

Bylaws of the Ideal Student Award

Jubail University College

كلية الجبيل الجامعية



Article One:

Ideal Student Award Definition:

An annual award granted at the end of the second semester by the college to the ideal students; separately, on the preparatory year level and on the BA major level, who meet the standards and conditions of the award. The award aims at motivating students to strive for excellence, work hard, participate in students' activities, and adhere to the rules of Islam.

Article Two:

Conditions and Standards for Ideal Student Nomination:

1. Student must have completed a minimum of two academic semesters of his/her own specialization. Prep year students may apply for the award after passing one semester in the college.
2. He/she must not have received an issuance of a disciplinary decision by the college.
3. It is not allowed for the student to nominate him/herself two years consecutively for the same award.
4. The candidate must obtain the highest achievable score out of 100 points according to the following standards:

N.	Standard	Maximum Score
1	A student GPA must not be lower 2.75 out of 4.	40%
2	Adherence to the Islamic behaviors, morals and maintaining a good reputation and appearance.	20%
3	Participating in the students' extracurricular activities.	20%
4	The academic department recommendations regarding the candidate.	20%
Total		100%

Article Three:

The Executive Structure for the Ideal Student Award Procedures:



Article Four:

Nomination and Selection Procedures of the Ideal Student:

1. The Deputy of Student Affairs contacts the Deputy of Academic Affairs to instruct the academic departments to nominate candidates with accordance to the standards and conditions of the award, then accordingly submit the names with the required ideal students' nomination forms consequently after announcing the Ideal Student Award through the LED screens on campus and on the college website along with sending announcements via students' email accounts.
2. The student is entitled to nominate him/herself for the Ideal Student Award through the following steps:
 - Filling the Nomination Request Form for the student. (Ideal Student Nomination Form is attached)
 - Submitting the Nomination Request Form to the department chairperson.

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3. The academic department or the college administration may contact qualified students and ask them to apply for the award with accordance to the steps mentioned in Article Two of this bylaw.
4. Duties of the Academic Department Chairpersons:
 - Collect the nominations on the department level through the department's faculty and administrative staff.
 - Filling the Ideal Student Nomination Form with the cooperation of the SIS coordinator in the department. (Ideal Student Nomination Form - Academic Department is attached)
 - Checking the completion of all required data in the Ideal Student Nomination Form.
 - Nominating the final candidates who get the highest evaluation scores.
 - Submitting the nomination forms to the department council to discuss the evaluation results and vote for the nominated candidates.
 - Submitting the department members' recommendations and selected candidates to the Deputy of Academic Affairs with all required documents.
5. After checking the completion of the nominations from all departments and the fulfilment of the candidates for the conditions of the award, the Deputy of Academic Affairs sends the nominations to the Deputy of Student Affairs along with all the required documents.
6. The Head of Student Services will be in charge of evaluating the candidates from different departments according to the conditions and standards of the award. (Ideal Student Nomination Form - Student Services Department is attached).
7. The Counseling and Guidance Specialist will be assigned to carry the following duties:
 - Announcing the Ideal Student Award through the LED screens on campus and on the college website along with sending announcements via students' email accounts.
 - Scheduling a timeline to follow up the nomination stages of the award. (Timeline of the Ideal Student Award is attached).
 - Receiving the files of the nominees from the College Deputy of Student Affairs, and then sending a list of nominees to the Head of Student Services Department.
 - Making sure that all the candidates fulfill the requirements of the award.
 - Calculating the final results for all candidates.
 - Preparing a report of the nomination results and sending it to the Deputy of Student Affairs along with all required documents by the end of the second semester.

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8. After receiving the report submitted by the Counseling and Guidance Specialist, the Deputy of Student Affairs confirms the results and submits them to the Managing Director of the college.
9. Results are announced and winners are awarded at the end of the second semester during the Student Activities Closing Ceremony.

Article Five:

The Award:

The ideal student will be granted a certificate of honor and will be awarded a prize of 1000 SAR from the Student Fund.