



جامعة الفيصل
Alfaisal University

EVENTS AND ACTIVITIES RULES AND REGULATIONS

Deanship of Student Affairs, Admissions and Registration

1. Student Activities Policy

1.1. Associations and Clubs Policies

Alfaisal University is keen in involving all students in every kind of activities through college's associations or clubs. It Allows students to participate in the Kingdom's national and international events in the campus. The clubs' events aim at serving the campus life and the international community in general. The Deanship of Student Affairs support and sponsor all approved proposals.

- 1.1.1. **Association:** a group of students from one college doing academic and non-academic events related to their college Each college has one association supervised by the Deanship of Student Affairs; the members must be from the same college.
- 1.1.2. **Club:** a group of students from different colleges that exist to explore common interests supervised by the Deanship of Student Affairs.

1.2. Procedures of Establishing Associations & Clubs

Associations & Clubs seeking recognition under this policy must go by the following:

- 1.2.1. Must be approved by the Deanship of Student Affairs
- 1.2.2. Apply by filling the required forms through the e-form.
- 1.2.3. The name of an academic advisor for the association & club.
- 1.2.4. The total number of at least five Students.
- 1.2.5. A copy of the constitution of the student association & club.

1.3. Association & Club President & Vice-President Nomination

- 1.3.1. Election for the position of president & vice president is to take place by the end of the academic year with the presence of the Deanship of Student Affairs, it is up to the Association & club members to choose the election medium either poll or email with each candidate intended progress or any other process approved by the Deanship of Student Affairs.
- 1.3.2. Head of association or club must have finished at least 1 academic year (excluding UPP) with a CGPA 2.5 and above at Alfaisal as a student and be aware of all regulations.
- 1.3.3. A head of a club or association and its members should have no conduct or academic warning or underwent a Disciplinary Committee and found guilty.
- 1.3.4. Only currently registered students shall be eligible for active membership status in student organizations.
- 1.3.5. The election should be on May (by the end of each year)

1.4. Association & Club Advisor Nomination

- 1.4.1. The college dean should submit three faculty members to the Deanship of student affairs every two years.
- 1.4.2. The Deanship of Student Affairs has the right to select one of the nominated names or reject them.
- 1.4.3. The advisor handles all academic & non-academic business of the association after the Deanship of Student Affairs approval.

1.5. The President of Association or Club's Responsibilities:

- 1.5.1.** Represent the Association or club.
- 1.5.2.** Enforce the regulations on the Association or club's activities.
- 1.5.3.** Contact Student Affairs for any issues.
- 1.5.4.** Submit all financial receipts to the Deanship of Student Affairs.
- 1.5.5.** Submit comprehensive report for each event with pictures.
- 1.5.6.** Must be an enrolled full-time student.
- 1.5.7.** Must complete a one whole year and leave the club by the end of the semester.
- 1.5.8.** Must train the next president before he/she leaves.

If the University's recognition to a student association or club is available, then the club can do the following:

1. Use of the University's logo and insignia is subject to university regulations.
2. Ability to book space for the activity.
3. Right to hold Events.
4. The use of the clubs' name on campus.
5. Access and ability to use university property and equipment.
6. Access to send email to all students.
7. Financial support for the activities within 2000 SAR if applicable.
8. Email address for the club.

1.6. Clubs and Associations General Rules

- 1.6.1.** All Association or clubs should represent Alfaisal's vision and mission.
- 1.6.2.** All events must follow the Ministry of Educations' and Alfaisal regulations.
- 1.6.3.** A club or association cannot duplicate either in function or purpose an existing club.
- 1.6.4.** No event that may endanger the mental and physical health or safety of students or endanger a public property on campus.
- 1.6.5.** Any club that is inactive for whole year will be cancelled.
- 1.6.6.** All recognized student bodies (association and club) will be held responsible by the University for not abiding by Alfaisal, and governmental laws. The University is involved in the off-campus event of recognized student organizations when such event is under Alfaisal name.
- 1.6.7.** The purpose of student organizations must not conflict with the educational functions or established policies of the University.
- 1.6.8.** The University offers several ways for student organizations to market themselves to students who want to become involved.
- 1.6.9.** The Deanship of Student Affairs coordinates Associations and Clubs Fair at the beginning of the fall semester. All recognized student organizations are given an opportunity to register for the fair during which they can set up a booth with information about their groups.
- 1.6.10.** Student Association or club can place flyers/materials on general purpose bulletin boards throughout campus after the approval of the Deanship of Student Affairs and Facility Department.

1.7. Event Procedures

- 1.7.1.** Submit an event proposal to Deanship of Student Affairs and await approval.

- 1.7.2. Submit a report at the end of each event.
- 1.7.3. Fill a form for any event with its budget to secure approval from the Deanship of Student Affairs.
- 1.7.4. Website & Social Media Accounts should be approved by the Deanship of Student Affairs.
- 1.7.5. any Flyers and Posters should be approved by the Deanship of Student Affairs.

1.8. Financial Support of Students' Organizations

To receive financial support an organization should follow the following:

- 1.8.1. Apply for approval of the event.
- 1.8.2. Submit a budget with all details.
- 1.8.3. Submit all original receipt of the Expenses to the Deanship of Student Affairs.
- 1.8.4. All events must go in hand with Alfaisal regulations.
- 1.8.5. Any donation for activities must be submitted to the Finance Department with all information regarding the name of the donor/ amount /activity date.
- 1.8.6. Sponsors should be approved by Deanship of Student Affairs, Admissions, and Registration (Deanship of Student Affairs).
- 1.8.7. Any financial request must be submitted a month before the event.
- 1.8.8. Any associations or club that represents Alfaisal officially should receive an official invitation to off campus events. This invitation should be sent to the Deanship of Student Affairs at least 10 business days before.

1.9. Procedure to Suspend a Club

Clubs could be suspended permanently or temporary for the following reasons:

- 1.9.1. If the club violates MOE and Alfaisal regulations or club polices, an email will be sent with the violation committed.
- 1.9.2. If Deanship of Student Affairs do not accept any explanation for the violation of the regulation, the club will be suspended for a year.
- 1.9.3. As a condition of being a registered association or club, the following information must be submitted to the Deanship of Student Affairs at the time of original application and at the beginning of each year.
- 1.9.4. List of the intended activities must be submitted prior to the new academic year or at its beginning. An email will be sent to the club or association.

1.10. Use of University's Name and Logo in Students Associations and Clubs Policy

The name “Alfaisal University and its Logo” and how they are used affect both the University as a whole and the individual members of the University community.

Appropriate use of the name and insignias can benefit all, while inappropriate use may reflect negatively on both the University and its individual members abiding by the University general use of logo.

1.10.1. Logo Policy

The use of the university name or logo without having written approval from Activities Office and Marketing and Communication Department in any of the following ways is prohibited:

- 1.10.1.1. To promote any business, social, political, religious, or other event.

1.10.1.2. To display, advertise, or announce this name publicly at, or in connection with, any meeting, assembly, or demonstration, or any propaganda, advertising, or promotional activity of any kind.

1.11. Event's Speaker Policy

All speakers that are invited to give Alfaisal Students a lecture need to follow the policies below:

- 1.11.1.** All external speakers must be approved by the Deanship of Student Affairs, Admissions, and Registration (Deanship of Student Affairs).
- 1.11.2.** All speakers must submit their CV before any approval a month before the event.
- 1.11.3.** A letter must be written by the Activities Office reviewed, and approved by the upper management.

2. Campus Life Page

- 2.1.1.** Each Clubs/Associations will have their own page on the website, and they will be asked to post the vision and mission as well as the team structure and the official logo.
- 2.1.2.** Each Club/Association president must send weekly updates on what the club has done.
- 2.1.3.** Only the assigned students from each Club/Association will have this access to the page.
- 2.1.4.** Any violation in the content sent will be noticed as a violation from SA events team and the whole Club/Association will receive a warning.

3. Student Publications Policy

Alfaisal University is committed to providing the students and campus community with quality publications that enhance the University and its image. Students' publications are not free from official action controlling editorial policy. Student publication types include but not limited to, magazine, videos, websites, images, pamphlets, and brochure, etc.

4. Publication Guidelines

4.1. Publications shall not bear the name and the logo of the University or purport to issue from it without approval the Activates Office.

- 4.1.1.** All publications must respect religion, culture, and ethnic groups and comply with MOE and Alfaisal University regulations.
- 4.1.2.** The university shall not provide any student publication with financial support, editorial assistance, printing or other facilities without the Deanship of Student Affairs, Admissions, and Registration (Deanship of Student Affairs) and Public Relations approval.
- 4.1.3.** The publication must not contain obscene or libellous materials or advocate disruption of university activities or violation of university regulations.
- 4.1.4.** The publication must not contain any Male or Female pictures without written approval.

4.2. Procedure

- 4.2.1.** A form must be filled and submitted to the Activities Office for approval with full information.
- 4.2.2.** Alfaisal logo must be added to any publications or banners after Marketing and Communication Department approval.

- 4.2.3.** The publication draft must be approved by the Activities Office before printing or published on the net.

5. Alfaisal University Student Travel Policy

An educational and volunteer trip for students that will contribute to enhancing their knowledge and skills to supplement their own curriculum; in addition, will provide the students with the opportunity to observe, explore and engage in diverse experiences either organized by the Deanship of Student Affairs, Admissions, and Registration (Deanship of Student Affairs); or the Colleges.

5.1. Travel Policy

- 5.1.1.** Only educational, volunteer or students nominated for a specific reason (from the Deanship of Student Affairs, Admissions, and registration (Deanship of Student Affairs); as well as the colleges) trips are allowed
- 5.1.2.** Any student is eligible to participate if she/he fulfil the below criteria:
1. Minimum CGPA of 2.00
 2. No prior disciplinary actions
- 5.1.3.** Alfaisal University/College will not be responsible/liable for activities (shopping, diving, skiing, riding...etc.) carried out by students outside the scheduled educational or volunteer trip programs.
- 5.1.4.** The dean, professor or university administrator accompanying the students have the right to stop any student participation in the trip if it has been justified that the student will jeopardize the safety of the other students.
- 5.1.5.** No student is allowed to join any university sponsored trip if she/he is listed to an exam time.
- 5.1.6.** If the participant needs an entry visa for the allocated country/city she/he should provide the health insurance with the visa to the responsible office offering it.
- 5.1.7.** If a student becomes ill or is injured and needs assistance, appropriate health officials should be notified immediately. The parents must be notified immediately about the nature of the illness or injury.
- 5.1.8.** An advisor or assigned supervisor from the college should attend the trip with the students. At least one staff member is required.
- 5.1.9.** Any student possessing or using alcohol, or any narcotic drugs will be sent home immediately, at his own.
- 5.1.10.** No weapons of any sort are allowed.

5.2. Common Sense and Courtesy

- 5.2.1.** Student must be mindful of his/her own safety and well-being throughout the trip and always use his/her own good judgment. Student is responsible for his/her possessions as well as for his/her behaviour and will be held accountable for himself/herself.
- 5.2.2.** Students must keep their identity cards always with them and shall show them on demand
- 5.2.3.** Every student must follow the laws and principles of Islam, fulfil the obligatory duties and refrain from wrong doings.
- 5.2.4.** Respect the distinction country rules and regulations.

6. Sponsors Policy

Associations and Clubs must submit to Activities Office the list of Companies/organizations/entities that they would like to approach before approaching them. After Activities Office approve the sponsor list, but before signing with them, all contracts should first be submitted to Student affairs for approval. To seek approval, all documentation must be sent to the student affairs email (SAevents@alfaisal.edu). If there are any amendments after review, we will not approve the sponsor until those concerns are fixed.

For SA/Facilities review & approval/signature.

Signing contracts with sponsors:

- 6.1. All companies must sign the Alfaisal contract.
- 6.2. Associations and Clubs must provide SA team with a copy of the sponsors' commercial registration.
- 6.3. If the company rejects to sign Alfaisal contract, Associations and clubs must give SA the adjusted contract for revision and approval.
- 6.4. The main communication pathway between the clubs/associations and the facility is through student affairs only.
- 6.5. All money collected by the Associations and clubs from the sponsors must be transferred to the universities' bank account under the specific club account (No personal bank account should be used)
- 6.6. Associations and Clubs must collect the money from the approved sponsors at least three weeks before the start of the event or that sponsor will be rejected, and the contract is now voided. (this point must be mentioned in the contract)
- 6.7. Deadline for payments must be added to the contract.
- 6.8. Financial sponsors must provide a valid transaction proof that they transferred the amount agreed upon or they will not be allowed to enter the Event.
- 6.9. Make sure the agreements have space for the signature of the Facility.

If the club violates this clause, SA team have the right to reject the contract.

7. Finance

Associations and Clubs must submit all Invoices within 2 weeks after the event. If the Associations or Clubs fail to do so, student affairs will not be held responsible.

- 7.1. An excel sheet will be sent to each Association or Club email. This excel sheet needs to be filled accurately. If mistakes were found, the process will get delayed and will cause the reimbursement to be delayed.
- 7.2. The invoices must be in order according to the excel.
- 7.3. The invoices should be numbered at the top using a pencil.
- 7.4. Official Tax invoices should be present, pictures will not be accepted.
- 7.5. Any bank transfer done should have proof present. Any purchase using a bank card should have the transaction invoices present. Any monetary spending should also be backed by an invoice.

8. Email Use Policy

The only communication channel between the clubs/associations and Activities Office must be through the clubs/associations official email. Clubs/Associations president and team members are not allowed to contact SA from their personal email:

- 8.1. The president will be held responsible for the email, and he/she is the only one who will use it.
- 8.2. If the president gives permission to one of his team members to use the club email, he/she must seek approval from Activities Office by sending an email with the students name and ID number.
- 8.3. Associations and Clubs must take Activities Office approval if they want to send email to all students.
- 8.4. Associations and Clubs must send us the content of the email before sending to all students.
- 8.5. Associations and Clubs are only allowed to send one reminder after announcing an event.
- 8.6. No emails after 7:00 PM unless it's urgent (Activities Office for approval is required).
- 8.7. Contacting other departments is forbidden.
- 8.8. If other departments contact you, you must contact Activities Office before replying.
- 8.9. Associations only have the right to send an email to all students. If clubs want to announce any event or occasion, they have to the announcement email to Activities Office Team, so they announce it.
- 8.10. The president is responsible to read every email, if he/she delegates any of the approved club members (by SA) before it is sent because the president will be held responsible for the email.

9. Vender

- 9.1. Clubs/Associations must sign a contract with all the venders and must provide the Activities Office with a copy of those contracts as well as the commercial registration.
- 9.2. Deposits must be paid by the venders before the event.
- 9.3. Contracts must include the price of the booth rent. A clause should be added by the Clubs/Associations that if the vender violates the rules and regulations of either the club or Activities Office, that vender will suffer the consequences of their actions.
- 9.4. All money collected by the Clubs/Associations from the sponsors must be transferred to Alfaisal university (No personal bank account should be used).

If the club violates this clause, SA team have the right to reject the contract.

10. Facility Department Rules

- 10.1. Clubs/Associations must send the floor plan at least three weeks before the event to the Activities Office team in order to get the Facility's approval.
- 10.2. If the club is planning to use the Campus electricity, the University electrician must be there at all times.
- 10.3. If the club have an external company that will operate the project, the Activities Office team will arrange a meeting between the Engineer of this company and Eng. Malek.
- 10.4. The club must provide Activities Office team with the following forms three weeks before their upcoming event (Expected Form, Facility & IT Action Form and Ticket Booth Form).
- 10.5. If any external visitors, companies or sponsors are coming to the university, the Activities Office team should have a list a week before in order to receive approval to have their names at the gate.
- 10.6. Under no circumstances is any club/association, vender, truck, maintenance or any other entity allowed to nail or drill anything on the walls.
- 10.7. The venue of the event must be mentioned in the proposal.

If the Clubs/Associations exceed the period mentioned above, they will get a warning and if they didn't submit one of the requirements two weeks after the warning, the event will be cancelled. To have an event at the university the Clubs/Associations should realize that an event involves multiple departments not just Activities Office.

11. Associations and Clubs Budget

11.1. Associations and Clubs must seek sponsors for their events, there will be a Limited funding from the University.

12. Associations and Clubs Purchase orders

12.1. Clubs/Associations should provide at least 3 different quotations from 3 different places regarding the equipment they would like to purchase.

12.2. Clubs/Associations should provide a final budgeting plan at least 1 week prior to the day of the event.

12.3. If the budget has been changed after submission, the new estimated budget calculated must be sent to Activities Office for approval.

12.4. Clubs/Associations must take Activities Office team approval before any member of the club pays from their own money.

12.5. All receipts should be submitted to Activities Office in their original format to Activities Office 2 days after the event completion.

13. General Information

13.1. Events conflict

13.1.1. Events must not conflict or duplicate other Clubs/Associations purpose or type of events.

13.1.2. It is negotiable for Clubs/Associations to have a collaboration if they have similar events.

13.2. Marketing and Communication

13.2.1. Apply Alfaisal logo in all designs according to the guidelines form in the important folder.

13.2.2. If you need any MC assistance, please fill the MC Request form.

13.2.3. If there are any VIP guests, the university must be informed to follow specific protocols.

13.2.4. Any Radio or TV interviews must be informed to Activities Office to inform MC.

13.2.5. Clubs/Associations structure must not mention Alfaisal departments' titles ex. PR. In their club Structure.

13.2.6. The Alfaisal Logo must be in all Events, Flyers and Posters. If the logo is not present on your recent event publication, your future event will not be proceed.

14. Condition for taking approval from Saudi Exhibition & Convention Bureau

14.1. If your event is open to the public or you would like to sell tickets, then you will need to pay approximately 23thousand Riyals; 11.5 thousand is for the company that will issue your approval and the other 11.5 thousand is for the Saudi Exhibition and Convention Bureau that issues the approvals for any event in Saudi Arabia. This amount of money is not fixed and may vary according to the Saudi Exhibition and Convention Bureau. Please make sure of the date and email us confirmation. If you want to change the date in the future, you will be charged a fee by the Saudi Exhibition and Convention Bureau.

14.2. After approval from the Saudi Exhibition & Convention Bureau you can't change the name or date. If you want to change either of the above mentioned, then you have to pay the amount that you paid for the approval and submit the event form again for approval.

If the event name or date is to be changed, then you will need to start the whole process again.

15. Saudi Exhibition & Convention Bureau

متطلبات البرنامج الوطني:

- اسم المعرض (عربي - انجليزي) تاريخ المعرض
- التصنيف الاقتصادي (سلع استهلاكية وتجزئه - اقتصاد وتجارة - تعليم ...)
- تفاصيل الموقع (الحي - الشارع - الوصف - موقع قوئل)
- الجهات المستهدفة (اكاديمين - طلاب - موظفين حكومي)
- العدد المتوقع للجهات المشاركة في المعرض
- مساحة الموقع الاجمالية - مساحة المخطط المراد استخدامه للمعرض
- عدد الزوار المتوقع حضورهم
- فئات الزوار (رجال - نساء - عوائل)
- مدير المعرض (رقم - إيميل)
- عدد فريق التنظيم في المعرض
- الموقع الالكتروني للمعرض - هاتف للتواصل
- الرسوم والمبلغ وطريقة الدفع (إن وجدت)
- ساعات العمل للمعرض
- التعريف بالفعاليات (بالعربي - انجليزي) - الخطة الإعلامية للمعرض
- هل المعرض مفتوح للعامة
- المخطط الهندسي المتكامل للموقع المعتمد من البلدية والدفاع المدني التابع لها المعرض
- مخطط موقع المعرض موضع فيه توزيع العارضين
- الخطة الامنية لإدارة المخاطر في العرض
- خطة العمل وتصور تفصيلي للمعرض
- خطاب موافقة الجامعة لإقامة المعرض

Note: All requirements mentioned above must be in Arabic and in one folder. For more information on how to draft all the requirements please visit the link below.