



جامعة النجاح الوطنية

An-Najah National University

كلية الطب وعلوم الصحة | Faculty Of Medicine and Health Sciences

Students Affairs Terms of Reference

Overview

The Students' Affairs Unit supports student committees in organizing social and non-academic activities to create a vibrant and inclusive campus environment. It facilitates planning and execution, ensures activities align with institutional policies, provides logistical support, and promotes student engagement. The unit also monitors activities for safety and compliance, fostering a dynamic student life that enhances the overall university experience.

Purpose

The Students' Affairs Unit supports student committees in organizing social and non-academic activities, promoting a vibrant campus environment that enhances student life.

Scope

The Faculty of Medicine and Health Sciences at An-Najah National University's students.

Policies

Responsibilities:

1. Support for Student Activities:
 - Guide committees in planning, organizing, and executing activities.
2. Activity Approval and Oversight:
 - Review and approve proposed social and non-academic activities.
 - Ensure activities align with institutional policies and values.
3. Resource Management:
 - Provide logistical support, including venues, materials, and budgets.
 - Act as a liaison between committees and other departments for additional needs.



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4. Inclusivity and Engagement:

- Promote inclusivity by encouraging diverse participation in activities.
- Foster student engagement through regular communication and feedback.

5. Monitoring and Reporting:

- Monitor activities to ensure safety and adherence to guidelines.
- Submit regular reports on events and outcomes to the administration.

Membership

- Chair, Students Affairs Unit Head.
- Staff responsible for student affairs.
- Representatives from student committees.

Meetings

- Monthly or as needed for activity planning and review

Confidentiality

All documents and files reviewed and prepared by members of the unit are confidential unless otherwise noted.

Review

These terms of reference shall be reviewed annually to ensure relevance and effectiveness.



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Contacts

Members	Names	Emails
Chair of Students Affairs Unit	Prof. Iyad Ali	iyadali@najah.edu
Faculty Staff		
Students representatives	PMSA IMEDRA Other unions	

