



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION	
Effectivity: 02.11.2019	Supersedes: 2
Review Date: 05.11.2024	No. of Pages: 3

1. **TITLE:** STUDENTS COMMITTEE

2. **PURPOSE:**

2.1. To provide the students an opportunity to organize and develop leadership skills in carrying out projects that will be beneficial to the university and fellow students.

3. **DEFINITIONS:**

3.1. A committee that gives chance to students to nurture solidarity, leadership, communication, and interpersonal skills.

3.2. An organization of students that represents the welfares of their fellow students within a university.

4. **POLICY:**

4.1. Provide the students' populace a significant voice in stakeholders' deliberation.

4.2. Acting as a conduit for course of information and ideas to the University Board, staff members and the student body.

4.3. Serves as the core connection for consultation on matters related to the interest of fellow students.

4.4. Responsible in organizing and implementing student activities and improved related programs as necessary.

4.5. Promote a conducive environment for personal and educational growth.

4.6. Support the University administration and staff in the development of the university.

4.7. Promote camaraderie and respect to fellow students.

4.8. Liaise with student committee from other university in the Kingdom.

5. **PROCEDURES:**

5.1. Student Committee and University Board:

5.1.1. The Univesity Board must create and uphold protocols for informing students about the university's programs and activities.

5.1.2. University Board shall encourage the students to arrange in the establishment of a Student Committee.



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- 5.1.3. University Board shall prepare a plan which shall provide for the election of the Student Committee officers. The plan should be in lines with the University guidelines issued by the Ministry of Higher Education.
- 5.1.4. The University Board will have a part in seeing the rules governing meetings and the conduct of the Student Committee affairs.
- 5.2. The Student Committee and the Dean:
 - 5.2.1. The role of the Dean is significant in the establishment and operation of the Student Committee.
 - 5.2.2. The Dean is essential in all aspects of the school's operation in developing university's policy and in working with the academic and administrative staff members.
 - 5.2.3. Provide assistance in guiding the Students Committee for promoting university's culture which recognizes the valuable contribution and efforts of the students into university's development.
- 5.3. The Student Committee and the Academic Staff Member (professors, lecturers and demonstrators, etc.):
 - 5.3.1. The committee supports in recognizing the works of the Academic staff member.
 - 5.3.2. Developing an essence of cooperation and partnership with the Academic staff member is beneficial for both.
 - 5.3.3. Encourage an Academic staff member to attend meetings of the Committee.
- 5.4. The Student Committee and the Parents' Association:
 - 5.4.1. Encourage and supports the students in the establishment of the committee and its programs or activities.
 - 5.4.2. Student Committee will set-up a meeting with the members of the Parents Association to assist in a specific program / activity.

6 RESPONSIBILITIES:

- 6.1. University Board
- 6.2. All Academic staff (Professors, Lecturers, Demonstrators, etc.)
- 6.2. Students
- 6.3. Parents Association

7 ATTACHMENTS: N/A



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

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8 DISTRIBUTION:

- 8.1. This policy shall be distributed university wide.
- 8.2. Signed original copy is maintained in IAU Documentation Department.
- 8.3. Available in the IAU website.

9 REFERENCES: