



بسم الله الرحمن الرحيم
Deanship of Scientific Research

عمادة البحث العلمي

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Attachment 4

The Bylaws of Scientific Research Clubs for Al-Quds University Students

Overview

Al-Quds University established students' clubs to promote, support, and enhance scientific research at the University to be in harmony with the University's research policies. However, these clubs will aid in achieving partnership standards among the different University components, seeking to engage students in the learning and teaching outputs and consider them an integral part of the research and learning process.

Definitions

Article 1

Scientific Research Club: is a student body with no political affiliations. The club is keen to enhance students' intellectual and research skills to develop their potential and keep pace with the latest advancements in knowledge and research arenas. The club is managed by the students themselves under the Deanship of Scientific Research and the Deanship of Students Affairs supervision.

Active Member: The student is officially affiliated to the club, at least participating in two research activities per semester. The active member should be a student enrolled in a BA program at the University, or a first-year student.

General Commission: is a group of active members.

Targeted Group: regular faculty students.

Supervisor: is a full-time faculty member assigned by the University President based on a nomination from the Dean of Scientific Research whose research activity is considered.

Supervision Committee: is the committee in charge of supervising the work progress of the clubs, delegated to set rules and regulations. The committee comprises the Deans of Scientific Research, the Dean of Students Affairs, and advisors from each faculty.

The Administrative body: includes a group of students that oversees the work progress of the club.

Research Objectives of the Clubs

Article 2

Research clubs aim to enhance students' interest in research and encourage them become part of a research experience, which will in turn help them plan their professional life and develop their careers. Participation in the research club is a window to acknowledge research activities at the University, participate in conferences, local and international symposiums, and submit research.

Objectives

1. To raise awareness of the importance of research skills in future and professional life.
2. To boost awareness in the main aspects of scientific operations.



3. To encourage students to value research and create top-notch knowledge to deal with applications based on research results.
4. To motivate students to engage in research activities.
5. To improve critical thinking among students.
6. To build active participation between students and faculty members.
7. To promote interaction between Al-Quds University and the local community.
8. To design and implement research proposals that allow students to follow up their papers from start to end.
9. To critically review articles published in a journal in order to enhance the learning process, relying on the latest advancements in scientific research.
10. To empower students to network, communicate with researchers from inside and outside the University, and present their papers in international and local conferences and forums.
11. To advance research efficiency among students to learn research writing skills and statistical analysis.

Structure

Article 3

The scientific research club entails a group of BA students from various faculties. The administrative body oversees the club activities. It includes member students and instructors.

Administrative Body

Article 4

The administrative body of the club includes:

- a) President
- b) Vice President
- c) Petty Cash custodian
- d) Media and Public Relations Officer
- e) One administrative member in case the members of the general commission were less than 50, and two administrative members if the members of the general commission were more than 50.

Administrative Body Tasks

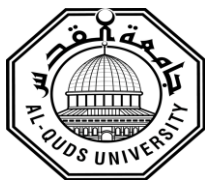
Article 5

The members of the administrative body are keen to realize the club objectives stated in article 2, plan and implement research activities and manage the work progress of the club.

Appointment of the Administrative Body

Article 6

The administrative body is appointed by a decision of the research clubs supervising committee for a cycle of two years based on the placement of the teaching supervisor, considering the CV



and the motivation letter of the applicants. The administrative body includes the supervisor and his/her assistant.

Club President

Article 7

The club is presided by a student member appointed by the Supervising Committee after reviewing his/her CV and motivation letter. The president of the club shall stay in position for a specific duration renewable by decree of the committee. The supervising teacher is directly responsible for the work of the club president.

Tasks of the Club President

Article 8

1. Presiding over the scientific research club in the faculty, distributing tasks to its members, and defining their tasks.
2. Managing and operationalizing the club and supervising the planning of research activities.
3. Supervising the preparation and tracking of the expenditures allocated to the club.
4. Activating communication with the concerned authorities inside and outside the University and disseminating the club's achievements internally and externally.
5. Participating in research activities at the University level.
6. Ensuring the application of scientific research ethics in all club activities.
7. Preparing an annual report on the club's activities.
8. Respecting and implementing the requirements of this system.

Clubs' Activities

Article 9

1) General Activities

- a. To conduct training workshops for students by faculty members and researchers from the international and local community.
- b. To organize periodic meetings.
- c. To assist students in their research projects.
- d. To launch and encourage research competitions.

2) Research Activities

- a. To carry out workshops and training meetings regarding research.
- b. To manage students' research activities.
- c. To periodically identify novel research topics and circulate them among students.
- d. To promote communication between the faculty administration and research cadre at the faculty.

3) Awareness Activities



- a. To enhance reading research journals.
- b. To disseminate awareness on the importance of scientific research through publishing periodic brochures and leaflets.
- c. To attract new students as assets to achieve the club's objectives.
- d. To disseminate the developments in the scientific research arena and hold periodic discussions.

4. Cooperation Activities

- To contribute to facilitate the management of scientific conferences, meetings, seminars, and lectures.
- To attract lecturers to enrich the faculty's scientific research, educational and awareness-raising activities.

The Club's Budget

Article 10

- 1- The Deanship of Scientific Research shall allocate 300 JD or its equivalent from its budget to each scientific research club paid at the beginning of the academic year.
- 2- The Student's Union Council shall allocate 100 JD or its equivalent from its budget to each scientific research club paid at the beginning of the academic year.

Article 11

Clubs shall seek to secure their budget legally, to secure the transparency and integrity of the work done. Every member must pay monthly 1 JD or its equivalent in dues; in return, they shall receive an official receipt of the amount paid signed and stamped by the treasurer.

Expenses

Article 12

The president of the club shall manage and control the expenses by a decree of the club's executive board. Moreover, disbursement decisions shall be made by a majority of votes. In the event of votes being equally divided, the teaching supervisor shall have a casting vote.

Article 13

The Club's expenses shall include the following:

- 1- Allocating a maximum of 40 JD or its equivalent for each student who conducts distinguished scientific research to encourage him/her to engage in scientific research.
- 2- Allocating a maximum of 20 JD or its equivalent for each research event's hospitality.
- 3- Allocating a maximum of 10 JD or its equivalent for transportation from the University to the events' places that research club members participate in.



Article 14

The club's administration shall prepare a detailed report at the end of each semester about the incomes and expenses, which will then be approved by the club's administration.

Voluntary Work

Article 15

Each executive board member working for two years in a club shall be credited 40 hours of voluntary work.

End of Membership

Article 16

The students' memberships shall be linked to the membership card validity issued by the Deanship of Students Affairs according to a receipt provided by the executive board for this purpose.

Al-Quds University President

Al-Quds University Council

Academic Affairs

Financial and Administrative Affairs

Deanship of Scientific Research

Deanship of Students Affairs

Procedural Appendix

Procedures

First: The Dean of Scientific Research, the Dean of Students Affairs, and research clubs supervising committee members shall oversee the procedures of the clubs' establishment in every faculty at Al-Quds University.

Second: Students in all faculties shall be invited to participate in the research clubs through official and international channels in an effort to market the objectives of the research clubs.

Third: The supervising committee members shall collect the students' names in the research club in their faculty.

Fourth: The supervising committee members -who are the teaching staff in the faculties- of the research clubs shall undertake the following duties:

- 1- Urge the students to participate in different executive board positions by allowing them to submit a CV and cover letter that explains the motives behind their participation in the research clubs and the reason they think they deserve this position.



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- 2- The supervisor shall evaluate and file the CV's and cover letters of the candidates. The candidates then shall be invited for an interview, then the selected students shall be informed with a letter about their appointment at the executive board of the research club.
- 3- Explain to the students that the membership of the research club is conditional to active participation. Until the student is considered a member of the research club, the students must attend and participate in the activities of the research club at least twice per semester.

Fifth: Hold a workshop for the committees' members after forming the research clubs to develop work strategies that would achieve the abovementioned objectives.

Sixth: The research clubs' members, students and people involved in research, the teaching staff at Al-Quds University, and the University's friends shall be invited to the research club launching celebration.

Seventh: A research student conference shall be held at the end of the academic year. The committees' members of the research clubs shall manage this conference. The Deanship of Scientific Research, the Deanship of Students Affairs and the members of preparatory committees shall participate in this event. The participants shall present their research initiatives and accomplishments, and keynote speakers and experts shall present real experiences in research and knowledge.

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