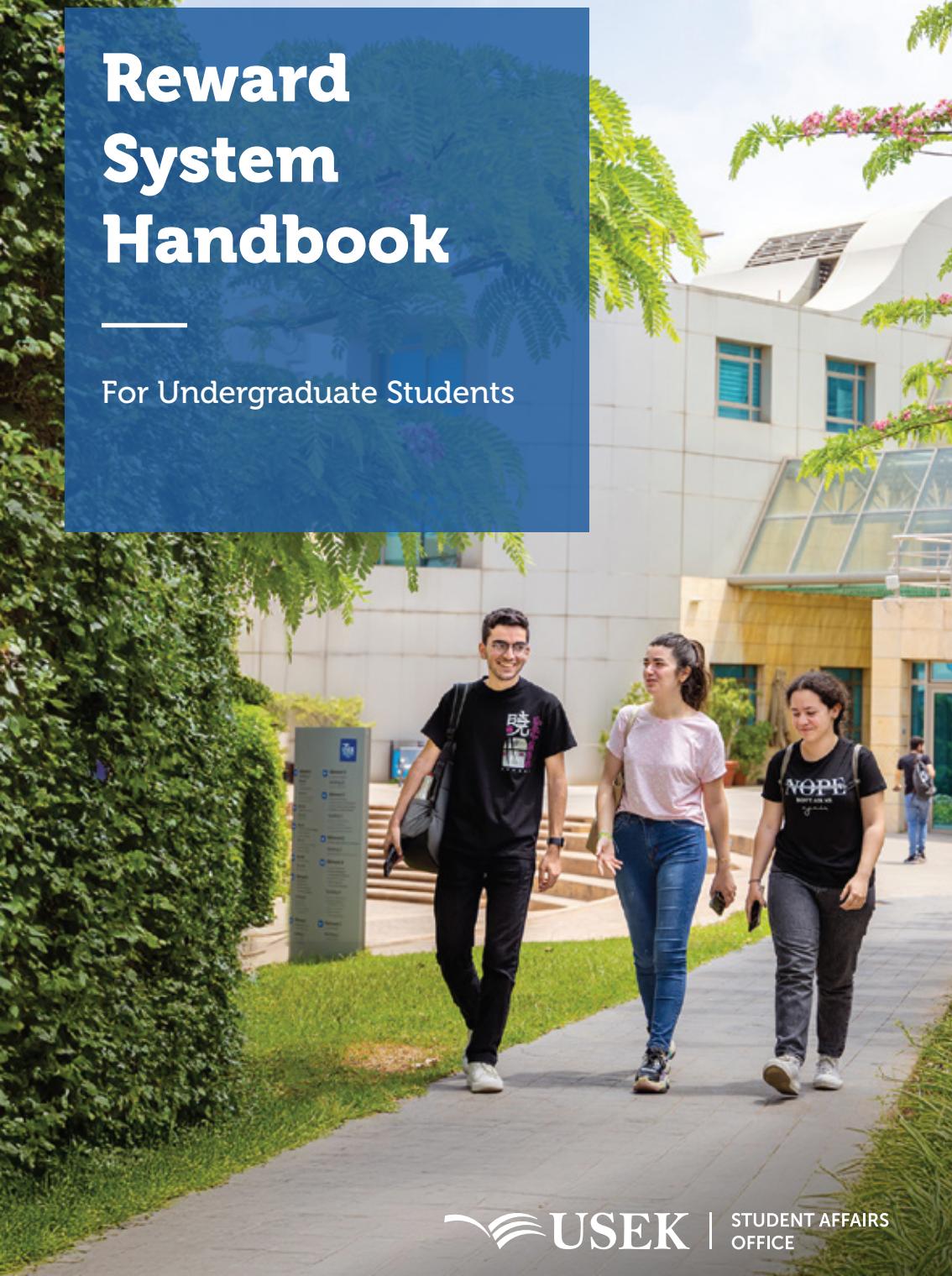


# Reward System Handbook

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For Undergraduate Students



**USEK**

STUDENT AFFAIRS  
OFFICE

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# 1

## Introduction



# Reward System Handbook for Undergraduate Students

## Introduction

### **Dear Students,**

Your journey at USEK is a vital part of your personal and professional growth, enriched by active participation in university activities and initiatives that benefit the wider community.

This handbook is a comprehensive resource to help you explore, understand, and engage with the Reward System. It provides a framework that recognizes and rewards your involvement in co-curricular activities, fostering excellence, community engagement, and holistic development.

Embrace the experience, participate actively, communicate effectively, and embody the true spirit of USEK!

**Student Affairs Team**

## 1. Objectives

The Reward System aims to incentivize and recognize USEK undergraduate students' active participation in co-curricular activities.

These activities include a variety of programs and experiences outside the standard academic curriculum, such as community service, university events and competitions, workshops, and student clubs—all designed to enhance personal growth, social responsibility, and professional skills.

These activities also encourage engagement within the community in an out-of-classroom setting, fostering a culture of excellence and personal development while preparing students to become well-rounded individuals.

**Thank you for selecting USEK as your educational partner. Welcome aboard!**



## 2. Policy Statement

The university is committed to recognizing and rewarding students' co-curricular achievements as a vital component of their holistic development. This policy outlines the principles and procedures that govern the Reward System.

## 3. Eligibility

The Co-Curricular Reward System applies to all undergraduate students enrolled at USEK – Kaslik.

## 4. Point Allocation

Points are assigned to each pre-approved co-curricular activity by the SAO based on the activity's impact.

The SAO reserves the right to adjust point values for activities based on their nature and contribution to the university community.

The SAO may update the list of available rewards, benefits, and activities at its discretion.

Activities are categorized to ensure a fair distribution of points across diverse interests.

Clear guidelines define the criteria for each category.

Points are credited to students after verification of their participation in the respective activities.

## 5. Reward System Catalog

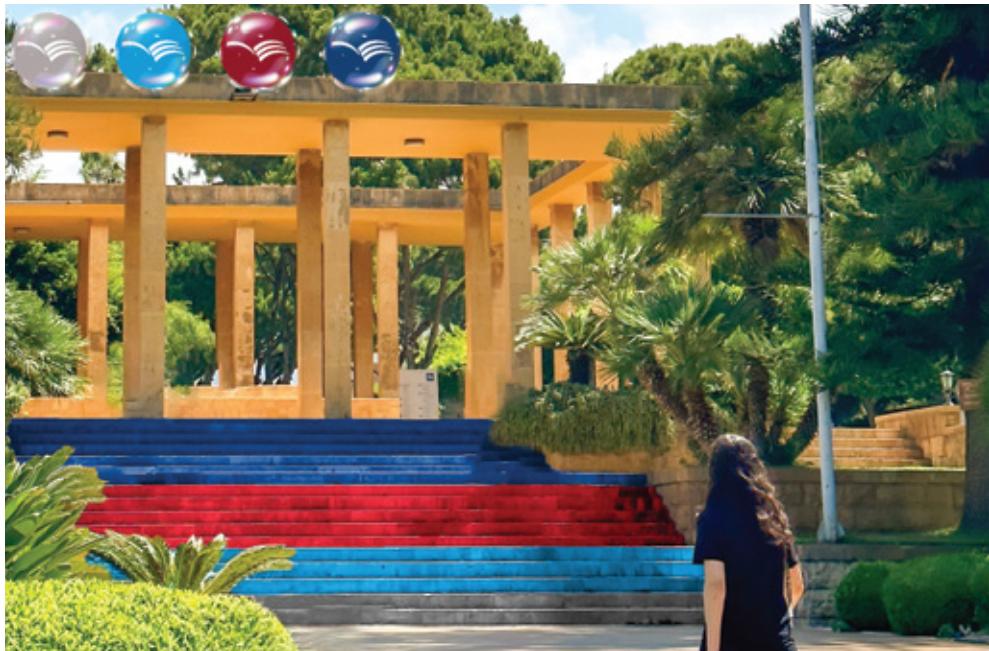
A comprehensive catalog provides details on rewards available for redemption, associated activities, and their allocated points.

The catalog includes items, experiences, and privileges, offering a broad range of options.

## 6. Point Collection

Undergraduate students accumulate points throughout their journey at USEK.





Eligible activities include clubs, sports, community service, volunteering, leadership roles, workshops, and more.

Points are recorded and updated regularly by the SAO upon receipt of participation sheets from the responsible offices.

Students can check their point balance by visiting the SAO.

**Students can keep informed of updates or changes through:**

**Email notifications**, which provide information about their accumulated points.

**The handbook on the USEK website**, which includes updated lists of activities and rewards. **Visiting the Student Affairs Office** with any additional questions or inquiries about the system.

## 7. Redeemable Points

Students can redeem accumulated points for a range of rewards specified by the SAO and outlined in the reward catalog.

The redemption process is initiated through the SAO and is subject to availability.

Points redeemed will be deducted from the student's total balance.

Points will expire after one year of inactivity from the last recorded co-curricular activity.

## 8. Accumulated Points Levels:

Levels are categorized as follows: Grey, Turquoise, Red and Indigo.

Each level is determined by the total accumulated points, reflecting different degrees of commitment and involvement.

Advancement to higher levels unlocks additional benefits and privileges.

## 9. Monitoring and Disputes

The SAO will regularly audit point allocations and ensure compliance with the guidelines.

If a student commits to a co-curricular activity but fails to attend, points will be deducted after SAO review.

Any attempt to manipulate or falsify participation records will result in point deductions or disqualification from the Reward System.

A formal process is available for students to appeal if they believe their points were not accurately awarded.

Appeals are reviewed by board members to ensure fairness.

Evaluation of the financial sustainability of the reward system ensures that allocated resources align with the benefits for both students and the university.

## 10. Appeal Process

**Submission of Appeal:** Students must submit their appeal in writing to the SAO at [sao@usek.edu.lb](mailto:sao@usek.edu.lb).

**Appeal Committee:** The Appeal Committee will include at least one representative from the Student Council, a member of the SAO, and a representative from the Office of the Deputy President for Student Development and Enrollment Management (ODP-SDEM).

**Review Process:** The Appeal Committee will review the appeal, and any relevant documentation submitted by the student. The committee may also request additional information if necessary.

**Decision:** The Appeal Committee will render a decision within two weeks of receiving the appeal. This decision will be final.

**Notification:** Students will receive the Appeal Committee's decision in writing.

**Confidentiality:** All appeal-related information will be kept confidential and shared only on a need-to-know basis.

**Appeal Fee:** No fee is required to submit an appeal.

## 11. Evaluation

The reward system is periodically evaluated to assess its effectiveness.

Adjustments are implemented based on feedback to ensure continuous improvement.

Feedback from students and staff is gathered on the system's effectiveness to guide improvements and adjustments as needed.

### Disclaimer

By participating in the Reward System, students acknowledge and accept all terms and conditions outlined in this document.

Their involvement signifies an understanding of the guidelines and requirements, as well as their rights and responsibilities within the program.





# 2

## **Procedures and Processes**



## Procedures and Processes

The points for each activity are explained in detail in the upcoming sections.

Activities	Points
Attending USEK Events	50 pts per event
Creating a Professional LinkedIn Profile	100 pts
Volunteering: USEK Events	100 pts
Club Officer/ Hult prize Member/ Babson or Chapter Board Member	150 pts
Participating in USEK Competitions	150 pts
Volunteering: LRC, Civil Defense	200 pts
Volunteering: NGO/INGO/ Foundations	200 pts
Carpooling	200 pts
Collecting Organic Waste	200 pts
Collect Plastic Waste for "I Hear You"	200 pts
Attending USEK Workshops	Assigned per workshop
Hult Prize Campus Director/Babson Ambassador	250 pts
Student Council / Residence Assistant	250 pts
Student Enterprise/Small Business	250 pts
Be Part of the Be a Buddy Program	250 pts
Generating and Strategizing Ideas	300 pts
Executing Concepts	300 pts
Winning a Competition	300 pts
Student Research	Assigned per project



## 1. Attending USEK Events

Students are encouraged to actively participate in events organized by USEK. By attending these events, students can broaden their knowledge, network with peers and professionals, and enrich their university experience. Participants will receive 50 points per event.

**Examples of events include, but are not limited to:**

Inter-Faculty Football Tournament (SAO)  
Board Game Day (SAO)  
Karaoke at the Residence (SAO)  
Breast Cancer Awareness (SAO)  
Stress Relief Day (SAO)  
Independence Day Celebration (SAO)  
USEK Race (SAO)  
Movie Time at the Residence (SAO)  
USEK Talent Show (SAO)

Christmas Market (SAO)  
Hannibal Race (SAO)  
Streetball Competition (SAO)  
Job Fair (CSO)  
Re-Mug-It (Green USEK)  
Agora (Green USEK)  
I Hear You (Green USEK)  
Seedballs (Green USEK)  
Animal Welfare (Green USEK)

### Rules

- Students must scan the QR code or sign an attendance sheet to register and confirm their participation in events.



## 2. Creating a Professional LinkedIn Profile

Setting up a professional LinkedIn profile enables students to build an online presence and connect with industry professionals. This activity prepares students for the job market and enhances their professional visibility.

### Rules

- Set up a complete and professional **LinkedIn profile**.
- Request assistance or review from the **Careers Office**.

**Points:** Points are awarded once the Careers Office confirms the profile meets professional standards.

### 3. Volunteering: USEK Events

Volunteering at USEK events enables students to contribute to the success of university activities, develop organizational skills, and strengthen their sense of community.

#### Examples of eligible events include, but are not limited to:

Re-Mug-It (Green USEK)  
Agora (Green USEK, with two attendances per semester)  
Animal Welfare (Green USEK, with full attendance)  
Hannibal Race (SAO)  
Streetball (SAO)  
Talent Show (SAO)  
USEK Race (SAO)

#### Rules

- **Register** in advance to volunteer at USEK events.
- **Attend any required training sessions for the event**, if applicable.

**Points:** Points are awarded based on the successful completion of volunteer duties, as verified by event organizers.

If a student registers as a volunteer but fails to attend without prior notice and a valid reason, 100 points will be deducted from their total points.



## 4. Club Officer / Hult Prize Member / Babson or Chapter Board Member

Active participation in student organizations, including club officer positions, chapter memberships, Hult Prize involvement, or Babson board membership, helps students develop leadership skills, teamwork abilities, and professional experience.

### Rules

- Register as a Club Officer, Hult Prize Member, Chapter Board Member, or Babson Board Member.
- Serve actively in the role for a minimum of six months.

**Points:** This is a one-time activity per year; points are awarded once per year per student. Documentation verifying the role and service duration must be provided for points to be awarded.

## 5. Volunteering: LRC, Civil Defense

Serving as an active member of humanitarian organizations such as the Lebanese Red Cross, Lebanese Red Crescent, or Civil Defense provides students with valuable experience in community service and emergency response. This activity encourages students to contribute to society and develop practical skills.

### Rules

- Serve as a volunteer for a minimum of six months.
- Provide documentation—dated within one month of submission—as proof of volunteering.

**Points:** This is a one-time activity; points are awarded only once per student, regardless of multiple terms or extended service. Points will be awarded upon verification of service and documentation by the university.

## 6. USEK Competitions

Participating in USEK competitions provides students with opportunities to challenge themselves, showcase their talents, and gain valuable experience.

### Examples of eligible competitions include:

Hackathon  
Hult Prize  
Babson (ACIE)  
Hannibal Race (SAO)  
Streetball (SAO)  
USEK Race (SAO)

### Rules

- **Register** in advance to participate **in the competition**.
- **Complete the entire task or competition**.

**Points:** Points are awarded based on successful completion and participation, as verified by event organizers.

## 7. Volunteering: NGO / INGO / Foundations

Volunteering with NGOs, INGOs, or foundations provides students with hands-on experience in social work, enhances their understanding of global and local issues, and strengthens their communication skills.

### Rules

- **Participate in volunteer activities with NGOs, INGOs, or foundations that are verified and approved by the SAO**, aligning with the University's values and standards.
- **Complete a minimum of 10 hours of volunteer work** and provide written proof of this service.

**Points:** Points are awarded based on successful completion and participation, as verified by event organizers.

## 8. Carpooling

Carpooling is encouraged to promote environmentally friendly transportation and reduce the university's carbon footprint. Students can earn points by participating in the Green USEK Carpooling Initiative.

### Rules

- **Collect 16 stamps** from Green USEK.
- **Stamps are awarded** for verified carpooling trips organized through Green USEK.

**Points:** Points are awarded once the required number of stamps is collected and verified.

## 9. Collecting Organic Waste

Collecting and recycling organic waste at the university promotes the sustainable processing of food waste and other biodegradable materials into valuable compost, supporting eco-friendly practices on campus.

### Rules

- **Collect 16 stamps** from Green USEK.
- **Stamps are awarded** for each verified instance of collecting bringing organic waste to Green USEK.

**Points:** Points are awarded based on successful completion and participation, as verified by event organizers.



## 10. Collecting Plastic Waste for "I Hear You"

Collecting plastic waste on campus promotes environmental sustainability and helps reduce plastic pollution at the university.

### Rules

- **Collect 16 stamps** from **Green USEK**.
- **Stamps are awarded** for each verified instance of gathering and delivering plastic bottles to **Green USEK**.

**Points:** Points are awarded based on successful completion and participation, as verified by event organizers.

## 11. USEK Workshops

Participating in university workshops helps students gain new skills, knowledge, and experiences. These workshops are designed to enhance both personal and professional development.

**Examples of eligible workshops include, but are not limited to:**

- Soft skills training** (SAO)
- Advanced soft skills training** (SAO)
- Seed Balls GEA** (Green USEK)
- Career readiness** (CAO)
- LinkedIn workshop** (CAO)
- Job Fair preparation** (CAO)

### Rules

- **Attend the workshop.**
- **Complete any tasks or assignments** associated with the workshop.
- **Each workshop has its own custom points assigned** based on **time commitment and type**. Please refer to the concerned office for details.

**Points:** Points are awarded based on successful completion and participation, as verified by event organizers.

## 12. Hult Prize Campus Director / Babson Ambassador

Serving as a Hult Prize Campus Director or Babson Ambassador provides opportunities to develop leadership skills, gain experience in event management and social entrepreneurship, and make a positive impact on the campus community.

### Rules

- **Organize** successful **events**.
- **Engage** and **recruit participants**.
- **Actively serve in the role** throughout **the designated term**.

**Points:** *This is a one-time activity, with points awarded only once per student following thorough assessment and approval by the SAO. Points will not be granted if any specified conditions are unmet.*

## 13. Student Council Member/Residence Assistant

Serving on the Student Council and as a Residence Assistant offers students the opportunity to represent their peers, shape university policies, and build essential leadership skills. These roles require a strong sense of responsibility and a deep commitment to fostering a supportive campus community.

### Rules

- **Serve on the Student Council actively for at least four months.**

**Points:** *This is a one-time activity per year, with points awarded only once per year per student. Documentation verifying the role and duration of service is required for points to be awarded.*

## 14. Student Enterprise & Small Business

Owning and managing a side business, while maintaining active social media accounts, provides students with hands-on experience in entrepreneurship, financial management, and personal branding. It also enhances their ability to balance responsibilities effectively.

### Rules

- **Independently own and manage a side business operated by the student.**
- **Maintain an active social media account with at least one post per week.**

**Points:** This is a one-time activity, with points awarded only once per student following thorough assessment and approval by the SAO. Points will not be granted if any specified conditions are unmet.

## 15. Be-a-Buddy Program

The Be-a-Buddy Program at USEK supports international students by pairing them with dedicated volunteers who provide practical information about the university, introduce them to student life, and help them adjust to their new environment.

Volunteering in the Be-a-Buddy Program, both on and off campus, allows students to assist international peers while gaining valuable cross-cultural experience and enhancing their communication skills.

### Rules

- **Serve as a buddy for one semester.**
- **Assist international students in adapting smoothly to their new environment.**
- **Help international students find suitable accommodation.**
- **Organize leisure activities for international students.**

**Points:** Points are awarded following a thorough evaluation by the SAO in collaboration with the IAO, based on the effectiveness of the student's support and assistance to international students.

## 16. Generating and Strategizing Ideas

Proposing and developing innovative ideas for the University allows students to gain experience in innovation, problem-solving, and leadership, contributing to their personal and professional growth.

### Rules

- Develop innovative ideas that align with the University's goals.
- Create detailed strategies outlining the steps necessary for implementation, including timelines, resources and potential challenges.

**Points:** Points are awarded once a new idea is generated and accompanied by a detailed execution plan, supervised by a relevant office or school.

## 17. Concept Execution

Executing a concept developed by a student at the University enhances practical skills, fosters creativity, builds confidence and provides valuable experience that can boost career prospects.

### Rules

- Complete the steps outlined in the concept proposal.
- Obtain approval for execution from the relevant department or entity.
- Ensure effective execution of the concept.

**Points:** Points are awarded upon successful completion of the execution process.

## 18. Winning a Competition

Winning a competition on or off campus demonstrates a student's skills, talents and provides valuable experience in teamwork and perseverance.

### Rule

- Verify scores and achievements through official documentation.

**Points:** Points are awarded once the SAO confirms the score and achievement.



## 19. Student Research

Participation in research activities allows students to develop critical thinking, analytical skills, and expertise in their field. It encourages innovation, contributes to academic development, and provides valuable experiences that enhance their career opportunities.

### **Eligible activities include:**

Assisting and participating in university-approved research groups (Multidisciplinary Research Groups, Higher Center for Research)

Conducting independent research projects supervised by Multidisciplinary Research Groups (MRG), Higher center for Research (HCR)

Publishing or presenting research findings in conferences, seminars, or journals

### **Rules**

- Students must be actively involved in the research process.
- A Multidisciplinary Research Group (MRG) or the Higher Center for Research (HCR) office must validate student participation and contributions.
- Points awarded vary based on the type and level of involvement (e.g., assisting, independently conducting research, presenting, or publishing findings)

**Points:** Points will be awarded upon validation of student participation by the MRG or HCR office.



# 3

## Points and Levels



## Points and Levels

Levels are categorized as Grey, Turquoise, Red, and Indigo, with each level determined by the total accumulated points. Advancing to higher levels unlocks additional benefits and privileges.

Level Benefits	Redeemable Rewards
<b>Grey: None</b> Activities at this level earn points that contribute to progressing to higher levels, where additional benefits can be unlocked.	<a href="#">Click here to check the list of available rewards and points required for each level.</a>
<b>Turquoise: <math>\geq 2000</math> points</b> Student Award Financial Reward	<b>Rewards include:</b> UCLC Courses Cinema Tickets Gym Memberships Event Tickets Cafeteria Meals Transportation Credits Technology Services Exclusive Memberships and Seminars Software Access Spa Services Getaway Packages Platform Subscriptions Sports Courts Access
<b>Red: <math>\geq 3500</math> points</b> Student Award Free Printing Credits LinkedIn Recommendation Financial Reward  <b>Indigo: <math>\geq 5000</math> points</b> Student Award Financial Reward On-Campus Parking Spot Indigo Honor List Recognition Master's Scholarship Completion Certificate	

# 1. Recognition Through the Reward System

Students who progress through the reward system will be acknowledged for their hard work and commitment with benefits.

## Benefits at Each Level:

### Grey Level:

Activities at this level earn points that contribute to progressing to higher levels, where additional benefits can be unlocked.

### Turquoise Level:

**Student Award Certificate** – Official recognition of extracurricular achievements.

**Financial Reward** – A one-time \$100 tuition fee deduction.

### Red Level:

**Student Award Certificate** – Official recognition of extracurricular achievements.

**Financial Reward** – A one-time \$100 tuition fee deduction.

**\$50 Printing Credits** – Access to printing services at the university library for any type and color of paper.

**LinkedIn Recommendation** – A professional recommendation from the university to enhance credibility and showcase achievements to potential employers.

### Indigo Level:

**Student Award Certificate** – Official recognition of extracurricular achievements.

**Financial Reward** – A one-time \$100 tuition fee deduction.

**On-Campus Parking** – A one-month parking spot on campus (subject to availability).

**Indigo Honors List** – Public recognition with a name and photo added to the honors list and displayed on SAO TVs and university social media platforms.

**Master's Scholarship** – A 20% tuition discount for the first semester of a master's degree (valid within one year of graduation).

**Certificate of Completion** – A 'Certificate of Extracurricular Excellence and Comprehensive Student Engagement', signed by a university representative.

**All points outlined are subject to review and modification as deemed necessary by the Student Affairs Office (SAO). Document updates will be implemented on a semesterly or annual basis. For the latest information and to confirm feasibility, please consult the SAO directly.**

