


Category	Student Life	Policy Number	ACA-STU-401	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	1.0	
Responsible Office	Provost	Policy Owner	Student Affairs	
Date Approved	22 August 2024	Effective Date	13 September 2024	
Date Last Reviewed	New Policy	Due Date for Next Review	22 August 2027	

POLICY

Zayed University Student Council

1. Purpose

This policy outlines the guiding principles for the establishment and operation of the Zayed University Student Council in line with UAE Government regulations and Zayed University vision, mission, and values.

2. Scope of Application

This policy applies to all Zayed University employees and undergraduate students who are involved with the Zayed University Student Council.

3. Definitions

Academic Calendar	The official University calendar for academic events and important dates between 1 August and 31 July
Provost	Provost and Chief Academic Officer
Student Council (“Council”)	The voice of the student body that acts as the link between the students and the University administration
Student Leadership Department (“SLD”)	A department within Student Affairs that deals with student leadership matters
University	Zayed University
University Community	University students and employees

4. Policy

4.1 The Zayed University Student Council (“**Council**”) serves as the officially recognized voice of the Zayed University (“**University**”) undergraduate student body, acting as the link between the undergraduate students and the University administration, and being the official undergraduate student representatives involved with University governance whenever appropriate.

4.2 The Council will be established and will operate in accordance with UAE Cabinet Decision no. 334 of 2011 (and all subsequent revisions to this Decision and all related resolutions) regarding Higher Education Student Councils’ By-Laws.

- 4.3 As representatives of the undergraduate student body, the members of the Council will uphold the highest standards of ethical behavior in all of their activities and interactions in line with the University’s vision, mission, and values.

5. Guiding Principles

- 5.1 The Council will consist of 15 members including representatives of both campuses, all colleges, and male and female students.
- 5.2 Council membership will be for one (1) academic year from the time of the issuance of the official announcement of Council membership until the end of that academic year in line with the University Academic Calendar.
- 5.3 Five (5) Council members will be elected by undergraduate students, and ten (10) members will be chosen by a committee formed by the Provost and Chief Academic Officer (“**Provost**”), or designee, consisting of faculty members and Student Affairs representatives.

5.4 Eligibility

To be eligible for consideration for Council membership, a student must:

- a) Be an actively enrolled Zayed University undergraduate student.
- b) Be at least 18 years of age.
- c) Be in good academic standing, with a minimum CGPA of 2.8.
- d) Have no attendance or disciplinary issues.
- e) Not have been convicted of a felony or misdemeanor affecting honor or dishonesty.

- 5.5 The Council President and Vice-President will be duly elected by a majority decision of Council members at the Council’s first meeting of the academic year.

5.5.1 That first Council meeting to elect the President and Vice-President must be chaired by the oldest member of the Council.

- 5.6 The Council is expected to meet at least once a month. A majority of the Council members must be present for the meeting to be considered duly held.

5.6.1 If the Council President is absent, the Vice-President must chair the meeting.

5.6.2 The Council is expected to meet with the Assistant Provost for Student Affairs twice every Academic Year in addition to their monthly meetings.

- 5.7 The Council shall make its recommendations by majority vote. In case of a tie, the President (or Vice-President if the President is absent) shall have the casting vote.

5.7.1 Council recommendations are not considered valid until appropriate approval has been obtained from the Director of the Student Leadership Department (“**SLD**”).

- 5.8 The Council must not hold any conference, seminar, event, or meeting (other than the regular monthly meetings) without first obtaining appropriate approvals from SLD in accordance with University policy.

- 5.9** The Council will form sub-committees to implement the various tasks agreed by the Council. Each sub-committee will have its own President and Vice-President, and will submit reports to the Council as required.
- 5.9.1** The Council must monitor the work of each sub-committee and obtain all required approvals and authorizations when necessary.
- 5.10** The Council will coordinate with other University student organizations and committees as appropriate.
- 5.11** The Council will coordinate with the student councils of other educational establishments as appropriate.
- 5.12** The Council will submit reports about its work, including those of the sub-committees, to SLD for review and guidance whenever necessary.
- 5.13** The Council will be allocated an annual budget by Student Affairs in accordance with University financial regulations.
- 5.13.1** The Council is responsible for ensuring the transparent allocation of funds, as appropriate, to its sub-committees.
- 5.13.2** The Council is responsible for maintaining accurate and transparent financial records of its operations, and for submitting those records to SLD as required.
- 5.14** The Council must obtain prior approval from the Director of SLD before receiving any rewards, gifts, or donations from any source other than the aforementioned budget allowance.
- 5.15** The Council is required to maintain accurate records of all its meetings and activities, to store them in a secure location, and to submit those records to SLD when required. The records must include but not be limited to:
- a)** Members' names.
 - b)** Meeting minutes.
 - c)** Financial records with supporting documentation.
 - d)** Activities including coordination and interaction with other student groups.
 - e)** Publications.
- 5.16** At the end of each academic year, the Council is required to hold an open meeting for all students and any other interested University community members, where the Council will brief the audience on the Council's work and achievements during that year.
- 5.17** The Council will publish an annual report at the end of each academic year, and this will be circulated to all students as a basis for the end-of-year meeting.
- 5.18** Any Council member who breaches any of the stipulations of this policy and/or the Undergraduate Student Code of Conduct will be subject to appropriate disciplinary action in accordance with University policy, which may lead to a permanent exclusion from the Council.

6. Student Council Goals

In accordance with Cabinet Decision no. 334 of 2011, the Council will endeavor to achieve certain goals including but not limited to the following:

- a) Introduce the University to all new students.
- b) Enhance collaboration and teamwork between University students, faculty, staff, and administration.
- c) Raise national, international, cultural, and intercultural awareness, and respect.
- d) Enhance ethical behavior and values.
- e) Raise intellectual, social, sporting, and artistic levels in the student body.
- f) Raise matters of general concern from the undergraduate student body to the University administration.

7. Related Policies and Laws

- ACA-STU-101 Undergraduate Student Rights and Responsibilities
- ACA-STU-102 Undergraduate Student Code of Conduct
- ACA-STU-301 Student Organizations
- ACA-STU-303 Extracurricular Activities and Programs
- UAE Cabinet Decision no. 334 of 2011 regarding Higher Education Student Councils' By-Laws

8. Administration

This policy is administered by Student Affairs.

9. Revision History

Date	Revision	Ver.
13 September 2024	Chair of the Board's Decision issued (#22 of 2024).	
22 August 2024	Approved by ARSAC (BOT).	1.0
13 August 2024	Responded to ARSAC feedback. Added 5.17 about publishing an annual report.	
28 May 2024	Endorsed by the Academic Council by circulation.	
15 May 2024	Amendments made following Provost Council	
1 May 2024	Endorsed by the Provost's Council subject to making a few amendments	
29 February 2024	Amendments made following Dean's Council recommendations	
28 February 2024	Endorsed by the Deans' Council subject to making a few amendments	
19 May 2023	New policy drafted.	