



**Title:** Extra-Curricular Activities Procedures

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**Approval Authority:** University Council

**Document Owner:** Vice President for Academic Affairs

**Review:** The procedures are subject to periodic reviews as per amendments of university policies and regulations

## 1. Purpose

The purpose of this document is to describe procedures for planning and conducting students' extracurricular activities at Gulf University. Also, the document clarifies the principles for students' participation in extracurricular activities in which they represent the University.

## 2. Scope

The procedures apply to all students at Gulf University.

## 3. Acronyms

<b>A&amp;R</b>	Admission and Registration
<b>BQA</b>	Education and Training Quality Authority
<b>GU</b>	Gulf University
<b>HEC</b>	Higher Education Council
<b>HOD</b>	Head of Department
<b>IT</b>	Information Technology
<b>NQF</b>	National Qualifications Framework
<b>PR</b>	Public Relations
<b>SSO</b>	Student Support Office
<b>SSU</b>	Student Services Unit
<b>VP ACADEMIC</b>	Vice President for Academic Affairs

## 4. Definitions

**Academic Advisor:** The academic advisor is a faculty member at Gulf University, who is responsible for guiding the students according to University Guidelines and Regulations.

**Extracurricular activities** are activities performed by students that fall outside the domain of the normal curriculum of academic programs at the University.

Extracurricular activities are generally non-academic and non-credit, social, humanitarian, voluntary, social, and may involve students from other higher education institutions or personnel from the community.

**Instructor:** An instructor is an individual appointed by Gulf University to teach on its courses.

**Student:** A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

## **5. Procedure Details**

### **5.1 Preamble**

- 5.1.1 Extracurricular activities shall not offer credit and shall not be graded.
- 5.1.2 All extracurricular activities conducted either on or off campus shall be subjected to prior approval by HEC and be scheduled by SSU.
- 5.1.3 All extracurricular activities shall be attended by relevant students and their attendance shall be observed and recorded by SSU.
- 5.1.4 All students shall be obliged to participate in relevant extracurricular activities; SSU shall take into consideration their safety and space restrictions.

### **5.2 Planning Phase**

#### **Section (A) – College Level**

- A.1 Each academic year, Academic Departments shall map to program learning outcomes (PLOs) and courses, the extracurricular activities they plan for the upcoming academic year, taking into considerations students with special needs at the program; shall send the plan to College Council, during the first half of the month of April, for review and approval.
- A.2 College Council shall review and approve “Extracurricular Activities Plan” for all Departments at the College, during the second half of the month of April.
- A.3 Colleges shall send the approved plans to Unit of Student Services before end of April.

#### **Section (B) – Students Council Level**

- B.1 Students Council shall send to SSU, during the first half of the month of April of each academic year, their proposals of extracurricular activities for the upcoming academic year, taking into considerations students with special needs.
- B.2 SSU shall review and approve the “Extracurricular Activities Plan” received from Students Council before the end of April.

#### **Section (C) – SSU Level**

- C.1 Office of Students Support at SSU shall develop their “Extracurricular Activities” plan for the upcoming academic year taking into consideration students with special needs, during the first half of the month of April of each academic year, followed by sending the plan to Head of SSU for review and approval.
- C.2 Office of Students Support shall compile the 3 approved “Extracurricular Activities” plans and develop the “University Extracurricular Plan”, shall ensure, in collaboration with Head of SSU, the alignment of the plan with the budget, during the first week of May.

### **5.3 Approval Phase**

- 5.3.1 The head of SSU shall send the “University Extracurricular Plan” to VP Academic, who, within one week, shall review the plan and shall either forward it to “University Risk Assessment Committee” or return it back to SSU with comments for modifications.
- 5.3.2 The University Risk Assessment Committee shall, within one week from the date of receipt, assess the plan and recommend either approving or modifying the plan.
- 5.3.3 In case of returned plan, Head of SSU shall coordinate with the initiators of plan sections to consider the comments and recommendations for modifications relevant to their sections, within one week, and shall re-send the modified sections to SSU, who shall develop the modified plan, followed by seeking VP Academic for approval before end of May.
- 5.3.4 SSU shall send the plan to the University Council for approval, followed by sending the plan to HEC for final approval during the month of June.
- 5.3.5 Upon receiving HEC approval of “University Extracurricular Activities” plan, SSU shall develop the “Extracurricular Activities Calendar” for the upcoming academic year before end of July.
- 5.3.6 Also, SSU shall inform Unit of A&R about the extracurricular activities which need to be included in the “University Academic Calendar”.

### **5.4 Implementation Phase**

- 5.4.1 SSU shall disseminate the “University Extracurricular Activities” plan throughout the University, particularly to Colleges, Departments, Units/Centers, Student Council, and students.
- 5.4.2 Relevant Colleges/Departments, and Students Council shall collaborate with SSO (at SSU), who shall coordinate with IT, PR, and Maintenance Departments at the University, for implementation of their planned activities.
- 5.4.3 All extracurricular activities shall be attended by relevant students and their attendance shall be observed and recorded by SSO, (Form GU- PR40ECA-F1).
- 5.4.4 Relevant HODs, Students Council and SSO, at the end of each activity, shall send the completed evaluation form (Form GU- PR40ECA-F2) to the Head of SSU within one week after the event.
- 5.4.5 The Head of SSU shall conclude the most important remarks and comments of the evaluation forms, shall share conclusions with the VP Academic and relevant parties at the University to be considered for upcoming activities and future planning.
- 5.4.6 The Head of SSU shall develop a Semester Report on status and outcomes of the planned Extracurricular Activities for the semester, followed by sending it to The VP Academic for review and further action as necessary.

## 6. Responsibilities

### **Students are responsible for:**

- following these procedures appropriately.

### **Heads of Departments are responsible for:**

- ensuring that all faculty members and students are fully informed of these procedures.
- ensuring that these procedures are appropriately implemented.

### **Deans are responsible for:**

- ensuring that all faculty members and students follow these procedures.
- ensuring that these procedures are appropriately implemented.

### **Unit of Student Services is responsible for:**

- appropriate implementation of these procedures.

### **Students Council is responsible for:**

- appropriate implementation of these procedures.

### **Vice President for Academic Affairs is responsible for:**

- Appropriate implementation of these procedures.

### **University Policy Development and Review Committee is responsible for:**

- Systematic review of the effectiveness of these procedures.

## 7. Related Policies

- Extracurricular Policy
- Students Induction Policy

## 8. Related Procedures

- Students Induction Procedures

## 9. Related References and Standards

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook