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Policy: **Student Activities**

Code: **06ST16**

Reviewed/ Revised: **26/07/2022**

Policy Owner: **Student Council Liaison**

Target audience: **All EAHM Students, Student Council Liaison, Faculty, Staff**

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**PURPOSE:**

This policy is designed to provide a framework for extra-curricular student activities held under the auspices of EAHM.

**SCOPE:**

The policy is developed for Students, faculty, staff, student council liaison, and any party involved in students' activities.

**DEFINITIONS:**

**Extracurricular activities:** are events and activities for EAHM students that are authorized, organized and/or sponsored and supervised under the auspices of EAHM but that do not fall within the scope of the regular EAHM curricula. Extra-curricular activities may be organized by the Student Council, the Student Support Officer, the Student Council Liaison or Programme Manager, Director of Operations or any other section or member of EAHM community. Extracurricular activities may be held on campus or elsewhere.

**POLICY STATEMENT:**

The policy covers all activities as described in "Definitions" above. It does not cover activities organized by individual students or groups of students for non-class time if EAHM is not formally involved (for example, an informal party or barbeque for resident students). Note however that any activity held on campus must comply with the Student Code of Conduct and other EAHM policies. No alcohol will be served at any event on campus involving students.

We support development of a close and active EAHM community through shared events and activities. EAHM will provide financial assistance for at least two community-wide non-academic events a semester (usually Student Council events) and will consider any number of proposals with no financial implications. Establishment of ongoing clubs and sports activities is especially encouraged.

**RESPONSIBILITY:**

The Student Council Liaison is responsible for ensuring that this policy is up-to-date and reviewed according to the agreed schedule.

**IMPLEMENTATION OF THE POLICY:**

The Student Council Liaison and Director of Operations or designate will be the first line of contact for any proposed extracurricular activity. He / she will also be responsible for assisting Student Council Members with any financial transactions related to an event, including raising PRs, producing supporting documentation, etc. The Student Council Liaison is responsible for ensuring that EAHM Alumni and the entire study body and staff are invited to all relevant activities.

The Student Council has a mandate to organize student events. When an activity proposed by the Student Council is approved, the Council will assume responsibility for organising it,

promoting it, and cleaning up after it, and for keeping the Student Council Liaison and Director of Operations informed at all stages.

For Non-Student Council activities (a club or workshop, for example), one person must be designated to take responsibility for ensuring EAHM policies and procedures are followed and for communicating with the Student Council Liaison regarding the activity.

Any student, Faculty member or EAHM colleague may propose an activity by completing an Extracurricular Activity Proposal form (See Appendix A) and submitting it to the Student Council Liaison.

The Student Council Liaison is responsible for assessing proposals for the following types of activities and submitting his/her recommendations to the Managing Director for approval:

- Clubs
- Recreational activities like sports competitions, movie nights, barbeques, etc.
- Funding-raising events or drives for charity
- Non-course-related tours or field trips
- Non-credit short courses or workshops on non-academic subjects like photography, chess, tai chi, etc.

Note that any event involving publicity and/or interaction with an outside body must comply with Jumeirah and EAHM rules and regulations regarding media relations etc. They should contact the Director of Marketing & Enrolment at EAHM for further direction.

The Student Council Liaison will forward proposals for the following types of activities to the Dean:

- Non-credit short courses or workshops on academic or professional topics
- Events involving guest speakers

Each proposal will be assessed on the following criteria:

- The justification provided in the proposal
- Student commitment to organizing the event
- The estimated number of students / others who will participate
- The cost implications for EAHM (although this will not disqualify a good idea)
- The feasibility and ease of implementing the idea
- The health and safety and insurance implications

Once approved, the Extracurricular Activity Proposal form will be signed by either the Student Council Liaison and the Program Manager or Dean and filed in the Student Council Liaison Office. A copy will be returned to the proposer.

The student responsible for the Club or other event/activity may be supported by other departments such as the Marketing Department and the Media Club and must conform to all policies and procedures as mentioned in the Student Handbook and this Policies and Procedures Handbook. If a 'Club' is made up of more than one student, a 'terms of reference' document must be produced and approved by TRASC and any publication related documents such as flyers/posters and newsletters or email invitations must be pre-approved by Student Council Liaison Manager and/or Student Council President.

All Extracurricular Activities should be included along with Student Council related activities when Student Council presents the yearly Student Council updates in any governance related meetings or at Campus Update presentations.

**ASSOCIATED DOCUMENTS:**

- Extracurricular Activity Proposal form
- Student Council Constitution
- Student Publications and Media Policy 06ST18
- Student Code of Conduct
- Co-Curricular Survey

**MENTIONS:**

- Catalogue
- Student Handbook

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024.**

**POLICY APPROVALS RECORD**

Policy Name:	<b>Student Activities</b>	
Policy Code:	<b>06ST16</b>	Formerly: EA/STU/006
Date of first approval:	<b>04/2008</b>	

Reviewed/ Updated	Details of Amendment
26/07/2022	- Clarification of the designation of the Student Council Liaison

**Appendix A – Student Activity Proposal Form**

**STUDENT ACTIVITY PROPOSAL**



**TITLE & BRIEF  
DESCRIPTION OF THE  
ACTIVITY:**

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**PROPOSED DATE/S:**

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**PROPOSED VENUE:**  
(specific location, e.g. pool  
bar)

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**ESTIMATED NUMBER OF  
PARTICIPANTS:**

**STUDENTS:**

**OTHERS (specify):**

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**JUSTIFICATION FOR THE  
ACTIVITY:**  
(expected benefit or rationale)

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**WHO (INDIVIDUAL/S OR  
GROUP) WILL ORGANISE  
THE EVENT?**

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**ESTIMATED COSTS:**

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**SIGNATURE OF PROPOSER:**

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**APPROVED BY & DATE:**

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