



University of Bahrain

Academic Advising Regulations at the University of Bahrain

Approved by the University Council Meeting No.12/2013 dated
23/10/2013 in accordance with Decision Number 1879/2013

Chapter One: General Rules and Definitions

Article (1) These regulations are called the “**Academic Advising Regulations at the University of Bahrain**”.

Article (2) The provisions of these regulations shall be enforced at the undergraduate and graduate levels unless otherwise stated in a special provision.

Article (3) The following terms shall have the corresponding meanings stated against each unless otherwise stated in a specific context.

The law	Decree no. 12 for the year 1986 for establishing the University of Bahrain and the amendments thereto .
University	University of Bahrain.
University Council	The Council of the University of Bahrain
College Council	The Council of the college concerned.
Department Council	The 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 whomever equivalent in position.
Deanship	Deanship of Admission and Registration.
The Chair of Department	The Chair of the Department concerned.
Academic Advisor	The academic faculty member who advises students regarding study related matters.
Study Plan	A plan for a particular academic program which includes all the required courses that students must pass before graduating.
Student	The student who has registered for courses at the University in the undergraduate or graduate level.
Office Hours	The duration of time the academic faculty member should be available in office, or equivalent , in order to provide Academic Advising for students.
Undergraduate Degree	A university degree in the Diploma or Bachelor’s degree programs after completing the General Secondary School Certificate or any other equivalent certificates .
Graduate Studies	Higher Diploma, Master or Doctorate degrees which follow the undergraduate degree, or their equivalent.

Chapter Two: Regulations of Academic Advising

- Article (4)** Academic Advising is an educational process that assists students in choosing the right courses, fostering university values, and enforcing them to more intellectual and scientific achievement, as well as equipping them with study and research methods.
- Article (5)** Academic Advising aims at introducing students to identify:
- a- Their interests and abilities, and how to determine their educational goals.
 - b- The related University regulations, academic choices, and requirements of their Academic Program.
 - c- The academic environment of the University.
 - d- The facilities and resources of the University which assist the educational process.
- Article (6)** The Department Chair shall appoint an Academic Advisor for every student at the start of the student's enrollment at the University.
- Article (7)** The Deanship shall provide the Academic Advisor, through the Chair of Department, with the academic records for all students he/she advises.
- Article (8)** The College Council shall specify 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 faculty member.
- Article (9)** The Academic Advisor shall observe the following:
- a- Mastering the academic regulations of the University in order to provide students with correct academic information.
 - b- Being aware of the academic calendar including the important dates for registration, add/drop, and withdrawal periods.
 - c- Being available in the office during the office hours dedicated for advising students.
 - d- Advising students in the best ways to carry out their study plan and fulfil all academic requirements.
 - e- Taking care of students and encouraging them to consult the advisor when needed.
 - f- Following up the academic status of the students and communicating with them as well as meeting them when needed.
 - g- Accurate revising of student's academic record, as well as signing the application form for eligibility to graduate/final graduation, through revising the courses passed which qualify students for graduation.

- Article (10)** The Academic Advisor shall present to the Chair of Department an annual report about advising and the problems encountered therein, in order to submit it to the Department Council, to be further referred to the College Council if deemed necessary.
- Article (11)** Students must be aware of study and testing regulations, the regulations organizing thereto and the requirements for graduation. The assistance provided by the Academic Advisor should not at all relieve them from learning about these regulations.
- Article (12)** Students should see the Academic Advisor at the given office hours for any queries and concerns and problems and follow his/her advice related to their study matters.
- Article (13)** The Academic Advisor may request from the Chair of Department to be relieved of Academic Advising for a specific student, provided this request is appropriately justified.
- Article (14)** Students may complain to the Chair of Department against his/her Academic Advisor, or may request to be transferred to the list of another Academic Advisor, the Deanship should be informed of the transfer.
- Article (15)** Academic Advising is held under the supervision of the Chair of the Department; failing to comply with this is considered a violation requiring disciplinary act in accordance with the Regulations of the Academic Faculty Members of the University.
- Article (16)** The regulations for the disciplinary acts for the students of the University of Bahrain shall be enforced for any violations committed by the Student through Academic Advising.
- Article (17)** The University Council shall be the sole authority responsible for explaining the provisions of these regulations, and its decisions in this matter shall be considered complementary thereto .
- Article (18)** These regulations shall be implemented as of the date of ratification by the University Council; all provisions inconsistent therewith shall be repealed.
- 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 in interpreting these regulations.
