

# **Student Clubs Guidelines**

**By Deanship of Students Affairs, Student Services and Activities Unit**

# Student Clubs Guidelines

## 1- Establishing a Club

1. Fill the club registration form sent at the beginning of the academic year.  
Mention:
  - Club advisor and the possibility of a co-advisor (faculty or administrative member).
  - President (student)
  - Vice President (student)
  - members, (at least 3 students)
  - Suggested activities,
  - Estimated budget.

You can request the *Club Registration Form* from the Deanship of Student Affairs, Student Services and Activities Unit.

The Club must be approved by the Deanship of Student Affairs.

2. The Student Services and Activities Unit will inform you whether the club is approved or not.

### Note:

- All clubs must be registered at the beginning of the academic year.
- Kindly note that the club advisor must supervise and attend club meetings and events.
- All registered and newly established clubs must fill the registration form and submit it to Student Services and Activities Unit.
- Club activities must not be announced before getting the approval on the establishment of the club and on each activity.
- All activities and events must be within the scope of the club.
- All clubs budget request must be submitted to the DSA directly.

## 2- Club Reports

1. Each club advisor must submit a report (maximum one week) after each activity to the Student Services and Activities Unit.
2. The report must include evidence of the activities (Photos, flyers, etc.)
3. All reports must be submitted in a Word format.  
You can request the *Report Form* from the Deanship of Students Affairs.
4. Failure to send the report, other activities requests will not be accepted.

## **Types of Clubs:**

PSU clubs are divided into:

- Specialized clubs: clubs related to a curricular activity and a college.
- General clubs who are not related specifically to a college or any curricular activities

### **Specialized Clubs**

Specialized Clubs are supervised by faculty members within their college. The President of the club should send the request to the club advisor of the club who will send it to the Chairperson, Vice Dean or Dean of the College. The approved request is then sent to the Deanship of Student affairs, Student Services and Activities Unit.

### **General Clubs**

General clubs are either supervised by a faculty member or by the DSA directly. For any activity or event, the president of the club should send the request to the club advisor (if any) who will then send it to the Deanship of student affairs, Student Services and Activities Unit.

## **Activities and Events Approval**

For any event, the following rules apply:

- The Club Activity Request form must be filled based on the instructions below and submitted to the Student Services and Activities Unit for approval.
- All club activities must be approved by Deanship of Students Affairs.
- The request approval depends on the nature of the event.
- The Club Advisor must supervise the event.

### **Club Activities Guideline for:**

Events for/by PSU members only:

- The event must be approved by the Deanship of Students Affairs.
- Budget and other requirements along with the approval letter must be submitted to the Student Services and Activities Unit minimum of 3 weeks before the event date.

Hosting Guests or Guests speakers from outside PSU:

- The event must be approved by the Deanship of Student Affairs.
- Budget and other requirements along with the approval letter must be submitted to the Student Services and Activities Unit minimum of 3 weeks before the event date.

## Clubs Field Trips

- A detailed letter about the trip must be sent to the DSA through the Chairperson, Vice Dean or Dean of the college a month before the field trip
- The female field trip must be approved by the Vice President, Women Campus.
- Student guardian approval must be submitted to Student Services and Activities Unit at least 3 days before the trip.

## **Restrictions and Violations:**

- All club decisions must be approved by the club advisor before it takes into action.
- All club activities must be approved by Deanship of Students Affairs.
- If a problem occurred, the club members raise the issue to the Club Advisor to take an action and solve it. In case one of the parties involved was not satisfied with the solution for a reasonable matter, they can object to decision through the Deanship of Students Affairs, Student Services and Activities Unit.
- Club members must not violate Islamic instructions, government rules and regulations and the University code of conduct and Bylaws.
- Representing the club in activities outside the University without Deanship of Students Affairs Approval is not allowed.
- Any violation is subject to disciplinary action.

## **Club Evaluation:**

The club will be evaluated according to the following:

**The club activities:** Evaluated by the College Dean/ Deanship of Students Affairs based on:

- Creativity
- Activities diversity
- Number of events
- Club punctuality and commitment to instructions
- Event success

**Members Evaluation:** done by the club members by the end of the academic year

**Audience Evaluation:** evaluating each event by the audience. The result of the evaluation must be mentioned in the activity report.