



UK

SYLLABUS 2025-2026

Basics of Association Management

MODULE SPECIFICATION

Module Code	2526_PPR_1_EN_005
Campus	Oxford
Department(s)	Project Path
Level / Semester	Undergraduate Year 1 (U1); Equivalent to FHEQ level 4 Semester 02
Language of Instruction	English
Teaching Method	<input checked="" type="checkbox"/> In-person (face-to-face) <input type="checkbox"/> Distance learning (live online) <input type="checkbox"/> e-Learning (asynchronous) <input type="checkbox"/> Hybrid: _____
Pre-requisite(s)?	Interest in associative commitment and organisational management
ECTS <i>Reminder: 1 ECTS = between 20 and 30hr- student workload</i>	1
Equivalent FHEQ credits	2
Study Hours	20 hours which comprise of 7 directed learning and 13 independent learning/assessment hours

MODULE DESCRIPTION

Module Aims	This module provides an introduction to the fundamentals of association management, focusing on the legal, administrative, and financial frameworks that govern non-profit organisations. It is designed to help students understand the obligations associated with creating and managing a student union or similar association. The module will equip students with the basic knowledge required to
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	participate effectively in a volunteer-led organisation and to understand its role in university and social life.
Teaching Arrangement	The module adopts an active and professionalising pedagogy, focused on concrete situations (statute studies, GA simulation, case studies). It aims to make the legal, administrative and fiscal fundamentals of associations accessible, while developing a critical understanding of the role of associations in society. The content is anchored in the student and local reality, with practical materials and a desire to promote initiative, commitment and the gradual development of students' skills. The module thus constitutes a structuring foundation for the rest of the associative modules offered by the school.
Learning Outcomes	By the end of this module, students should be able to: <ol style="list-style-type: none"> 1. Explain the role and importance of associations in both a societal and academic context. 2. Describe the fundamental legal and administrative steps involved in creating and managing an association, including its statutes and legal obligations. 3. Identify the principles of associative governance and the democratic management of an organisation. 4. Understand the various sources of funding and the key tax obligations that apply to associations. 5. Ensure the administrative and legal compliance of student associations.
Competency Goals* <i>(Knowledge, expertise and interpersonal skills)</i>	PGE_U_CG01 - Manage teams
Alignment with Programme Learning Goals*	PGE_U_CG01_LO02 - Support and listen to team members on a daily basis, develop individual and collective skills with the support of the Human Resource department

SESSION TOPICS / MODULE SCHEDULE

(Please note, a session/sequence may be more than one scheduled class)

<u>Session 1: Why and How to Create a Student Association?</u> <i>Content:</i> <ul style="list-style-type: none"> • Role of student associations • Importance in university life • Legal framework of the 1901 French law, or similar • Stages of creation: statutes, declaration, Official Journal • Roles and responsibilities of members of an association
<u>Session 2: Governance and Internal Functioning of an Association</u> <i>Content:</i>

Last reviewed: 11/09/2025

- Decision-making bodies: general assembly, board of directors, executive office
- Participatory functioning and management of meetings
- Decision-making, distribution of roles, management of members and activities

Session 3: Financing and Taxation of Associations

Content:

- Sources of funding: subscriptions, subsidies, patronage, sponsorship, crowdfunding
- Accounting obligations and monitoring of expenses
- Taxation of associations: VAT, exemptions, management of donations
- Development of a simple budget for an association

Session 4: Administrative, Legal, and Legal Obligations

Content:

- Filing of articles of association and amendments
- Keeping of records (minutes, list of members)
- Mandatory declarations: insurance, employee management, GDPR
- Directors' responsibilities (civil and criminal)
- Compliance with regulatory obligations

KEY TEXTS

1. N/A

MODES OF ASSESSMENT

Continuous Assessment (40%)	Case study
Final Exam (60%)	Closed book written exam

MODULE DESIGN TEAM

- Author: *Julien Soreau*
- Reviewer: *Emmanuelle Tameze Aoutsa*
- External Reviewer: *Ashish Gupta*