

## **DSEE– Students’ Affairs Department**

The Student Affairs’ Department at Al-Quds University is targeting the student’s life in different cultural, artistic and social aspects in order to develop their skills and talents and increase their ability to deal with their life and their future. The department is trying to enhance the student’s participation in the community as well as cultural, volunteer and literary activities and to enable him/her to highlight the different creative energies, forming social and ethical responsibilities and to communicate with peer students.

The department tries to solve academic, financial, psychological and other problems of AQU students. Therefore it cooperates strongly with various university departments in order to enhance the quality of services provided to students. It closely cooperates with the “Said Khoury Center for Information Technology” at the university in order to develop computerized programs, with Public Relations and Academic Affairs, with the Department of Finance and the unity of student aid in order to provide loans, grants, payment exemptions.

The detailed tasks of the Students’ Affairs Department are:

- ✓ Taking care of students’ affairs at the AQU and follow up their cases to help solving problems,
- ✓ Overseeing and support the various student activities,
- ✓ guiding the character of the student by development and care taking through extracurricular and creative activities especially for talented students,
- ✓ supervising the student councils’ and clubs’ elections in the different Colleges,
- ✓ guiding the students in psychological, educational and academic matters,
- ✓ arranging the annual graduation ceremony of students,
- ✓ familiarizing new students with the university facilities and services,
- ✓ follow-up of student financial issues jointly with the Students’ Unity and the Financial Department,
- ✓ Considering complaints and irregularities by some students and adjust their behavior.

The Department of Students’ Affairs is divided into several units:

- Unit of volunteer work,
- Unit of sports and artistic activities,
- Training Unit and student forums,
- Unit frameworks and student clubs,
- Alumni affairs Unit.