



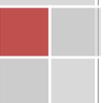
2019

Faculty Guide

University of Bahrain



January 2019



Faculty Guide

University of Bahrain

Introduction	2
Review of the University of Bahrain	2
Faculty Members' Rights and Obligations	3
Academic Staff Evaluation	5
Promotion of Faculty Members	5
Rules regulating the participation of Faculty Members in Conferences, Seminars, and Scientific, Regional and International Activities	6
Development of Faculty Members' Academic Practice	7
Academic Advising at the University of Bahrain	11
Regulations of Study at the University of Bahrain	11
Regulations of Examination at the University of Bahrain	12
Graduate Studies	13
Developing Academic Programs and Courses at the University of Bahrain	14
Academic Integrity and Plagiarism	14
Student Affairs	14
Technical and Administrative Support	16
Workplace Safety Guide and Emergency Guide	19

Faculty Guide

University of Bahrain

Introduction

This handbook includes all faculty policies and regulations, in addition to a compressive overview of information faculty members need to know. The handbook also includes links to University regulations and rules.

Review of the University of Bahrain

1. The University of Bahrain was established by [Decree Law No. \(12\) of 1986 on the Establishment of Bahrain University](#), by merging the Bahrain College University and Gulf College of Technology. Decree Law No. (12) of 1986 was amended by [Decree Law No. \(18\) of 1999](#). Both Decrees include the following:
 - a. The objectives of the University of Bahrain.
 - b. The main councils in charge of the University administration, their structure and powers.
 - c. Faculty members' academic ranking.
 - d. The University's budget.
2. The University's upper management consists of the University President and four Vice Presidents. They are the Vice President for Academic Programs and Graduate Studies, Vice President for Information Technology, Administration and Finance, Vice President for Community Service and Alumni Affairs and Vice President for Scientific Research.
3. When it was first established, the University of Bahrain consisted of four colleges, two deanships, and used to offer twenty academic programs. Today, the University consists of ten colleges; the College of Business Administration, the College of Arts, the College of Science, the College of Physical Education, the College of Engineering, the College of Information Technology, the College of Law, Bahrain Teachers' College, the College of Health Sciences and the College of Applied Studies. The University also has four supporting deanships: the Deanship of Admissions and Registration, the Deanship of Student Affairs, the Deanship of Scientific Research and the Deanship of Higher Studies. This is in addition to twenty-two academic and scientific centers.
4. Colleges are managed by College Councils which consist of heads of departments, a high ranking academic member from each department appointed by the University President, in addition to three members from outside the University appointed by the Board of Trustees, and who are familiar with the College academic programs. Departments are managed by Department Councils. These Councils are in charge of matters related to teaching, research and examination, as well as scientific, cultural and sports affairs in accordance with the University Rules and Regulations.
5. Today, the University offers more than eighty academic programs. It also offers various types of Degrees, including Associate Diplomas, Bachelor Degrees, Higher Diplomas, and Master's and Doctorate Degrees.

Faculty Members' Rights and Obligations

Faculty Bylaws, approved by the Board of Trustees' Decision No. (1) of 2006 and published in the Official Gazette No. (2729) on 8 March 2005, updated according to bylaw No. (1) 2011 published in the Official Gazette No. (3002) on 2nd June 2011, specify the duties of faculty members as follows:

- a. Teaching
- b. Conducting research, participating in seminars and conferences, and developing the curriculum.
- c. Supervising student's research and their practical, scientific and social activities.
- d. Conducting exams and offering academic advising to students.
- e. Taking part in committees inside and outside the University.
- f. Carrying out his/her duties towards the University in full dedication, and exerting the maximum effort to implement its educational objectives.

Faculty Bylaws also specify the general framework for academic promotions, academic load, the leaves and holidays to which faculty members are entitled, methods and conditions of appointment and termination, investigation and disciplinary committees.

The following table summarizes types of leaves in accordance with Faculty Bylaws.

Types of Leaves listed in the Faculty Guide

Type of Leave	Duration	Paid/ Unpaid	Conditions and Details
Annual Leave	11 weeks	Paid	A faculty member should complete a full year of service before being entitled to 11 weeks of leave. This period includes: <ul style="list-style-type: none"> - Two weeks of inter-semester break - 9 weeks of summer break (July and August)
Sick Leave Sick leave is calculated as two working days per month. Faculty members can keep up to a maximum of 288 working days.	<ul style="list-style-type: none"> - One working day - 2 – 6 days - More than six days 	Paid	<ul style="list-style-type: none"> - Can be granted by the approval of the department head without the need for a medical certificate. - Must be supported with a medical certificate approved by the University. - Must be supported by a medical certificate approved by the Medical Committees.
Marriage Leave	3 days	Paid	–
Maternity Leave	60 days	Paid	For female employees only
Breastfeeding Leave	Two hours for two years	Paid	Must be accompanied by a medical certificate

Type of Leave	Duration	Paid/ Unpaid	Conditions and Details
Haj Leave	Not more than 10 days	Paid	<ul style="list-style-type: none"> - For Muslim employees - Granted only once
<i>Iddah</i> Leave	30 days	Paid	<ul style="list-style-type: none"> - For female Muslim employees - Can be extended to three months and ten days, with full payment.
Leave to Accompany a sick family member	60 days	Paid	<ul style="list-style-type: none"> - Must be approved by the University President. - To accompany a sick relative. - Must be supported a medical report approved by the Medical Committees.
Unpaid Leave	–	Unpaid	<ul style="list-style-type: none"> - Must be approved by the University Council, following the approval of both the College and Department Councils in the following cases: <ul style="list-style-type: none"> - To accompany a spouse who is on an official mission or a scholarship for a long period of time abroad. - To allow the mother to care for a sick child, if it is proven that her presence next to him/her is very essential. Must be accompanied by a medical certificate explaining the child's medical situation.
Unpaid Leave	A renewable year or so, not exceeding two years.	Unpaid	<ul style="list-style-type: none"> - The University Council and following the approval of the College and Department Councils may grant a full-time faculty member an unpaid leave. - According to the provisions of this Article, a faculty member is not entitled to another unpaid leave before twice the period of the previous unpaid leave has passed.

Academic Staff Evaluation

In line with the bylaws of the Financial and Administrative Audit Office, and the recommendations of the institutional and program quality assurance reports, it has become compulsory for the University of Bahrain to conduct an annual comprehensive and consistent evaluation of the all faculty members to measure their performance in accordance to unified and clear criteria that encompass the faculty duties stipulated in the Law of Establishment of the University and in the Regulation pertaining to faculty members. The University Council has approved the Faculty Performance Evaluation Regulation under Decision No. (528/2016) of 2016. This Regulation was implemented starting from the Academic Year 2016/2017, and was reviewed this year (Decision No. (577/2018)) to meet the evaluations regulations of Civil Service Bureau. [\(click here to download the faculty evaluation forms in both Arabic and English\)](#)

Promotion of Faculty Members

As mentioned above, the Faculty Bylaws include the general framework for academic promotions. The regulations of promoting an Assistant Professor to an Associate Professor or an Associate professor to a Professor are detailed in the [Academic Promotions Regulations at the University of Bahrain, approved by the University Council Decision No. \(9\) of 2012.](#)

The Regulations deal with the formation and powers of Academic Promotion Committees at the levels of the Department, College and University, as well as the requirements for academic promotion. The latter includes the minimum employment period required for an applicant to be eligible for promotion, research interests, in addition to complaint procedures if the applicant was not satisfied with the decision of the Academic Promotion Committee. [Attached to the Academic Promotion Regulations a list of all the required documents for academic promotion, Academic Promotion Committees, and the reviewing of research submitted for promotion.](#)

Articles No. (32) and (33) of the Faculty Bylaws specify the term and conditions to be promoted from an Instructor to a Lecturer, whereas the ones for the promotion from a Lecturer to a Senior Lecturer were specified by the University Council Decision No. (1142) of 2015. as follows: [\(Click here to get the Academic Promotion to Lecturer or Senior Lecturer Forms\)](#)

To be promoted to a Senior Lecturer, the following must apply:

1. The applicant must have a Master's degree or its equivalent from an acknowledged institution.
2. Must have spent a minimum of six years as a lecturer.
3. Must be efficient in teaching
4. Must have a "good" overall annual evaluation.
5. Must have published at least two research papers in refereed journals or conferences during his/her time as lecturer at the University of Bahrain.
6. Must have taken part in community services both at the University and in the society.

Rules regulating the participation of Faculty Members in Conferences, Seminars, and Scientific, Regional and International Activities

The Document of [Rules Regulating the participation of Faculty Members in Conferences, Seminars, and Scientific, Regional and International Activities, approved by the University Council Decision No. \(11\) of 2014](#) determines the rules and regulations governing the participation in different scientific activities as follows:

When a faculty member is presenting a research paper:

- Priority to participate in scientific activities is given to a faculty member who is going to present a research paper accepted by the organising committee. A faculty member is expected to present an abstract of his/her research paper, a letter of acceptance from the organising committee, and a letter explaining how the research paper contributes to the University.
- If more than one faculty member has taken part in preparing one particular research paper, they should decide themselves which one of them will go to present the paper in the conference. If they fail to reach an agreement, the Head of Department can make a decision in this regard and submit it to the Dean of the college concerned.

When no research paper is presented:

- During the first two years of completing his/her Ph.D., a faculty member is allowed to apply to participate in scientific activities as part of the professional development process without the need to present a research paper, on condition that the event is closely related to his/her field of specialization.
- A faculty member is allowed to participate in scientific activities without presenting a research paper if he/she is invited by one of the well-known scientific institutions, on condition that the activity is closely related to his/her area specialization, and the inviting organization (or faculty member himself/herself) covers all travelling and accommodation costs. This must be approved by the College and University Councils.

A Faculty member who wishes to participate in any scientific activity must fill out the [Participation Form Application](#) and submit all the required documents to the head of department concerned.

Development of Faculty Members' Academic Practice

The Unit for Teaching Excellence and Leadership (UTEL) at the University of Bahrain is responsible for the delivery of teaching development programs and workshops to academic staff. The UTEL offers a variety of faculty development opportunities that cater for the different developmental needs of faculty depending on their years of experience and the roles they assume.

Currently, three strands of faculty development are available. The first route offers short duration bespoke workshops on specific popular topics in higher education. These are offered throughout the academic year and are open to all academic staff. The second takes a more holistic approach to faculty development that requires the participant to enroll in a full year Advance Higher Education (AHE) accredited program that addresses higher education teaching in a generic way allowing the faculty member to select their own path for improvement while encouraging reflective practice and engagement with scholarship of teaching and learning. This route has several paths that take into account the teaching experience of the participant. The third strand is a leadership program designed specifically for faculty in academic leadership roles.

Realizing the importance of sharing good practices and experiences in the higher education sector that would inevitably lead to constructive dialogue and improvement of overall learning experience of higher education students, the UTEL has encouraged the participation of academic faculty members from other local universities in its programs since 2016. It has also successfully sought Tamkeen support for several of its program. These are the details of all the three strands offered by the UTEL for academic year 2018 2019:

Route 1: Bespoke workshops:

Program	Duration	Target	Tamkeen Support	PSF Dimension	Academic recognition	Tentative Dates	Fees per participant	Delivery Team
Assessment and Feedback in Higher Education	4 days	All academic staff	Supported by Tamkeen under local certificates cap. BD 500	A3, K1, K3	Certificate of attendance from University of Bahrain	5 th to 8 th November 2018	BD 150 per day/ Total BD 600	Dr. Mike Calvert
Exploring pedagogic approaches to support flipped classroom techniques	3 days	All academic staff	Supported by Tamkeen under local certificates cap. BD 180	A1, A2, K2, K3	Certificate of attendance from University of Bahrain	2 nd – 4 th April 2019	BD 150 per day/ Total BD 450	Mr. Mark Dransfield
Successful research project management: hands-on tools	3 days	All academic staff	Supported by Tamkeen under international	A2, K2, K3, all Vs	Certificate of attendance from the School of Political and	31 st March 2019 – 2 nd April 2019	BD 150 per day/ Total BD 450	Prof. Benoît Rihoux

Program	Duration	Target	Tamkeen Support	PSF Dimension	Academic recognition	Tentative Dates	Fees per participant	Delivery Team
			courses cap. BD 225		Social sciences of the UCLouvain			
Introduction to the UK Professional Standard Framework and HEA fellowship	1 Day	All academic staff	Non	All	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Peer Review of Teaching	1 Day	All academic staff	Non	A5, K5	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
High Impact Pedagogy in Higher Education	1 Day	All academic staff	Non	A2, K2, K3, V1, V2, V3	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Approaches to curriculum design	1 Day	All academic staff	Non	A1, all Vs	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Developing lifelong learning and independent learners in HE	1 Day	All academic staff	Non	A1, A2	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Are our Student Critical Thinkers?	1 Day	All academic staff	Non	A2, A4, K2, K3	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Academic Integrity	1 Day	All academic staff	Non	A2, A3	Certificate of attendance from	February 2019	BD 100 per day	UTEL staff & UoB Staff

Program	Duration	Target	Tamkeen Support	PSF Dimension	Academic recognition	Tentative Dates	Fees per participant	Delivery Team
					University of Bahrain			
Giving and receiving feedback	1 Day	All academic staff	Non	A1, A5, K2, K3, K5	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Learning and Teaching styles	1 Day	All academic staff	Non	A1, A2, K2, K3, V1, V2	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Using Technology in Teaching	1 Day	All academic staff	Non	A2, A4, K4, V1, V2, V3	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Learning Theories	1 Day	All academic staff	Non	A1, A2, K2, K3, V1, V2	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Employability	1 Day	All academic staff	Non	A2, A4, K2, K3	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Measuring the Intangibles in Higher Education	1 Day	All academic staff	Non	A5, A3, K5	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff
Icebreakers for Interactive Classroom	1 Day	All academic staff	Non	A2, A4, K2, K3	Certificate of attendance from University of Bahrain	February 2019	BD 100 per day	UTEL staff

Route 2: AHE Accredited Programs:

Program	Duration	Total credit	Target	Tamkeen Support	HEA recognition	Academic recognition	Delivery Team	Fees per participant
Post graduate Certificate in Academic Practice (PCAP)	1 academic year	12	Early career academic staff	Supported by Tamkeen under professional certificates cap. BD 1700	Fellow	Post graduate certificate from University of Bahrain	UTEL staff	BD 2000*
Continuous professional development (CPD)	1 academic year	Non	Experienced academic staff	Supported by Tamkeen under professional certificates cap. BD 1200	Fellow or Associate Fellow	Certificate of attendance from University of Bahrain	UTEL staff	BD1600*
New to Teaching in Bahrain (NTB)	1 academic year	Non	Academic staff first year teaching in HE or teaching for the first time in the Bahrain or the region	Supported by Tamkeen under professional certificates cap. BD 1200	Associate Fellow	Certificate of attendance from University of Bahrain	UTEL staff	BD 1400*

Route 3: Leadership programs:

Program	Duration	Target	Tamkeen Support	PSF Dimension	Academic recognition	Tentative Dates	Fees per participant
Academic Leadership Program (ALP)	4 days	Academics in leadership roles	Supported by Tamkeen under professional certificates cap. BD 500	All	Certificate of attendance from University of Bahrain	24 th to 27 th February 2019	£2200 **

Academic Advising at the University of Bahrain

Academic advising helps students in choosing the best academic courses and making decisions concerning his/her studies. Therefore, [the Academic Advising Regulations at the University of Bahrain and its mechanisms were approved by the University Council Decision No. \(1879\) of 2013](#). The Regulations outlines the goals of academic advising and its mechanisms, including:

1. Each new student is appointed an academic advisor by the Head of Department. The Deanship of Admission and Registration provides the academic advisor, through the Head of Department, with the student's academic records. The College Council specifies the maximum number of academic advisees, taking into consideration the number of students in every department, and the teaching and research loads, as well as any other responsibilities taken by the academic faculty member
2. A Faculty Member must be familiar with academic regulations to provide his students with accurate information and should be available during office hours to offer academic guidance to students on the best courses to take in order to fulfil academic requirements. The Academic Advisor should encourage students and guide them to the best ways to implement the study plan, have continuous communication with them, regularly review their academic records, offer advice to students who were given academic warning, and fill out expected and final graduation forms.
3. The Academic Advisor must present to the Department Head an annual report about advising and the problems encountered therein, in order to bring it before the Department Council, to be further referred to the College Council, if deemed necessary. Failing to comply with this is considered an offence requiring disciplinary act as per the Faculty Bylaws of the University.

Regulations of Study at the University of Bahrain

[The Regulations of Study and Examination at the University of Bahrain, approved by the University Council Decisions No. \(12\) of 2013 and its updates](#), outlines everything related to the study and examination at the University of Bahrain. It enables faculty members and students to know their rights and obligations in relation to study and examinations. The main points concerning the system of study at the university are:

1. The University adopts a full-time credit-hour system. Students are required to follow-up on the academic program he/she is enrolled in and attend the theoretical and practical courses. The faculty member must keep a record of students' regular attendance of scheduled lectures. A student who reaches a 15% rate of absence from scheduled lectures shall be issued with a written warning. If the rate of 25% is reached, a compulsory withdrawal for the student follows. A compulsory withdrawal may be based on the submission of an acceptable official excuse or be a withdrawal without excuse. In the case of the former, a grade of (WA) will be shown on the student's transcript and, in the latter, a grade of (WF).
2. A faculty member must be familiar with the University academic calendar, which provides information about dates for periods of study, breaks and holidays, examination dates and advising during any given academic year.

3. A faculty member must have a thorough knowledge of the academic study plans offered by the department, and what needs to be done to develop or improve study plans or courses.
4. A faculty member must work (40) hours per week, (12) or (15) credit hours of teaching for Ph.D. holders, and (15) or (18) credit hours of teaching for non – Ph.D. holders. The rest of the working hours are divided by the Head of department for academic advising, office hours, taking part in committees and conducting research.
5. During the first week of teaching, a faculty member must give his/her students the course study plan and syllabus which will be covered throughout an academic semester. The study plan should provide a detailed description of the course content and intended learning outcomes, assessment methods, distribution of grades, list of academic references needed for the course, dates for submitting projects and dates for course evaluation.

Regulations of Examination at the University of Bahrain

[The Regulations of Study and Examination at the University of Bahrain, approved by the University Council Decisions No. \(12\) of 2013 and its updates](#), provide a comprehensive reference for faculty members in matters related to study and examination, the most important of which:

1. Students' academic performance is assessed by giving student's tests, exams, homework and projects. They may also be requested to carry out research. Methods of course assessment are usually agreed upon by the Department Council.
2. 40% of total course grade is allocated for the final examination. This percentage has been decided by the University Council. 60% of total course grade is allocated for midterm exams, projects and other assessment methods adopted by the department. Some courses at Bahrain's Teachers' College do apply a different distribution of grades.
3. Short tests and midterm exams are usually held during class teaching hours. In multi-section courses, midterm exams can sometimes be unified for all sections. In this case, exams must not be held during regular teaching hours.
4. Make-up tests or exams must not be given to students who have already taken the test or exam. A faculty member must implement the course study plan fairly, regularly and equally across all sections of the same course. If a course is taught by more than one instructor, a coordinator is usually appointed for the course to organize dates for unified exams and exams content and structure with the rest of instructors teaching the same course.
5. Exam questions must cover the vocabulary of the course, assess the Course Intended Learning Outcomes (CILOS), and include both objective and essay questions. Objective questions (multiple-choice questions, true/false questions) must not exceed 50% of the exam total grade. Questions must be written clearly in the language of instruction used in the classroom and the time allocated for answering all questions should be enough. An instructor must also provide an answer key detailing the marking criteria and distribution of grades. See also: [The UOB Moderation of Assessment Regulation and its appendix \(In Arabic\)](#).

6. If a student misses a test or an exam, he/she must be given a make-up test or exam. If this is not possible, the grade could be calculated as part of another exam or test, after seeking the approval of the head of department.
7. An oral or written feedback must be provided by the instructor about the student's academic performance to enable the student to know to what extent the course intended learning outcomes have been achieved. Not only does feedback highlight the student's strong and weakest points, but it is also considered an inseparable part of the education process. The student is entitled to have a look at his/her exam papers, except the final examination. He/she is also entitled to inquire about the distribution of grades, ask for his/her paper to be remarked. He/she may also complain about the grade obtained to the course coordinator or head of department.
8. Throughout the academic semester, feedback is offered to students on regular bases, and students are entitled to get feedback on any exam or test in a period not exceeding three weeks of taking the exam or test and prior to the end of the withdrawal period. The instructor must post the total grades of continuous course assessment for all students without disclosing their names on his/her office door before the start of the final examination period at the University.
9. The instructor, or the like, must mark students' final examination papers and send the grades to the head of department in period not exceeding 72 hours. This period may be extended in multi-section courses.
10. A student is granted the degree he/she scored in the overall assessment of the course.
11. After seeking the approval of the Head of Department, grades must be submitted online the University registration. Two copies of the final grades must be printed out. One of the copies will be filed at the department. The other copy will be sent to be filed at the Deanship of Admission and Registration.
12. If a student is caught cheating during a test, exam or project, the invigilator is entitled to withdraw the paper and write a report mentioning the student's name and number, the course title and number, the place where cheating occurred. An instructor must also provide a clear description of what happened (cheating/attempting to cheat/assisting another student in cheating). The report along with the exam or test paper is sent to the head of department, who will in turn refer it to the dean ahead of submitting it to the Committee of Misconduct. The Committee will take the necessary action against the student and issue an appropriate recommendation in accordance to the Student's Misconduct Regulations at the University of Bahrain. The College dean must inform the Deanship of Student Affairs of his/her decision regarding the incident in order to take the necessary action and inform the student of the final decision.

Graduate Studies

A higher diploma, Master and Doctoral degrees are offered by the University of Bahrain in various specializations. The University offers 22 graduate studies programs. College of Science (4 programs), College of Law (3 programs), College of Engineering (6 programs), College of Business Administration (1 program), College of Information Technology (1 program), College of Arts (6 programs), College of Physical Education and Physiotherapy (3 programs), Bahrain's Teacher's College (1 program).

[The University Council Decision No. \(736/2013\) approved the Graduate Studies' Regulations at the University of Bahrain.](#)

The Deanship of Graduate Studies follows-up on the graduate studies offered by the University and offers handbooks in this regard, such as [Thesis Manual at the University of Bahrain](#) and the [Appointing Supervisor's Procedures](#).

Developing Academic Programs and Courses at the University of Bahrain

According to the [Regulations for Offering/Developing Academic Programs and Courses at the University of Bahrain, approved by University Council Decision No. \(1879/2013\)](#), all academic programs are evaluated periodically during a period not exceeding five years from the date of approval or development. A faculty member may submit proposals for the development of academic programs and courses, [using the Offering/Developing an Academic Program Form at the University of Bahrain](#).

Upon offering/developing an academic program, a faculty member must be familiar with the department programs, provide a feasibility study explaining the reasons behind offering a new academic program or developing an existing one; adhere to University regulations concerning general course code, title and number; and ensure that the distribution of courses in a study plan shall be in ascending order of course codes.

The proposals for developing an academic program or course must be submitted to the department Curriculum Committee. The recommendations will be then submitted to the College Curriculum Committee which shall make a recommendation and refer the matter to the College Council. Upon approval, the College Dean will submit the recommendations to the University Curriculum Committee, for a final decision.

Academic Integrity and Plagiarism

The University of Bahrain promotes academic integrity among students and faculty members. It has adopted the necessary rules, regulations and measures to avoid plagiarism.

[In 2013, the University Council has created a System for Avoiding Plagiarism.](#) This System aims to clearly state the University's rejection of all forms of plagiarism that violate academic integrity, outline the disciplinary action to be taken against those who commit plagiarism. The University regularly organises workshops for faculty members and students on plagiarism.

Student Affairs

The Deanship of Student Affairs supervises the Student Council at the University of Bahrain. The Board of Trustees and the University Council approved a number of regulations and bylaws on student affairs:

1. [Student Misconduct Bylaws, Board of Trustees Decision No. \(4\) of 2006.](#)
2. [Student Dress Code on Campus, Board of Trustees Decision No. \(5\) of 2006.](#)

3. [Student Scientific Societies Bylaws, Board of Trustees Decision No. \(6\) of 2006](#) (In Arabic).
4. [Student Clubs Bylaws, Board of Trustees Decision No. \(7\) of 2006.](#) (In Arabic).
5. [Handbook for Special Needs Students at the University of Bahrain, University Decision No. \(1809/2013\).](#) (In Arabic).

Technical and Administrative Support

IT Support

The IT Center is an administrative center that offers IT services, including the provision of IT infrastructure, software, licences, as well as designing and developing academic and administrative applications needed for the teaching process. It is also in charge of the continually updating the University websites to achieve the mission and vision of the University. The IT Center offers the following services:

1. User's Account

A user's account is created for an academic employee in order to use computers and the services offered by the University IT Center. An employee may visit the IT Center to receive information about his/her account.

2. Internet Services

Through the services offered by the IT Center, an employee may surf the Net and have access to other academic and research websites, in addition to having access to social media websites.

3. E-Mail

This service allows university staff to access their e-mails on- and off-campus using any of the user's devices, including smart phones. It also allows them to receive circulars and announcements from inside or outside the university through the following link:

<https://webmail.uob.edu.bh>

4. Technical Support Request

An employee may request online any of the IT services offered by the IT center through the following link:

<http://helpdesk.uob.edu.bh>

5. Wi-Fi Network

This service provides Wi-Fi throughout the University. Employees can connect to the University Wi-Fi by choosing EMPLOYEE-1X.

6. Plagiarism Software

This account can be created for faculty member who would like to check the work submitted by students using Turnitin Software by applying online:

7. <http://helpdesk.uob.edu.bh>

8. Human Resources System

This service allows University faculty member to review online their employment records and salary slips:

<https://e-uob.uob.edu.bh/hr>

9. Academic Advisor System

This service allows faculty member to access and print the class lists of the courses they are teaching, to submit grades to registration, prepare the grade charts:

<https://e-uob.uob.edu.bh/staff>

10. Academic Staff Pages

This service allows faculty members to create their academic webpages. This is done by using the faculty member's CPR and then uploading the Curriculum Vitae, research interests and publications, and a list of the course taught. This webpage can be accessed by everyone including students:

<http://staff.uob.edu.bh>

11. Hosting Personal Pages

This service allows faculty members who already have designed their own webpages, to link them to the University website by creating an FTP account:

<http://userspages.uob.edu.bh>

For further information, please contact:

Secretary: 8855

Administrative Assistant: 8236

Libraries and Information Services

The University of Bahrain has five libraries: The Main Library in Sakheir Campus; the Library of Science and Information Technology; the University Library in Issa Town; the Faculty of Health Sciences Library at the college in Manama. To support the mission of the University and the learning and research process, the Libraries provide both print and electronic resources. Libraries also coordinate with faculty members to enable and encourage IT culture and knowledge that promotes self-learning among students and staff. The library provides the following services to faculty members:

1. Book Order Services

Faculty members play an active role in the development of libraries resources. Books orders can be placed on the following link:

<http://libwebserver.uob.edu.bh/en/Forms/PurchaseRequestForm.htm>

2. Inter-library Loan Services

The inter-library loan service is available to all faculty members. Through this service, books and articles that are available at the University can be borrowed for free from other libraries. Scientific research papers can be made available in less than 24 hours by using the following link:

<http://libwebserver.uob.edu.bh/en/Forms/ILL.htm>

3. Electronic Reserving Services

Libraries allow faculty members to add supporting teaching materials by reserving the material on the following link:

http://libwebserver.uob.edu.bh/en/Forms/Reserve_form.pdf

Resources will be available to students on the following link:

<http://libwebserver.uob.edu.bh/en/Teachingresources/teachres.htm>

4. Borrowing Services

Faculty members can borrow up to 25 books per semester

5. Electronic Renewal of Borrowed Books

Borrowed books may be renewed online by accessing the Library's website and getting a username and password on the following link:

http://libwebserver.uob.edu.bh/en/forms_new/reqpin.asp

6. Renewal of Borrowed Books Using Mobile Devices

Faculty members can renew the books borrowed using their mobile devices. This can be done downloading an application called Bookmyne and following the steps in this link:

http://libwebserver.uob.edu.bh/en/forms_new/reqpin.asp

7. Access to Electronic Libraries

The Library provides access to important electronic books, journals, dissertations, and many other documents. More than one million dissertations, 170000 books and 27000 scientific journals are available online. Faculty member can obtain the password for the Athens account on the following link:

<http://libwebserver.uob.edu.bh/en/athens/Registration.asp>

Athens account can also be accessed on the following link:

http://libwebserver.uob.edu.bh/en/howdoi/Remote_access.pdf

8. Academic Research Skills

The Library provides services on developing research and self-learning skills. For Faculty members to request the organization of training sessions to their students, they may fill out the following electronic form:

<http://libwebserver.uob.edu.bh/en/Forms/LibTourForm.htm>

9. Information Services

The library can provide information about a certain research topic through accessing the following link:

<http://libwebserver.uob.edu.bh/en/Forms/Asklib.htm>

10. Photocopying Services

Photocopying services are available at University Libraries. Copy rights must be taken into consideration.

<http://libwebserver.uob.edu.bh/en/Forms/LibTourForm.htm>

For more information, please contact the following numbers

The Main Library: 8808/8210

The Legal Library: 7346/7472

The Library of Science and Information Technology: 7883

The Library of Engineering: 6817

The Health Sciences Library: 5816

Bahrain Teacher's College Library: 7354

Workplace Safety Guide and Emergency Guide

The University of Bahrain tries to ensure safety and security. To achieve that, [the University has issued the Guide to Workplace Safety](#) (In Arabic), [Emergency Guide](#) (In Arabic) and [Laboratory Safety Instructions](#). [The health center at the University](#) provides basic health care and deal with emergency situations.