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Policy: **Student Activities**

Code: **06ST16**

Reviewed/ Revised: **05/01/2024**

Date of Next Review: **February 2025**

Policy Owner: **Student Council Advisor**

Target audience: **All Students, Student Council Advisor, 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:**

#### **Student Council Liaison**

The Student Council Liaison members include the following: Student Council Advisor (a faculty member), Director of Operations, Quality Assurance Manager, Global Mobility Representative, Program Managers, Assistant Dean, and Dean.

**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 are coordinated and led by the Student Council, supported by the Director of Operations.

### **POLICY STATEMENT:**

The policy covers all extracurricular activities. 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). Any activity held on campus must comply with the Student Contract and other EAHM policies. No alcohol will be served at any event on campus where students are involved.

We support development of a close and active EAHM community through shared events and activities. EAHM will provide financial assistance for at least two campus-wide extracurricular events per year (usually Student Council events) and will consider any proposals with no financial implications. The budget for these two events will be communicated to the Student Council annually by the Director of Operations. The establishment of ongoing clubs and sports activities is especially encouraged.

### **RESPONSIBILITY:**

The Student Council Advisor 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 Advisor and the Director of Operations will be the first line of contact for any proposed extracurricular activity. The Director of Operations 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 Director of Operations 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 Director of Operations informed at all stages.

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 Advisor.

The Student Council is responsible for developing proposals for the following types of activities and submitting their recommendations through the Student Council Advisor for approval:

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

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

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 Advisor and the Program Manager or Dean and filed in the Student Council Advisor 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 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 the Student Council Liaison Committee and any publication related documents such as flyers/posters and newsletters or email invitations must be pre-approved by Student Council Advisor 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 2025**.

**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>	

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
26/07/2022	- Clarification of the designation of the Student Council Liaison
05/01/2024	- Role of the Student Council Advisor

**Appendix A – Student Activity Proposal Form**

**STUDENT ACTIVITY PROPOSAL**



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

**PROPOSED DATE/S:**

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

**ESTIMATED NUMBER OF  
PARTICIPANTS:**

STUDENTS:

OTHERS (specify):

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

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

**ESTIMATED COSTS:**

**SIGNATURE OF PROPOSER:**

**APPROVED BY & DATE:**