

Policy subject: Managing Educational Activities for the Public (Internal and External)	Policy number: 19/P.D/2024	Date of last revision: 2024/11/15
Implementing body: Academic Affairs Department	Implementing start date: 2024/11/20	Policy reference: Planning and Development Department

1. Overview:

Palestine Ahliya University is committed to providing educational programs and activities for both internal and external stakeholders. This policy ensures effective management of public educational activities, aligning with the University's strategic goals, promoting knowledge sharing, and supporting lifelong learning and community engagement.

2. Objectives:

- Ensure quality and accessible educational activities for internal and external audiences.
- Promote knowledge sharing and community development.
- Maintain academic integrity and align with the University's values.
- Support professional development and lifelong learning.
- Increase University visibility and community collaboration.

3. Scope:

This policy applies to all educational activities at Palestine Ahliya University, including:

- **Internal Activities:** For students, faculty, and staff (workshops, seminars, conferences).
- **External Activities:** For public, industry professionals, and community (training, public lectures, outreach).
- **Collaborative Activities:** Joint programs with external organizations or institutions.

4. Statements:

- **Commitment to Quality:** The University aims to deliver high-standard educational programs for all participants.
- **Inclusivity and Accessibility:** Ensuring equitable access for all, considering diverse needs and backgrounds.
- **Alignment with Strategic Goals:** All activities support academic excellence, community engagement, and social responsibility.
- **Ethical Practices:** Activities will be managed transparently and ethically, following established policies.

5. Procedures:

- **Activity Proposal Submission:** Proposals for internal or external activities must be submitted in writing with a detailed plan, including objectives, target audience, and expected outcomes.

- **Approval Process:** Proposals will be reviewed by relevant committees and evaluated based on alignment with University goals and feasibility.
- **Scheduling and Logistics:** Once approved, logistics will be finalized, and the program will be promoted.
- **Quality Control and Evaluation:** Activities will be assessed for quality, and participant feedback will be collected for improvement.
- **Collaboration with External Partners:** Formal agreements will be established with external partners, outlining roles, responsibilities, and funding terms.
- **Community Outreach:** The University will work with local communities to provide accessible programs that address their needs.

Key Performance Indicators (KPIs):

1.	Number of Public Educational Events Organized - Internal
2.	Number of Participants in Public Educational Events - Internal
3.	Number of Public Educational Events Organized - External
4.	Number of Participants in Public Educational Events - External