may be appointed to more than one role to maintain the effective operation of the Council.
- f) IDEA College retains the right to approve or decline the proposed candidates for the different positions. Any such decision will be accompanied by a clear justification, ensuring transparency, and where applicable, an alternative candidate may be proposed.



## 6. Student Representatives: Council Membership

- a) The College opens the candidacy for positions in the IDEA College Student Council (ICSC) by sending an email inviting students to express their interest in participating.
- b) The application process includes answering an email that will come out yearly offering available positions or sooner if spots become offered earlier.
- c) Students interested in leadership roles may apply for positions based on their preferences. If interest exceeds available roles, the College will use a fair and transparent process to make appointments.
- d) The IDEA College Students' Council members shall serve a minimum term of one designated year set by the College, ensuring continuous rotation and new perspectives in student governance.
- e) If a member of the Council resigns before completing their term, the position will be opened to interested students. If multiple candidates apply, the College will implement a fair selection process to appoint a replacement.

## 7. Student Engagement and Meetings of the ICSC

- a) The ICSC operates as a collaborative platform where all students are encouraged to participate.
- b) Even if not formal members, all students are welcome to engage with the Student Council by attending meetings, participating in activities such as open forums, and providing input on student-related matters.
- c) The ICSC not only represents the student body but also serves as a training ground for leadership and skills development, with IDEA College staff guiding students in fulfilling their roles effectively.
- d) The IDEA College Student Council (ICSC) shall hold formal meetings no fewer than three times per academic year to discuss and address matters related to its functions.
- e) When planning events and activities, the Council is responsible for meeting regularly to ensure proper organisation and effective execution.
- f) In the interest of promoting open and equal participation, IDEA College offers students:
  - i. the opportunity to attend Student Council meetings online if they are interested in joining and demonstrate a strong commitment to active involvement.
  - ii. the opportunity to take part in specific activities without any long-term involvement, for those who do not wish to fully commit to the Student Council.

## 8. Communication

To ensure professionalism and efficiency, the Council shall observe the following communication principles:

- Use clear, structured, and policy-aligned messaging in all official communications.
- Share announcements and updates through designated College platforms; staff will oversee and facilitate approved requests submitted via official channels.
- Maintain courtesy, respect, and professionalism in all interactions.
- Ensure all shared information is accurate, relevant, and aligned with the Council's mission.
- Keep internal discussions and sensitive matters confidential unless approved for public release.
- Refrain from any disruptive, offensive, or misleading communication.

## 9. Benefits of ICSC Membership

Serving as a member of the College Student Council provides academic, professional, and personal development opportunities, including:

- Formal recognition by the College, with participation documented where applicable.
- Eligibility for a Certificate of Leadership & Service and letters of recommendation.
- Valuable experience in teamwork, problem-solving, and access to networking opportunities.

## 10. Data Management and Privacy

The IDEA College Student Council (ICSC) acknowledges the importance of responsible data management and is committed to handling student information in compliance with the College's Data Management Policy, which aligns with the General Data Protection Regulation of 2018 (GDPR).

## 11. Code of Conduct and Core Values

- a) ICSC members, along with all students and College representatives, are expected to act lawfully, ethically, and in full alignment with IDEA College's policies.
- b) There is zero tolerance for bribery, corruption, or any actions that conflict with the principles and objectives of the ICSC. Members must not pursue personal gain or engage in activities that create conflicts of interest.
- c) All Council actions are carried out on behalf of IDEA College and must adhere to its ethical standards and legal framework. Violations may result in disciplinary action.
- d) ICSC members are expected to embody the following core values:
  - **Integrity:** Upholding honesty, transparency, and accountability
  - **Respect:** Fostering an inclusive and respectful environment for all
  - **Responsibility:** Acting in the best interests of the student body with diligence
  - **Collaboration:** Promoting teamwork and constructive engagement with the College
  - **Professionalism:** Reflecting the values and reputation of the institution at all times

These values must guide all conduct, both within and outside the Council's official duties.

## 12. Ethical Principles of the ICSC

- a) The ICSC upholds the highest ethical standards, guided by integrity, respect, inclusion, responsibility, and collaboration. It conducts all activities with honesty, transparency, and accountability, while fostering an inclusive environment that ensures fair representation and equal opportunity.
- b) ICSC members act in the best interests of students, take responsibility for their decisions, and work closely with the College community to promote positive change and contribute to the overall development of the College. These principles underpin the ICSC's role as a trusted and representative student body.

## 13. Branding and Identity

- a) To establish a distinct identity while maintaining its affiliation with the College, the Council may develop an official logo or mascot in consultation with, and subject to the final approval of, the Principal. This process should involve support from the design department and align with the College's official colours and style.
- b) The College logo remains the official institutional symbol and may only be used by the Council with the College's Principal approval. Any documents or public announcements featuring the College logo must be authorised in advance.
- c) Unauthorised use of the College logo or any branding that misrepresents the Council's authority is strictly prohibited. All Council branding must reflect the values and uphold the reputation of the College, in line with official policies.

## 14. Events

### 14.1 Student Representative Directory

A student representative directory, listing individuals who have held positions within the Council and have duly completed the GDPR consent form, will be available to members organising events on behalf of the ICSC. Access to this list requires a formal written request submitted to the Public Relations Officer and copied to the President.

### 14.2 Event Planning

- a) The Student Council is encouraged to plan events well in advance to ensure clear communication and smooth execution. Ideally, an early-year meeting should be held to outline and schedule activities for the academic year, allowing adequate time for preparation, promotion, and notification to students, representatives, and Council members.
- b) All proposed events must receive prior approval from the College Principal.
- c) As the Council does not operate with its own financial budget, events must be financially self-sustaining. The Council may seek local sponsorships to offset costs or explore cost-effective options such as free or discounted venues.
- d) The College may, at its discretion, provide support to Council-organised events in ways that align with institutional priorities and available resources.

### 14.3 Marketing and Communications

- a) The promotion of events is exclusively managed by the PR Officer of the ICSC in collaboration with the IDEA Group marketing team in liaison with the College's Principal.
- b) IDEA College will support ICSC events through announcements on the College website, social media platforms, and any available bulletin boards.

## 15. Amendments to the Policy

- a) Amendments to this policy may be proposed by the Student Council and shall be presented for discussion at a scheduled Council meeting.
- b) Any proposed changes must be reviewed and approved by a majority of the attending members and the Principal.
- c) Once approved, amendments shall take effect immediately or as specified in the resolution.

## 16. Declaration of Agreement

- a) All students who serve on the Student Council must acknowledge their commitment to upholding the principles, responsibilities, and regulations outlined in this policy.
- b) They agree to act in the best interests of the student body, demonstrating transparency, accountability, and professionalism in all ICSC activities.
- c) Members also commit to respecting the Council's governance structure and fulfilling meeting and participation expectations.
- d) Each Student Representative is required to sign the Declaration of Agreement Form as a formal acknowledgment of these responsibilities.
- e) Any breach of this agreement may result in appropriate action as determined by IDEA College.

## 17. Strategic Vision

The Student Council aims to play an integral role in shaping a vibrant, engaged, and values-driven student community. Looking ahead, the Student Council is committed to:

- a) Fostering a culture of active student participation in academic, social, and institutional life
- b) Promoting philanthropic values and encouraging student-led contributions to the broader community
- c) Strengthening collaboration with and supporting initiatives aligned with the College's mission
- d) Contributing to the overall development and growth of the College through meaningful student involvement and partnership.

Through these priorities, the Council seeks to enhance student representation, build meaningful partnerships, and contribute to the ongoing development of a supportive and inclusive campus environment.

## 18. Appendix I: IDEA College Student Representative Application Form

### A. Personal Information

**Full Name:** Click or tap here to enter text.

**Student ID:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**Title of Study Programme:** Click or tap here to enter text. **Year of Study:** Click or tap here to enter text.

### B. Application Details

1. Are you applying for a position within the IDEA College Student Council?

☐ Yes

☐ No

2. If yes, which position are you applying for? (Please tick as applicable)

☐ President ☐ Secretary ☐ Public Relations Officer ☐ Academic Affairs Officer ☐ Member

3. Briefly explain why you would like to become a Student Representative:

Click or tap here to enter text.

### Data Protection Statement

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586) regulate the processing of personal data whether held electronically or in manual form. IDEA College is committed to fully comply with the Data Protection Principles set out in such legislation.

The information provided will be used solely for the purpose of registering your position within the IDEA College Student Representative Council. Data will be processed in accordance with the college's privacy policies

By signing below, you confirm that the information provided is accurate and that you consent to the processing of your personal data for the purposes stated above.

---

Signature of Applicant

Date

### **For Office Use Only.**

Application Received By:

---

Name

Signature

Date

Application Status: ☐ Approved ☐ Rejected

## 19. Appendix II: IDEA College Student Representative Declaration of Agreement

I, the undersigned Student Representative at IDEA College, acknowledge that I have read, understood, and agreed to abide by the ICSC Policy. By signing this Declaration of Agreement, I commit to fulfil my role and responsibilities with integrity, professionalism, and in the best interest of the student body.

### Commitments and Responsibilities:

1. I agree to comply with the regulations, procedures, and ethical standards outlined in the ICSC Policy.
2. I commit to maintaining transparency in all ICSC activities, including financial management (as indicated in the policy *Doc\_218\_25: IDEA College Student Council Policy*, section 14.2c), event organisation, and decision-making processes.
3. I pledge to act as a responsible representative of the student community.
4. I understand the importance of attending meetings as required and contributing actively to the functioning of the Council.
5. I acknowledge that amendments to the policy may be made through the appropriate procedures and agree to comply with any duly approved changes.

### Confidentiality Statement:

I recognise that I may have access to sensitive or privileged information regarding students, faculty, and institutional matters. I agree to maintain the confidentiality of such information and not disclose it to unauthorized persons. Any breach of confidentiality may result in disciplinary action as determined by IDEA College.

This agreement shall remain in effect for the duration of my term as a Student Representative. Any breaches of this agreement may result in appropriate actions as determined by IDEA College.

By signing this document, I affirm my commitment to upholding the responsibilities and principles of the Student Council at IDEA College.

Click or tap here to enter text.

Click or tap here to enter text.

---

Full Name

Position held on the IDEA College Student Council



Click or tap here to enter text.

---

Signature

Date





IDEA Academy Limited

The Business Centre, 1, Triq Nikol, Mosta MST 1870

**Tel:** +356 2145 6310

[info@ideaeducation.com](mailto:info@ideaeducation.com) | [mt.ideaeducation.com](http://mt.ideaeducation.com)

**VAT Reg. No:** MT 2498 4422 | **Co. Reg. No.:** C84813 | **MFHEA Licence No.:** 2014-FHI-015