

King Abdulaziz University

Faculty of Dentistry

Student Activities

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Definitions

Student Activities

A set of activities and events that students participate in, which include sports, social, religious, and creative activities. These activities work to develop students' social and leadership skills, as well as enhance the sense of community within the university.

Extracurricular Activities Document

A document that records student participation and contributions in university activities outside the core academic program. This document is used as proof of the student's commitment to extracurricular activities and the development of their skills and abilities outside the classroom.

Volunteering

Activities carried out by individuals or groups on a non-profit basis, aimed at serving the community or assisting others. Volunteering provides an opportunity for individuals to enhance their personal skills and sense of social responsibility.

Volunteering Certificate

An official document issued to students who participate in volunteer work, which documents their involvement in a specific volunteer activity. This certificate aims to acknowledge and document the volunteer efforts made and contributes to their readiness for the job market.

Introduction

The Faculty of Dentistry aims to achieve the objectives of its strategic plan, including one of its goals to enhance self-development and student skills by activating the role of extracurricular activities. The Student Activities Unit at the Faculty of Dentistry offers comprehensive student activities that contribute to encouraging student participation in local and international events. It also provides activities that support talented students within the faculty, in collaboration with the university, and in alignment with Saudi Arabia's Vision 2030. This is achieved through the combined efforts of faculty members, students, and administrative staff members within the faculty.

Objectives of Student Activities

1. Enhancing the mental, physical, cultural, and social growth of students at the Faculty of Dentistry.
2. Enabling students to explore diverse cultures both within and outside the university.
3. Enhancing students' unique abilities and highlighting individual differences among them.
4. Highlight the importance of teamwork and enhancing students' communication and leadership skills.
5. Encouraging group work and ensuring that its outcomes are measurable and subject to continuous evaluation.
6. Fostering national belonging among students by participating in national events.

Student Activities Committees

Islamic Committee

The Islamic committee organizes lectures and seminars on various aspects of religious awareness. It also arranges trips for performing Umrah and provides guidance on adhering to Islamic conduct and exemplary behavior. Additionally, the committee organizes events, workshops, and recreational trips that highlight the religious aspects.

Cultural Committee

The Cultural committee aims to develop and nurture students' literary, cultural, and artistic talents through seminars and cultural and recreational competitions. It encourages students with artistic talents in areas such as painting, sculpture, photography, and handicrafts by offering lectures and workshops to enhance and refine these skills. Additionally, the committee participates in university-organized competitions, trips, and exhibitions to provide students with opportunities to showcase their work and engage with the broader community.

Social Activities Committee

The Social Activities Committee organizes training sessions for students on various skills, as well as educational and recreational trips within the city of Jeddah. It contributes to the university and faculty events by organizing the annual closing ceremony for student activities. The committee also participates in the annual orphanage event organized by the faculty, where students provide dental check-ups for children and engage in social activities with them. Additionally, the committee aims to strengthen bonds and develop relationships between students and faculty members through seasonal celebrations and official events, achieving its goals and fostering the exchange of experiences.

Sports Activities Committee

The Sports Activities Committee aims to participate in most of the university's sports activities and organize matches between faculties to encourage students to engage in sports and improve their physical fitness. Additionally, the committee participates in community initiatives related to health awareness, promoting overall well-being and healthy living among students.

Responsibilities and Procedures of the Student Activities Unit

1. Updating the Student Activities Plan:

- 1.1. The student activities plan is developed annually based on the guidelines set by the Deanship for Student Affairs.
- 1.2. Each committee leader proposes activities and events based on values or themes set by the Deanship for Student Affairs, with the requirement to implement at least two activities per committee each month.
- 1.3. Proposals are collected and used to prepare the activities plan.
- 1.4. The student activities plan is presented to the Vice Dean for Female Students / Vice Dean for Academic Affairs for approval.
- 1.5. The plan is then sent to the Dean of Student Affairs in an official letter for approval and endorsement.

2. Nominating Committee Leaders for Student Activities:

- 2.1. Nominate names of faculty members as committee leaders and obtain official approval.

3. Nominating Committee Secretaries for Student Activities:

- 3.1. Nominate names of students interested in working with student activities committees.
- 3.2. The Activities Coordinator presents the nominated names to the committee leaders and the student activities supervisor for review and discussion.
- 3.3. The nominated names are then submitted for official approval.

4. Preparing an Estimated Budget for Each Activity and Event:

- 4.1. The cost requirements for each activity and event are studied by preparing an estimated budget for the upcoming activity plan.
- 4.2. The budget is presented and discussed with the Vice Dean for approval.

5. Supervising the Implementation of Plan Activities and Events:

- 5.1. The dates of activities and events are determined according to the schedules of students and in accordance with social and national events and the dates are discussed with the committee members, supervisor of student activities, and the Vice Dean for the female section / Vice Dean for Educational Affairs.
- 5.2. Coordinate with committee leaders and students to make the necessary arrangements well in advance of the event.
- 5.3. Identify and arrange all necessary requirements and preparations, including permits, venue bookings, and transportation, by coordinating with relevant authorities and issuing official correspondence as needed.
- 5.4. Determine the budget required for each activity based on the estimated cost of the budget for each activity and event.
- 5.5. Design the event or activity announcement and obtain approval from the Vice Dean for Female Students/Vice Dean for Academic Affairs and the student activities supervisor
- 5.6. Distribute the announcement to students via email and display it on screens within the faculty.

- 5.7. Register the names of students participating in the activity.
- 5.8. Photograph and document the events and activities, and coordinate with the Public Relations and Media Unit to post them on the faculty website and social media platforms.
- 5.9. Track the number of beneficiaries from the activity using an online registration link.
- 5.10. Prepare an online link for evaluating the event.
- 5.11. Prepare a report on the activity.

6. Supervising and Organizing the Sub-Committee Leader and Preparing for Various Activities (Lectures, Workshops, Programs, Competitions, etc.)

- 6.1. Take necessary measures to coordinate with the trainer, such as preparing the site, designing advertisements, providing all the needs for the program in accordance with the rules and regulations.
- 6.2. Supervision by the sub-committee leader for the implementation of the activity.
- 6.3. Track the number of beneficiaries from the activity using an online registration link.
- 6.4. Prepare an online link for evaluating the activity.
- 6.5. Prepare a report on the activity.

7. Evaluating the Activity:

- 7.1. At the end of each Hijri month, the monthly activity indicator is collected by counting the activities and events that have been activated during the month, the place and date of the event, the target group, the numbers of attendees and beneficiaries, based on the time specified by the Deanship for Student Affairs.
- 7.2. Prepare a monthly (internal) report for the Student Activities Unit.
- 7.3. Prepare a detailed quarterly and annual report for the Student Activities Unit.

8. Issuing Certificates for Student Activities:

- 8.1. The Activities Coordinator issues certificates to students who have achieved top positions or won competitions and activities, as well those who participated in implementing the activities plan.
- 8.2. The certificates are approved by the Dean of the Faculty of Dentistry and the Vice Dean for Female Students/Vice Dean for Academic Affairs.

9. Selecting the Star Student for Each Academic Year:

- 9.1. The announcement issued by the Deanship of Student Affairs regarding the star competition is circulated.
- 9.2. The student wishing to be nominated for the competition fills the link attached in the announcement.
- 9.3. The Deanship for Student Affairs finalize the names of the nominees from the faculty with the activity's coordinator in the faculty.

- 9.4. An internal committee is formed for the female students' section, chaired by the Vice Dean for Female Students. The committee will include the student activities supervisor, the activities coordinator, and any additional members selected by the Vice Dean as deemed appropriate.
- 9.5. The committee will evaluate the nominees based on the criteria provided by the Deanship for Student Affairs.
- 9.6. The nominated student's name is sent with an official letter from the Vice Dean for Female Students to the Deanship for Student Affairs.

10. Issuing the Student Activities Document Approved by the Deanship for Student Affairs:

- 10.1. Official communication with the Deanship for Student Affairs regarding the supervision of one of the approved activities in the Student Activities Plan.
- 10.2. The activities coordinator will send the names of the participating students via email to the Deanship for Student Affairs.
- 10.3. The Deanship for Student Affairs will calculate the participation points for the students in the Student Activities Document using the ODUS PLUS system.

11. Creating and Updating a Database of Activities Held During the Academic Year:

At the end of each academic year, the activities coordinator will upload the names of the students who participated in activities and those who won awards and positions into the electronic database.

12. Coordination and Continuous Communication with the Community Service Unit Regarding Community Activities and Events:

- 12.1. The Community Service Unit coordinates with the activities coordinator to organize community events.
- 12.2. The activities coordinator completes the electronic forms required by the Community Service Unit with all relevant information about community events.

13. Representing the faculty in Events, Activities, and Meetings of the Deanship for Student Affairs:

Take all necessary actions to represent the faculty in events, activities, and meetings organized by the Deanship for Student Affairs.

14. Preparing Monthly, Quarterly, and Annual Reports on the Operations of the Student Activities Unit:

All correspondence and emails are collected, and necessary statistics and reports are prepared to illustrate the tasks completed during the month/quarter/year.

Regulations Followed in the Unit

University Student Regulations: (Rights and Duties) (issued by the Deanship for Student Affairs)



Non-Curricular Activities Document Guide



Email Addresses Used in the Unit:

Female Section: deng.aaf@kau.edu.sa

Male Section: den-sau@kau.edu.sa