



University of Bahrain

# Regulations of Study and Examinations at the University of Bahrain

After the inclusion of Resolutions No.: 330/2015, 925/2015, 2534/2015, 703/2016,  
175/2016, 335/A/2017, 357/2017, 157/2018, 186/2018

Appendices:

Appendix (1): Academic Warning and Dismissal Regulations for 2016 batch.

Appendix (2): Amendments to University Council Resolution No. 286/2017 by  
Resolution No. 625/2018 on handling grades, warnings, dismissal and  
repeating courses.

Appendix (3) Instructions for the Orientation Program for Batch (2017).

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## Chapter One: General Provisions and Definitions

- Article (1)** The regulations shall be referred to as “Regulations of Study and Examinations at the University of Bahrain”
- Article (2)** Without prejudice to the special regulations governing some academic programs, the regulations shall be applicable to the processes of study and examinations at undergraduate and graduate levels, unless stated otherwise.
- Article (3)** The following terms shall have the meanings, unless indicated otherwise within a particular context:
- |                      |   |
|----------------------|---|
| Law:                 | Decree Law No. (12) for the year 1983 regarding the establishment of the University of Bahrain and its amendments                   |
| University:          | University of Bahrain.  |
| University Council:  | Council of the University of Bahrain  |
| College Council:     | Council of the College concerned  |
| Department Council:  | Council of the Department concerned   |
| President:           | President of the University of Bahrain.   |
| Vice-President:      | Vice-President for Academic Programs and Graduate studies.  |
| Dean:                | Dean of the College concerned or whoever assumes the duties of deanship   |
| Head of Department:  | Head of the academic department concerned   |
| Authority concerned: | A department/person authorized to make decisions regarding the implementation of the regulations                                    |
| Deanship:            | Deanship for Admission and Registration   |
| Academic Advisor:    | A member of academic faculty whose role is to offer guidance to students in matters related to their studies                        |
| Instructor:          | A faculty member who contributes to the teaching of academic courses  |
| Student:             | A student admitted at the University and registered in an undergraduate or a graduate program                                       |
| University ID:       | The ID University number assigned to each student on enrolment in the University to be used in all matters related to their studies |

Undergraduate Program:	A diploma, an associate diploma, or a bachelor's program following successful completion of secondary school or its equivalence
Graduate program:	A higher diploma, Masters and Doctorate degrees programs offered subsequent to successful completion of a Bachelor's degree or its equivalence
Academic Program:	A structured credit-hour system, requiring the completion of academic courses leading to award of a specific academic degree
Study Plan:	A plan for a particular academic program which includes all the required courses for graduation
Academic Course:	An academic program course. Every with a code, a number, a title, and a detailed description of its content and intended learning outcomes
Credit Hours:	A unit of academic credit, which determines the weight of each course in relation to other courses. It is equivalent to a one-hour theoretical lecture or a set of two/three hours of practical applications or exercises per week for the duration of a semester
Study Load:	The total number of credit hours in which a student enrolls during any given semester, taking into consideration both the minimum and maximum number of credit hours stipulated in Article (16) of the Regulations
Academic Calendar:	A guide prepared by the Deanship and issued by a University Council Resolution which provides information about dates for periods of study, breaks and holidays during any given academic year
Academic Year:	A calendar year running from September to August consisting of including two semesters (Semester I and Semester II) and an optional summer semester, if offered.
Academic Semester:	A period specified in the academic calendar for courses in which a student enrolls
Student:	A student who has been admitted to the University and is registered in one of the undergraduate or graduate programs
Academic Semester:	A period specified in the academic calendar during which a student studies the courses for which s/he has registered
Add/Drop:	A subsequent registration allowing students to take additional courses or drop some on the basis

	of specific criteria and within a period specified in the academic calendar
Grade:	It refers to a letter-grade which carries a value parallel to the percentage of marks obtained by a student in any given course in accordance with the guidelines on assessment provided by the Regulations (Article 17)
Points:	The given points amount to the number of course credit hours multiplied by the grade value obtained by a student in any given course in accordance with the Regulations (Article 67)
Semester Grade Point Average (Semester GPA):	This refers to an average obtained through the following calculation: the total number of points scored by a student within a given academic semester of study is divided by the total number of credit hours taken during the same semester; the final figure is then rounded to the nearest two-decimals
Cumulative Grade Point Average (GPA):	The value obtained by dividing the total number of points obtained by a student throughout a period of study by the total number of credit hours completed; the final figure is rounded to the nearest two decimals
Academic Probation:	A warning given to a student whose cumulative GPA is lower than the academic average required.
Special Student:	A student under probation granted pardon from dismissal by a University Council Resolution or in accordance with the Regulations stipulated in (Article 49).
Assessment Activities:	Assessment activities undertaken by students during any given semester such as midterms, quizzes, homework, projects, reports and case studies. Final examinations are not included.
Feedback	Informative and guidance provided by the instructor on the student's academic performance to enable the student to know the extent the course intended learning outcomes have been achieved; it highlights the student's strong and weakest points; and it is considered an inseparable part of the learning process.

## Chapter Two: Study Regulations

### **First: Admission**

**Article (4)** Applications for admission to undergraduate or graduate programs offered by the University shall be submitted to the deanship, during the period announced.

**Article (5)** The University Council shall determine the number of students to be admitted in accordance with the general policy of the University.

**Article (6)** The following requirements shall be met for admission to undergraduate programs:

1. A secondary school certificate or its equivalent with a minimum of 70% grade
2. No more than two years shall have passed since the applicant obtained his/her high school certificate.
3. An applicant shall pass aptitude tests and personal interviews-if any-or other tests required by the University.
4. The applicant shall have the language competency required according to the language of instruction.
5. The applicant shall be medically fit for the academic program he/she wishes to enroll in.
6. The applicant shall have a good conduct.
7. The applicant shall satisfy the requirements set by the concerned authorities.

The applicant shall also pass all the tests and personal interviews that may be required by concerned colleges, as may be stipulated for some academic programs.

The University Council shall determine the regulations for the admission of applicants with special needs in accordance with the nature of each academic program.

**Article (7)** Students admitted to the University shall be distributed among the various colleges in accordance with the criteria set by the University Council based on the recommendations of college councils; the Deanship shall inform the applicants of the result of admission

**Article (8)** In a period no longer than 15 days after the applicant is accepted in an academic program other than his/her first choice, he/she may submit a request to the Deanship asking for reconsideration and the Deanship shall make a decision in this regard based on the available vacant seats.

## **Second: Study and Registration**

**Article (9)** The study at the University is full-time; students shall attend the theoretical and practical courses.

The University adopts the credit-hour system.

**Article (10)** The Academic calendar prepared by the Deanship and approved by the University Council states clearly the beginning and end of an academic year and its semesters.

**Article (11)** The academic year is divided in to two semesters, consisting of 16 weeks each. The summer semester which consists of 8 weeks may be offered following the approval of the University Council.

Without prejudice to article (22) of these regulations, the department, in consultation with the Dean, specifies the courses to be offered each semester

**Article (12)** The number of credit hours in all study plans of undergraduate and graduate programs shall not be less than the number set by the University Council.

**Article (13)** Each academic program shall consist of compulsory and elective courses. The student shall pass all required and elective courses in accordance with Article (78) of the regulations

**Article (14)** A student may register in any of the courses available in his/her academic plan provided s/he has completed the required pre-requisites and after getting the approval of the academic advisor, or equivalent.

**Article (15)** A student shall take those courses listed in the academic program in which s/he has enrolled.

**Article (16)** A student shall adhere to the minimum and maximum number of academic semesters allowed (excluding summer semesters) for graduation as shown hereunder:

<b>Academic Degree</b>	<b>Minimum Number of Semesters</b>	<b>Maximum Number of Semesters</b>
Associate Diploma	4	8
Bachelor	6	14
Higher Diploma	2	6
Masters	4	8
Ph.D.	7	12

The maximum number of semesters may not be applicable to Bachelor's degree programs provided a University Council Resolution is issued therein.

**Article (17)** A full-time student shall carry a minimum of (12) and a maximum of (21) credit hours in each academic semester.

With the permission of the academic advisor, a student may carry, but only once throughout the period of study in the program, less than (12)

credit hours, if s/he experiences a set of special circumstances. (Amendment by University Council Resolution No. 2534/2015 and Resolution No. 157/2018).

A student may be allowed to carry (21) credit hours provided that his/her cumulative GPA is no less than 3:00 out of 4:00 points; and in the last semester a student may be permitted to carry (22) credit hours to complete graduation requirements. (Amendment by University Council Resolution No. 2534/2015 and Resolution No. 157/2018).

**Article (18)** A student shall register for courses offered in the following academic semester from the middle of an ongoing semester. During add/drop period, a student may change his/her academic schedule provided there are available seats and upon obtaining the academic advisor's approval.

During the add/drop period, the following rules shall be observed:

1. The action taken shall not violate article (17) of the regulations.
2. The action taken shall not prevent the student from registering in any of the sections he/she wishes to add.
3. For courses in which a student has enrolled, there shall not be a clash of timings in the timetable and in the dates of the final examinations save cases of students expected to graduate at the end of the same semester who are allowed to register for courses that may have the same final examination date and time after seeking the approval of the head of department and in adherence to the regulations in this matter

The student is also allowed to register in the laboratory section that suits his / her academic schedule, if he / she is unable to enroll in the same theoretical section of the course, subject to the approval of the Head of department, and taking into account the procedures specified for that purpose.

**Article (19)** Tuition fees shall be paid each semester on the date payments become due save cases of students exempt in accordance with the University of Bahrain's regulations regarding Fees Exemption.

Failure to comply with the rules of payment may result in the imposition of extra charges which shall be added to the original amount of tuition fees. A University Council Resolution shall determine the rules regarding such cases and the amount of the extra charges.

**Article (20)** Students are expected to familiarize themselves with the regulations of Study, regulating by-laws, and graduation requirements and they must be aware that academic advising is by no means an excuse from this personal responsibility.

**Article (21)** Study at the University begins with an induction program for all students in accordance with the regulations and mechanisms set by the University Council.



### **Third: Summer Semester**

**Article (22)** Summer courses may be offered in response to the department's or college's needs subject to the approval of the University Council; the following rules shall be observed:

1. The minimum and maximum number of students permitted to enroll in summer courses shall be determined by a University Council decision.
2. No multiple-section courses shall be offered unless the number of students registered for a particular course exceeds the maximum number of students allowed by the University Council
3. Enrollment in more than three courses shall not be allowed provided that the number of credit hours does not exceed 10.
4. Courses offered shall be confined to 100 and 200 level courses and training internship courses at the bachelor and master levels. (Amendment by Resolution No. 335/A/2017). The following courses shall not be offered:
  - 300 and 400 level courses unless a decision is made by the University Council to offer them due to pressing needs and justifications. (Amendment by Resolution No. 335/A/ 2017).
  - Postgraduate courses
  - Courses teaching "principles of research" neither "graduation dissertation" courses.

### **Fourth: Tuition Fees Refund**

**Article (23)** Students may receive a full refund of the tuition fees paid or may choose to have the amount paid as credit for the following semester provided they withdraw from their course before classes start. Only half of the amount of tuition fees paid shall be refunded if a student withdraws from a course during the first two weeks of the semester. No refund will be made if withdrawal is requested two weeks after the start of the semester.

The same regulations apply to the summer courses.

**Article (24)** A student shall be eligible for a refund of only the money paid in tuition fees in accordance with the regulations stipulated in Article (23).

### **Fifth: Absences and Withdrawal**

**Article (25)** Notwithstanding the provisions of the University Higher Studies, Regulations, the regulations of absence and withdrawal shall apply to both undergraduate and graduate programs.

**Article (26)** Subject to the provisions of Article (17) of the Regulations, students may withdraw from any of the courses in which they are enrolled and a "W" grade shall be given. A student may also withdraw, but only once during their study, from all courses in an academic semester; and in such case the semester does not constitute a part of the maximum period that a student is expected to spend at university before graduation.

Students may request a temporary withdrawal from all courses in the last quarter of an academic semester and before the final exams, in case of: a disruptive occurrence, or a medical emergency that prevents them from pursuing their study for a period not less than two weeks, or for the death of a second degree relative. In such cases a student should submit a request, supported by official documentation, to the Deanship of Admissions and Registration. The Deanship may approve the withdrawal request directly or may refer it to the relevant college and department for consultation, if necessary. If withdrawal is permitted, the student receives “WE” in all the courses. Such a concession is granted only once, and the semester is not included in the maximum period that a student is expected to spend at university before graduation.

**Article (27)** In accordance with the procedures adopted, the student who has successfully completed the courses of his/her program of study in an academic semester may request temporary withdrawal from university for a period of two academic semesters, whether taken consecutively or at intervals throughout his/her study. This request shall be supported by relevant documentation if available; and this period of temporal withdrawal does not constitute a part of the maximum period allowed for study stipulated in Article (16) of the Regulations.

**Article (28)** A student may withdraw entirely from the university, provided all clearance forms and documents are completed as required by University procedures.

**Article (29)** Students who leave the university with an approved withdrawal may resume the course of their studies in the same degree program provided that no more than two academic semesters have passed after the withdrawal and that the student is not under academic probation.

In cases he/she wishes to resume studies in a different study program, the regulations of internal program transfer shall apply.

The period of withdrawal from the University shall be considered integral to the period of study as stipulated in Article (16) of the Regulations. The student may be allowed only once to return to the university for study.

**Article (30)** A student who discontinues his/her studies from the University for a period of two consecutive semesters or two semester at intervals and fails to officially notify the Deanship of his/her absence (un authorized withdrawal) shall submit a request to the Dean, supported by relevant documentation to resume his/her study in accordance with the regulations governing such cases. Such a period of absence constitutes a part of the period of study as stipulated in Article (16) of the Regulations. A student is considered officially withdrawn if the duration of absence exceeds two academic semesters.

A student whose cumulative GPA is below the level required for graduation and who withdraws from a course of study without officially

notifying the Deanship receives the following treatment:

1. A student whose cumulative GPA is below the level required for graduation and who has been issued an academic warning at the end of the first semester of an unauthorized withdrawal shall receive a second academic warning if the absence continues for the following semester.
2. A student who receives an academic warning prior to an unauthorized withdrawal will receive a second academic warning from the Deanship at the end of the first semester of absence and if the absence continues in the following semester, the student will be dismissed from the university
3. Students with a second academic warning and “Special” students shall be dismissed from the University at the end of the semester in which they were absent

**Article (31)** Students are expected to pursue their studies, maintain regular attendance of scheduled lectures and/or laboratory meetings and inform instructors of reasons for any absences within two class days after resuming attendance. A student whose absence reaches 15% of scheduled lectures and/or laboratory classes shall be issued with a written warning and when absence reaches 25% the student shall be on “compulsory withdrawal”. Compulsory withdrawal may be given when there is a valid excuse for absence in which case “WA” is given” and when there is no valid excuse in which case “WF” grade is given.

Students who have a valid excuse may submit an official appeal to the relevant department by the last teaching day of the semester. The department concerned reviews investigates the appeal, makes a recommendation, and refers it to the Deanship which, in turn, informs the student of the decision taken. If the excuse is deemed acceptable “WA” grade is given; otherwise the grade remains “WF”.

The department concerned informs students who receive (WF) that they are not allowed to take final examinations.

## **Sixth: Transfer**

**Article (32)** A student may transfer from one academic program to another within the same college or from one college to another when the following conditions are met:

1. A student submits a complete request supported by required documentation to the Deanship and pays the transfer fee, if any.
2. A student has the required secondary school scores for admission in the program.
3. A student has successfully completed a minimum of three academic courses or a total of 9 credit hours and no more than 66 credit hours.
4. A student has not been dismissed from the university
5. The student is allowed to transfer from one program to another at maximum two times. This includes transfer to and from the College of Applied Studies programs. Students are not allowed to return to their previous program, which they have already

transferred from. He is also not allowed to transfer for a second time to a bachelor's degree program, if he/she first transferred to a diploma program. (Addition by Resolution No. 925/2015)

6. The transfer should be within the maximum limit that the department can accept. If the number of applicants exceeds this limit, the students will be transferred based on the GPA. If two students are equal in the GPA, preference will be given to those who successfully passed more credit hours.
7. Students shall undergo a personal interview by the relevant department when necessary.

**Article (33)** Transfer students start earning credit hours on entry to the new program. (Refer to appendix 2: Modified rules for 2017 batch and beyond) Students are exempt from studying those courses already successfully completed and which have similar codes and content to courses in the new program; the grades obtained in these courses are included in the student's GPA with the symbol (T) standing for such courses in the student's transcript. However, courses which are similar in content but different in terms of code shall be indicated with the letter (E) in students' transcripts if the relevant department deems them equivalent.

A total of 15 credit hours is equivalent to a single academic semester in accordance with the rule regarding the maximum number of credit hours stipulated in Article (16) of the Regulations.

**Article (34)** Students are allowed to transfer from another university to the University of Bahrain if the following conditions are satisfied:

1. The other university must be an institution acknowledged by the concerned authorities in the Kingdom of Bahrain.
2. Applicants shall submit all required transcripts and documents, including a certificate of good conduct and two recommendation letters from previous instructors at their first university.
3. Applicants shall have secondary school scores required for admission in academic program the student wishes to join in accordance with item (1) of Article (6).
4. Applicants shall have been enrolled full-time at the universities from which they want to transfer.
5. Students shall have successfully completed a total of 30 credit hours or its equivalent at the university from which they are transferring. The student's cumulative GPA shall not be below 2:33 out of 4:00 points (equivalent to C+) or its equivalent at the university from which they are transferring.
6. The department concerned shall approve transfer applications after reviewing students' academic transcripts, the content of courses successfully completed by applicants, any courses from which they may be exempt, in accordance with the regulations stipulated in Article (37).
7. Applicants shall not have been previously dismissed from any of the academic programs at the University of Bahrain.
8. Applicants shall not have suspended their studies at the

university from which they are transferring for a period exceeding 16 weeks.

9. Applicants shall cover a minimum of 50% from the total credit hours required in the academic program to which they are transferring before being allowed to graduate

**Article (35)** The Deanship shall review transfer requests in light of the number allowed for admission in any given academic program and in accordance with the general requirements for transfer and the specific college, department and academic programs' requirements.

**Article (36)** Once the student's request for transfer is accepted, s/he shall register for courses immediately or otherwise the admission shall be nullified.

**Article (37)** Credit transfer of courses studied at other universities shall be in accordance with the following regulations:

1. A student shall present an accredited certification issued by the university s/he is transferring from stating that the student was enrolled in a full-time program with an attendance no less than 75%.
2. A student shall have scored no less than (C) grade in these courses.
3. The language of instruction for these courses shall be the same as the one used at the University of Bahrain for the equivalent courses.
4. The course shall have the same number of credit hours as the one offered by the University of Bahrain.
5. A student shall present an original copy of transcript and course descriptions.
6. No courses completed outside Bahrain University shall be equivalent of more than one course at the University of Bahrain.
7. Credit transfer of all courses shall be done once prior to the student's first academic semester at the University of Bahrain.
8. The symbol (E) shall be shown on the student's transcript next to each accredited course.

## **Seventh: Credit from Other Universities and Visiting students**

### **1- Credit from Other Universities**

**Article (38)** The University student may be given permission to study as a visiting student at another university according to the following provisions:

- 1- The other university shall be recognized by the authorities concerned in the Kingdom of Bahrain.
- 2- The student shall obtain a prior permission from the Deanship following the approval of the head of the academic department regarding the content of the course to be taken in the other university which shall be approved by that university.
- 3- The student shall not be under an academic warning in the

semester when he/she wishes to apply to study as a visiting student.

- 4- The student shall have completed 15 credit hours at the University before applying for study as a visiting student.
- 5- The maximum period of study on this status shall be one semester and carrying a maximum load of 9 credit hours in the entire period of student's study, as stipulated in Article 16 of the regulations.
- 6- Students seeking outside credits shall follow a full-time study program.
- 7- The course to be studied shall be one of the courses of the undergraduate degree requirements.
- 8- The language of instruction of the course in the other university shall be the same as that used for an equivalent course at the University of Bahrain.
- 9- A visiting student shall not enroll in a course, which he/she has failed at the University of Bahrain.
- 10- No credits are given for courses with a grade of less than "C"
- 11- If the student scores 'C' grade or above, only the credit hours of the course shall be calculated in the GPA but not the grade; consequently, the student shall be exempted from the equivalent course at the University of Bahrain and 'E' shall be recorded for that course.

## **2- Visiting students at the University**

**Article (39)** A student from another university may be given permission to study as a visiting student at the University of Bahrain according to the following provisions:

1. The student shall be a full-time student at a university recognized by the authorities concerned in the Kingdom of Bahrain.
2. The student shall submit an application supported by nomination by the competent authority at his/her university to study certain courses in one semester in addition to endorsed original copies of student's transcripts, a copy of passport, and a copy of his/her university card.
3. Visiting students are accepted only if space allows after registration and add/drop processes for the students of the University of Bahrain have been completed.
4. Foreign students requesting to study as visiting students shall obtain a visa for entry and residence in the Kingdom of Bahrain issued by the competent authorities; if he/she fails to obtain one, his/her admission to the University of Bahrain shall be annulled without any responsibility on the part of the University of Bahrain.

5. Visiting students shall pay the tuition fees as well as any other expenses.
6. Granting a visiting student status shall not be considered an approval to transfer to the University of Bahrain.

### **Eightieth: Credit hours for student activities**

**Article (40)** Rewarding students one credit hour for student activities at the undergraduate level follows the following regulations:

- 1- The credit hour for student activities is granted with 'A' grade to students for their participation in students' activities through students' societies, clubs, Students Council committees or the like, where this is not considered an academic requirement.
- 2- The student who is granted this credit hour shall be an active member in one of the students' societies, clubs, Students Council committees or any other body sponsoring students' activities and charity work, in coordination with the Deanship of Students Affairs.
- 3- The credit hour shall not be granted to:
  - a. Students in the orientation program
  - b. students incurring a disciplinary penalty in the same semester
- 4- The credit hour for student activities shall be added to the student's results in calculating his/her cumulative GPA at the end of the semester in which the activity took place.
- 5- The student may be granted a maximum of 3 credit hours during his/her entire study period at the University; only one said hour is granted per semester.

**Article (41)** Criteria for rewarding the credit hour for student activities:

- 1- The student shall be granted one credit hour provided he/she participated in an activity for no less than 30 hours based on the actual record of participation in the activity..
- 2- The activity shall be undertaken through a student society, or alike, and shall be recorded in the activity form at the time it takes place.
- 3- The student's performance shall be deemed satisfactory by the head of the society and acknowledged by the activity's director.

**Article (42)** Mechanism for granting the credit hour for student activities:

- 1- The head of each society or alike shall fill in a form prepared by the Deanship of Students Affairs; each student shall have a file in the Deanship containing the forms of the activities the student participated in.
- 2- By the end of the semester, the Directorate of Students Activities shall transfer all the student's forms to one form manifesting all

the activities which the student participated in, in coordination with the director of the society and the head of the directorate concerned.

- 3- The student activity form shall be approved by the society's advisor, or equivalent, who shall then transfer it to the head of the directorate concerned, or equivalent.
- 4- The student activity form shall be approved by the Dean of Students Affairs, who shall then transfer it to the Deanship of Admission and Registration before the end of the semester, in order to be audited before granting the student the credit hour according to the rules; the form may be returned by the Deanship of Admission and Registration to the Dean of Students Affairs in case it requires revision due to any error.
- 5- The credit hour for student activities shall not be granted to students retroactively for activities in previous semesters.

**Ninth: (Non-disciplinary) Academic warning and dismissal (See Appendix 1 and Appendix 2 : the Academic Warning Provisions of 2016 and beyond, 2017 and beyond)**

**Article (43)** The provisions for academic warning and dismissal shall apply to all students at the undergraduate level.

**Article (44)** The summer session shall not be counted as an academic semester when considering academic warning and dismissal.

**1- Academic warning**

**Article (45)** The student receives an academic warning if his/her cumulative GPA below the minimum average for graduation, during the period specified in Article 16 of this Regulations, starting from the end of the second semester after the Orientation Program, if applicable. This academic warning shall be considered the first warning. In case the student is unable to improve his/her average to the minimum required level in the following semester, he/she receives a second warning.

If the student is able to improve his/her scholastic standing by raising his/her GPA after the first or second warning, the warning is lifted; in case the GPA drops below the required average in a semester after a warning is lifted, the student receives a new warning, which is independent of the previous warnings.

**Article (46)** The student who receives an academic warning is obligated to enroll in no less than three and no more than four academic courses with a maximum of 13 credit hours per semester. A student under an academic warning shall not be qualified for nomination for student societies neither eligible for studying outside the university as a visiting student.

**Article (47)** Students under an academic warning may make use of the opportunities available in order to increase their cumulative GPA.

**2- Academic Dismissal from study**

**Article (48):** The student is dismissed for academic reasons from the University in the following two cases:



First Case: If the student is unable to improve his cumulative GPA in the semester immediately following the second academic warning.

Second Case: When the maximum period for study elapses, as stipulated in Article 16 of the regulations.

**Article (49)** The following cases shall be excluded from the academic dismissal resulting from academic warning:

- a- The student who successfully completed 75% or more of the credit hours required for graduation in the program shall remain under the academic warning regardless of their cumulative GPA until the GPA is successfully increased to the required minimum level; the student shall be only dismissed when the maximum duration of the program is exhausted.
- b- A student in a Bachelors degree program shall be allowed to enroll as a “special student” in case he/she successfully earns 2.00 Semester GPA or more out of 4, or a cumulative GPA between 1.67 and 1.99 out of 4.00, provided this takes place in the semester following the one in which he/she received the second academic warning. If the student maintains the same semester and cumulative GPAs in the semester they are enrolled as “special students”, he/she will be awarded a last chance. In case this student earns 2.00 or more in the Cumulative GPA grade point average, the academic warning is dropped; otherwise, the student is dismissed from the University.
- c- When a student, in the Associate Diploma, successfully scores 1.50 point average out of 4.00 in the semester, or cumulative GPA between 1.33 and 1.49 out of 4.00, provided this takes place in the semester following the one in which he/she received the second academic warning, he/she shall be allowed to continue to study at the University in this case as a special student for one semester if he/she scores 1.50 points or more in the following semester, or an cumulative GPA between 1.33 and 1.49, he/she shall be allowed to study for another semester as a last chance; if then he/she earns 1.50 points or more in the cumulative GPA, the academic warning is dropped; otherwise the student is dismissed from the University.

**Article (50)** The student who is dismissed from the University for academic or disciplinary reasons shall not be allowed to re-enroll in the University.

**Article (51)** The temporary dismissal period from study for disciplinary reasons shall be considered a part of the period stipulated in Article 16 of this system.

## Chapter Three: Examinations Regulations

### First: Student performance evaluation

**Article (52)** The students' performance in the courses shall be evaluated through tests, examinations, research and project work, etc. according to the general rules agreed on by the department council for evaluating all academic courses. The instructor of the course shall inform the students of methods of evaluation through the course plan, at the beginning of the term; the students shall also be informed of the percentage distribution of the assessed course activities as well as the final examination.

**Article (53)** The University Council shall decide the percentage of the final examinations out of the whole percentage of the course assessment; the rest of the grades shall be for the assessed activities which include midterm examinations which should be at least two; one midterm examination may be accepted in courses where students are to carry out a project; in all cases a percentage of the activities shall be decided by the instructor of the course; the department council shall specify the general rules for these activities.

**Article (54)** The academic calendar shall determine the dates and times of the final examinations of each semester; students are to be informed of the final examination date/time for each course when registering in it; tests and midterm examinations may take place at the course lecture time.

Multi-section courses may have unified midterm examinations provided they are not held at lecture times of other courses taken by the students.

**Article (55)** Students' work which has been evaluated by the teacher shall not be repeated for improving their grade in the course; instructors shall be fair in applying the course assessment plan on all the students in the course and in all the sections he/she teaches; should there be more than one instructor teaching sections of the course, the coordinator takes the following responsibilities:

- a- supervising and following the course plan.
- b- making sure that all students in the different sections of the course take examinations of the same level, or uniform examinations, in the semester.
- c- writing one uniform final examination for all the students taking the course with the participation of the course instructors.

**Article (56)** When forming questions for examinations, the following rules shall be adhered to:

- a- The questions shall cover all the course aims and objectives shown in the course plan.
- b- The final examination questions shall measure all the learning outcomes of the course, according to the course plan.
- c- The questions shall vary between essay questions and objective questions (multiple choice questions, true and false questions ...); the objective questions shall not exceed 50% of the total grade of the examination.

- d- The questions shall be written in the same language used for teaching the course.
- e- The questions shall be written in a grammatically and stylistically clear language.
- f- The number of questions and the time given for answering shall match with the examination time.
- g- The uniform examination shall be provided with a unified key answer explaining the marking scheme, and the distribution of marks for the questions shall be determined in a similar manner for all the course sections.

**Article (57)** Students are to take the examinations at the time and in the place specified by the Deanship, the department concerned or the instructor; students are not to be late for the examination starting time, nor to leave the examination until half an hour elapses since the beginning of the exam, except for emergency.

Students shall follow the instructions of the final examination period, published by the Deanship of Students Affairs and approved by the University Council.

Students shall write the answers of the required questions, not others. Any activity contrary to this shall not be considered. The answers shall be written in the same language the course is taught in.

**Article (58)** In case a student is absent from an assessed activity with a valid excuse, the instructor shall prepare an alternative activity to be assessed, and shall offer it to all students absent from the same activity; should this prove not possible, the mark for this activity may be calculated, subject to the approval of the head of department, in another later assessed activity, provided it measures the same learning outcomes.

**Article (59)** The academic department shall form a committee comprising as members the coordinators of multi-section courses, and it shall be named “The Examinations Committee” which shall assume the following tasks:

1. Receiving the final examination sheets inside envelopes, sealed and signed by the member responsible for their printing, two days before the examination date, and keeping them in the place provided for them.
2. Submitting the closed envelopes as well as answer booklets to the invigilators half an hour before the examination.
3. Tackling the problems emerging from the examining process, including students’ lateness for the examination.
4. Receiving answer sheets from the invigilators and distributing them to the instructors who shall correct them.
5. Editing the grades of the examination and ensuring their accuracy before they are entered by the instructors in the registration website.

**Article (60)** The course instructor shall be responsible for marking the examination papers; the department council may assign this task to another faculty member when needed.

**Article (61)** The course instructor shall mark the examination papers and submit the course grades to the Head of the Department within 72 hours from the end of the final examination; this period may be extended in case of multi-section courses.

**Article (62)** The coordinator, in case of multi-section courses, or the instructor, for single-section courses, shall prepare a Course File at the end of the semester. In addition to the Course Description (which comprises the outcomes and the detailed plan of the course), the Course File shall contain copies of the tests and examinations including their answer keys, the marking criteria including the distribution of marks, and the assignments and homework projects given to the students, in addition to copies of the students' marks in the same course and the notes made by the instructors or the students.

The Course File shall be consulted in any case of re-marking filed by the students as well as in the processes of reviewing and accreditation for quality assurance purposes.

The Course File shall be updated at the end of every semester and kept at the academic department concerned.

**Article (63)** The Quality Assurance Committee at the department concerned shall review and analyze the final exams periodically in order to check for the variety of questions and their suitability for the pedagogical outcomes of the courses and the program. The committee shall write a periodic report with its notes and present it to the head of the department concerned.

**Article (64)** The course instructor shall give the students written or oral feedback on their achievement in the assessed activities so as to inform them about their level in the course and determine the areas where they require remedial work. The feedback shall be linked to the assessment criteria and the course outcomes and shall be consistent with the quality of the assessment given.

Students are entitled to see the results of marking and assessment as well as the tests and assignment papers, except the final exam, and they may request information about the methods of mark distribution and may appeal for re-marking. Students can apply for re-marking at the Course Coordinator or the head of the department if the instructor refuses their request.

Students shall be given feedback about their achievement in the assessed activities continuously throughout the semester according to the assessment methods approved by the Department for that course. The feedback in the assessed activities of the course shall be given to the students in a period not exceeding three weeks from the start date of the activity in order to ensure that students receive sufficient feedback before the end of the period for withdrawal (W) from the course. The instructor shall announce to the students the percentages of the assessed activities in the course before the beginning of the final exam period.

**Article (65)** The instructor is not to participate in putting exam questions or marking exam papers in case one of the students examined happens to be a relative of his/her up to the fourth degree, unless this is agreed upon by the head of the department concerned and if necessary.

**Article (66)** The instructor should prepare a detailed record which includes the whole assessment of the students in the courses including their grades, the percentages of each assessed activity and the maximum possible grade, and should submit it to the head of the department. In case of multi-section courses, the record is to be submitted to the course coordinator who shall then submit it to the head of the department at the end of the semester in order to be kept in the Course File. This record shall explain the method for calculating the final mark and the letter grades of the students.

**Article (67)** Students shall be awarded the percentage grade which matches their achievements in the final exam and the assessed activities. Grades shall be calculated according to the following table:

Percentage	Letter grade	Points
90 – 100	A	4.00
87 – 89	A-	3.67
84 – 86	B+	3.33
80 – 83	B	3.00
77 – 79	B-	2.67
74 – 76	C+	2.33
70 – 73	C	2.00
67 – 69	C-	1.67
64 – 66	D+	1.33
60 – 63	D	1.00
less than 60	F	0.00

**Article (68)** In courses which have no credit hours, the letter ‘S’ shall refer to Pass, and the letter ‘U’ shall refer to No Pass.

**Article (69)** The instructor shall assume the responsibility of entering the grades of the taught courses into the electronic system used by the University. The head of the department shall examine them and approve them electronically, and shall print two hard copies one of which shall be kept at the department and the other sent, after being signed by the head of the department, to the Deanship where it shall be kept after being examined and after the approval of the grades electronically.

**Article (70)** The final exam papers should be kept in special closets at the department for two years, after which they shall be submitted to the Department of Safety in order to be disposed of according to the system used for destroying confidential papers.

**Article (71)** The student shall be banned from the exams of the course withdrawn from voluntarily or non-voluntarily.

This regulation applies to students who are on academic or disciplinary probation, in which case the student is given 'CR' grade in the course concerned, which signifies the cancellation of the registration.

**Article (72)** Administrative errors do not allow for any rights for students including the right to do an exam knowing they are banned from it.

**Article (73)** After approving the results of all the courses, the Deanship shall inform the students of their results in the semester through their personal accounts on the electronic website of the University. Students are entitled to appeal for re-assessment according to the regulations for re-marking as mentioned in Article 74 of the system.

**Article (74)      **Second: Regulations for re-marking and appeal against course results****

- 1- Within two weeks of the announcement of the final exam results, or within the period determined in the academic calendar or announced, students can appeal for the re-marking of their results to the academic department concerned after filling in the form assigned for this purpose and after paying the fees required. The department concerned shall inspect the appeal through a special committee which should not include the instructor of the course. The committee shall present its report to the head of the department within one week. After being approved by the head of the department and the Dean, the result of the appeal shall be sent to the Deanship in order to take appropriate action and inform the students as well as the instructors of the outcome. The student has the right to review the final exam paper after the committee's decision has been taken with reference to the appeal to assure the student that the results obtained are correct and fair, given that the student shall be allowed to review the final exam paper in the office of the head of the department, ensuring that appropriate measures are taken to avoid possible leakage or photography of the answer paper. (Addition by the University Council Resolution No. 330/2015).
- 2- The fees paid for the appeal shall not be refunded unless the results of the committee report come positive, changing the students' grades in the course.
- 3- Notwithstanding concrete errors, there shall be no possibility for lowering the grade given to the student to a degree less than the one appealed against.
- 4- The outcome of the appeal issued from the complaints committee and approved by the Department shall be final; the student shall not have the right to re-appeal about the same result for a second time.
- 5- The above-mentioned provisions shall be implemented for appeal in all courses including practical, training courses and graduation projects.

**Article (75) Third: Regulations for cheating in examinations**

Without prejudice to the board of disciplinary regulations with regard to cheating in examinations, and to the rules for academic integrity and plagiarism, the following procedures shall be implemented in case of cheating in examinations, attempting it or assisting in it:

- The invigilator shall withdraw the exam answer sheet and write a memo recording the name and ID number of the student, the course name and number as well as the venue where the exam was held, in addition to an accurate description of the incident of cheating, attempting it or assisting in it as well as the tools used for it; the memo shall be sent as well as the final exam answer sheet to the head of department in order to be raised to the Dean before being sent to the Committee of Disciplinary Violations in the college.
- The Committee of Disciplinary Violations in the college shall investigate the incident with the student and issue the appropriate recommendations in light of the board of disciplinary violations of the students of the University of Bahrain.
- The Dean shall inform the Deanship of Student Affairs of the decision made about the incident under investigation in order to take the necessary action and inform those concerned of that decision.

**Article (76) Fourth: Regulations for absenteeism from the final exam**

- 1- Students who were unable to attend the final exam in the semester shall present a valid excuse, supported by documents approved by the authorities concerned, to the head of the department within two weeks of the examination date, in order to be sent to the Dean before being presented to the College Counsel who shall take one of the following two decisions:
  - Rejecting the excuse of the student and considering the student failing the course, in which case the student shall reregister. The student shall be informed of this decision before the beginning of the Add/Drop Period of the following semester; otherwise the excuse shall be considered acceptable.
  - Accepting the excuse and allowing the student to attend the final exam with the course students at the end of the following semester. The dean of the college concerned can bring forward the date of the final exam for the student in the following cases:
    - a. the student who was academically dismissed due to receiving a grade 'F' for missing the final exam, and whose excuse is then accepted.
    - b. the student who is expected to graduate at the end of the semester.

- c. valid emergency cases along with the approval of the dean concerned in consultation with the Dean of Admission and Registration.
- 2- The following cases may be considered valid for accepting excuses given by the student for not attending the final exam:
  - a. acceptable emergency excuses
  - b. health problems, provided students present official medical reports signed and approved by the physician and health center/ hospital and approved by the health center of the University
  - c. involvement and/or injury in a traffic accident
  - d. decease in the family in a first- or second-degree
- 3- Students shall be assigned a grade 'F' in case of absence from the final exam; if the excuse is accepted and the final exam is taken successfully, a form for correcting the grade shall be filled in, stating the reasons for the change.
- 4- Unless there is a written final examination, a grade 'I' shall be assigned to the student in a course consisting of research, debate or practicum when presenting an excuse for being unable to complete the assignments required; this grade shall be left out from the student's record if the work is completed in the following semester; otherwise the student shall be considered failing.

### **Fifth: Regulations for repeating courses**

- Article (77)** Students are required to repeat the compulsory course in which they failed and they may repeat a course in which they achieved a grade 'C-' or less. The newest grade shall be calculated in the cumulative GPA, and the number of times the course was registered in is mentioned in the academic transcript. (Refer to appendix 2: Modified rules for 2017 batch and beyond)
- Article (78)** With the approval of the department concerned, students can choose another elective course as a replacement for the course in which they failed or the one which has been cancelled; the grades of both courses studied shall be recorded in the academic transcript, and newest grade shall be the one calculated in the cumulative GPA.
- Article (79)** When repeating the course, students are required to attend the class hours and the practical hours and are required to perform all the assessed activities of the course. The grades of the old practical part of the course may be considered if the student achieves 70% or more, becoming exempted from attending the practical hours.
- Article (80)** This article has been canceled by the University Council Resolution No 703/2016. The Article states that:



"Students who fail one course three times or more can be allowed to do the final exam without attending the classes and without paying the course fees according to a request written by the student to the Deanship in the two weeks preceding the start of study. The final grade in the course shall be calculated from the final exam only, provided that the student attends the final exam with the course students at the same time. The provisions of this Article shall not take effect if the course is not offered in that semester."

**Article (81)** Students are not entitled to request part of their academic transcript in the academic program they are registered in and offered by the Deanship, starting from the date of their admission to the University until the date of the request of that record; students shall contact the Deanship in case of an error in their academic transcript.

**Article (82)** The Deanship may provide the students who are expecting to graduate after one semester with a certificate proving their expected graduation after checking their GPA and the average of the grades in their specialized courses.

### **Sixthly: Regulations for graduating and awarding the academic degree**

**Article (83)** Subject to Article 16, the following conditions shall be met in order for the students to graduate from the University:

1. successfully passing all the courses required for graduation;
2. achieving no less than the minimum GPA required for graduation (2 out of 4);
3. achieving no less than the minimum Major GPA required for graduation (2 out of 4) in the average of the major courses included in the program and offered by the department, starting from courses level 100 to those level 400. (According to Resolution No. 357/2017 and Resolution No. 186/2018, the major GPA requirement applies to students of the College of Business Administration, College of Law and College of Physical Education, starting from the 2016 batch, and the batches that precede them are subject to the specific decision taken at the college.)

The student, from batch 2016/2017, must obtain an average of not less than 2.00 of 4.00 in the minor courses, in accordance with the Council Resolution No. 175/2016.

Graduation requirements apply to students of the Applied Studies College starting from the 2016 batch. This is not applied to previous batches, in accordance with Resolution No. 523/2016.

**Article (84)** Students shall be given a certificate proving their graduation from the University on the template offered by the Deanship whenever the conditions stated in the previous article are met and all other requirements are fulfilled.

**Article (85)** Subject to Article 15/H of the system, the University Council shall award the degree to the students who have met the conditions for graduation in the period stated in Article 16 of this system

**Article (86)** Success and distinction levels are offered for the students according to the following table:

<b>Points</b>	<b>Award</b>
3.90-4.00	Excellent with First Class Honour
3.70-3.89	Excellent with Second Class Honour
3.50-3.69	Excellent
3.00-3.49	Very good
2.00-2.99	Good

**Article (87)** The President of the University and the deans of the colleges may adopt an honorary board which includes outstanding students according to the conditions decided upon by the University Council.

## **Chapter Four: Final Rules**

**Article (88)** The forms and templates prepared by the Deanship of Admission and Registration shall be used for implementing the provisions of these regulations.

**Article (89)** Without prejudice of the provisions of these regulations, every college is entitled, according to a recommendation from the department concerned, to establish procedures and regulations which are consistent with the particularities of its own programs, provided these are approved by the University Council.

**Article (90)** Where no special provisions are made, the regulations and procedures for each academic department shall take effect over the centers and programs, which offer courses in the University that, do not contradict with their special regulations.

**Article (91)** Every college shall have a directory which gives information about the study programs offered by the college, descriptions of the compulsory and elective courses for each program and their distribution on the semesters, as well as the prerequisites for every course, practical and training course, graduation researchers and applied work for the courses.

- Article (92)** All information concerning the student shall be considered confidential, including exam results, and is not allowed access to a party besides the student, unless requested through an agent with a document signed by the student; exam results shall be announced in methods which do not violate the student's privacy.
- Article (93)** Security measures shall be utilized in keeping and modifying the students' electronic data as mentioned in the system policy and basic procedures in the field of Information Technology.
- Article (94)** The regulations for the disciplinary acts for the students of the University of Bahrain shall be enforced for any offence against these regulations committed by the students.
- Article (95)** In addition to its responsibilities, the Deanship shall assume the implementation of the following:
- preparing and formulating request forms and templates, and taking all actions required to implement the provisions of these regulations.
  - preserving all files, information and electronic data about the students of the university on electronic disks and maintaining their confidentiality.
  - providing the basic data, information and statistics concerning the performance indicators of the university students for the authorities concerned; these indicators and their curves shall be measured by the competent authorities and shall be offered to the academic departments and colleges concerned as well as the decision-makers for the purpose of improving the educational process.
- Article (96)** Distinguished students shall be given a larger focus of care which motivates them and encourages them to excel and succeed; the representative shall implement the appropriate mechanisms for determining the types of required attention and care.
- Article (97)** Students with special needs shall be taken into consideration in matters concerning repeating examinations and tests and registering in and attending courses; they shall be taken care of in selecting lecture rooms appropriate for their physical conditions, in accordance with the regulations and decisions of the University Council in this matter.
- Article (98)** The University Council shall be the sole authority responsible for interpreting the provisions of these regulations, and its decisions in this matter shall be considered complementary to it.
- Article (99)** The regulations herewith shall be implemented from the date of ratification by the University Council.
- N.B** Should there be any dispute arising from misinterpretation, misunderstanding, or vagueness of the English text, the Arabic text shall be the source text to be referred to for interpreting these regulations.

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## **Appendix (1): (Non-disciplinary) Academic Warning and Dismissal System for 2016 batch and beyond:**

- Article (1)** The provisions for academic warning and dismissal shall apply to all students at the undergraduate level (bachelor degrees and associate diplomas).
- Article (2)** The summer session shall not be counted as an academic semester when considering academic warning and dismissal.

### **1- Academic Warning**

- Article (3)** Academic warning shall be given to a student if their cumulative GPA falls below the minimum required for graduation in the academic program (2.00 of 4.00) within the period stipulated in Article (16) of the Regulations of Study and Examinations at the University of Bahrain, starting from the first semester after orientation, if any. The academic warning in this case is considered as the first warning. If the student did not raise his/her cumulative GPA to the required minimum (2.00), his/her will be sent the second (and last) academic warning.

If the student receives an academic warning, whether first, second or both, and then raises the cumulative GPA to the required minimum, the warning will be cancelled. If the cumulative GPA decreases at a later stage after the cancelation, a new academic warning is issued independent of the previous warning(s).

- Article (4)** A student who has been given an academic warning shall not register less than 8 credit hours, and no more than 13 credit hours in the semester (Modified by Resolution no 157/2018, student in this case can register up to 21 credit hours). During the period of the warning, the student shall not apply for membership of any administrative student body or study courses at another university as a visiting student.
- Article (5)** Students under an academic warning may make use of the opportunities available in order to increase their cumulative GPA.

### **2 - Academic Dismissal:**

- Article (6)** The student shall be dismissed from the university in the two following cases:

Case 1: If the student is unable to raise their cumulative GPA to the minimum required for graduation in the academic program (2.00 of 4.00) in the following semester of receiving the second academic warning.

Case 2: End of the maximum stipulated in Article (16) of the Regulations of Study and Examinations at the University.

- Article (7)** The student who is dismissed from the University for academic or disciplinary reasons shall not be allowed to re-enroll in the University.
- Article (8)** The temporary dismissal period from study for disciplinary reasons

shall be considered a part of the period stipulated in Article 16 of this system.

**Article (9)** These regulations shall be attached to Regulations of Study and Examinations at the University of Bahrain 2013, and shall apply to the 2016 batch, and to students who have completed the orientation program during the academic year 2016/2017.

**Appendix (2): Amendments to university council resolution no. 286/2017 by resolution No. 625/2018 on handling grades, warnings, dismissal and repeating courses.**

Resolution No. (625/2018):

"The following procedures shall be applied to admitted students at the beginning of the academic year 2017/2018 and beyond:

1. A student shall be allowed to repeat the course, in which he is failed, twice at the most.
2. All grades (old and new) obtained for the same course shall be counted in the cumulative GPA upon repeating the course.
3. The calculation of the student's grades and their cumulative GPA is not canceled; even if they transfer to another program (i.e. the cumulative GPA shall not be re-set upon transferring to another program).
4. Students are not allowed to repeat courses unless they fail, or if they succeed and obtain a grade less than C= (2.00) in one of the courses, provided that the number of repetitions in this case should not exceed four times only during his study period at the university."

## Appendix (3) Instructions for the Orientation Program for Batch (2017) \*

Resolution No. 48/2018

Completion of the University Council Resolution No. 277/2017 on the Orientation Program at the University of Bahrain 2017/2018

1. Students who have obtained a secondary school certificate or its equivalent, whether averages or grades, shall be exempted from the Orientation Program as per the following conditions:

A) Students with secondary school certificate average of not less than 90%.

B) Students with an average grade of not less than 90% in all English courses at the secondary level.

C) Students with a TOEFL<sup>1</sup> score of at least 500 or an IELTS<sup>2</sup> score of not less than 5.5, provided that the student submits the certificate to the English Language Center at the University before the start of the study.

2. The student is exempted from MATHS001 if they have an average score of at least 90% in mathematics courses, this is for students of standardized tracks (scientific only), or has an AP<sup>3</sup> / IB<sup>4</sup> / SAT<sup>5</sup> certificate in mathematics or their equivalents. This certificate can be submitted during the semester, and if the student registers for the course, the fees paid under this exemption will not be refunded.

3. The student is exempted from ITIS001 if they hold an IB certificate in IT or a MOS<sup>6</sup> / ICDL<sup>7</sup> certificate or equivalent. This certificate can be submitted during the semester, and if the student registers for the course, the fees paid under this exemption are not refunded.

4. Students with a secondary school certificate rate of 70% to 89.99% are allowed to take the English Language Exemption Test administered by the English Language Center at the University.

5. The English Language Center classifies the Orientation Program students into two levels, the first level (two semesters) or the second level (one semester), based on their results in the Orientation Program Exemption Test.

6. The maximum duration for the completion of the first level of the Orientation Program is two academic years (4 semesters), and the maximum duration for the completion of the second level of the Orientation Program is one academic year (two semesters).

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1 Test of English as a Foreign Language

2 International English Language Testing System

3 Advanced Placement Certificate in Mathematics

4 International Baccalaureate

5 Scholastic Assessment Test

6 Microsoft Office Specialist

7 International Computer Driving License

7. Based on the level, the Orientation Program courses are distributed as follows:

For the first level of the Orientation Program, the courses are as follows:

a. Semester One includes courses equivalent to 16 credit hours distributed as follows:

- 13 hours in English (ENGLR001, ENGLR002 and ENGLR003), which constitute in total ENGLRL1 course.
- 3 hours in Mathematics (MATHS001) or IT (ITIS001), as per group.

B. Semester Two includes courses equivalent to 16 credit hours distributed as follows:

- 13 hours in English (ENGLR004, ENGLR005 and ENGLR006).
- 3 hours in Mathematics (MATHS001) or IT (ITIS001), as per group.

For the second level of the Orientation Program, its courses are specified according to the student's college, and is equivalent to 16 credit hours, as follows:

a. College of Science, Engineering, Information Technology, Health Sciences and Applied Studies:

- 13 hours in English (ENGLR004, ENGLR005 and ENGLR006).
- 3 hours in Mathematics (MATHS001).

B. College of Arts, Business Administration, Law and Physical Education:

- 13 hours in English (ENGLR004, ENGLR005, ENGLR006), which is a total of ENGLRL2.
- 3 hours in Information Technology (ITIS001).

8. The final exam of MATHS001 is administered one week before the final exams dates.

9. The academic departments responsible for the mathematics course and the IT course will be allowed to administer the re-examination or exemption for the student, the re-examination should be conducted immediately after the final examination period.

10. The student is evaluated in ITIS001 based on the quarterly exams only (without a final exam). In case the student does not pass the course, the department is allowed to submit a comprehensive re-examination of the course according to Item (9).

11. The student is not allowed to progress to the undergraduate program until he/she pass the Orientation Program or are exempted from it.

12. The student is assessed in the Orientation Program courses according to the University's assessment system (A, B+, B, B-, C+, C, C-, D+, D, F) without calculating cumulative GPA.

13. The average grade of the student in the English courses (ENGLR001, ENGLR002, ENGLR003) is calculated as the grade of the ENGLRL1 course titled ENGLISH FOR ORIENTATION LEVEL 1. The average grade of the student in the English courses (ENGLR004, ENGLR005, ENGLR006) is calculated as the grade of the ENGLRL2 titled ENGLISH FOR ORIENTATION LEVEL 2. Based on the level of the student, the two general courses ENGLRL1 and ENGLRL2 appear in the student's transcript. In



addition, all kinds of withdrawals (W, WF, WA, WE) from these two courses are recorded.

#### 14. Dismissal from the Orientation Program

Students are dismissed from the Orientation Program in the following two cases:

- a. Failing twice in any of the Orientation Program courses.
- b. End of the maximum period allowed for finishing the Orientation Program without successfully passing all the Orientation Program courses.

#### 15. The final withdrawal from the university, withdrawal from a semester, and withdrawal with the degree of W or WE

A. The student is not allowed to return to the university in the case of having a final withdrawal from the university while studying in the Orientation Program.

B. The student is allowed to temporary withdrawal from the university once (one semester) while studying in the Orientation Program, and this withdrawal is not counted within the maximum period of completing the Orientation Program.

C. The student is not allowed to temporary withdrawal from the university in the first semester they were accepted.

D. The student is allowed to withdraw with a grade of (W), during the period specified in the academic calendar, provided that they withdraw from all the courses of the Orientation Program. This semester is calculated within the maximum period allowed for completing the program.

E. The student is allowed to withdraw due to a compelling excuse (WE) from all courses of the Orientation Program during the last quarter of the semester and before the start of the examination period. The first time of the withdrawal is not counted within the maximum period of completion of the introductory program.

F. The student is considered dismissed from the university if they stop studying (unofficial withdrawal) in the Orientation Program for one academic semester.

G. According to article (31) in the Regulations of Study and Examinations at the University of Bahrain, if the student absent in a particular course in 25% of the lectures, he/she is compulsorily withdrawn from it. If the student's absence has an acceptable excuse, they will be given the compulsory withdrawal (WA). If the excuse is not accepted, the student is given the a failing compulsory withdrawal (WF). In both cases, the student is considered not to have passed the course.

#### 16. Old students at-risk in the Orientation Program (2016 and earlier)

Old students at-risk in the Orientation Program (2016 and earlier) are subject to study according to the new Orientation Program (2017), and the classified at the English Language Center into Level 1 or Level 2. The rules and regulations provided in the new resolution shall apply to them.

17. The provisions of the Regulations of Study and Examinations at the University of Bahrain shall be applicable unless a specific provision is included in this decision.

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Resolution No. 360/2017: Approval of recommendation of the College of Health Sciences to adopt the Orientation Program Plan (2017) at the College as of the beginning of the academic year 2017/2018.

Resolution No. 277/2017: Approval of the development of the Orientation Program as of the beginning of the academic year 2017/2018, as per attached.

**Appendix (4) University Council Resolution regarding the Orientation Program - Batch 2016:**

Resolution No. 523A/2016 (30/6/2016):

1. The Orientation Program consists of 3 courses. This applies to all new students, including students admitted to the College of Applied Studies, in accordance with the regulations established by the University Council in this regard.
- 2 - The student is given one opportunity to repeat the Orientation Program. In case of failure, the student is given another opportunity to repeat this program. If the student does not successfully pass the program, the student is dismissed from the university.
3. The Orientation Program is promoted with supporting programs that contribute to strengthening students' English language competence through the integration of e-learning, cognitive support, study skills, research skills, and communication skills.
- 4 - Students in the Orientation Program are not allowed to register in the university-required courses.
- 5 - The Orientation Program fee is equivalent to 13 credit hours.

This Resolution shall apply from the 2016/2017 academic year to students from the 2016, as well as to those who have not completed the Orientation Program of the 2015/2016 Batch.