



# APP

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

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**NUMBER** : 008-P-V02-18  
**TITLE** : STUDENTS' ENGAGEMENT  
**ORIGINATING DEP'T** : DEANSHIP OF QUALITY MANAGEMENT (DOQ)  
**ORIGINAL DATE** : 23.NOV. 2015  
**REVISION DATE** : JULY 2018

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### 1. STATEMENT OF PURPOSE

Maintain, manage and monitor students' representation in committees, councils and any other meetings, where students' 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.

### 3. RELATED REFERENCES

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

### 4. DEFINITIONS

- 4.1 **DOQ** is an acronym for Deanship of Quality Management
- 4.2 **DQMA** is an acronym for Development and Quality Management Affairs
- 4.3 **DSA** is an acronym for Deanship of Student Affairs
- 4.4 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Sciences
- 4.5 **QAAA Unit:** A Center for Quality Assurance and Academic Accreditation in each college or deanship.
- 4.6 **Student Representative:** Student Club Representative in each college through elections.
- 4.7 **Team Leader:** There are five (5) team leaders in each College under the responsibility of the Student Club Representatives.
- 4.8 **University:** King Saud bin Abdulaziz University for Health Sciences

## 5. POLICY

- 5.1 The student body must be represented at key university bodies and activities where their input is needed that include but not limited to the followings:
  - 5.1.1 College Council/Committee meetings
  - 5.1.2 Department Council/Committee meetings
  - 5.1.3 QAAA Committee meetings
  - 5.1.4 College Council meetings in the following manner:
    - 5.1.4.1 Items that require Students' input should be discussed first.
    - 5.1.4.2 College Council chairperson can ask the Student Representative/s to leave the meeting after the items that require the students' input have been discussed.
- 5.2 DSA will add Student Representatives in the following tasks in addition to their current responsibilities:
  - 5.2.1 The students will represent their fellow students in all committees and councils held in his/her College when students' feedback and views are needed.
  - 5.2.2 They will represent their fellow student in any quality assurance and enhancement activity held by DQMA as required.
- 5.3 The Students Representative's expected task is to provide students' perspective.
- 5.4 KSAU-HS students must be regularly updated by the respective committee's chairperson on any action taken as a result of their representatives' perspective.
- 5.5 University level committees will be attended by the leader of the student club and/or alumni.
- 5.6 If the Student Representative cannot attend any of the above mentioned 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.
- 5.7 Student Affairs at each college should free the Student Representatives to attend the meetings that require their input when needed.
- 5.8 Participation of Student Representatives should be documented in the annual report by DSA.

## 6 PROCEDURE

- 6.1 The respective committee 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.
- 6.2 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 provide the necessary skills to representatives.



6.3 The annual report must be communicated to DOQ by the respective program director or equivalent through University's official communication channels no later than the sixth week of next academic year.

This report must include the followings:

- 6.3.1 Evidence of students training programs
- 6.3.2 List of committees and students attendance

## **7 RESPONSIBILITY**

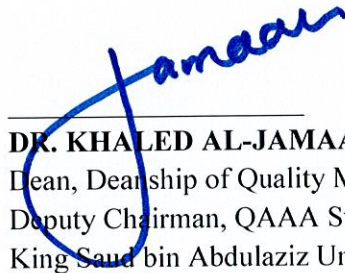
- 7.1 Deanship of Student Affairs
- 7.2 Deans and program directors
- 7.3 All KSAU-HS Colleges
- 7.4 Deanship of Quality Management





## 8 APPROVALS

### PREPARED BY:

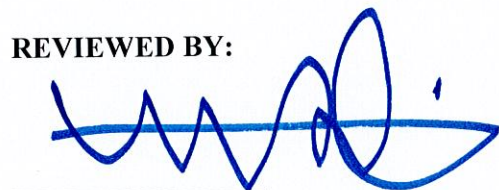
  
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**DR. KHALED AL-JAMAAN**  
Dean, Deanship of Quality Management  
Deputy Chairman, QAAA Steering Committee  
King Saud bin Abdulaziz University for Health Sciences

7/4/19.

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**DATE**

### REVIEWED BY:

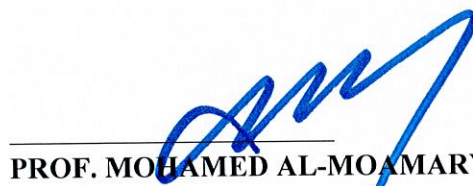
  
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**PROF. ABDULMALIK AL KHATERI**  
Assistant Vice President, Development and Quality Management Affairs  
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8/4/19

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**DATE**

### APPROVED BY:

  
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**PROF. MOHAMED AL-MOAMARY**  
Vice President, Development and Quality Management Affairs  
Chairman, University QAAA Steering Committee  
King Saud bin Abdulaziz University for Health Sciences

8.4.19

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**EFFECTIVE DATE**