



Policy for Supporting Student Activities and Organizing Events

Prepared by:

Assistant Professor Dr. Enas Razzaq Kadhim and Dr. Muntadhar Farid Ramadan

Under supervision of:

Assistant University President for Scientific Affairs Prof. Dr. Naseer Ali Hussein

Table of Contents



Introduction



Mission



First: Governance and Organizational Structure



Third: Events Organization and External Participation



Fifth: Student Guidance and Self-Initiatives Encouragement



Seventh: Periodic Review



Vision



Objectives



Second: Student Clubs Establishment Mechanisms



Fourth: Student Activities Support



Sixth: Monitoring and Evaluation

Introduction, Vision, Mission and Objectives

Introduction

Student activities are a fundamental pillar in building an integrated student personality and enhancing university affiliation. This policy aims to organize support for the formation of scientific, cultural, and sports clubs, and to provide funding and capabilities for organizing events, ensuring the refinement of personal skills and the development of leadership and teamwork spirit, in accordance with applicable laws and the university's vision.

Vision

Achieving a dynamic student environment that promotes creativity and excellence in extracurricular activities, contributing to the graduation of qualified leaders for the knowledge society.

Mission

Providing supportive infrastructure for student clubs and events, encouraging effective participation through fair funding and transparent regulatory mechanisms, to ensure the development of students' skills and the promotion of community values.

Objectives

- Supporting the establishment of student clubs in scientific, cultural, and sports fields.
- Providing dedicated annual funding for student activities inside and outside the university campus.
- Organizing a major event each semester (such as: Student Activities Week, Leadership Week, Al-Marbid... including academic, sports, artistic, and scientific competitions).
- Enhancing leadership, communication, and problem-solving skills among students.
- Ensuring equal opportunities and transparency in resource distribution and participation.

Governance and Organizational Structure



University Presidency

General supervision of student activities policy, approval of recommendations and major initiatives that require high-level endorsement, and supporting the provision of resources necessary for policy implementation.



University Council

Approval of general policies and strategic plans related to student activities, and endorsement of important proposals for major events at the university level.



Student Activities Department

The entity responsible for direct implementation of this policy, including planning and supervising all student activities at the university. The department coordinates between colleges and student clubs, provides administrative, financial, and technical support for events, and ensures compliance with regulations and instructions related to activities.



Colleges (Deans and Specialized Units)

Encouraging and supporting student activities within their colleges, through monitoring student clubs in the college and providing academic supervisors for them. Colleges also coordinate with the Student Activities Department when organizing events or participations related to their students, to ensure integration of efforts and avoid conflicts with university plans.



Student Clubs

Commitment to university policy and regulations in practicing various activities. Each club must develop an annual activity plan that aligns with the university's objectives and submit it to the Student Activities Department for approval and coordination. Each club must have a supervisor from faculty members or affiliates appointed with the approval of the college and relevant department, to guide students and ensure implementation of club activities within the specified frameworks.

Student Clubs Establishment and Approval Mechanisms

Establishment Application Submission

A group of students has the right to establish a scientific, cultural, artistic, sports, or social student club, provided they submit a formal written application to the Student Activities Department through the College Dean's office. The application must include basic information about the proposed club (club name, activity field, general objectives, preliminary activity plan, names of founding members, and the name of the proposed supervisor if available).

Application Review and Approval

The Student Activities Department reviews the club establishment application to verify its goals and activities align with the university's mission and policies, ensuring it doesn't duplicate an existing club or conflict with other activities. Coordination is made with the concerned College Dean's office (if the club's activity is related to a specific college) to obtain an approval recommendation.

Official Approval and Announcement

The official approval for establishing the club is issued by the Student Affairs Department after all conditions are met, and the club is granted the status of "Approved Student Club" at the university. The establishment of the new club is announced through the university's official website and communication channels to introduce it to the university community and encourage students to join.

Regulatory Bylaws and Periodic Reports

The approved club must establish internal bylaws defining its administrative structure (president, vice president, secretary...etc.) and the method for selecting or electing club officials, in coordination with the Student Activities Department to ensure transparency and fairness in managing club affairs. The club must also submit periodic reports (for example, at the end of each semester) to the concerned department, highlighting its activities, achievements, and challenges faced.

Events Organization and External Participation



Internal Events

The Student Activities Department, in collaboration with colleges and clubs, organizes an annual schedule for student events within the university (such as scientific seminars, training workshops, art exhibitions, cultural evenings, and sports tournaments). All events require prior approval from the department to ensure resource availability and avoid scheduling conflicts between different activities. The organizing entity (club or college) must submit an event plan including objectives, venue, time, target audience, and logistical needs well before the proposed date to obtain approval and support.



External Participation

The university encourages its students to participate in competitions, forums, conferences, and sports tournaments at national, regional, and international levels. The Student Activities Department coordinates with colleges to select qualified teams or individuals to represent the university in these forums, and to secure participation procedures (such as official communications with external entities, facilitating travel approvals if needed, and providing supplies or registration fees when possible). Participants are required to uphold the university's name and represent it honorably. The university is committed to honoring students who achieve outstanding accomplishments in external participations in appreciation of their efforts and to motivate others.



Student Activities Week

As part of the internal events plan, the Student Activities Department organizes a Student Activities Week each academic semester in coordination with all colleges. This week includes a series of diverse activities that showcase students' talents and achievements, such as academic, cultural, artistic and sports competitions, presentations of student projects or innovations, and performances or art exhibitions. The activities week aims to enhance interaction between students from different colleges, enrich the spirit of positive competition, teamwork, and creativity, and is considered a major event on the university's annual agenda.

Fourth: Student Activities Support



University Commitment

The university is committed to providing necessary support for student activities within available resources, to ensure efficient implementation of events and achievement of club objectives. The provided support includes financial, moral, and logistical assistance without limiting to a specific type, allowing flexibility according to the nature and needs of each activity.



Types of Support

- **Financial Support:** Covers expenses for event supplies or prizes
- **Logistical Support:** Includes providing venues, facilities, audio and media equipment
- **Moral Support:** Includes media coverage of events or motivation and appreciation letters from university administration



Budget and Funding

An annual budget for student activities is allocated within the university's general budget or a special student affairs fund, and is distributed to colleges and events according to approved plans to ensure transparency and fair distribution. The Student Activities Department also encourages seeking sponsorships or partnerships with external entities (such as companies or civil society organizations) to support certain events, subject to university presidency approval and sponsors' compliance with university policies and values.



Balance and Inclusivity

The university commits to providing continuous and balanced support across various types of activities (academic, cultural, artistic, sports) to ensure resources are not concentrated in one area at the expense of others, and to guarantee the maximum number of students benefit from this support.

Fifth: Student Guidance and Self-Initiatives Encouragement



Guidance Role of Supervisors

Academic supervisors and the Student Activities Department play an important guidance role by directing students in planning and organizing activities and providing them with necessary advice to ensure quality implementation, safety, and adherence to university values. Regular workshops and training courses are organized for club leaders and student committee members to develop their skills in organization, leadership, and event management areas, contributing to increasing activity efficiency and maximizing the benefits achieved.



Encouraging Self-Initiatives

The university encourages a culture of self-initiative and innovation among students by motivating them to propose ideas for new projects or events outside the framework of traditional activities. The Student Activities Department establishes a clear mechanism for receiving student proposals and studying them in coordination with relevant authorities. If any initiative is approved, necessary support is provided to implement it as a pioneering experience. This includes facilitating administrative procedures for obtaining approvals, funding the project, and preparing it, with supervision and guidance provided throughout all stages.



Recognition and Motivation

The university recognizes outstanding individual and collective efforts in student activities through a recognition and motivation system that includes certificates of appreciation or awards for the best club, best event, or distinguished student in activities during the academic year. This recognition aims to enhance the spirit of positive competition and encourage more students to participate and innovate new activities. The university also seeks to involve students in evaluating activities through opinion polls or open meetings to understand their views and suggestions, ensuring continuous improvement and development in response to the students' own aspirations.

Monitoring and Evaluation

Sixth: Monitoring and Evaluation

The Student Activities Department is committed to monitoring the implementation of this policy through tracking and documenting all activities and evaluating their performance periodically. Quarterly and annual reports are prepared containing statistics on the number of clubs and participating events, the number of students benefiting from them, and the level of achievement compared to the plans set. These reports are submitted to the University Presidency and University Council to be used in future planning and decision-making for supporting activities.

Performance Review

Student clubs undergo periodic reviews to assess their activity level and achievement of objectives. If deficiencies in the performance of any club are identified (such as few events or low participation), the club supervisor will be contacted to develop an improvement plan or provide additional support. In case of continued inactivity, the club's activities may be suspended or restructured in coordination with the Student Affairs Department.

Events Evaluation

Major events are evaluated after completion by measuring participant and audience satisfaction and reviewing challenges and lessons learned, with the aim of improving their organization in the future.

The university emphasizes the necessity of adhering to regulations and codes of conduct during activities. The competent authorities monitor any violations (such as disrupting public order, violating safety instructions, discrimination, or unethical behavior) and take appropriate disciplinary actions according to student discipline regulations. All activities must observe the university's values and ethics and contribute to creating a safe and respectful university environment for all participants.

Documentation

The Student Activities Department maintains records and archives for all activity-related materials (plans, approvals, reports, photos, competition results, etc.) in an organized electronic or paper format for an appropriate period of not less than five years. This aims to ensure the availability of historical references for activities that can be used in evaluation and planning, in addition to documenting the achievements of students and the university in extracurricular activities.

Periodic Review and Final Approval

Seventh: Periodic Review

This policy is subject to periodic review once every two years or when there is a need for organizational or legal updates or new strategies, to ensure it keeps pace with developments and changes in the university and educational environment. Any proposed amendments are submitted to the Higher Committee for University Policies for study and approval according to proper procedures before adopting the updated version of the policy.

Final Approval

Signature:

Date:

Policy Enforcement

This policy is applied from () and the policy provisions shall be valid provided they do not conflict with the instructions, regulations, and laws of the Ministry of Higher Education and Scientific Research. All faculties must comply with it without exception.