



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

---

**NUMBER** : 008-P-V01-15  
**TITLE** : Students' Engagement  
**ORIGINATING DEPT** : DEANSHIP OF QUALITY MANAGEMENT (DOQ)  
**ORIGINAL DATE** : 23 November 2015

---

### 1. STATEMENT OF PURPOSE

The purpose of this APP is to establish a policy and set of procedures for maintaining, managing and monitoring students' representation in committees, councils and any other meetings, where their input is considered valuable both at college and university level.

### 2. APPLICABILITY

This APP applies to all KSAU-HS activities including committees and councils where students' input is needed.

### 2 RELATED REFERENCES

- 2.1 NCAAA Handbooks
- 2.2 Student Handbook
- 2.3 Student Club Elections Booklet

### 3 DEFINITONS

- 3.1 **DOQ:** Deanship of Quality Management
- 3.2 **DSA:** Deanship of Student Affairs
- 3.3 **DQMA:** Development and Quality Management Affairs
- 3.4 **KSAU-HS:** King Saud bin Abdulaziz University for Health Sciences
- 3.5 **QAAA:** Quality Assurance and Academic Accreditation Committee
- 3.6 **Student Representative:** Student Club Representative in each College through elections
- 3.7 **Team Leader:** There are 5 team leaders in each College under the responsibility of the Student Club Representative
- 3.8 **UNIVERSITY:** King Saud bin Abdulaziz University for Health Sciences

#### 4 POLICY

- 4.1 The student body must be represented at key University bodies and activities where their input is needed that include but not limited to the following:
  - 4.1.1 Department Council/Committee meetings or equivalent if applicable
  - 4.1.2 Curriculum Committee meetings or equivalent
  - 4.1.3 QAAA Committee meetings
  - 4.1.4 College Council meetings in the following manner:
    - 4.1.4.1 Items that require Students' input should be discussed first
    - 4.1.4.2 College Council chairperson can ask the Student Representative to leave the meeting after the items that require the students' input have been discussed.
- 4.2 Students Representative's expected task within the attended abovementioned meetings is to give students' input.
- 4.3 KSAU-HS students must be regularly updated by the committee's respective chairperson on any actions taken as a result of their representatives' input.
- 4.4 University level committees will be attended by the leader of the student club and/or an alumni.
- 4.5 If the Student Representative cannot attend any of the abovementioned meetings due to any reason accepted by the assigned committee chairperson, the student is allowed to ask any of the team leaders in his/her college to attend on his/her behalf.
- 4.6 Student Affairs at each college should free the Student Representatives to attend the meetings that require their input when needed.
- 4.7 The Student Representatives are expected to commit themselves to individual worth, personal integrity, critical thinking, self-control, and community responsibility.
- 4.8 Any participation of the Student Representatives will be recorded/documentated by the committees.

#### 5 PROCEDURE

- 5.1 The DSA will add to the Students' Representatives the following tasks in addition to their current responsibilities:
  - 5.1.1 They will represent their fellow students in all committees and councils held in his/her College when students' feedback and views are needed.
  - 5.1.2 They will represent their fellow student in any quality assurance and enhancement activity held by DQM as required.
- 5.2 The committee's respective administrators from each college will inform the representatives to attend the meetings that require their input through an official invitation at least a week before the meeting.
- 5.3 A half day training workshop will be organized at the beginning of each Academic Year by the Medical Education in College of Medicine Riyadh/Jeddah in collaboration with DSA in order to fully provide the representatives with the necessary skills.

## 6 APPROVALS

Prepared by:



**Mr. Abdulrahman Al-Sayar**  
Administrative Assistant II, DOQ

Reviewed by:

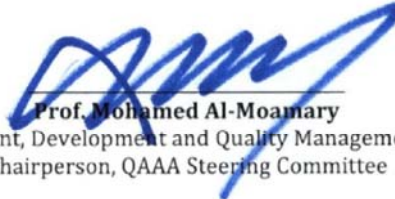


**Prof. Saleh Al Oraibi**  
Chairman, Quality Unit, CAMS-R



**Dr. Khaled Al-Jamaan**  
Dean, Deanship of Quality Management

Approved by:



**Prof. Mohamed Al-Moamary**  
Vice President, Development and Quality Management Affairs  
Chairperson, QAAA Steering Committee

## 7 CONTACT OF DEPARTMENT

Direct inquiries about this policy are to be forwarded to:

Deanship of Quality Management

Tel: +966-11-429-2911

E-mail: [doq@ksau-hs.edu.sa](mailto:doq@ksau-hs.edu.sa)

Internal Mail Code: 3139