



Dubai Medical University

Emerging Leaders Orientation & Training

For Students in Governance, Student Council
Members & Batch Representatives

Prepared & Conducted By:

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Counselling & Mental Health

Student Counsellor/ Psychology TA

Date:

May 14,2025

Today's Agenda

01

3:00 - 3:10

Welcome and announcement of names / roles for AY 2025-2026

02

3:15 - 4:05

DMU Org structure, expectations from students in leadership & introduction to relevant policies for governance/ Student Council & Batch reps

03

4:10 - 4:25

Sharing success stories - COM College Council & COP Curriculum Committee Student Experiences

04

4:30 - 5:30

Engagement, team & skills building activities

Governance Members

University Council

Student Council President: Mahra Alhosani - B37

Deans' Council

Student Council Member- Volunteering Initiatives Coordinator -
College of Medicine: Fathima Razana - B36MD

Learning Resource Committee

- College of Medicine: Shams Haider Al-Khafaji - B36MD
- College of Pharmacy: Aasma Abdul Kareem - B31
- College of Nursing: Fatimah Fath Elrahman Bilal

Media Committee

- College of Medicine: Yumna Beltagui - B36MD
- College of Pharmacy: Sham Mohammed Munir - B32
- College of Nursing: Retag Bashar Alherafi

Sustainability Committee

- College of Medicine: Mariam Abderlrahman - B37
- College of Pharmacy: Layan Bakur- B32
- College of Nursing: Jana Yasser Tattan

Medicine College Council

- Rooa Fayez Saeed - B36
- Nour Badr Alraee - B37

Pharmacy College Council

- Ayesha Shahid Mahmood - B32
- Mariam Etri - B31

Nursing College council

- Noora Othman Mohammad Ali Ahli
- Shaima Mohammed Ibrahim

Governance Members

Quality Assurance and Program Evaluation (QAPE) Committee

- College of Medicine: Aya Zaeid-B37
- College of Pharmacy: Fadia Kelani - B32
- College of Nursing: Sania Mushtaq Jawali

Curriculum Review Committee

- College of Medicine: Nimrah Afaq (B37),Tasnime Brinsi (B36), Dr.Dania Walid (Alumni, B33)
- College of Pharmacy: Aya Mamoun Al Bakour(B32) , Badra Ejaz (B31), Hanan Al Helo (Alumni,B29)
- College of Nursing: Louna MHD Hani Alkari, Fereshta Didar Ali

Quality Assurance & Institutional Effectiveness (QAIE) Committee

- Eman Waheed - B33

Elected Student Council Members

- **Student Council President: Mahra Haitham**
- **Vice President: Fadia Amjard**
- **General Secretary: Maheen Faisal**
- **Assistant General Secretary: Amna Farrukh**
- **Events Coordinator: Arisha Fathima Khan**
- **Emirati Representative - College of Medicine: Amna Almehairi**
- **Emirati Representative - College of Pharmacy: Aalia Ali**
- **Emirati Representative - College of Nursing: Shaima Mohammed**
- **Coordinator of Sports Initiatives: Sobia Mir**
- **Coordinator of Sustainability Initiatives: Dania Abaji**
- **Volunteering Initiatives Coordinator - College of Medicine: Fathima Razana**
- **Volunteering Initiatives Coordinator - College of Pharmacy: Sama Hosam Mohamed**
- **Volunteering Initiatives Coordinator - College of Nursing: Abdathur Rahman**
- **Treasurer: Rushda Haider**

College of Medicine Batch Representatives

- **Batch 38**
Rand Mohammed Qahtan
- **Batch 37**
Aena Maryam Khan
- **Batch 36**
Ayisha Hassan Abdulrahman
- **Batch 36 MD**
Shams Al Khafaji
- **Batch 35**
Gumana Ashraf Aly Abdelsamad

College of Pharmacy Batch Representatives

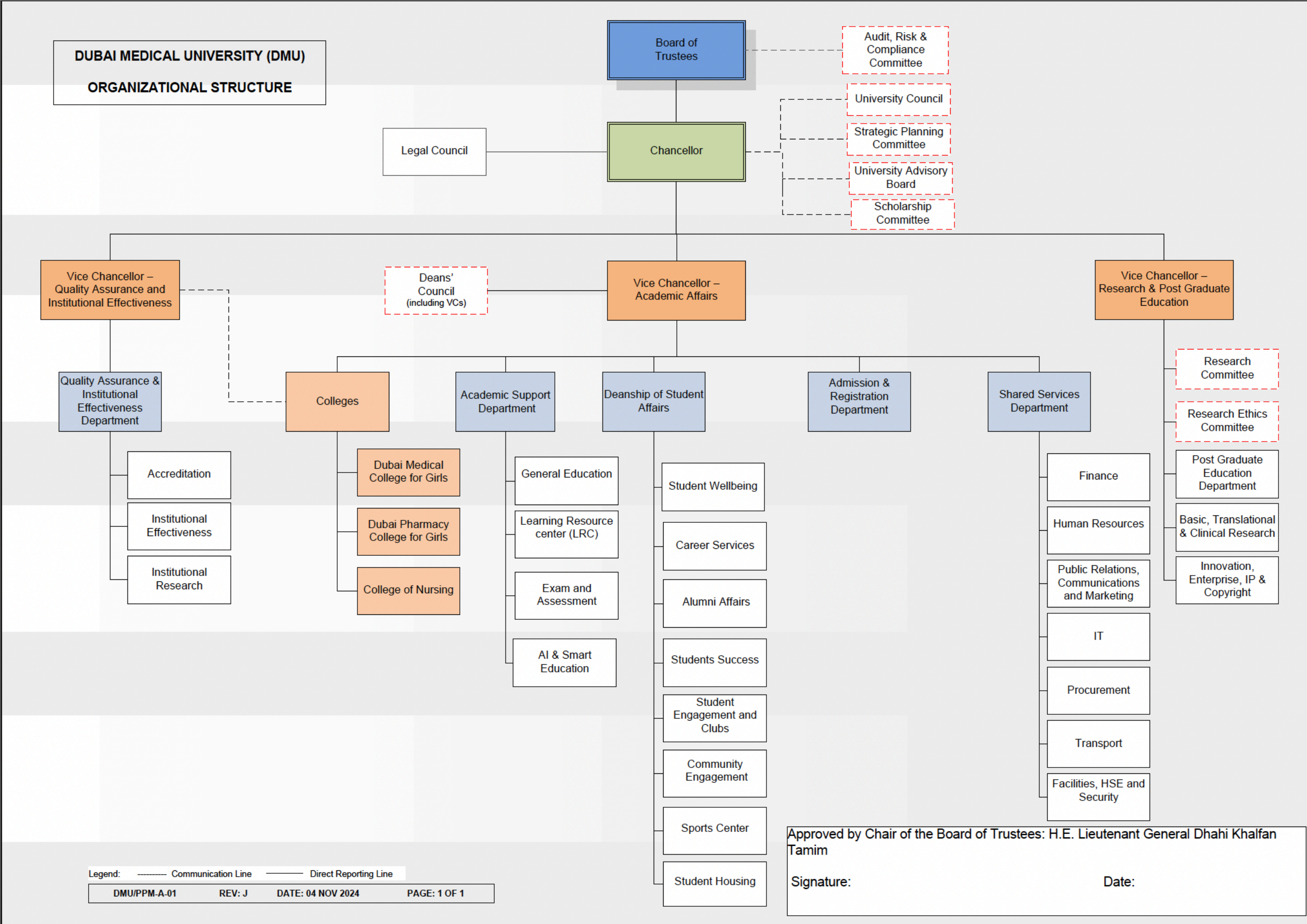
- **Year 1**
Aliya Al Ali
- **Year 2**
Aya Albakour
- **Year 3**
Fatima Nooha
- **Year 4**
Jumana Alansari

College of Nursing Batch Representative

Batch 1

Ghala Salem Obaid Salem Alketbi

DMU Organizational Structure



Important Definitions

Abbreviations and Definitions

- **Terms of Reference:** Terms of Reference (ToR) is a document that defines a committee's purpose, scope, responsibilities, and Functions. It provides clear guidelines on how the committee will function and report on its activities.
- **Standing Committee:** The Standing Committee is a permanent committee established to address ongoing, recurring tasks within DMU. It meets regularly and has a continuous role with specific responsibilities.
- **Ad-hoc Committee:** Ad-hoc Committee is a temporary committee formed to address a specific issue or task, typically with a defined purpose and limited duration. Once the task is completed, the committee is disbanded.

Councils and ToRs

University Council

The university council is the highest council in the university.

Scope: Monitor the achievement of DMU vision and strategic plan

Chair: Chancellor

Members: The Council will include the following members:

- **Vice Chancellor Academic Affairs**
- **Vice Chancellor Quality Assurance and Institutional Effectiveness**
- **Vice Chancellor Research & Post Graduate Education**
- **Deanship of Student Affairs**
- **College Deans**
- **Student Union Head – Ex Officio**

Meeting frequency:

once every semester or as required

Quoracy: 2/3 of its members, if fewer members are present, the meeting will be dismissed

Voting rights: all members have voting rights except students

Councils and ToRs

University Council

Functions:

- 1. Work towards accomplishing the mission, vision and goals of Dubai Medical University**
- 2. Oversee the development of the DMU strategic plan.**
- 3. Monitor the DMU strategic plan implementation.**
- 4. Arbitrate any grievance related to DMU programs.**
- 5. Receive and deliberate on reports from the Quality Assurance & Institutional Effectiveness department to monitor the performance of DMU Colleges, Programs and non-academic departments.**
- 6. Advise and make recommendations concerning HR policies and procedures.**
- 7. Approve the awarding of degrees to students fulfilling the requirements of graduation.**
- 8. Approve all new DMU policies & procedures and amendments of existing policies and procedures in preparation for final approval from the Board of Trustees.**
- 9. Recommend new academic programs and departments to the Board of Trustees.**
- 10. Oversee the university budget and budget planning.**
- 11. Approve the annual budget and ensure that the university operates in financially efficient ways.**
- 12. The council is responsible for promoting the wellbeing of students and ensuring that they have positive and productive experience at the university. This includes overseeing university student's services.**

Councils and ToRs

Functions:

13. Determining university fees.
14. Approve students' scholarships and discounts for DMU programs
15. Endorsing rules and systems for investing university funds, and management and disposal thereof.
16. Accepting donations, endowments, etc., provided this does not conflict with the University's objectives.
17. Ensuring compliance with all applicable laws and regulations including those related to MOE / CAA and other local and international entities.
18. Campus planning and development related to new construction or modifications to existing physical campus.
19. The council may represent the university to the local community and stakeholders.
20. The council may play a role in fund raising for the university.
21. The council appoints the deans and other equivalent senior leadership positions.
22. Recommend to the BOARD OF TRUSTEES discontinuation of programs or departments

The University Council can constitute committees/subcommittees to focus on specific areas and make informed decisions within the authority delegated to each of the Committees. The members of the Committee have the right to delegate any other member from their department to attend the meetings.

Councils and ToRs

Deans' Council

Scope:

The scope of a Deans' Council involves collaborative decision-making on academic affairs including academic policies, curriculum changes, faculty promotion and strategic planning within colleges.

Terms of Reference:

These are subject to any direction, changes that may from time to time be given by the Board of Trustees (BoT), the Chancellor or the Vice Chancellor of Academic Affairs and Support Services.

Membership

Chair: Vice Chancellor Academic Affairs

Membership: The DMU Deans' Council is composed of:

- i. The Deans of all colleges under DMU**
- ii. Student Union member**
- iii. Other members by invitation**

Councils and ToRs

Deans' Council

Functions:

1. Contribute to the development and execution of institutional strategic plans.
2. Evaluate the risk reports of different programs within the University.
3. Review and approve all academic policies and procedures.
4. Review and approve the academic calendar of the University.
5. Review and approve the curriculum changes and amendments to teaching plans for all the programs in all the Colleges.
6. Develop guidelines for faculty appointments, tenure, promotion, professional development.
7. Approve the appointment of new faculty, workload, and the promotion of existing faculty in all Colleges of the University.
8. Maximize the integration and transfer of expertise between the faculties of different Colleges of the University.
9. Encourage the opportunities of multi-disciplinary teaching and learning between the Colleges of the University.
10. Suggest changes in infrastructure and academic resources within the Colleges.
11. Approve the decisions made by the college council, particularly those that can impact the programs and students.
12. Encourage the opportunities of multi-disciplinary research activities between groups of complimentary research interests and expertise in the different Colleges of the University.
13. Review and finalize budgetary matters for academic programs. This includes allocating resources for faculty hiring needs, faculty development, research initiatives and any other academic requirements.
14. Address unresolved disputes and conflicts within the Colleges.
15. Approve academic activities, student activities, community engagement activities and other activities of all the Colleges.
16. Encourage innovation and foster research initiatives within the academic community.
17. Serve as a representative body to voice concerns, share perspectives, and contribute to the overall governance of the colleges.
This includes serving as an escalation point for risks and concerns.

Councils and ToRs

Deans' Council

Functions:

- 18. Oversee ad hoc major projects/directives within the Operations portfolio that would normally fall into the College remit; approve/ or discuss documents or see documents for information from the Vice Chancellor Academic Affairs, Chancellor/Board of Trustees, individual projects and make recommendations on prioritization to the College Councils, University Council or other relevant bodies.**
- 19. Review and take action as required on service metrics, and related Key Performance Indicators (KPIs) (including benchmarks, targets, trends), in particular those related to the staff, student and customer/stakeholder experience.**
- 20. Monitor and advise on improvements to the student interface with the related business processes and systems for recruitment, satisfaction, completion and employability.**

Councils and ToRs

Deans' Council

Period of office: The duration of membership of the council is subject to members maintaining their positions as Dean or Vice Chancellor Academic Affairs.

Meeting Frequency: At least two in an academic semester (four per academic year).

Quoracy: At least 2/3 of its members, including the Chair, are required to reach a consensus and decision. The secretary will be a non-member who will call meetings, organize them, prepare minutes, and follow up on decisions made.

Voting Rights: All members have voting rights except students. In the case of equal number of votes on both sides, the side of the Vice Chancellor Academic Affairs will prevail.

Councils and ToRs

College Council for Each College

COM, COP & CON

A college council typically serves as a governing body within an educational institution, such as a college or university. The specific scope of work for a college council can vary depending on the institution, but generally, it includes the following responsibilities:

Chair: College Dean

Membership: The College Council is composed of:

- Members are appointed by the Dean**

OR:

- Associate Deans**
- Department Chairs**
- Faculty representatives**
- Student representatives**
- Other members invited by the Chair.**

Councils and ToRs

College Council for Each College

COM, COP & CON

- **Governance and Policy Making:**
 - **Developing Policies:** Formulating and approving policies related to academic and administrative matters.
 - **Regulatory Compliance:** Ensuring that the college complies with local, state, and federal regulations.
 - **Strategic Planning:** Setting the strategic direction and long-term goals of the college.
- **Academic Oversight:**
 - **Curriculum Development:** Reviewing and approving new academic programs, courses, and changes to existing curricula.
 - **Academic Standards:** Ensuring the maintenance of high academic standards and quality of education.
 - **Faculty Affairs:** Overseeing faculty appointments, promotions, and tenure decisions.
- **Financial Management:**
 - **Budget Approval:** Reviewing and approving the annual budget and financial plans.
 - **Resource Allocation:** Making decisions about the allocation of financial resources and funding for various departments and projects.
 - **Financial Oversight:** Monitoring the financial health of the institution, including auditing and financial reporting.
- **Infrastructure and Facilities:**
 - **Campus Development:** Overseeing the development and maintenance of campus and laboratory facilities.
 - **Safety and Security:** Ensuring the safety and security of the college environment, including classrooms, lecture halls, laboratories, and student services area.

Councils and ToRs

College Council for Each College

COM, COP & CON

5. Evaluation and Assessment:

- **Performance Metrics:** Establishing and monitoring key performance indicators (KPIs) to assess the effectiveness of the college's programs and initiatives.
- **Feedback Mechanisms:** Implementing processes for collecting feedback from students, faculty, and other stakeholders.

6. Ethics and Integrity:

- **Code of Conduct:** Upholding ethical standards and promoting a culture of integrity within the institution.

Membership: Members are appointed by the Dean of each college.

Councils and ToRs

College Council for Each College

COM, COP & CON

Functions

- **Work to accomplish the mission and goals of the colleges by closely monitoring the implementation of the strategic plan.**
- **Review and monitor the implementation of the courses in all programs and propose any necessary changes related to the program.**
- **Arbitrate any grievance related to programs.**
- **Receive regular reports of the college standing committees, monitor their performance, follow up with assigned actions, and integrate findings into institutional effectiveness.**
- **Form Disciplinary Taskforces for the College teaching staff, students, and others.**
- **Advise and make recommendations concerning HR policies and procedures.**
- **Suggest and approve the list of external examiners.**
- **Approve the examination results and ratify the award of degrees to such students as have fulfilled the requirements of graduation to be submitted to the Dean for authentication.**
- **Work for the development and updating of the performance of the College and for close coordination with the educational and training activities.**
- **Submit proposals for raising the level of performance and for revision and evaluation of the plans and curriculums supported by necessary recommendations.**

Councils and ToRs

College Council for Each College

COM, COP & CON

The College Council can constitute committees/subcommittees to focus on specific areas and make informed decisions within the authority delegated to each of the Committees by the Dean.

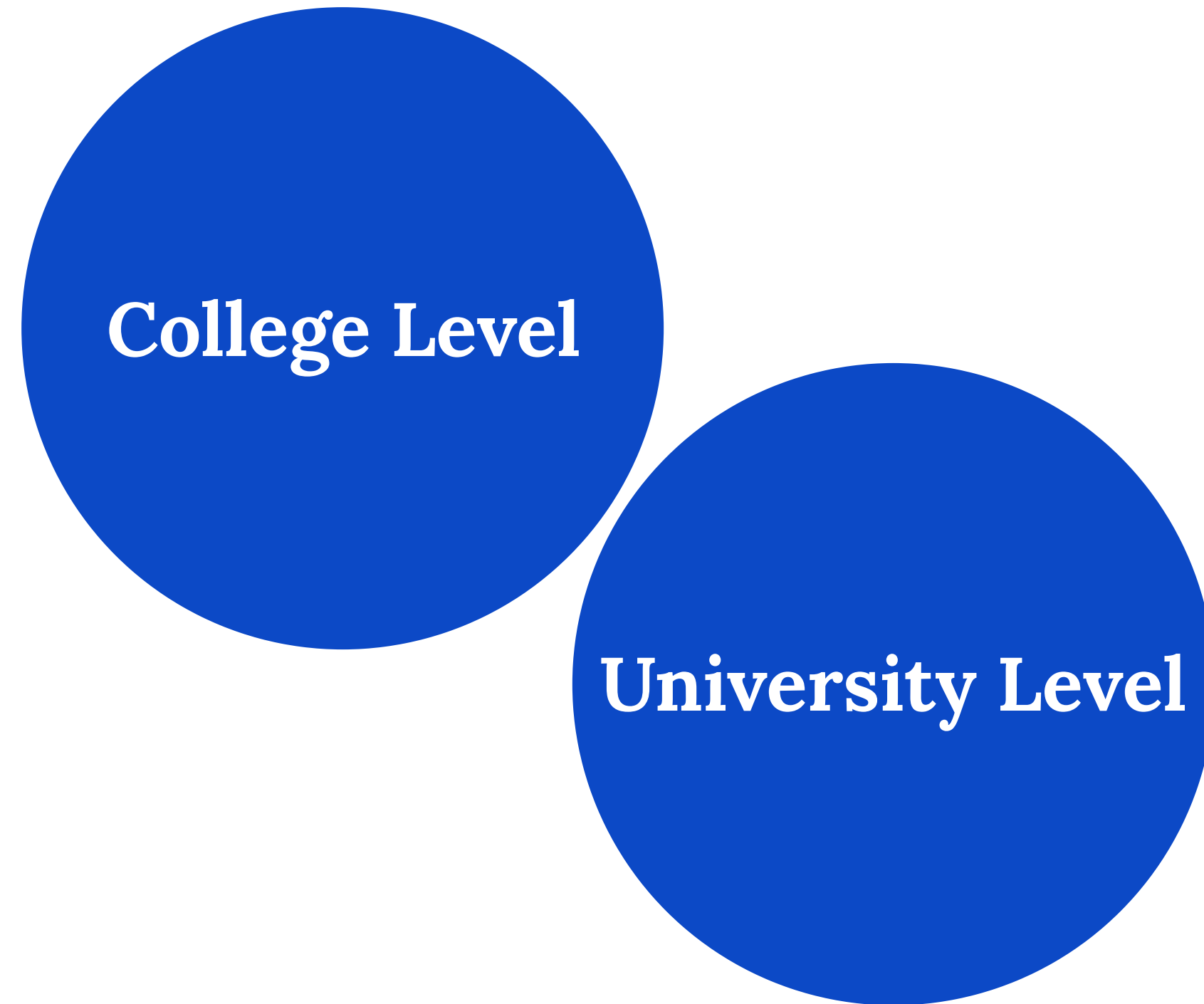
Period of Office: The term of office for the members will be 2 years.

Meeting Frequency: Every 2 weeks.

Quoracy: At least 2/3 of its members including Chairman are required to reach a consensus and decision.

Voting Rights: All members have voting rights except students. If a tie occurs the Chair's decision will prevail.

Types of DMU Committees



1. University Level Committees

- 1. Learning Resource Committee**
- 2. Media Committee**
- 3. Sustainability Committee**
- 4. Quality Assurance & Institutional Effectiveness
Committee**

Committees and ToRs

Standing Committee - University Level

Learning Resource Committee (LRC)

(LRC) serves as a governing and advisory body within the University, focusing on ensuring that learning resources are effectively managed, allocated, and used to support the academic mission of the institution. The committee plays a key role in shaping the strategic direction of library and resource services to align with the needs of faculty, students, and staff.

Membership:

Chair: Head LRC

Members:

- Faculty members from each college nominated by the Dean**
- Student representative (CON, COP and CON)**

Committees and ToRs

Standing Committee – University Level

Learning Resource Committee (LRC)

Responsibilities:

The LRC Committee, within the framework of the overall strategic policies of DMU plays a crucial role in shaping the direction of library services and ensuring they support the university's academic mission. The committee's responsibilities are as following:

1. Policy Development

The committee is responsible for establishing policies governing library services, collections, and access. These policies ensure that the library remains aligned with the university's mission and goals, supporting both current needs and future growth.

2. Collection Development

The committee reviews and recommends materials for acquisition, such as books, journals, and digital resources. They base these decisions on the needs of faculty and students, ensuring that the library's collection remains relevant and up to date with academic trends.

3. Budget Oversight

The committee assists in formulating and monitoring the library's budget. They advocate for the necessary funding and resources required to sustain library operations and facilitate continuous improvements.

Committees and ToRs

Standing Committee – University Level Learning Resource Committee (LRC)

4. Assessment and Evaluation

Regular assessment and evaluation of library services and resources are key to identifying areas for improvement. The committee uses feedback from library users to enhance service offerings and address any issues or gaps in resources.

5. Strategic Planning

The committee plays a role in the long-term planning of library services and facilities. They ensure that the library evolves to meet the changing academic needs of the university community.

6. Technology Integration

Evaluating and recommending new technologies is a critical part of the committee's responsibilities. This includes digital databases, online catalogs, and other tech tools that can improve library operations and the user experience.

7. User Education

The committee supports programs and resources that promote information literacy among users. This includes helping students, faculty, and staff better understand how to use library services and effectively access and evaluate information.

8. Collaboration

The committee works closely with other university departments and committees to ensure that library resources are integrated into the broader academic framework, supporting teaching, research, and student learning across the university.

Committees and ToRs

Standing Committee - University Level Learning Resource Committee (LRC)

Period of Office: The term of office for the members will be 1 year.

Meeting Frequency: Meetings will be held two times a year and special ad hoc meetings may be held as requested by the members.

Quoracy: At least 2/3 of its members including Chairman are required to reach a consensus and decision.

Voting Rights: All members have voting rights.

Committees and ToRs

Standing Committee - University Level

Media Committee

Scope: The purpose of the Media Committee is to manage and oversee DMU's media-related activities. This includes internal and external communication, public relations, event promotion, social media management, and ensuring the organization's image and alignment with its vision, mission and strategic objectives.

Membership:

Chair: Appointed by Vice Chancellor Academic Affairs

Members:

- **Social media Representatives from each College**
- **Student representatives (COM, COP, CON)**

Committees and ToRs

Standing Committee - University Level

Media Committee

Functions:

Information Dissemination: Provides updates about university events, news and achievements to students, faculty, staff and other stakeholders.

Public Relations: Enhances the university's image and reputation through press releases, media coverage, and strategic communication.

Content Creation: Produces various content types, including articles, videos, podcasts, and newsletters to engage different audiences.

Event Coverage: Documents and promotes university events, lectures, and activities through photography, videography, and social media.

Social Media Engagement and Approvals: Utilizes platforms like Twitter, Facebook, LinkedIn and Instagram to engage with the university community and share real-time updates with approvals.

Event Calendars: Lists upcoming university events, lectures, and workshops, promoting engagement within the campus community.

User Accessibility: Ensures that the website is accessible to all users, including those with disabilities, by adhering to web accessibility standards.

Branding and Identity: Reflects the university's values, mission, and branding through design, tone, and content, contributing to its overall identity.

Committees and ToRs

Standing Committee - University Level

Media Committee

Period of Office: The term of office for the members will be 1 year.

Meeting Frequency: At least once in an academic semester (two per academic year).

Quoracy: At least 2/3 of its members, including the Chair, are required to reach a consensus and decision.

Voting Rights: All members have voting rights.

Committees and ToRs

Standing Committee – University Level

Sustainability Committee (SC)

Scope:

To build and implement a sustainability framework for DMU according to GreenED framework and ensure sustainability objectives are achieved. To foster sustainable sustainability culture within DMU community that will reduce the university's carbon footprint and contribute to UAE's sustainability vision.

The Sustainability Committee is chaired by the QHSE officer and functions under the supervision of the university's top management.

Membership:

i. Chair: QHSE & Sustainability Officer

ii. Members:

- DMU Project Manager**
- Members of the following departments: IT, Electrical & HVAC, Facility, Procurement, Student Rep, Faculty Rep., Staff Rep., and Digital Marketing & Branding.**
- Other members nominated by the Vice-Chancellor or College Deans**
- This Committee reports to The Vice Chancellor – Academic Affairs.**

Committees and ToRs

Standing Committee – University Level

Sustainability Committee (SC)

Key functions:

- 1. Developing and implementing sustainability projects.**
- 2. Monitoring, evaluating and reporting progress on sustainability initiatives.**
- 3. Promoting sustainability awareness and education within DMU campus and community.**
- 4. Manage resources and budget effectively and efficiently to deliver sustainability initiatives.**
- 5. Identify and manage risks related to environmental, social, and Governance (ESG).**
- 6. Develop contingency plans for sustainability related challenges.**

Committees and ToRs

Standing Committee – University Level

Sustainability Committee (SC)

Period of office: The office term for the members will be 1 year.

a) Deliverables:

Pillars of GreenEd Sustainability Framework:

- 1. Academics & Research:** Incorporate sustainability and climate change, embedding green skills in DMU curriculum. Focuses on applied research on sustainability solutions and climate change adaptation.
- 2. Community Engagement:** Promotes sustainable practices and climate awareness within DMU community and all relevant stakeholders. Fosters sustainability and climate resilience in the community and industry partners.
- 3. Operations & Resources:** Focuses on renewable energy and reducing carbon footprints. Emphasizes sustainable sourcing and waste reduction. Procurement & Waste: Aims for sustainable procurement and zero waste goals. Transportation: Promotes sustainable transportation and reduces emissions.
- 4. Planning & Administration:** Integrates sustainability and climate action into strategies, goals, and action plans. Supports health, wellness, and climate resilience. Create a system to monitor and report on sustainability. Risk Assessment: institutional resilience, and climate risk assessment.
- 5. Innovation & Leadership:** Drives sustainability and climate adaptation initiatives. Embed environmental, social and economic considerations in the innovation process to leverage technology and science for sustainable solutions and foster a culture of innovation.

Committees and ToRs

Standing Committee - University Level

Sustainability Committee (SC)

b) Quoracy: requires at least 50% representatives in addition to the chair.

c) Reporting: A Bi-annual report goes to the Vice Chancellor - Academic Affairs.

d) Voting rights: All members have voting rights. In the event of an equal number of votes, the side of chair of the committee will prevail.

Frequency: At least once a month until the implementation phase is matured after that twice per semester.

Committees and ToRs

Standing Committee - University Level

Quality Assurance & Institutional Effectiveness (QAIE)

Scope:

The scope of the QA & IE Committee is to ensure that the University / College maintains high standards of Quality in all its activities and continuously improves its educational programs and services.

Members:

i. Chair – Vice Chancellor Quality Assurance and Institutional Effectiveness

ii. Director – QA&IE

iii. QAPE Committee Chairs – College level

iv. Department Heads – University Level

Committees and ToRs

Standing Committee - University Level

Quality Assurance & Institutional Effectiveness (QAIE)

Functions:

The QAIE committee is responsible for tracking and reviewing:

Academic:

- **Evaluate the quality performance of all colleges**
- **Monitor implementation of QA processes across colleges**
- **Follow up operational plans all University-level Dept/Units**

Non-academic:

- **Evaluate the quality performance of all University-level Dept/Units**
- **Monitor implementation of QA processes for all University-level Dept/Units**
- **Follow up operational plans all University-level Dept/Units**

Committees and ToRs

Standing Committee - University Level

Quality Assurance & Institutional Effectiveness (QAIE)

Period of Office: The term of office for the members will be 2 years.

Meeting Frequency: At least once in an academic semester and as needed. (twice academic year) or as needed.

Quoracy: At least 2/3 of its members, including the Chair, are required to reach a consensus and decision.

Voting Rights: All members have voting rights.

2.College Level Committees

- **Quality Assurance & Program Evaluation (QAPE)**
- **Curriculum Review Committee**

QAPE

Quality Assurance & Program Evaluation Committee

Standing Committee - College Level

Scope: Each College shall have a Quality Assurance and Program Evaluation (QAPE) Committee. The Committee ensures adherence to academic standards, curriculum improvement, and faculty performance evaluation, and recommends improvements or alternative approaches if necessary.

Membership:

Chair: QAPE chair

Members:

- Faculty members from respected Colleges**
- Student member**
- Invited member as needed from the QAIE Department**

QAPE

Quality Assurance & Program Evaluation Committee

Standing Committee - College Level

Functions:

QAPE committee is responsible for tracking and reviewing:

1. Review and Follow-Up on Course Files:

Examine course files to ensure they meet quality standards and include all required documentation, such as syllabi, assessment methods, and student performance data. Provide feedback to departments on areas needing improvement and follow up to ensure that recommended actions are implemented.

2. Reports and Documents:

Review key reports, including the College Annual Report, the Program Effectiveness Report (PER), and Program Specification, ensuring that these documents accurately reflect the progress made towards quality improvement.

3. Coordination with Other College Committees:

Collaborate with committees such as the Curriculum Committee and Assessment Committee to support overall quality improvements within the college. Focus on implementing the initiatives led by these committees, and avoidance of duplicating efforts or overlapping in scope.

QAPE

Quality Assurance & Program Evaluation Committee

Standing Committee - College Level

4. Tracking and Monitoring Course-Related Metrics:

Oversee the tracking of semesterly course grades, and evaluations. Facilitate the follow-up on the analysis of exit exams and the implementation of corrective action plans, ensuring coordination with other relevant committees.

5. Support for Strategic and Operational Planning:

Monitor the progress of the College's strategic and operational plans, ensuring alignment with the institutional goals. Prepare a college operational report that summarizes the achievements of strategic projects, while coordinating with other departments to ensure their respective plans are also considered.

QAPE

Quality Assurance & Program Evaluation Committee

Standing Committee - College Level

6. Collaboration with QAIE Department:

Collaborate with the University Quality Assurance and Institutional Effectiveness Department to improve the quality of all operations within the College.

7. Review of College Meeting Minutes:

Review the college meeting minutes and follow-up on implementation of the planned actions.

8. Implementation of Policies and Procedures:

Ensure proper implementation of College Policies and Procedures.

9. Accreditation Support:

Review and provide feedback on self-study reports prepared for the accreditation of college programs by national (CAA) and international bodies providing supportive rather than directive oversight

10. Quality Improvement Initiatives:

Contribute to quality improvement actions by following up on the implementation of recommendations from Program Effectiveness Reports and other evaluation processes. Ensure that these initiatives are complementary to the work of other committees and aligned with the college's broader quality objectives.

QAPE

Quality Assurance & Program Evaluation Committee

Standing Committee - College Level

Period of Office: The term of office for the members will be 1 year.

Meeting Frequency: At least twice in an academic semester (four per academic year).

Quoracy: At least 2/3 of its members, including the Chair, are required to reach a consensus and decision.

Voting Rights: All members have voting rights.

Curriculum Review Committee - College Level

Scope: All curricular affairs related to undergraduate and post graduate educational programs in each College of DMU. The authority of the curriculum committee will be expanded to all content, pedagogy, and instructional development of all years of study.

All curriculum changes must be initiated and/or approved by the Curriculum Committee for all non-substantive changes. All substantive changes require ratification by the Faculty Council before they can be taken further.

All curriculum changes can be proposed by the Curriculum Committee. However, they need to be intimated to all concerned. All proposed changes must be ratified by the College Council.

Curriculum Review Committee - College Level

Membership:

Chair: Associate Dean for Academic Affairs

Members:

- **Chairs of Departments**
- **Representative faculty members**
- **Student representatives (2)**
- **Invited Members:**
 - **Program Directors/coordinators – if needed**
 - **Invited faculty member**
 - **Invited member as needed from the QAIE Department**
 - **Graduate representative**

Curriculum Review Committee – College Level

Functions:

The Curriculum Committee is responsible for initiating all the following activities as they take place at DMU:

- 1. Propose strategy, learning objectives and outcomes, in collaboration with specializing academic staff.**
- 2. Establish and approve current curriculum content and ensure it is regularly updated in line with international medical school's curricula and in line with advances in healthcare trends and professional bodies guidelines.**
- 3. Ensure the establishment and regular enhancement of horizontal and vertical integration in the taught pre-clinical and clinical subjects.**
- 4. Ensure chronological coordination and coherence in the curriculum**

Curriculum Review Committee - College Level

- 5. Ensure the use of the right pedagogical mix and the students' active and adequate involvement in the learning and teaching process.**
- 6. Maximize the efficient use of time for the aspects of the teaching and learning process in the fields of knowledge, skills, and attitudes.**
- 7. Ensure an efficient assessment strategy that is linked to the teaching and learning process and that has a good mix of clearly sign-posted formative and summative assessment elements of varied types and have good representation of national and international bodies' exams.**
- 8. Relate the curriculum development process to the exercises of curriculum evaluation undertaken by the students and academic staff at different stages of the learning and teaching process .**
- 9. The curriculum committee would communicate with subcommittees or task force groups that might include external expertise, to develop the curriculum in certain fields, as necessary.**

Curriculum Review Committee - College Level

Period of office: The term of office for the members will be 1 year.

Quoracy: requires 50% of members in addition to the chair.

Voting rights: All members except the ex-officio members and secretary have voting rights. In the event of equal number of votes, the decision of committee chair will prevail.

Frequency: At least once per month and whenever requested by the College Council.

Student Council

Functions of Student Council:

- **Provide inputs for review of the strategic plan of the university.**
- **Feedback regarding review of mission and vision of the university.**
- **Provide feedback from students regarding areas of improvement.**
- **Represent DMU in local and global scholarly activities as needed and approved by the Vice Chancellor of Academic Affairs and Support Services.**

Student Council

Coordination of student activities:

- **To organize and arrange International and National events.**
- **To propose functions and special occasions that the students want to hold.**
- **To assist in DMU events such as White Coat Ceremony and New Students**

Orientation.

- **To organize educational and recreational trips on an average of at least once per semester.**

Student Council

Conduction of student activities:

- **To propose and hold educational, scientific, cultural, sports and sustainability Contests and competitions.**
- **Talks on Health-related topics agreed by the Student Council**
- **To announce important highlights about the activities running in the University through various means of social media, primarily on the DMU Instagram account and the DMU Website.**

Working rules for Student Council

- **Once active, the General Secretary and the Assistant General Secretary of the Student Council are responsible for all documentation and record keeping of the Student Council and Student Clubs on the Student Council One drive.**
- **The first meeting must address and discuss the Student Council Events Calendar and the fund needed for the planned events and the list is presented to the Dean of Student Affairs for approval.**
- **Thereafter, Student Council must meet at least once monthly upon the request of the Student Council President or the request of one third of the Council Members.**
- **During the meeting the duties of each member are discussed, tasks assigned are followed-up, and all suggestions, recommendations and decisions of the Council must be recorded in and made available as the Student Council Minutes of Meeting.**

Working rules for Student Council

- **In each meeting the Members review the execution of the decisions taken in previous meetings.**
- **Formal email group is created to facilitate daily updates and information sharing between The Student Engagement and clubs Officer, Faculty Club Coordinators, Dean of Student Affairs, Student Counsellor and Student Council and club members. Any other social media groups not allowed to be established by the clubs or student Council.**

Responsibilities for the Student Council

President

- **To direct the meetings of the Student Council**
- **To prepare the agenda of the Student Council meetings with the cooperation of the General Secretary and send out invitations to the members of the Student Council.**
- **To allocate the duties of the Council members and to call for meetings in collaboration with the General Secretary.**
- **To undertake the execution of the Student Council decisions in cooperation with the General Secretary.**
- **To undertake the payment of bills for expenditure in conducting Student Council activities from the approved fund in co-operation with the Treasurer.**

Responsibilities for the Student Council

Vice-President

- **To substitute for the President in her absence.**
- **To assist the President in her work.**

Responsibilities for the Student Council

General Secretary

- **To co-ordinate the activities of different Student Council Initiatives and Student Clubs.**
- **To implement the suggestions given by the students to activate the Student Council and Student Clubs.**
- **To be responsible for execution of all the decisions of the Student Council.**
- **To organize and co-ordinate the activities between the DMU colleges.**
- **To keep all the documents of the Student Council on Student Council Drive and be responsible for writing and distribution of the minutes of the Student Council meetings.**

Responsibilities for the Student Council

Assistant General Secretary of the Council

- **To officiate for the General Secretary in her absence.**
- **To assist the General Secretary in coordinating the various activities of the Student Council.**
- **To assist the General Secretary in collecting the suggestions of the students.**

Responsibilities for the Student Council

Events Coordinator

- **Propose and organize functions and extracurricular activities the students want to undertake.**
- **To organize educational and recreational trips off campus.**
- **To organize the semester trip.**
- **To compose the Student Council Semester Events Calendar at the beginning of each semester and to ensure that it lies in accordance with the free hours allocated by the University administration.**

Responsibilities for the Student Council

Treasurer

- **Write up the budget proposals to request a specific budget for an event.**
- **Coordinate with the University administration about the funds required.**
- **To oversee all monetary duties of the Student Council.**

Responsibilities for the Student Council

Emirati Cultural Representative

- **Promote Emirati Culture & Heritage by organizing and overseeing cultural events, celebrations, and initiatives that highlight Emirati traditions and foster cross-cultural understanding such as National Day and Flag Day in collaboration with the Events Coordinator.**
- **Act as a Liaison for Emirati Students, Represent Emirati students within the Student Council, addressing their concerns and ensuring their cultural identity is integrated into university activities.**

Responsibilities for the Student Council

Coordinator of Sports Initiatives

- **Organize and oversee sports events and activities.**
- **Encourage student participation in recreational and competitive sports.**
- **Collaborate with the Student Council and university administration for facility use.**

Responsibilities for the Student Council

Coordinator of Sustainability Initiatives

- **Promote environmental awareness through campaigns and activities.**
- **Work with students and faculty to implement green initiatives on campus.**

Responsibilities for the Student Council

Coordinator of Volunteering Initiatives

- **Organize and oversee volunteering opportunities across all colleges.**
- **Facilitate participation in healthcare, community service, and outreach programs.**
- **Collaborate with student clubs, external organizations, and faculty for impactful initiatives.**
- **Ensure equal representation and engagement of students from all three colleges in volunteering activities.**

General Expectations from Students in leadership roles

Principal areas of involvement:

- 1. Attend meetings as per the calendar invites.**
- 2. Introduce themselves and their roles to the student body.**
- 3. Collect feedback and suggestions from all students.**
- 4. Conduct discussions with other students on points to be raised.**
- 5. Summarize the feedback and prepare a prioritized list.**
- 6. Present the prioritized list to the ADAA, Dean of Student Affairs or relevant committee.**

Batch Representatives Functions

Students of every batch in all DMU programs have a channel to discuss their feedback through a chosen batch representative. The batch representative role is valid for one academic year and is updated annually through new students' choices to allow all students with equal opportunities for self-nominations. The Deanship of Student Affairs requests students from every batch to nominate themselves, an online MS form is later shared with the batch to choose their representative and the name of the student is announced formally at DMU official channels.

Batch Representatives roles and responsibilities:

1. Align with the University's values, act in accordance with Dubai Medical University's vision and mission, and adhere to its policies and regulations.
2. Be in good academic standing, have no disciplinary record on file, and adhere to the University's Student Code of Conduct.
3. Attend orientations and trainings organized and coordinated by the Deanship of Student Affairs to ensure preparedness for their roles.
4. Be a Wellbeing Ambassador, report to the university mental health counsellor incidents that cause harm or have a negative impact on the university community (e.g: Bullying, discrimination).
5. Avoid any behaviors that could compromise their professionalism or the institution's reputation.
6. Be a good representative and a role model of the represented cohort.
7. Communicate effectively and respectfully with cohort members and actively listen to their concerns.
8. Be present and available to understand cohort concerns.
9. Effectively communicate with student and academic affairs, share cohort requests, concerns, or suggestions.
10. Conduct online polls, share University and college announcements with students.
11. Ensure the inclusiveness of all cohort members in the decision-making process by utilizing effective communication skills.
12. Effectively communicate input with student representatives in governance and student council roles.

Students in Leadership Roles Expectations

Students in leadership roles including Student Representatives in Governance, Student Council Members and Batch Representatives are held to the highest standards of conduct and are expected to adhere to the following guidelines:

- 1. Align with the University values, act in accordance with Dubai Medical University vision and mission and abide by policies and regulations.**
- 2. Be in good academic standing, have no disciplinary record on file and adhere to the University's Student Code of Conduct.**
- 3. Students in governance must Sign the Confidentiality and Non-disclosure agreement document at the beginning of their period of service.**
- 4. Attend orientations and trainings organized and coordinated by the Deanship of Student Affairs to ensure preparedness for their roles.**
- 5. Avoid any behaviours that could compromise their professionalism or the reputation of the institution.**

Students in leadership as wellbeing ambassadors !!

What is Diversity?

- Students in leadership roles are responsible to care for the wellbeing of the campus community and to report incidents that may cause harm to their fellow peers.
- They are expected to be role models, behave with kindness/ respect and be supportive to each member of the student body.

We are all responsible.

Thank you for attending this orientation and training session,

Good luck, I wish you all the best :)

