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NEWGIZA UNIVERSITY.

STUDENT GUIDEBOOK



STUDENT LIFE AND ACTIVITIES



THE STUDENT LIFE AND ACTIVITIES OFFICE CREATES AND DEVELOPS THE NGU STUDENT COMMUNITY THROUGH RECRUITING, TRAINING, AND DEVELOPING STUDENTS TO LEAD STUDENT ORGANIZATIONS AND CLUBS, UNDER THE REGULATION OF THE STUDENT LIFE AND ACTIVITIES OFFICE.

OFFICE LOCATION:

BUILDING B, GROUND FLOOR, ROOM 27 (B.G.27)

EMAIL: STUDENT.ACTIVITIES@NGU.EDU.EG

STUDENT CLUBS INITIATION AND REGISTRATION PROCEDURE

THE APPLICATION CYCLE IS ONGOING WHERE STUDENTS ARE WELCOMED TO APPLY FOR THEIR CLUB/ASSOCIATION ANY TIME OF THE YEAR IF IT FULFILLS THE REQUIREMENTS FOR THEIR CLUB APPLICATION FORM. REQUIREMENTS FOR STARTING A NEW CLUB:

- STUDENTS NEED TO HAVE AT LEAST 10 CO-FOUNDING MEMBERS TO INITIATE A CLUB.
- STUDENTS NEED TO FIND A FACULTY ADVISOR WILLING TO VOLUNTEER AND TO PROVIDE GUIDANCE AND LEADERSHIP TO THE CLUB.
- STUDENTS NEED TO PRESENT A NEW IDEA THAT IS INNOVATIVE.
- STUDENTS NEED TO HAVE STUDIED THE NEEDS OF THE COMMUNITY MEMBERS AT NGU BEFORE INITIATING THE CLUBS AND TO BE ABLE TO PROVE THAT THEIR IDEA REPRESENTS/ TACKLES A NEED IN THE COMMUNITY.
- STUDENTS NEED TO HAVE SET CLEAR GOALS FOR THEIR CLUB.
- STUDENTS NEED TO HAVE STUDIED MEANS FOR FUNDING AND PRESENT AN OUTLINE FOR THE TYPE OF ACTIVITIES THEY WILL CONDUCT.
- STUDENTS PRESENT THE ABOVE TO THE STUDENT LIFE AND ACTIVITIES OFFICE FOR SCREENING, GUIDANCE, AND COACHING, AND THEN IS PRESENTED TO THE UNIVERSITY LEADERSHIP FOR FINAL APPROVAL.

CLUB ACTIVITIES AND SUSTAINABILITY:

STUDENTS MUST PROVIDE THE FOLLOWING TO ENSURE THE CONTINUITY OF THEIR CLUB ACTIVITIES. STUDENT TEAMS ARE REQUIRED TO SUBMIT AN END OF SEMESTER REPORT (AS PER THE FORMS DEVELOPED BY THE STUDENT LIFE OFFICE) FOR ALL THEIR PLANNED AND IMPLEMENTED ACTIVITIES TO MAINTAIN THEIR APPROVAL. CLUBS ARE REQUIRED TO ATTEND ANY CLUB-RELATED MEETINGS WITH THE STUDENT LIFE OFFICE. CLUBS MUST PROVE THEY HAVE ADDED VALUE TO THE NGU COMMUNITY THROUGH THEIR ACTIVE PARTICIPATION. DORMANT CLUBS ARE REQUIRED TO SEEK AND RECEIVE THE HELP AND GUIDANCE THEY NEED FROM THE STUDENT LIFE OFFICE.



INACTIVE/DORMANT CLUBS:

CLUBS THAT ARE NOT ACTIVE AND THEIR MEMBERS ARE NOT PERFORMING ANY ACTIVITIES ARE CALLED FOR MEETINGS WITH THEIR LEADERS TO UNDERSTAND THE CHALLENGES THAT THEY ARE FACING.

PROVIDING SUPPORT: COACHING AND GUIDANCE IS GIVEN TO THE CLUB LEADERS. SOME OF THE SUPPORT PROVIDED VARIES FROM SETTING NEW TIMELINES, IDEAS, AND MOTIVES FOR THEM TO RESUME THEIR ACTIVITIES. ALL INACTIVE CLUBS WERE COACHED AND GUIDED TO SUSTAIN THEIR ACTIVITIES.

RECEIVING REMINDERS AND FOLLOW UP: INACTIVE CLUBS ARE MONITORED WITH THE NEW TIMELINE GIVEN TO THEM AND ACTIONS ARE TAKEN ACCORDINGLY. CLUBS THAT DO NOT PERFORM ANY ACTIVITIES DURING THE ACADEMIC YEAR OR CAN SUBMIT AN END-OF-YEAR REPORT ARE SUSPENDED. IF THE CHALLENGES ARE IN THE LEADERSHIP OF THE CLUB (IN ACTIVE LEADERSHIP) SUPPORT IS GIVEN TO THE TEAM AND THE ACADEMIC ADVISOR TO SELECT DIFFERENT LEADERS FROM THE TEAM THROUGH PROPOSALS SENT BY INTERESTED

CANDIDATES TO THE ACADEMIC ADVISOR AND THE STUDENT LIFE OFFICE.



STUDENT UNION

WHAT IS THE STUDENT UNION?

IT IS AN ENTITY THAT REPRESENTS ALL THE STUDENTS, IT EXPRESSES THEIR NEEDS, WANTS, AND ADDRESSES THEIR CONCERNS. IT IS ALSO A MEDIAN BETWEEN THE STUDENTS AND THE UNIVERSITY THERE TO PROVIDE AID TO ANY STUDENT/CLUB/ENTITY OR ANYONE SEEKING THEIR SUPPORT. THE STUDENT UNION IS THE STUDENT'S VOICE. IT IS INVOLVED IN THE DEVELOPMENT OF THE STUDENTS DURING THEIR COLLEGE YEARS. THE STUDENT UNION HAS VARYING DEGREES OF INVOLVEMENT IN STUDENT LEAD PROJECTS AND/OR ACTIVITIES INCLUDING THE QUALITY OF THE STUDENT'S CAMPUS AND DEVELOPMENTAL EXPERIENCE. THEY MEET REGULARLY WITH THE ADMINISTRATION, FACULTY AND OTHER GROUPS AND STUDENT CLUBS AND ASSOCIATIONS IN SERVICE OF ALL STUDENTS. THEY ALSO PLAN AND

COLLABORATE ON A VARIETY OF ACTIVITIES, CAMPAIGNS, AND EVENTS THROUGHOUT THE YEAR.

THE STUDENT UNION IS THERE TO ANSWER YOUR QUESTIONS, PROVIDE YOU WITH GUIDANCE OR RAISE YOUR CONCERNS TO THE UNIVERSITY LEADERSHIP.

STUDENT UNION ELECTIONS

THE STUDENT LIFE OFFICE CALLS ON ANY STUDENTS INTERESTED IN RUNNING FOR POSITIONS IN THE NGU STUDENT UNION ELECTIONS TO FILL IN THE STUDENT UNION NOMINATION FORM – WHEN THE MINISTRY OF HIGHER EDUCATION DECLARES THE TIME FOR THE ELECTIONS, USUALLY IN NOVEMBER. IF YOU FEEL YOU CAN OFFER NGU STUDENTS AND ITS COMMUNITY A VISION THAT CAN HELP SERVE NGU STUDENTS AND REPRESENT THEM IN ANYTHING RELATED TO THE STUDENT BODY, FACULTY, AND ADMINISTRATION AT NGU, PLEASE PRESENT YOUR IDEAS AND YOUR MANIFESTO. YOUR MANIFESTO MUST STATE WHAT YOU PLAN TO DO DURING YOUR TERM: CHANGES, GOALS AND HOW YOU WILL REACH THEM.



PROCEDURES TO HOLD A STUDENT ACTIVITY

CLUBS PRESENT THEIR IDEAS THROUGH THE STUDENT LIFE AND ACTIVITIES OFFICE. MEETINGS ARE CONDUCTED FOR PLANNING, BRAINSTORMING IDEAS, AND PROVIDING SUPPORT AND CONNECTIONS. STUDENT LEADERS MUST MAKE AN ONLINE BOOKING REQUEST FOR THEIR ACTIVITIES USING THE STUDENT LIFE AND ACTIVITIES EVENT REQUEST FORM (CONTACT THE STUDENT LIFE OFFICE). IF THE ACTIVITIES ARE MEDIUM OR LARGE SCALE, THEY MUST SUBMIT A PROPOSAL FOR APPROVAL. ACTIVITIES ARE CLASSIFIED INTO THREE CATEGORIES:

SMALL SCALE ACTIVITIES ARE THOSE THAT NEED NO OR MINIMAL FUNDS FOR OPERATIONS. SMALL SCALE ACTIVITIES DO NOT REQUIRE APPROVALS FROM STUDENT LIFE MANAGER NOR THE UNIVERSITY VICE PRESIDENT. SUCH ACTIVITIES INVOLVE A FEW OTHER DEPARTMENTS SUCH AS BOOTHS AT THE PLAZA AND MEETING ROOM BOOKINGS.

MEDIUM SCALE ACTIVITIES NEED SOME FUNDS FOR OPERATIONS AND REQUIRE THE APPROVAL OF THE STUDENT LIFE MANAGER AND THE UNIVERSITY VICE PRESIDENT. IT INVOLVES MORE THAN THE FACILITIES DEPARTMENT SUCH AS MARKETING, SECURITY, AND IT. IT INVOLVES SOME FUNDS WHERE CLUBS INVITE SPEAKERS OR FOOD VENDORS OR PARTNER NGOS. THIS REQUIRES THE SUBMISSION OF SUPPORTING DOCUMENTS INCLUDING BUT NOT LIMITED TO:

- THE QUOTATIONS/OFFERS RECEIVED FROM THE EXTERNAL SPONSORS/VENDORS.
- EXTERNAL STAFF MEMBERS' IDS.
- LICENSE AND REGISTRATION DOCUMENTS FOR VENDORS.
- LARGE SCALE ACTIVITIES ARE THOSE THAT REQUIRE SUBSTANTIAL AMOUNTS OF FUNDS AND INVOLVES MANY DEPARTMENTS AND REQUIRES APPROVAL FROM UNIVERSITY PRESIDENT. THIS REQUIRES THE SUBMISSION OF SUPPORTING DOCUMENTS INCLUDING BUT NOT LIMITED TO:
 - THE QUOTATIONS/OFFERS RECEIVED FROM THE EXTERNAL SPONSORS/VENDORS.
 - EXTERNAL STAFF MEMBERS' IDS.
 - LICENSE AND REGISTRATION DOCUMENTS FOR VENDORS.

DEADLINE FOR SERVICES

STUDENTS ARE EXPECTED TO PLAN FOR THEIR ACTIVITIES TO ENSURE A SMOOTH WORKING PROCESS. AS SUCH, THEY ARE REQUESTED TO SUBMIT THEIR FORMS/PROPOSALS WITHIN THE DEADLINES SET BY THE VARIOUS DEPARTMENTS TO ENSURE THAT EACH DEPARTMENT FULFILLS THEIR PROCESSES IN TIME FOR THE ACTIVITY.

- RESERVATION FOR A CLASSROOM: 5 WORKING DAYS BEFORE THE APPROVED ACTIVITY DATE.
- MEDIA AND MARKETING SUPPORT/POSTING ADS ON NGU

SOCIAL MEDIA OUTLETS: 5 WORKING DAYS.

- FACILITIES (TABLES, CHAIRS ETC.): 5 WORKING DAYS.
- SECURITY CLEARANCE: 5 WORKING DAYS PRIOR TO THE DATE OF THE APPROVED ACTIVITY.
- APPROVALS FOR PROPOSED ACTIVITIES: 10 WORKING DAYS AFTER FINAL PROPOSAL SUBMISSION (INCLUDING SUPPORTING DOCUMENTS).

