

The Organizational Guide for the Student Advisory Council

Vision: A creative knowledge system for a productive society.

Message: Building a competitive knowledge society through an advanced educational environment, scientific research, and effective community initiatives and partnerships.

Goals:

- Diversification and development of income sources
- Escalating the efficiency of physical, human and technical resources
- Development of an attractive and stimulating institutional work
- Designing prominent educational programs that meet the needs of the labor market
- Building an advanced scientific research system
- Enhancing morals, pertinence and moderate thought among students,
- Proposing effective community initiatives that enhance the role and reputation of the university

Values: perfectness, responsibility, institutionalism, team-work, creativity, competitiveness and effectiveness.

Introduction: On believing in what Bisha University feels about the importance of the educational process and involving the student in this system with an influential and effective role, we provide the organizational guide for the Student Advisory Council.

Article (1) definition:

It is an advisory body that aims to achieve effective student participation in the university decision to develop the academic process and group students' views on what is provided to them from educational and service activities to reach a creative knowledge system for a productive society.

Article (2) location:

The University of Bisha and its branches.

Article (3) the council goals:

- 1- Participating in building the student's integrated personality and developing it nationally, socially and culturally within the principles of Islamic Sharia
- 2- Developing a leadership spirit among students and giving them the opportunity to express their responsible opinions
- 3- Enlightening students about their rights and duties in accordance with the university regulations in force
- 4- Attention to student issues, follow-up and work to solve problems in cooperation with the university administration
- 5- Working on providing a healthy environment for discussion and opinions' exchange
- 6- Promoting the spirit of cooperation and the concept of teamwork among students
- 7- Supporting, promoting, and raising the efficiency of cultural, scientific, social and sports activities
- 8- Urging students to actually and effectively contribute in planning and organizing all aspects related to their affairs and studies
- 9- Sharing with the university its responsibility in developing student services in the light of actual needs
- 10- Reinforcing ties between students and academic and administrative staff members

Article (4) the University Student Advisory Council committee:

The student advisory council is formed only for one academic year and its members include:

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| 1- University President | President |
| 2- University Vice President for Educational Affairs | Vice President |
| 3- Dean of Student Affairs | Secretary of the Council |
| 4- Dean of Admission and Registration | member |
| 5- Vice Dean for Student Services | rappporteur |
| 6- Female Vice Dean of Student Affairs | member |
| 7- A representative student for each of the university's student colleges | member |
| 8- A representative student for each of the university's female colleges | member |

Article (5) the college Student Advisory Council committee:

The student advisory council within each college is formed only for two academic years and its members include:

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| 1- Dean of college | President |
| 2- The Vice-Dean for Academic Affairs | Vice President |
| 3- Vice Dean for Student Affairs | member |
| 4- A representative student from each of the college departments | member |

Article (6) Student membership controls for the Student Advisory Council:

- 1- The Dean of each of college within the university nominates a male and female student from each of the college's departments who meet the following conditions:
 - A) A regular student in his academic program
 - B) GPA not less than 3.5 out of 5
 - C) No conviction of any behavioural or scientific work
 - D) Effective participation in student activities and voluntary work
- 2- Membership shall be terminated in the following cases:
 - A) Failing to attend the council meetings without excuse three times, the council chairman issues the decision in such cases.
 - B) Written resignation by the member.
 - C) The president of the council has the right to issue a disciplinary decision to drop membership from one of the members, after it is proven that the member has committed an act that violates the goals of the council or harms his reputation.

Article (7) the Student Advisory council meetings:

- 1- The University Student Advisory Council holds its meetings periodically with a minimum of once every semester headed by His Excellency the President of the Council or the Council Vice President.
- 2- Student councils within different faculties are held regularly – at a minimum, every month during the semester.
- 3- Extraordinary meetings are held when an imperative occurs.

- 4- The member is considered absent from the council meeting if he attended late for more than 15 minutes from the beginning of the session or left an hour earlier before the end of the session without a convincing excuse.
- 5- In case the member would apologize for the attendance of a meeting, the member must inform the Secretary of the Council of the apology 24 hours before the session, and the Speaker or his representative has the right to consider the absence or not according to his contentment to the provided excuses.
- 6- In order for a meeting to take place, two-thirds of the members are required to attend. Decisions are passed by majority; if votes are equal, the issue is brought up for discussion again in the same session and voting is repeated. If the votes are equal for a second time, the President favours one of the two views, and is considered binding for the Council.
- 7- The Student Advisory Council president assigns a secretary for the council. The council will have an email and the council secretary is responsible for following up the mail, and colleges must send copies to the council's mail and hence to the council president with the decisions issued by their student councils for the council to discuss and comment on.
- 8- It is necessary to ensure that the topics of the sessions are presented to the student councils in colleges, and in case that they are not resolved, they are submitted to the University's Student Advisory Council, except for proposals that do not fall within the framework of the sub-committees.

Article (8) action mechanism of the Student Advisory Council:

- 1- Submitting the topics to be discussed to the council secretary in writing with everything related to it attached
- 2- Commitment to the schedule of meetings and not to discuss topics that are not listed except those are included in the upcoming work
- 3- Signing the minutes of the meetings and submitting the members' observations or objections in writing to the Council's Secretary
- 4- Not to discuss any topic raised by a member who did not attend the meeting
- 5- The council does not discuss individual cases that concern a particular student unless it is a general case
- 6- Officials that are involved with the topics under discussion may be invited to attend Council meetings
- 7- The council secretary is allowed to address the various colleges and departments of the university on the topics for discussion that are related to these bodies
- 8- What is written in the minutes of answers to the issues raised is considered sufficient

Article (9) general provisions:

- 1- Taking decisions and recommendations within the framework and goals of the Council
- 2- Considering the university's rules and regulations
- 3- Signing on this guide means adherence to and compliance with it
- 4- The President of the University issues a decision appointing members of the University's Student Advisory Council
- 5- Council membership is valid for a maximum of two years, and not renewable for students
- 6- The council committee issues recommendations that are considered for approval within the powers delegated to the President of the Council
- 7- The university president may cancel the membership of any member of the council if he sees that the member violates the policies of this document
- 8- The university president may cancel the council's work if it is proven that it does not achieve the goal for which it was established