المجلــس التمثيلــي الطــلابي
QU Student Representative Board

جامعة قطر
QATAR UNIVERSITY

Meeting Record

Ninth Term
2024 – 2025

بسم الله الرحمن الرحيم

Meeting Title	Presentation and discussion of the main activities carried out by the Administrative Body of the Student Representative Board		
Meeting Date	Wednesday, 3rd of July, 2024	Meeting Time	1:00 PM – 2:00 PM
Meeting Coordinator	Abdulrahman Hashim Al-Sayed	Meeting Place	I11 – C333

	Attendance List		
	Name	**Role**	**Attendance Status**
1	Amal Mohammed Al-Suwaidi	Student Governance Specialist - Student Representative Board Specialist	Present
2	Abdulrahman Hashim Al-Sayed	President of the Ninth Cycle Student Representative Board - President of the College of Law Board - Male	Present
3	Manar Mahmoud Al-Yafei	Vice President of the Ninth Cycle Student Representative Board - President of the College of Education Board - Female	Absent
4	Ameera Mubarak Al-Dosari	Secretary of the Ninth Cycle Student Representative Board - President of the College of Sharia and Islamic Studies Board - Female	Present
5	Amna Khalid Al-Mesleh	Treasurer of the Ninth Cycle Student Representative Board - President of the College of Arts and Sciences Board - Female	Present
6	Maitha Ibrahim Al-Mohannadi	Assistant Secretary of the Ninth Cycle Student Representative Board - President of the College of Law Board - Female	Present
7	Adeeb Khalil Alshubrumi	President of the Student Board - College of Arts & Sciences - Male	Absent
8	Hassan Ahmed Elsalem	President of the Student Board - College of Education - Male	Present
9	Mohammed Hashim Al-Sayed	President of the Student Board - College of Business and Economics - Male	Present
10	Reem Mubarak Al-ahbabi	President of the Student Board - College of Business and Economics - Female	Present
11	Noureldin Mahmoud Gabara	President of the Student Board - College of Health Sciences - Male	Absent
12	Sara Ali Al-Shahwani	President of the Student Board - College of Health Sciences - Female	Absent
13	Ibrahim Elarabi Mohamed	President of the Student Board - College of Medicine - Male	Present
14	Nour Nasser Elghoul	President of the Student Board - College of Medicine - Female	Present
15	Omar Mohamed Elsayed	President of the Student Board - College of Dental Medicine - Male	Present
16	Iman Mahamade Ali	President of the Student Board - College of Dental Medicine - Female	Present
17	Rev Gamayon	President of the Student Board - College of Nursing - Male	Present
18	Bayan Fawzy Awadallah	President of the Student Board - College of Nursing - Female	Present
19	Hamad Yousef Al-Buhadoud	President of the Student Board - College of Pharmacy - Male	Present
20	Amani Anwar Al-Mansori	President of the Student Board - College of Pharmacy - Female	Absent
21	Suhib Abdelrahman Alsfarini	President of the Student Board - College of Engineering - Male	Absent
22	Mathabah Omer Elshaikh	President of the Student Board - College of Engineering - Female	Absent

Number of attendees: 15 members | Number of absentees: 7 members

♦ **Meeting Agenda:**

1. Presentation and discussion of the mechanism developed by the Administrative Body of the Student Representative Board for selecting members to join the board's specialized committees [Internal Affairs Committee – Communications Committee – Events Committee – Constitutional Amendments Committee].

2. Presentation of the mechanism developed by the Administrative Body for selecting members of the Student Representative Board to represent the board in committees and external forums.

3. Presentation and discussion of the monthly report template for Student Representative Boards developed by the Secretary of the Student Representative Board's Internal Affairs Committee.

4. Presentation of the complaint form template developed by the Secretary of the Student Representative Board.

5. Presentation and discussion of the idea to establish a team comprising all secretaries of the Student Representative Boards of the colleges.

6. Presentation and discussion of the idea to unify all logos of the Student Representative Boards.

7. Presentation and discussion of the idea to open a dedicated channel for the Student Representative Board via the WhatsApp application.

8. Discussion of the key updates regarding the business file of the Visits Team.

♦ **Topics that discussed during the Meeting:**

1. **The mechanism developed by the Administrative Body of the Student Representative Board for selecting members to join the specialized committees [Internal Affairs Committee – Communications Committee – Events Committee – Constitutional Amendments Committee] was presented and discussed as follows:**

» Nominations were opened via email, including a link through which interested individuals could apply to the mentioned committees.

» Applicants were required to specify their desired committee and align their personal skills with the committee's specific requirements, which were outlined at the beginning of the nomination form.

» An idea was proposed to open nominations for all General Council members to join the Student Representative Board's specialized committees by the President of the Student Representative Board for the College of Administration and Economics, "Mohammed Hashim Al-Sayed," and was discussed among members.

2. **The mechanism developed by the Administrative Body for selecting members of the Student Representative Board to represent the board in external committees and forums was presented and discussed as follows**:

» Nominations were opened via email, including a link through which interested individuals could apply to committees to be presented to the Student Representative Board by external entities.

» Candidates were then screened by the Administrative Body, and suitable members were selected to represent the board based on the Administrative Body's vision and specific criteria, including:

— The candidate with the highest score for the position required, based on the standard evaluation scale.

— In the event of a single seat available for candidacy, Student Representative Board Presidents take precedence over Administrative Body members.

— In cases of multiple available seats, 40% of seats are reserved for Administrative Body members.

— In cases where candidates' evaluations are similar, priority is given to the candidate who applied first and has not previously represented the Student Representative Board.

— If necessary, interviews with candidates will be conducted via the Microsoft Teams platform.

» It was also discussed why formal nominations and memberships in external committees were not officially opened to all General Council members, but if one of the Student Representative Board Presidents wins a seat and wishes to appoint a member of their college's Student Representative Board to represent the committee or forum instead, they have that option.

3. **The monthly report template for Student Representative Boards was presented and discussed, which includes:**

— A table listing members' names, positions, and performance evaluations for each member, with indicators of performance evaluation, including a section for comments.

— A section dedicated to committees if established by the college's Student Representative Board.

— The college's Student Representative Board plan for the month.

— Meetings held during the month.

— Events organized by the Student Representative Board during the month.

» Issues addressed by the Student Representative Board during the month.

» The objectives behind this monthly report were presented, aiming to monitor progress, track accomplishments, identify errors committed during work, attempt to rectify them in subsequent times, and finally address the errors committed, leading to development in the work.

» Conditions to be considered by Presidents when writing this report were discussed: using a direct and clear academic style, ensuring accuracy, objectivity, and honesty in reporting.

» Separate versions of the monthly report were mentioned, with a template for males and another for females, available in both Arabic and English languages.

» The deadline for submitting and receiving the monthly report, determined by the Student Representative Board's Administrative Body, to make the work more organized, was also noted.

» A proposal was made by the President of the College of Education's Student Representative Board, "Hassan Ahmed Al-Salem," to trial this report for an entire academic term to assess its expected benefits and the possibility of achieving them.

4. **The complaint form template was presented to members, including basic information such as name, registration number, gender, college, major, and university email address of the student, in addition to the type of case submitted to the Student Representative Board, whether academic, non-academic, request, or suggestion.**

» A section was provided for attaching a photo, document, or proof of the request submitted by the student, which is optional.

» The need to create a Gmail account for accessing the form and editing some of its parts was emphasized to suit each college and its specificity.

5. **The idea of creating a team consisting of all secretaries of the Student Representative Boards for the colleges was presented and discussed, aiming to enable the secretaries of the Student Representative Boards to perform all their tasks efficiently, skillfully, and with high quality, blending excellence and creativity, passing on their experiences to future generations.**

» The establishment of this team aims to enable secretaries of the Student Representative Boards to perform their duties proficiently, learn how to prepare a comprehensive and accurate meeting report, in addition to unifying the work and making it in one system, which leads to harmony and convergence of levels between all the student representation councils as it works within one system.

» The creation of a group for this team via (WhatsApp) was discussed to enable cooperation, consultation, assistance to each other, and exchange of experiences and skills needed for this position.

» The suggestion was made to communicate with all secretaries of all student representation councils for colleges before making a decision by the President of the College's Student Representative Board, "Hassan Ahmed Al-Salem," to present the idea to them, consult them, and take their opinions and proposals on the idea.

6. **The idea of unifying all logos of the student representation councils was presented and discussed, where two proposals were suggested: one of them unifying the logos of all student representation councils and the other not unifying the logos.**

» Some features of each proposal were clarified, for example, one of the features of the idea of unifying the logos is appearing as a unified interface, while for one of the features of not unifying the logos is showing the creativity and uniqueness of each college by showing its identity through its logo.

» The proposal to put a general logo in the student representation council, and each student representation council for each college is distinguished by its own logo such as the seventh session of the student representation council, was presented by the President of the Student Representation Council, "Abdul Rahman Hashem Al-Sayed."

» The proposal to set specific standards for the student representation councils during their design of the college council logo was also suggested by the assistant secretary of the student representation council, "Maitha Ibrahim Al Mohannadi."

7. **The idea of opening a private channel for the Student Representative Council via the (WhatsApp) application was presented and discussed to create a large community that brings together mostly all students, which would achieve several goals, as follows:**

» Creating effective communication between student representation councils and students.

» Reaching the largest possible segment of students.

» Reaching all announcements of the student representation council for students of Qatar University through this channel.

» Unifying the efforts of all councils by publishing what they offer through this channel.

» Creating harmony and cohesion between all student representation councils by informing all students about what other colleges offer

♦ **Meeting Report:**

1. The mechanism for selecting members of the student representative board to join the special committees [Internal Affairs Committee – Communication Committee – Events Committee – Constitution Amendment Committee] was adopted and discussed by the administrative body, based on a vote of approval by 14 members.

2. The idea to open nominations for all general board members to join the student representative board committees was adopted, based on a vote of approval by 14 members.

3. The procedure for selecting student representative board members to represent the board in committees and external forums, including the selection criteria and standard evaluation scale, was adopted based on a vote of approval by 14 members.

4. The monthly report template specific to the student representative board for colleges was adopted, based on a vote of approval by 13 members.

5. The complaint form template specific to the student representative board for colleges was adopted, based on a vote of approval by 14 members.

6. The idea to establish a team for secretaries was adopted, based on a vote of approval by 14 members. Following this, the approval was then tied at 7 votes for and 7 against. Despite the tied votes, the preference chosen by the president of the student representative board was favored. This was done to facilitate communication with all secretaries of all student representative boards of colleges, to propose the idea, consult them, and gather their opinions and suggestions before making a decision, following the proposal of the president of the College of Education student representative board, Hassan Ahmed Al-Salem.

7. The decision regarding unifying all student representative board logos was postponed to the next meeting, based on the recommendation of the student representative board specialist, Amal Al-Suwaidi.

8. The idea to open a dedicated channel for the student representative board on the WhatsApp application was adopted, based on a vote of approval by 14 members.

9. The discussion on updating the file related to the visits team's work was postponed to the next meeting due to the absence of the team's president, Manar Al-Yafei, who is most informed about the details of this file.

"Thanks"