

6.p. Student Activities

Subject	Students	Effective From	Sep - 2011
Policy #	6.p.	Latest Revision	Dec - 2023
Title of The Policy	Student Activities	Next Review	Dec - 2024
Responsible Entity	Student Affairs Deanship	Policy Pages	2
Definitions	AAU: Al Ain University Extracurricular Events and Activities: all activities that are not graded and are organized outside the classroom.		
Purpose	Enrich the overall university experience for students by providing opportunities for personal and social growth outside the classroom through cultural, social, health, artistic, entertainment and sports activities.		
Scope	This policy applies to all Extracurricular Events and Activities organized in or out of campus.		
Statement	Students at AAU are motivated to engage in activities and events organized by Student Activities Office, these experiences offer valuable opportunities to learn, grow, and connect with their peers.		
Procedures	<p>1. Activity Planning and Approval:</p> <ul style="list-style-type: none"> - Create a detailed plan, including dates, times, and locations. - Seek required internal and external approvals and arrangements as needed. <p>2. Budgeting:</p> <p>Create a budget for the activity according to activity requirements.</p> <p>3. Cooperation and Communication:</p> <p>Communicate with external parties for cooperation as needed.</p> <p>4. Arrangements and Logistics:</p> <p>Ensure that all required arrangements from university departments are provided, and the equipment and materials needed are available and in good working condition.</p> <p>5. Participation Process:</p> <ul style="list-style-type: none"> - Recruit participants and volunteers among students as needed. - Establish a registration process for participants as needed. <p>6. Advertising:</p> <p>Promote the activity through emails, social media, and other communication channels.</p>		

	<p>7. Event Day Organization:</p> <ul style="list-style-type: none">- Set up the event location.- Check-in participants and volunteers.- Monitor the event and handle any issues as they arise. <p>8- Post-Event Procedures:</p> <ul style="list-style-type: none">- Evaluate the activity's success and gather feedback from participants.- Hold a debriefing session to discuss what went well and what could be improved.- Submit required reports and documents for publication and media coverage.- Maintain thorough documentation of all aspects of the activity for reference.
Recent Changes	