This policy sets out the provisions concerning the formation and operation of the Student Council.

Office of the Dean of Student Affairs

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<tr>
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<th>Title</th>
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<th>Produced by</th>
</tr>
</thead>
<tbody>
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</tr>
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<td>Board of Trustees, Doha Institute for Graduate Studies</td>
</tr>
</tbody>
</table>
Contents

Objectives: ............................................................................................................................................... 3
I. Structure of Student Organizations ....................................................................................................... 3
II. Eligibility for membership of the Student Council ............................................................................. 3
III. Structure of the Student Council ........................................................................................................ 3
IV. The Student Council General Assembly .......................................................................................... 3
V. The Student Council ............................................................................................................................. 4
VI. Tasks of the Executive Board: ............................................................................................................. 4
VII. The role of the Office of the Dean of Student Affairs ..................................................................... 5
VIII. Funding of the Student Council ........................................................................................................ 5
Distribution and publication of approved information: ............................................................................ 6
Contact points and their responsibilities: .................................................................................................. 6

• This policy was submitted to, and adopted by, the Board of Trustees in their meeting on March 13, 2017.
• A group mandated by the DI student body submitted a request for amendments in coordination with the Office of the Dean of Student Affairs, which were completed on July 22, 2017, and submitted to the Board of Trustees in June 2017.
• The Board of Trustees adopted this policy as amended by the group of mandated students in coordination with the Dean of Student Affairs Office on September 27, 2017.
Objectives:

This policy sets out the provisions concerning the Student Council, its assembly and mode of operations.

Scope:

I. Structure of Student Organizations:

1) The DI Student Council will work in coordination with the Office of the Dean of Student Affairs and be governed by DI policies and administrative decisions. Qatar State law applies to all elements of the DI.
2) Student Organizations are the mechanism for student representation and enjoy various concessions in the aim of enriching student activities and promoting student participation in the running of the DI.
3) The various administrative departments of the DI have the right to invite elected student representatives to attend their meetings or committee meetings. This is in coordination with the Office of the Dean of Student Affairs, who will refer the matter to the relevant student mechanism.
4) The Student Council and the Dean of Student Affairs will hold meetings twice a month.

II. Eligibility for membership of the Student Council:

Students who wish to run for election to posts on the Student Council must meet the following criteria:

- Strong academic credentials;
- Academic records free of any disciplinary action at the level of "warning" or higher.

To the greatest extent possible, the Student Council will endeavor to ensure diverse and balanced representation in terms of gender, Schools, and Programs. It must seek fair and balanced representation of the whole DI student body through their offered electoral lists.

III. Structure of the Student Council:

The Student Council is formed of:

- The General Assembly of the Student Council;
- The Executive Board of the Student Council.

IV. The Student Council General Assembly:

1) All students enrolled at the DI are, by virtue, members of the General Assembly and its advisory body.
2) The Students' General Assembly is not time bound, and its membership is renewed with student enrollment at the DI.
3) The Students’ General Assembly convenes twice for ordinary sessions, once at the beginning of the Fall Term, and once at the beginning of the Spring Term. Extra sessions may be convened in any of the following circumstances:
   • Upon the invitation of the Chair of the Student Council or one third of the its members, and accompanied by an agenda;
   • Upon the invitation of the Convener of the General Assembly, accompanied by an agenda;
   • The presentation of a petition signed by 20 percent of the members of the General Assembly, which is accompanied by an agenda of the issues to be discussed or motions to be voted on. In this case, the Chair of the Council must call for a meeting to be convened and adhere to the agenda attached to the petition.
   • Upon the invitation of the Office of the Dean of Student Affairs, accompanied by an agenda.

4) Notification of the convening of routine or extra sessions of the General Assembly should be given with enough time to allow attendance of the greatest possible number of students, and should be no less than one week in advance. The dates set for sessions should respect the academic timetable and the study and work schedules of students as far as possible.

5) No quorum should be required for the General Assembly’s consultative or advisory meetings.

6) In the case of disputes, the first step towards resolution should be through the members of the Student Council or the Electoral Committee. If the problem cannot be resolved in this way, it should be referred to the Office of the Dean of Student Affairs.

7) The Convener of the General Assembly and his/her deputy may be relieved of their positions on a two-thirds majority vote by the General Assembly in a confidential ballot.

V. The Student Council:

Supplementary elections will be held in the Eighth and Ninth weeks of the Fall Term every year among first year’s students in the different DI Schools and Centers to fill any vacant posts on the Council. Elections will be run as follows:
- First year students will elect a representative for their year. Voting is for individual candidates and is held directly, in secret, and on paper ballots. A majority of 50 percent + 1 of the valid votes is required to win. Note that the Electoral Committee will view any ballots submitted electronically.
- Elections will be organized according to mechanisms determined by the rules and procedures of the Student Council.

VI. Tasks of the Executive Board:

- Representing students on the committees and organizations of the DI or facilitating elections. The Student Council must approve candidates.
- Contributing to the organization of activities, which will be overseen by the Student Council in coordination with the Office of Student Affairs.

Student Council Policy – Academic Policies (4)
• Contributing to the organization of students to ensure their representation in the conferences and events held by the DI.
• Contributing to fostering a spirit of voluntary work among students.
• Contributing to spreading positive academic and university behavior.
• Documenting and retaining documents, rules and procedures, minutes of meetings, decisions, and reports related to the Student Council, and storing such material electronically on the Student Council Portal.
• Documenting and retaining anything related to the events organized by the Student Council, and storing such material electronically on the Student Council Portal.
• Retaining anything related to the allocated budget of the Student Council, its expenditures, purchase orders, and any other documents concerning the financial affairs of the Student Council.
• Producing quarterly and annual narrative and financial reports.
• The Student Council is formed of members elected to represent the DI Schools and Programs, and its representative committee is drawn from them.
• A workspace for the members of the Student council should be assigned in the “University Life” buildings.
• Members of the Executive Board will be assigned special email addresses to facilitate their tasks.
• The office of the Dean of Student Affairs will assign certain student-services tasks after agreement with the representative committee of the Student Council, within their working hours, to encourage students to manage their affairs. The amount of time involved should not exceed 40 hours per month.

VII. The role of the Office of the Dean of Student Affairs:

1) The Office of the Dean of Student Affairs will support all forms of student work undertaken by the Student Council,
2) The Office of the Dean of Student Affairs will set the budget for the Student Council after submitting it to the financial stakeholders.
3) The Chair of the Student Council and the Convener of the General Assembly will notify the Office of the Dean of Student Affairs of dates, agendas, and minutes of meetings, and decisions taken, in sequence.

VIII. Funding of the Student Council:

1) The Executive Committee will submit a detailed annual budget proposal for the Council to the Office of the Dean of Student Affairs along with an annual working plan before the middle of November every year.
2) The Executive Committee will amend the annual plan in conformity with the budget allocated and will submit it for approval by the Office of the Dean of Student Affairs.
3) Following approval of the budget by the committee overseeing the plans and funding of student societies, funds will be dispersed on receipt of purchase orders by the Office of the Dean of Student Affairs, which in turn, will make the purchases through the Procurement Department. The Office of the Dean of Student Affairs will deduct monies spent from the Council’s allocated budget.

Student Council Policy – Academic Policies (5)
4) In exceptional cases, additional funds may be requested, if the approved budget has been spent accordingly. This request will be considered by the Office of the Dean of Student Affairs. A final decision will be made by the Dean of Student Affairs based on criteria that includes the nature of planned activities, available funds to the Office of the Dean of Student Affairs, the success of previous activities, the fiscal responsibility of the Council, and its financial accountability.

5) The Student Council will submit a quarterly and annual narrative and financial reports to the Office of the Dean of Student Affairs concerning the plans and funding of student societies.

6) If the Student Council fails to adhere to the plans drawn up, part or all of its funding will be frozen.

**Distribution and publication of approved information:**
- Level 3 – Broad external publication
- Level 4 – Private publication

**Contact points and their responsibilities:**
- Admissions, Registration and student services Office and Office of the Dean of Student Affairs;
- DI students;
- Those overseeing the Student Council.