



United Kingdom and Eire Council for Malaysian Students
Majlis Perwakilan Pelajar Malaysia di United Kingdom dan Eire

UKEC Awards 2026
MSoc Documentation Guidelines

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1. Overview

In accordance with the UKEC Awards 2026 initiative, Malaysian Societies (MSocs) under UKEC Supreme Council Membership are invited to nominate themselves through the submission of documentation for one or more of the following award categories:

- **MSoc of the Year**
- **Malaysian Event of the Year**
- **Up and Rising MSoc of the Year**

This circular provides the official documentation requirements and submission format applicable to all Supreme Councillors and respective societies.

UKEC will exercise internal due diligence in assessing all submissions. The documentation provided will be kept strictly private and confidential, and written notification would be given should the need for external disclosure of documentation arise.

2. General Submission Principles

All submissions must:

- Be compiled into **one consolidated PDF dossier**, attached/uploaded through a dedicated Google Form prepared by UKEC
- Include supporting appendices where relevant
- Provide a separate Google Drive link for event media (for audit purposes only)
- Be structured clearly and concisely
- Contain verifiable and evidence-based claims

On the **Cover Page**, clearly state:

- Award Category (a single dossier submission can allow for multiple award nominations)
- Full Official MSoc Name
- University Name
- Contact Person (advised to be a Supreme Councillor of nominee MSoc)

Eligibility verification (registration status, UKEC membership, etc.) will be conducted internally by UKEC unless otherwise specified.

3. Award-Specific Documentation Requirements: MSoc of the Year

Requirements	Details
Flagship Event Documentation	<p>For at least ONE MSoc flagship event:</p> <p>Mandatory:</p> <ul style="list-style-type: none"> ● Event Proposal ● Event Financial Report (Budget vs Actual) ● Post-Mortem Report ● Feedback Summary (formal feedback forms, either in analyses or raw unedited feedback(discouraged)) <p>Optional:</p> <ul style="list-style-type: none"> ● Operations Plan <p>Event photos and videos:</p> <ul style="list-style-type: none"> ● Upload via separate Google Drive link (only for audit purposes)
Impact & Outcomes	<p>Highly encouraged but not mandatory:</p> <ul style="list-style-type: none"> ● Attendance logs ● KPI summaries ● Sponsorship confirmations ● Engagement growth data <p>Assessment will be contextual based on MSoc objectives and aims.</p> <p>The items listed above are examples of how UKEC are able to qualitatively and quantitatively score MSocs in this category. MSocs</p>

	<p>are also encouraged to submit any documentation or writeup to explain their objectives or initiatives for any circumstances.</p>
<p>Programme Excellence</p>	<p>Mandatory (at least for flagship):</p> <ul style="list-style-type: none"> ● Detailed programme itinerary or logistics plan (either is sufficient) ● Feedback summary <p>Encouraged but optional:</p> <ul style="list-style-type: none"> ● Risk assessment document <p>Initiative/event photos/videos:</p> <ul style="list-style-type: none"> ● Google Drive link attached in appendix (only for audit purposes)
<p>Community & Inclusivity</p>	<p>Recommended optional examples:</p> <ul style="list-style-type: none"> ● Demographic reach ● Accessibility initiatives ● Subsidies or inclusivity measures
<p>Collaboration & UKEC Alignment</p>	<p>Optional:</p> <ul style="list-style-type: none"> ● Evidence of UKEC collaboration (MOUs, social media evidences) ● Other cross-society documentation (MOUs, social media evidences)
<p>Governance & Sustainability</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ● Annual Budget ● Financial Statement (FS) <p>Optional:</p>

	<ul style="list-style-type: none"> ● Risk register ● Safeguarding policy ● Succession plan
Cultural Contribution	<p>A brief write-up is sufficient.</p> <p>Minimum supporting evidence required.</p>
Evidence Pack Quality	<p>Clear structure, concise narrative, verifiable claims.</p>

4. Award-Specific Documentation Requirements: Malaysian Event of the Year

Requirements	Details
Core Documents	<p>Mandatory:</p> <ul style="list-style-type: none"> ● Event Proposal ● Event General Report ● Event Financial Report (Budget vs Actual) ● Post-Mortem Review ● Feedback Summary (formal feedback forms) ● Proof of ≥50% attendance rate ● Event Photos/videos: <ul style="list-style-type: none"> ● Separate Google Drive link (audit only)
Impact & Outcomes	<p>Highly encouraged but not mandatory:</p> <ul style="list-style-type: none"> ● Attendance logs ● KPI summaries ● Sponsorship confirmations <p>Assessment will be contextual based on MSoc objectives and aims.</p> <p>The items listed above are examples of how UKEC are able to</p>

	<p>qualitatively and quantitatively score MSocs in this category. MSocs are also encouraged to submit any documentation or writeup to explain their objectives or initiatives for any circumstances.</p>
<p>Programme Excellence</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ● Detailed programme itinerary or logistics plan (either is sufficient) ● Feedback summary <p>Encouraged but optional:</p> <ul style="list-style-type: none"> ● Risk assessment document <p>Event photos/videos:</p> <ul style="list-style-type: none"> ● Google Drive link attached in appendix (only for audit purposes)
<p>Community & Inclusivity</p>	<p>Recommended optional examples:</p> <ul style="list-style-type: none"> ● Demographic reach ● Accessibility initiatives ● Subsidies or inclusivity measures ● Alignment of event objectives
<p>Collaboration & UKEC Alignment</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ● MOUs are mandatory if official collaborations are announced. ● Other cross-society documentation (MOUs, social media evidences) are mandatory if flagship event is a collaborated event <p>Optional:</p> <ul style="list-style-type: none"> ● Evidence of UKEC collaboration

Governance & Sustainability	<p>Mandatory:</p> <ul style="list-style-type: none"> ● Annual Budget ● Financial Statement (FS) <p>Optional:</p> <ul style="list-style-type: none"> ● Risk register ● Safeguarding policy ● Succession plan
Cultural Contribution	<p>A brief write-up is sufficient. Minimum supporting evidence required.</p>
Evidence Pack Quality	<p>Clear structure, concise narrative, verifiable claims.</p>

5. Award-Specific Documentation Requirements: Up and Rising MSoc of the Year

Requirements	Details
Core Documents	<p>Mandatory:</p> <ul style="list-style-type: none"> ● Proof of number of sponsors ● Sponsorship evidence (eg. confirmation letters, official public recognition) ● For at least one event: <ul style="list-style-type: none"> ○ Event Proposal ○ Event Financial Report (Budget vs Actual) ○ Post-Mortem Review ○ Feedback Summary (formal feedback forms) ● Event Photos/videos: <ul style="list-style-type: none"> ● Separate Google Drive link (audit only)

<p>Proportionate Growth</p>	<p>Recommended examples:</p> <ul style="list-style-type: none"> ● Year-on-year membership data ● New sponsorship agreements ● UKEC FinLit workshop attendance ● UKEC Stakeholder Engagement & Alignment 101 attendance <p>Societies may still submit even if not all metrics are met.</p>
<p>Impact & Outcomes</p>	<p>Highly encouraged but not mandatory:</p> <ul style="list-style-type: none"> ● Attendance logs ● KPI summaries ● Sponsorship confirmations <p>Assessment will be contextual based on MSoc objectives and aims.</p> <p>The items listed above are examples of how UKEC are able to qualitatively and quantitatively score MSocs in this category. MSocs are also encouraged to submit any documentation or writeup to explain their objectives or initiatives for any circumstances.</p>
<p>Programme Excellence</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ● Detailed programme itinerary or logistics plan (either is sufficient) ● Feedback summary <p>Encouraged but optional:</p> <ul style="list-style-type: none"> ● Risk assessment document <p>Event photos/videos:</p> <ul style="list-style-type: none"> ● Google Drive link attached in appendix (only for audit purposes)

<p>Collaboration & UKEC Alignment</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ● MOUs are mandatory if official collaborations are announced. ● Other cross-society documentation (MOUs, social media evidences) are mandatory if flagship event is a collaborated event <p>Optional:</p> <ul style="list-style-type: none"> ● Evidence of UKEC collaboration
<p>Governance & Sustainability</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ● Annual Budget ● Financial Statement (FS) <p>Optional:</p> <ul style="list-style-type: none"> ● Risk register ● Safeguarding policy ● Succession plan
<p>Cultural Contribution</p>	<p>A brief write-up is sufficient. Minimum supporting evidence required.</p>
<p>Evidence Pack Quality</p>	<p>Clear structure, concise narrative, verifiable claims.</p>

6. Submission Format (Applicable to All Three Awards)

Recommended PDF structure:

1. Cover Page
2. Executive Summary (max 1 page)

3. Impact & Outcomes
4. Programme Excellence
5. Governance & Financial Transparency
6. Collaboration (if applicable)
7. Cultural Contribution
8. Reflection & Learnings
9. Appendix
10. Separate Google Drive link for photos and videos.

Submissions should be concise, structured, and proportionate. For multiple events submissions, please categorise them accordingly with clear labels.

Example template submission:

 [UKEC TEMPLATE] LaksaSoc UKEC Awards Submission Dossier

7. Final Remarks

UKEC reserves the right to:

- Conduct internal verification and due diligence
- Exercise contextual human judgment in assessment
- Evaluate proportionately across societies of different scales

All decisions pertaining to UKEC Awards are final and not subject to any form of appeal.

All official documents, agreements, and reports submitted must be **formally endorsed and signed by the relevant authorised personnel**.

This includes (where applicable):

- Event proposals
- Financial reports (Budget vs Actual)
- Annual budgets
- Financial statements
- Sponsorship agreements / MOUs
- Post-mortem reports
- General event reports

Appropriate signatories may include:

- President / Chairperson
- Treasurer (for financial documents)
- Event Director (for event-specific reports)
- External partner representative (for MOUs)

Unsigned or informally documented submissions may affect credibility during evaluation.

8. Contact Details:

Should you have any further questions, kindly contact:

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